

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: MINUTES OF MEETING HELD
MONDAY, OCTOBER 4, 1993

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

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

On this date, the County Commission, upon a motion made by Jean Grapes, seconded by Holmes R. Shaver and passed, approved minutes from September 23, 1993. Upon a motion made by Steven A. Grimm, seconded by Holmes R. Shaver and passed, the County Commission approved minutes from September 27, 1993.

On this date, the County Commission approved Personal Property Improvers for Parkersburg Medical Associates.

At 9:30 A.M., Leonard P. Travaille was sworn in as a Wood County Correctional Officer.

At 10:00 A.M., the County Commission held a hearing for Glenn Abbott, alleged incompetent. Attorney was Darren Tallman. Guardian Ad Litem was Theodore Davitian. Robert Abbott, brother of Glenn was sworn in and stated that Glenn is seventy-one years of age; he lives next door to him; their mother passed away in July (Glenn did live with her); he suffers from epilepsy; he cannot take care of himself or his business affairs; he and his wife have taken care of his business affairs for at least twenty-five years; Glenn cannot write; there is a lady who comes everyday to help him; Glenn has never held a job and he would like to be Committee for his brother. Mr. Davitian stated that in his research, he has found that Glenn was fine until he was three years of age when he got epilepsy, he was not born retarded. Mr. Davitian stated that he feels Glenn is more incompetent than mentally retarded. Mr. Tallman stated that affidavits had not been sent to him, but

after he obtains them, they will be submitted to the County Commission. Upon a motion made by Steven A. Grimm, seconded by Jean Grapes and made unanimous by Holmes R. Shaver, the County Commission declared Glenn Abbott Incompetent but, stipulated that this is based on a doctor's office affidavit. (Said affidavit has since then been submitted.) Robert Abbott stated that Glenn owns no property; he has approximately \$40,000.00 that his mother put in an account with the mother's name and Glenn's name on said account; he (Robert) is Executor of his mother's estate and the money is set aside for Glenn's care; he has no vehicle but does have life estate in his mother's home. Upon a motion made by Steven A. Grimm, seconded by Jean Grapes and made unanimous by Holmes R. Shaver, the County Commission appointed Robert Abbott Committee for Glenn Abbott with a corporate surety bond in the amount of \$40,000.00, which may be changed if they find the assets are incorrect.

At 11:00 A.M., the County Commission held a hearing for Rudy L. Tennant, alleged incompetent. Attorney was Darren Tallman. Guardian Ad Litem was Theodore Davitian. Ruth Lemon, daughter of Rudy L. Tennant, was sworn in and stated the following; Rudy is eighty-five years of age; he is in the Fairview Nursing Home in Beverly, Ohio; he is divorced; there are nine children; he suffers from Alzheimer's Disease, which he has had approximately one year; she pays his bills; he cannot carry on a conversation; he doesn't know her; he has no real estate; he has approximately \$600.00 in a checking account; he receives \$303.00 from Social Security a month; he has Medicare and her brothers and sisters don't object to her being appointed Committee. Vera Board, another daughter of Rudy Tennant was present at this meeting. Upon a motion made by Jean Grapes, seconded by Steven A. Grimm and made unanimous by Holmes R. Shaver, the County Commission declared Rudy L. Tennant Incompetent. The Guardian Ad Litem added that he has talked to some of the family members and they do not object to her being appointed Committee. Mrs.

Lemon stated that the cost of the nursing home is \$242.00 per month. Upon a motion made by Jean Grapes, seconded by Steven A. Grimm and made unanimous by Holmes R. Shaver appointed Ruth Lemon Committee for Rudy L. Tennant with a surety bond in the amount of \$100.00 subject to an affidavit from a doctor. An affidavit was later submitted from Dr. Brian Powderly.

