

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: MINUTES OF MEETING HELD
THURSDAY, MAY 13, 1993

PRESENT: PRESIDENT HOLMES R. SHAVER
COMMISSIONER JEAN GRAPES
COMMISSIONER STEVEN A. GRIMM

On this date, the County Commission met in regular session. They signed purchase orders, invoices and other correspondence.

On this date, the County Commission approved Personal Property Improvers for Leah Hess, John R. Smith and Moores Hotel (William Jacobs).

The 9:30 A.M. meeting with Fred Rader was cancelled.

At 10:00 A.M., the County Commission held a hearing for Zella Ruble, alleged incompetent. Attorney was John Ellem. Guardian Ad Litem was Thomas Zimmerman. Gloria Rood, bookkeeper for Parkview Health Care Center stated that Zella resides at Parkview; receives a monthly Social Security check in the amount of \$398.00; receives a monthly retirement check in the amount of \$52.31 and has a bank account with a current balance of \$1,074.16. Adriane Davis, a nurse at Parkview stated that Zella has been at Parkview for approximately three years; she had a stroke and later an extension of a stroke which left her condition deteriorated; she has to have a feeding tube and her mental status has declined. Affidavits from Dr. Allan Figueroa were presented to the County Commission. Mr. Zimmerman agrees with the petition and stated that when he visited Zella, she only stared blankly into the room. Upon a motion made by Jean Grapes, seconded by Steven A. Grimm and made unanimous by Holmes R. Shaver, the County Commission declared Zella Ruble Incompetent. Upon a motion made by Steven A. Grimm, seconded by Jean Grapes and made unanimous by Holmes R. Shaver, the County Commission appointed Sheriff K.D. Merritt as Committee for Zella Ruble.

At 10:38 A.M., upon a motion made by Holmes R. Shaver, seconded by Jean

Grapes and made unanimous by Steven A. Grimm, the County Commission went into Executive Session under #7 of the West Virginia State Code (any official investigation or matters relating to Crime Prevention or Law Enforcement). Attending said Executive Session were Michele Rusen, Prosecuting Attorney, K.D. Merritt, Sheriff and Mary R. Rader, County Administrator. The County Commission adjourned this Executive Session at 11:05 A.M.

At 11:05 A.M., the County Commission met with Jeff DeVol, President of the Wood County Parks and Recreation Commission and Charlie Cline, member of said Commission. Mr. DeVol presented a report of Commission Activities to the County Commission. Said report is attached to these minutes and should be made a part thereof.

On this date, the County Commission unanimously agreed to a request from Donna Jackson, Magistrate, for the purchase of beepers to allow Magistrates on call to be reached, however, the County Commission asked Donna Jackson to check with the State of West Virginia to see if they would pay for the beepers.

On this date, the County Commission, upon a motion made by Jean Grapes, seconded by Steven A. Grimm and made unanimous by Holmes R. Shaver, approved monies for the following: \$5,000.00 made payable to the Parkersburg/Wood County Visitors and Convention Bureau; \$8,000.00 made payable to the Wood County Recreation Commission and \$3,500.00 made payable to the Wood County Senior Citizens.

On this date, the County Commission, in regular session, announced to all concerned, upon a motion made by Steven A. Grimm, seconded by Jean Grapes and made unanimous by Holmes R. Shaver, that they, as a Commission are calling a SPECIAL SESSION to be held on Friday, May 21, 1993 at 8:30 A.M. for the purpose of entering a Final Order in regard to proposed precinct changes due to the Legislative Redistricting of Delegate Districts. Said proposed precinct changes were discussed at a Public Hearing before the

County Commission on Thursday, May 6, 1993 at 10:00 A.M. An Order was prepared regarding this matter.