At 11:30 A.M., the County Commission met with Jamie Six, County Clerk to discuss redistricting. After explanation from Mr. Six to the County Commission, the County Commission, upon a motion made by Steven A. Grimm, seconded by Jean Grapes and made unanimous by Holmes R. Shaver, directed the Clerk of the County Commission to begin the process for publication and procedure, in accordance with Chapter 3, Article 1, Section 7 of the Code of West Virginia, to move Precincts 64 and 66 from Magisterial District C to Magisterial District A. Placement of Precincts 64 and 66 in to Magisterial District A would bring the County in compliance with the provisions set forth in Chapter 3, Article 4A, Section 30 of the Code of WV dealing with voter registration. Said change is being set forth upon the recommendation from Secretary of State, Ken Hechler, and is more fully described as "Combination 1" in the Secretary of State's letter dated August 3, 1993, a copy of which is attached to these minutes. An Order was prepared regarding this matter. Commissioner Grapes was reluctant but said she would go along with the amendments from the State.

At 1:30 P.M., the County Commission met with Ed Maki, State Tax Office, Steve Valentine, Rick Shaffer from the Mapping Department and Assessor Eugene Knotts. Commissioner Grapes asked how to determine the market value of a parcel if it is not sellable. Mr. Maki stated that guidelines have been created recently for mapping statewide. Mr. Maki stated that the County Commission cannot combine noncontinuous parcels, but special situations can be addressed by the County Assessor for tax purposes. Commissioner Grapes said permanent changes can be made by the County. Mr. Maki stated there needs to be

units of measurement on maps and they need to be consistent with those on the CAMA system; the maps should support the CAMA and both should support the assessment system. Commissioner Grapes stated that she has no problem with that. Discussion took place. Commissioner Grapes stated that she would like to talk with Wade Thompson. (Mr. Thompson was to be here but was unable, so Mr. Maki took his place.)

At 2:00 P.M., the County Commission held a hearing to discuss a petition to close an unused street, alley, travel way and waterline distribution easement in Tygart District (continued from August 9, 1993). Attorney was James Bradley. Petitioner Mary I. Jeffrey was present and Assistant Prosecuting Attorney Robert Hogan. Also in attendance was Olive Mills for J. Edward Morton, David A. Post, Mary Lou Skubic, Terry Wolfe and Geneva Ott. Mr. Bradley stated that he has reviewed an opinion from the prosecuting attorney's office and stated that in regard to page three of the prosecuting attorney's letter, he has examined the plat book and can find no dedication or acceptance on the face of the plat; he also stated that in regard to testimony that was given at an earlier hearing in respect to water rights, he has found that the entire subdivision is served by the City of Parkersburg and the proposed water distribution was never put into effect and finally that there was no dedication of public streets or easements and they have never been maintained by any public authority. Mr. Bradley then stated that lots 173-183 have not and are now now used for public or private means of ingress or egress to or from such property. Mr. Bradley stated that there were two notifications published and personal services was made upon all of record title owners of land which abuts the portion of the easement. Mr. Hogan stated that he thinks Mr. Bradley has done everything correctly. Mr. Bradley stated that they can amend the petition to close the easement only as it abuts the Jeffrey's property, because they didn't want to close the street

easement. President Shaver stated that after checking with the City of Parkersburg, he was told that the street was for utility purposes only and no utilities have been put there and never will be put there. More discussion took place. President Shaver asked if all in attendance opposed the petition and if they objected to the petition in its original form, would they object to the closing of the part just behind the Jeffrey's property. Mrs. Skubic stated that in the future someone may want to close another portion of the alley which would landlock some properties. Mr. Hogan stated that if someone wanted to close another portion of the alley they would have to come before the Commission and do the same thing the Jeffreys are doing which is prove that it does not impair the rights of another property owner. Commissioner Grapes stated that they take each case individually and if it impairs any rights of a property owner then they would not close it. More discussion took place. Commissioner Grapes asked if there were any objections to amending the petition to close only the part behind the Jeffreys property. President Shaver asked Mr. Bradley to explain the amended petition. After the explanation, President Shaver asked if everyone understood the amended petition and asked if anyone objected. Hearing none, President Shaver stated that he would entertain a motion to approve the amendment as stated. Upon a motion made by Jean Grapes, seconded by Steven A. Grimm and made unanimous by Holmes R. Shaver, the County Commission accepted the petition. An Order that was prepared regarding this matter states said easement is depicted on the revised Plat of Pine View Manor Addition in the Office of the Clerk in Plat Book 3, Page 86 as a strip of land 10 feet wide lying on the general southerly boundary of said addition abutting and adjoining Lots 173-178 of Pine View Manor Addition and is now closed and vacated. It was also Ordered that the easement or legal right to place, erect, build or maintain a water tank or other apparatus in connection with a water distribution system,

implied or otherwise, as the same appears on Lot 175 on said plat is closed abandoned and vacated.

On this date, came Mary R. Rader, Director of the Wood County Planning Commission, and presented to the County Commission the revisions to the Subdivision Regulations for Wood County approved by the Planning Commission at their meeting held on January 27, 1993. Said revisions had been open to the public my means of a Public Hearing held by the Planning Commission on October 28, 1992. In addition to the revisions to the Subdivision Regulations, the Salvage Yard Ordinance for Wood County and the revised Checklist for the Subdivision Regulations were presented on this date. The said revisions to the Salvage Yard Ordinance and the Checklist for the Subdivision Regulations received approval from the Planning Commission at their January 27, 1993 meeting. These said revisions were also open to the public at the Public Hearing held on October 28, 1992. Upon a motion made by Steven A. Grimm, seconded by Holmes R. Shaver and made unanimous by Jean Grapes, the County Commission gave approval to the revisions to the Subdivision Regulations for Wood County, the revisions to the Salvage Yard Ordinance for Wood County and the revised Checklist for the Wood County Subdivision Regulations, as presented and previously approved by the Planning Commission. A copy of said revisions to the Subdivision Regulations were attached to the Order that was prepared regarding this matter. A copy of the completely revised Subdivision Regulations will be presented at a later date since additional revisions will be discussed at another Public Hearing being held by the Planning Commission on October 27, 1993. A copy of the revised Salvage Yard Ordinance was also attached to the Order that was prepared.

On this date, the County Commission met with Sheriff K.D. Merritt. Mr. Merritt wanted to request that \$3,000.00 be added to his Overtime line item and \$1,200.00 to his Extra Help line item. Sheriff Merritt stated that he need this due to his employees having to do lien research and the mailing out

of certified letters to lienholders. Sheriff Merritt stated that they now need to devote their time to processing mailed tax payments which have fallen behind. Upon a motion made by Steven A. Grimm, seconded by Jean Grapes and made unanimous by Holmes R. Shaver, the County Commission gave approval to this request. Sheriff Merritt stated the money will stay there if not needed.

The next matter to be discussed by the Sheriff was the need for equipment for the Tax Office. Vickie Cummons was present and explained the letter that describes what equipment is needed. Commissioner Grapes stated that the auditors suggested that the equipment be updated. The County Commission asked the Tax Office to get prices on the items requested and get back to them. A copy of said letter is attached to these minutes.

On this date, President Shaver gave a copy of the letter from G. Dale Farley, Chief, Office of Air Quality, Division of Environmental Protection, to Sheriff Merritt. President Shaver informed the Sheriff that this was the second request. Sheriff Merritt stated that he had never received a copy of it. A copy of said letter is attached to these minutes.

On September 2, 1993, Sheriff Merritt requested \$5,235.00 to upgrade the computer system in the Sheriff's Department in order to run programs and handle memory of the volume that is entered into the system. This had been approved earlier per Jean Grapes but failed to get in the minutes. Upon a motion made by Jean Grapes, seconded by Steven A. Grimm and made unanimous by Holmes R. Shaver, the County Commission approved the \$5,235.00 to upgrade the computer system. A copy of the letter of request is attached to these minutes.