On this date, the County Commission, upon a motion made by Jean Grapes, seconded by Steven A. Grimm and made unanimous by Holmes R. Shaver, ORDERED that a Class II Legal Notice be placed in both local newspapers requesting sealed bids for a seven passenger van to be used by the Wood County Sheriff's Department. Said Legal Notice will appear in both The Parkersburg News and The Parkersburg Sentinel on May 18, 1993 and on May 25, 1993 with bid opening being held on Monday, June 7, 1993 at 10:00 A.M. An Order was prepared regarding this matter.

On this date, the County Commission was in receipt of the Statement of Accounts from Charleston National Bank, Charleston, WV, in regard to the Brooke, Harrison, Marshall, Wetzel and Wood Counties, WV Single Family Mortgage Revenue Refunding Bonds, Series 1992. Said Statement of Accounts is for the year ending April 30, 1993. An Order was prepared regarding this matter.

On this date, the County Commission was in receipt of the Statement of Accounts from Commerce Bank, Parkersburg, WV, in regard to the Wood County Building Commission, Wood County Courthouse Annex Project, 1992 Series Bond Issue. Said Statement of Accounts is for the year ending April 30, 1993. An Order was prepared regarding this matter.

On this date, the County Commission was in receipt of the Approval of the Request for Revision to Approved Budget from the Department of Tax and Revenue, Charleston, WV, in regard to Revision No. 19 in the General County Fund budget for the fiscal year 1992/1993. An Order was prepared regarding this matter.

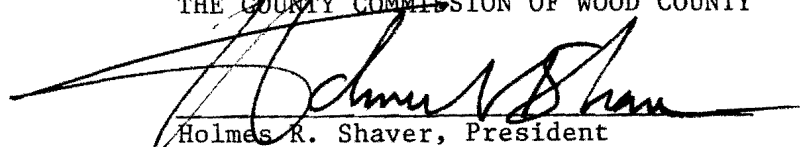
On this date, the County Commission was in receipt of the Approval of the Request for Revision to Approved Budget from the Department of Tax and Revenue, Charleston, WV, in regard to Revision No. 20 in the General County Fund budget for the fiscal year 1992/1993. An Order was prepared regarding this matter.

Having no scheduled appointments or further business to attend to, the

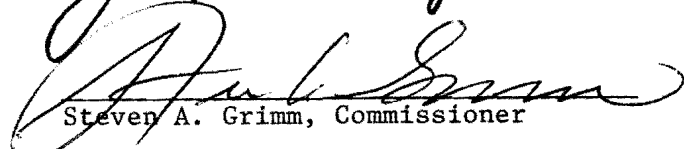
County Commission adjourned at 12:00 Noon.

Approved:

THE COUNTY COMMISSION OF WOOD COUNTY

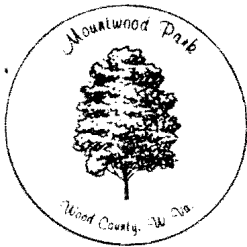

Holmes R. Shaver, President


Jean Grapes, Commissioner


Steven A. Grimm, Commissioner

PURCHASE ORDERS SIGNED ON MAY 13, 1993

No. 17287	BSSI	\$ 3574.98
17362	CWS	77.50
17369	Bob Barker Company	448.36
17370	Viking Office Products	128.11
17414	Turn Key Maintenance	3650.00
17415	Battery Mart	95.95
17419	Ogden Newspapers	172.49
17420	Parkersburg Office Supply	68.93
17421	Parkersburg Office Supply	141.36
17422	Parkersburg Office Supply	102.31



Mountwood Park

Route 2—Box 56

Waverly, West Virginia 26184

Phone (304) 679-3611

TO: Wood County Commission

FROM: Wood County Parks and Recreation Commission
by its President, Jeff DeVol

DATE: May 13, 1993

RE: Report of Commission Activities

The Wood County Parks and Recreation Commission has been very active over the past several weeks. We believe that significant progress has been made. As good communication is key to good government, we desire to share our accomplishments with you, answer any question you may have, and receive any comments you wish to make.