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 the request of Michele Rusen, Prosecuting Attorney for the purchase of additional equipment to update and expand the computer system in her office.

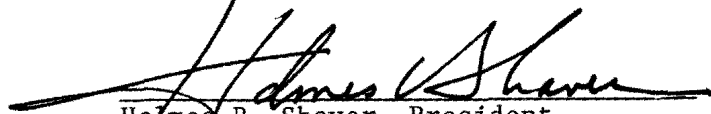
A copy of Ms. Rusen's request is attached to these minutes.

On this date, the County Commission, upon a motion duly made, seconded and passed, approved the suggestions made by James Brown, Jr. from Tri-State Roofing and Sheet Metal Company in regard to the Courthouse and Judicial Annex's HVAC equipment. Said suggestions are attached to these minutes.


Having no further scheduled appointments or business to attend to, the County Commission adjourned at 4:00 P.M.

Approved:

THE COUNTY COMMISSION OF WOOD COUNTY


Holmes R. Shaver, President


Jean Grapes, Commissioner


Steven A. Grimm, Commissioner

PURCHASE ORDER SIGNED ON OCTOBER 4, 1993

No. 17864

Crim Tec Systems, Inc.

\$78,300.00

KEN HECHLER
Secretary of State

MARY P. RATLIFF
Deputy Secretary of State

A. RENEE COE
Deputy Secretary of State

CATHERINE FREROTTE
Executive Assistant

Telephone: (304) 558-6000
Corporations: (304) 558-8000



STATE OF WEST VIRGINIA

SECRETARY OF STATE

Building 1, Suite 157-K
1900 Kanawha Blvd., East
Charleston, WV 25305-0770

WILLIAM H. HARRINGTON
Chief of Staff

JUDY COOPER
Director, Administrative Law

DONALD R. WILKES
Director, Corporations

(Plus all the volunteer
help we can get)

FAX: (304) 558-0900

August 3, 1993

Hon. Holmes R. Shaver, President
Hon. Jean Grapes, Commissioner
Hon. Steven A. Grimm, Commissioner
Wood County Commission
One Court Square
Parkersburg, WV 26101

Dear Commissioners:

I'm sorry we have not been able to spend time this summer on redistricting follow-up. Between municipal elections, the push to prepare for the federal voter registration law, and the need to complete new publications under the FY93 budget, we are just now able to focus on redistricting issues.

In your May 17 letter to Mary Ratliff, you asked that we grant a variance in the "allowed variations set by your office." The ten percent overall permitted deviation in population for magisterial districts which we explained to the counties in the redistricting seminars is not my standard, but the maximum variation allowed by the federal courts in the course of interpreting the "one person, one vote" requirements of the United States Constitution. I have no authority to grant a variance.

The dividing line of a river is one of the most common barriers in West Virginia. Where there are no bridges, it has often become a true barrier which have caused communities to develop very separate identities, if not hostilities to those on the other side. Where there are bridges, it is a barrier which can be overcome. There are perhaps two or three possible shifts which would allow you to bring the magisterial districts into compliance without drawing together areas which share little communication because of the river. They are only suggestions, because you are the body which has both the responsibility and the authority for aligning the districts in compliance with constitutional requirements, but perhaps one of these suggestions would solve the problem with a minimum of delay or work.

Precincts 64, 69 and 71 are linked directly to District A by bridges, and Precincts 66 is in close proximity. By shifting any two adjacent precincts from among these four to

District A, you would reduce District C and increase District A to within an acceptable variation. Since the City of Parkersburg spans the river, there is already precedent for shared political interests.

The allowed variation is from a low of 27,523 to a high of 30,421. Here is a summary of the districts with the various possible combinations and how they would allow you to achieve the needed populations:

Combination 1: Move precincts 64 & 66 from District C to District A

Precinct populations $2,013 + 1,404 = 3,417$

District A: $25,617 + 3,417 = 29,034$

District B: 29,627

District C: $31,671 - 3,417 = 28,254$

Combination 2: Move precincts 66 & 69 from District C to District A

Precinct populations $1,404 + 1,111 = 2,515$

District A: $25,617 + 2,515 = 28,132$

District B: 29,627

District C: $31,671 - 2,515 = 29,156$

Combination 3: Move precincts 69 & 71 from District C to District A

Precinct populations $1,111 + 922 = 2,033$

District A: $25,617 + 2,033 = 27,650$

District B: 29,627

District C: $31,671 - 2,033 = 29,638$

None of the above combinations would cause any additional problems with legislative district lines or any additional versions of the ballot. Combinations 2 & 3 affect only city precincts, while combination 1 affects one in-city and one out-of-city precinct. None of these changes would require transferring the voter registrations of any citizens from one precinct to another, although notice of the magisterial district change would need to be made.

If one of these possible solutions is used, the Commission would find the proposed order fairly simple to prepare, since the description of the change could simply refer to the EP numbers on the census maps, since they appear to correspond with these precinct lines. The proposed order could be adopted anytime this fall, and the final order thirty or more days after the publication, since the magisterial district boundaries will have no impact at all on the special school levy or the Parkersburg election if no voters are moved from one precinct to another.

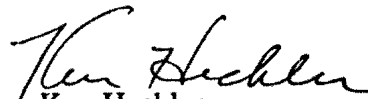
Wood County Commission

August 3, 1993

I hope this information helps as you consider the alternatives. I urge you to take action on some alternative, whether one of these or one of your own. Compliance with the accepted population variation will allow you to avoid costly lawsuits. If you place yourself on sound legal ground by completing the magisterial realignment before the 1994 election season, you will have one less worry down the road.

If we can assist you in any way, please let us know. Again, I'm sorry we have been so long in responding.

Sincerely,


Ken Hechler
Secretary of State

cc: Mary Rader, County Administrator
Hon. Jamie Six, County Clerk

OFFICE
SHERIFF AND TREASURER OF WOOD COUNTY

K. D. MERRITT, SHERIFF

POST OFFICE BOX 1985

PARKERSBURG, WEST VIRGINIA 26102

Equal Opportunity Employer

September 27, 1993

EQUIPMENT NEEDED BY TAX OFFICE

6 small Okidata printers (Microline 320/321) at \$325.00 each. This will give us a printer for each CRT, allowing tax receipts to be processed at every work station.	\$1950.00
4 new CRTs at \$375.00 each. To replace ones that are going bad.	1500.00
2 Okidata 132 column printers with serial card at \$485.00 each. Doug suggests we replace the 2 6411s we have in the main office. The County Clerk had some of these printers and he's already replaced his. They are noisy and not real efficient.	970.00
2 printer stands at \$200.00 each. Due to our limited space we need front loading and unloading stands that can be put against the wall.	400.00
1 word processing typewriter at approximately \$300.00. To store form letters which we use daily and reports that we type every month.	300.00
1 fax machine at approximatley \$400.00. ^{have} We many requests to fax documents to taxpayers.	400.00
1 copier. I have no cost estimate but we need a good copier. Ours is on it's last leg and it wasn't very efficient to begin with. Important copies now must be taken to the County Clerk's office or County Administrator's office.	

Total not including copier

\$5520.00

Respectfully submitted,

K.D. Merritt

K.D. Merritt, SWC



*Given to Sheriff
10/4/93*

DEPARTMENT OF COMMERCE, LABOR & ENVIRONMENTAL RESOURCES

DIVISION OF ENVIRONMENTAL PROTECTION

1558 Washington Street, East
Charleston, WV 25311-2599
OFFICE OF AIR QUALITY

Gaston Caperton
Governor

John M. Ranson
Cabinet Secretary

David C. Callaghan
Director

Ann A. Spaner
Deputy Director

September 24, 1993

WOOD COUNTY COMMISSION
WOOD COUNTY COURT HOUSE
PARKERSBURG, WV 26101

WOOD COUNTY SHERIFF DEPT.
328 2ND STREET
PARKERSBURG, WV 26101

RE: Order of Compliance

Dear Owner:

By letter dated April 30, 1993 the Office of Air Quality explained its registration procedures for volatile organic compound (VOC) sources in the five ozone non-attainment counties of West Virginia. This Office required such information pursuant to its authority under West Virginia Code §16-20-5(a)(14). The time period for submitting the VOC Registration Form expired June 30, 1993.