The following is a chronological outline of our activities:

Approved an agreement authorizing Abraxas to operate and maintain the Games Area at their expense, making recreational opportunities available to the public and mutual scheduling of the Softball field for use by Deerwalk Little League Teams, Abraxas Intra-mural teams and the public.

Approved a cooperative agreement with the Soil Conservation Service to have a valve installed in the lake's riser to allow us to drop the water level during the winter. That will help us reduce the amount of vegetation in the lake and improve its quality for recreation and fish habitat. The project cost is \$24,000, shared equally by the Park and SCS, and the total will qualify towards our obligated share of the Phase II Lake Restoration Project.

Selected FX Browne Associates as managing consultants for the Phase II Lake Restoration Project. Negotiations for the services and costs of the project management are underway and will be acted upon as soon as possible. The first project under Phase II will be the correction of soil erosion problems on the Fire-tec property - a project that the County Commission has already appropriated \$3000 for - and we will also have FX Browne assess the feasibility and design of an outdoor stage and natural amphitheater as part of rehabilitating the area.

A Committee has been working to bring a detailed proposal and plan to operate the Marina and Concessions in the Park, with a target opening date not later than Memorial Day.

Passed an amendment to our By-Laws creating clear procedures for conducting meetings pursuant to the Open Meetings Law and establishing such rules.

Requested Proposals for all insurance policies carried by the Park.

Awarded contract to remove an underground gasoline storage tank in accordance with DEP requirements.

Appointed an Executive Director to act in a temporary capacity until a full time Executive Director is employed. That action brings us into accord with proper procedure pursuant to our By-Laws. We are continuing to recruit applicants to satisfy ourselves that the best available person is selected for the position.

The Executive Director is responsible for day to day operations and acts as the purchasing agent and personnel supervisor for the Park. In Concert with appointing an Executive Director several operating procedures have been instituted to achieve more efficient operating control, including:

- 1) Purchase Order System
- 2) Vehicle Maintenance and Use Logs
- 3) Chain of Command Policy
- 4) Interim statement of employee duties and responsibilities.

The Director, in consultation with a Personnel Committee is reviewing, updating, and developing;

Personnel Policy Manual
Operations Policy
Job Descriptions

Acted on a study performed by Cerrone and Associates on future alternatives for the Park water supply system. We selected an alternative that would upgrade the water system, eliminate existing wells, eliminate existing pumps and the high-pressure that is now required, and connect the entire system to Claywood PSD's system. The above alternative will cost just under \$300,000 dollars to complete. Financing alternatives will be pursued beginning later this month that include revenue bonds and grants. It has been identified that the project costs can be paid for through water billings to the customers served by the project through a special rate schedule and tariff if approved by the PSC. We believe that such a project will save the Park \$50 - \$60,000 annually and improve the quality of water service.

We are currently in the process of considering further amendments to our Bylaws, including updating our contracting and purchasing procedures. That section of the current Bylaws was adopted in 1971 and reflect 1971 dollars. Also, there may be a need to clarify language, particularly in the area of emergency purchases. The current procedures, prescribed in the Bylaws may be impairing reasonable and efficient operations because of the above conditions. The current Bylaws are more restrictive than State Law on purchasing and contracting. The proposed language, now under consideration, is consistent with State Law and, while still stricter with respect to dollar amounts, may prove more workable. At a minimum the new language is clearer and more precise.

We are also attempting to conduct an up to date physical inventory of our property - equipment, supplies, furniture - and it is certainly a massive undertaking. It may be beyond the capability of our Inventory Committee and, given that we're in season, involve too much time for our staff to accomplish. We probably are going to have to contract with some private firm to conduct the inventory in a reasonable time frame.

In addition to the above activities, there are numerous other projects in the works or being contemplated - much of it day to day and ongoing work.

We hope that we can share still more progress and accomplishments in future reports.