To date, this Office has not received your facility's registration forms, nor a request for an extension. The required data is necessary to determine whether your facility is subject to the Reasonably Available Control Technology (RACT) Standards of Regulation 21 - "Regulation To Prevent And Control Air Pollution From The Emission Of Volatile Organic Compounds".

In order to facilitate your compliance with the VOC Registration Procedure, we have again enclosed a copy of the VOC Registration Form. In addition, please find enclosed an Order of Compliance which directs you to complete the registration form. Failure to respond within the time frame stated in the Order will result in the issuance of a Notice of Violation. Substantial civil penalties may result from the issuance of a Notice of Violation.

Please note that if you have any questions regarding completion of the forms, contact Bev McKeone or Bryant Newell at our Office. The number is (304) 558-4022.

Sincerely yours,

G. Dale Farley
Chief,
Office of Air Quality

*Butler gave to
Sheriff's office
was given to
Sheriff's office
in the State of
West Virginia*
10/9



DEPARTMENT OF COMMERCE, LABOR & ENVIRONMENTAL RESOURCES

DIVISION OF ENVIRONMENTAL PROTECTION

1558 Washington Street, East

Charleston, WV 25311-2599

OFFICE OF AIR QUALITY

Gaston Caperton
Governor

John M. Ranson
Cabinet Secretary

David C. Callaghan
Director

Ann A. Spaner
Deputy Director

ORDER OF COMPLIANCE

ISSUED TO: WOOD COUNTY COMMISSION

ENTERED THIS DATE: September 24, 1993

I. LEGAL AUTHORITY

Pursuant to the authority of West Virginia Code §16-20-5(a)(5) and (14), as amended by the Governor's Executive Order No. 8-92, you are hereby ORDERED to complete and submit to the Office of Air Quality the attached Volatile Organic Compound (VOC) Facility Registration Form for Regulation 21 - "Regulation to Prevent and Control Air Pollution From the Emission of Volatile Organic Compounds" (45 CSR 21). Note: The plot plan information in Section IV of the registration form does not need to be addressed for gasoline dispensing facilities.

II. TIME FOR COMPLETION

The attached VOC Facility Registration Form must be completed and submitted on or before the 15th day of October, 1993.

III. FAILURE TO SUBMIT

Failure to submit a completed VOC Registration Form will result in the issuance of a Notice of Violation.

G. Dale Farley
Chief,
Division of Environmental Protection
Office of Air Quality
Issuing Authority

Attachment(s)

For minutes of 10/4

Request approved 2nd
time upon motion of

JG

SAG

HRS

Had been approved
earlier as per JG
but did not get into
minutes.

Wood County



Sheriff's Office

K.D. Merritt,
Sheriff & Treasurer
328 Second Street
Parkersburg, WV 26101
Phone: 424-1834

Corrections
300 Second Street
Parkersburg, WV 26102
Phone: 424-1930

Tax Office
P.O. Box 1985
Parkersburg, WV 26102
Phone: 424-1910

September 2, 1993

Honorable Wood County Commission
Wood County Courthouse
Parkersburg, WV 26101

Dear Sirs and Madam:

Please consider this request to upgrade the computer system utilized by the Wood County Sheriff Department in order to run programs and handle memory of the volume that is entered into the system. The additional upgrade would be as follows:

Upgrade memory to 4MB each. 12 units	\$3,600.00
CD ROM	700.00
High Speed Modem	325.00
D Base IV Compiler	450.00
Carbon Copy	160.00
TOTAL	5,235.00

Currently we have an upgrade program for the network supplied free of charge. This is approximately in excess of \$5,000.00. We cannot install this program without the CD ROM. This program is needed to keep up with the constant demand that we put on the system. The memory is vital to install the newly acquired D Base IV program. Our current system does not have the memory capable to provide this support.

Your prompt attention to this matter would be greatly appreciated.

Respectfully submitted,

K.D. Merritt
K.D. Merritt, SWC

The County Commission of Wood County

PARKERSBURG, WEST VIRGINIA 26101



M E M O R A N D U M

TO: Michele Rusen, Prosecuting Attorney
FROM: ^{mr}Mary R. Rader, County Administrator
SUBJECT: Updating Computer System
DATE: October 5, 1993

In response to your letter of September 13, 1993 in which you request the purchase of additional equipment to update and expand your computer system, please be advised that the County Commission of Wood County approved your request on October 4, 1993. Therefore, you need to send a requisition to my office in which the additional items are to be ordered so we may process this purchase. These items will be charged to expenditure line item 1-101-439-40-1201-12 (Data Processing).

MRR:pk

For minutes of 10/4

*Request was approved
upon motion of*

JG

SAG

HRS

JKS Computer Systems and Consulting

Systems/Network Consulting from PC's to Mainframes

*** COMPUTER EQUIPMENT QUOTATION ***

July 8, 1993

<u>DESCRIPTION</u>	<u>PRICE</u>
i486 System Unit to replace current 80386 unit.	\$ 4000.00
includes: 16Mb RAM, 245Mb IDE Hard Disk, 1.2Mb 5¼ " floppy drive, VGA card & monitor, 16 port card, & keyboard.	
<u>WYSE-60 terminal & keyboard.</u>	<u>\$ 540.00</u>
TOTAL	\$ 4540.00

All prices subject to change.



OFFICE OF THE
WOOD COUNTY PROSECUTING ATTORNEY

WOOD COUNTY JUDICIAL BUILDING
PARKERSBURG, WV 26101

MICHELE RUSEN
PROSECUTING ATTORNEY

September 13, 1993

TELEPHONE
(304) 424-1776

Wood County Commission
Wood County Courthouse
Parkersburg, WV 26101

Commissioners:

When the computer system was installed in my office approximately 4 years ago, there were 6 attorneys and 3 secretaries. Since that time, we have expanded to 8 attorneys and added an investigator. The computer system was not purchased with these additions in mind. In other words, these 2 additional employees can not be added to the existing system without up-grading and expanding the system.

It is posing a real problem in my office because these additional employees are having to constantly wait for a computer to become available and move from one office to another in order to do their work.

I am therefore requesting that you approve an up-grade to my computer system. I have consulted with JKS Computer Systems and Consulting who currently has the maintenance on this system. Attached is a quote from JKS Computer Systems and Consulting which would up-grade the current system and allow for up to 17 users. In addition, it will also increase the speed of the computer.

Please either approve this quote or let me know as soon as possible if this must be bid out. I stress to you that this is a severe problem in my office and needs prompt attention.

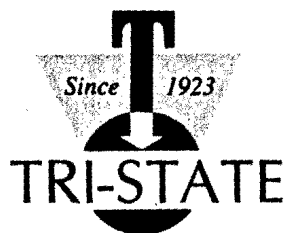
Thank you for your prompt attention and I hope you will notify me as soon as possible of your decision.

Sincerely,

A handwritten signature in cursive script that reads "Michele Rusen".

Michele Rusen
Prosecuting Attorney

MR/sls
Attachment



ROOFING & SHEET METAL COMPANY

P.O. BOX 188, NO. 10 DAVISVILLE ROAD, DAVISVILLE, WEST VIRGINIA 26142 · TELEPHONE (304) 485-6593 · FAX 485-2841
CONTRACTOR LICENSE #WV004542

CONTRACTORS FOR:
ROOFING
INDUSTRIAL SHEETING
SHEET METAL FABRICATION AND ERECTION
HEATING & AIR CONDITIONING SYSTEMS
& SERVICE

September 23, 1993

Ms. Mary Rader
Wood County Commissioners
Wood County Courthouse
Parkersburg, WV 26102

RE: Wood County Courthouse

Dear Ms. Rader:

We suggest that all the equipment and controls be thoroughly checked to make sure all are in good working order which would take approximately (1) week.

We would then do service quarterly on the equipment which would consist of:

1. Checking belts and replacing as necessary.
2. Change filters in the units.
3. Check thermostats on all floors to make sure they are working properly. -

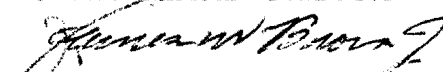
If any additional work is needed, we would report our findings to you.

The quarterly service which I recommend would cost \$396.00 for each visit which would be \$1,584.00 per year.

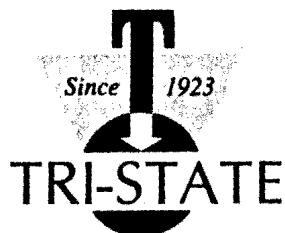
If there are any questions or we can be of any further service, please contact the writer.

Very truly yours,

TRI-STATE ROOFING &
SHEET METAL COMPANY


James W. Brown, Jr.

JWBjr/dj



ROOFING & SHEET METAL COMPANY

Oct 4th

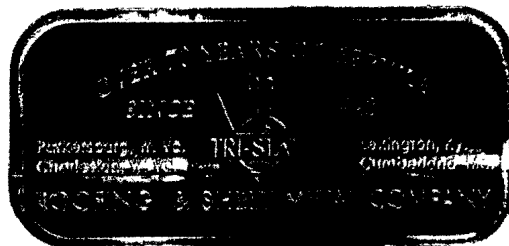
CONTRACTORS FOR:

ROOFING
INDUSTRIAL SHEETING
SHEET METAL FABRICATION AND ERECTION
HEATING & AIR CONDITIONING SYSTEMS
& SERVICE

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CONTRACTOR LICENSE #WV004542

September 22, 1993

Ms. Mary Rader
Wood County Commissioners
Wood County Courthouse
Parkersburg, WV 26102



RE: Courthouse Annex

Dear Ms. Rader:

We made a visual inspection of the HVAC equipment at the Courthouse Annex. Since we do not know what is needed to bring the equipment back to proper operating conditions, our recommendations would be:

1. Completely check out all the equipment and controls which we estimate would take approximately (1) week.
2. Do quarterly service on the equipment which would consist of:
 - A. Checking belts and replacing as necessary.
 - B. Change filters in the units.
 - C. Check thermostats on all floors to make sure they haven't been tampered with and that zones are working properly.

If any additional work is needed, we would report our findings to you.

We have found the following:

1. Condenser coils have been flattened out possibly by washing them which could cause a problem. We are now repairing the coils.
2. The filters were dirty and some were sucked out of place.

TRI-STATE ROOFING & SHEET METAL COMPANY

Ms. Mary Rader
Parkersburg, West Virginia
September 22, 1993

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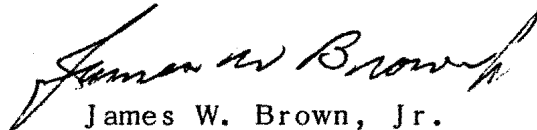
3. Some belts were loose and some were bad. We are replacing as necessary.
4. We again found thermostats out of calibration. Some stats had been damaged by pressing in on the face and bending the internal parts.

The quarterly service which I recommend would cost \$396.00 for each visit which would be \$1,584.00 per year.

If there are any questions or we can be of any further service, please contact the writer.

Very truly yours,

TRI-STATE ROOFING &
SHEET METAL COMPANY



James W. Brown, Jr.

JWBjr/dj