

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: MINUTES OF MEETING HELD
MONDAY, JANUARY 26, 2004

PRESENT: RICK MODESITT, PRESIDENT
K.D. MERRITT, COMMISSIONER
ROBERT K. TEBAY, COMMISSIONER

At 9:30 A.M., the County Commission of Wood County met in regular session. They signed invoices and other correspondence.

Joe Campbell was sworn in to the Wood County Development Authority.

At 10:00 A.M., the County Commission met with the Ohio Valley College SIFE Program members to discuss business plans for Mountwood Park. (Nothing on tape.)

At 10:30 A.M., the County Commission met with Susan Galvin from Camden-Clark Memorial Hospital, Joe Campbell and Judi Ball from the Family Crisis Intervention Center. They were here to discuss the Kids First Program. They are requesting funding in the amount of \$15,000.00 to cover the salary of a staff person to run the Kids First Program.

At 10:45 A.M., the appointment with Denny Kiger, Executrix of the Kevin Tichenor estate was postponed due to weather. It will be held on February 19, 2004 at 11:30 A.M.

At 11:00 A.M., the County Commission met with Gary Hamilton and Steve Bayer from the Mid-Ohio Valley Health Department to discuss the West Nile Virus. After discussion, the County Commission, upon a motion made by Robert K. Tebay, seconded by K.D. Merritt and made unanimous by Rick Modesitt, did hereby ORDER the purchase of educational flyers in regard to the West Nile Virus to be distributed to the public and be distributed in conjunction with the Countywide Cleanup set for April 17, 2004. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by K.D. Merritt and made unanimous by Rick Modesitt, did hereby ORDER the purchase of six (6) traps to be utilized in regard to the West Nile Virus by employees of the Mid-Ohio Valley Health Department throughout Wood County. As stated by the Director of the Mid-Ohio Valley Health Department, Gary Hamilton, each trap is approximately two hundred dollars and 00/100ths cents (\$200.00). Therefore, the aforementioned motion includes that the County Commission of Wood County will expend up to one thousand two hundred dollars and 00/100ths cents (\$1,200.00) toward the purchase of the aforementioned traps. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by K.D. Merritt, seconded by Rick Modesitt and made unanimous by Robert K. Tebay, placed Jon McDowell in nomination to the Mid-Ohio Valley EMS Board. Said nomination is pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Board and Authorities. The unexpired term will expire December 31, 2004. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by K.D. Merritt, seconded by Robert K. Tebay and made unanimous by Rick Modesitt, appointed Jon McDowell to the Mid-Ohio Valley EMS Board. Said appointment is pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Board and Authorities. The unexpired term will expire December 31, 2004. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion duly made, seconded and passed, announced that a vacancy exists on the Fort Boreman Historic Parks Commission.

Said vacancy is due to the fact that Ray Swick is resigning and is further pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Boards and Authorities. Per a letter from Bob Enoch of the said Commission, Mr. Swick recommended Richard Bentley replace him. The County Commission, upon a motion made by K.D. Merritt, seconded by Rick Modesitt and made unanimous by Robert K. Tebay, placed Mr. Bentley in nomination to fill the unexpired term of Mr. Swick, which will expire December 31, 2005. An Order was prepared regarding this matter.

At 11:30 A.M., the County Commission met with Toni Tiano, Grant Consultant to discuss grants. The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by K.D. Merritt and passed, did hereby AUTHORIZE Rick Modesitt, in his official capacity as President and on behalf of the County Commission, to EXECUTE the Application for funding being provided through the Courthouse Facilities Improvement Fund Program. Funding in the amount of eighty thousand dollars and 00/100ths cents (\$80,000.00) is being requested to assist in the renovations of the Judge Donald F. Black Courthouse Annex located at Third and Market Streets, Parkersburg, West Virginia. The County Commission of Wood County recently purchased the eastern portion of the Towne Square Building, renamed the Judge Donald F. Black Courthouse Annex, which contains approximately thirty-eight thousand (38,000) square feet and will provide additional office space with the relocation of the personal property section of the Assessor's Office, the Sheriff's Tax Department, the Prosecuting Attorney and the Family Law Judges, to be located in such Courthouse Annex. Estimated construction costs range from one million eight hundred thousand dollars and 00/100ths cents (\$1,800,000.00) to two million two hundred

thousand dollars and 00/100ths cents (\$2,200,000.00). ZMM Incorporated Engineers of Charleston have been hired by the County Commission of Wood County for design services. If funded, the County Commission of Wood County would be responsible for matching funds in the amount of twenty thousand dollars and 00/100ths cents (\$20,000.00). The aforementioned Grant Application and pertinent documentation pertaining to the aforementioned Grant Application is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by K.D. Merritt and passed, did hereby AUTHORIZE Rick Modesitt, in his official capacity as President and on behalf of the County Commission, to EXECUTE the Grant Application requesting funding in the amount of eighty thousand dollars and 00/100ths cents (\$80,000.00) to be utilized to assist in the renovations to the Wood County Holding Center for a Community Corrections Center. The Community Corrections Center is a new program that is anticipated to begin in the year 2004, and is requesting three thousand five hundred (3,500) square feet of space at the said Holding Center. Three (3) offices for staff, two (2) classrooms, a computer room, and a men's and women's restroom will comprise the said Community Corrections Program. The estimated cost for the aforementioned renovations is in the amount of one hundred seventy-five thousand dollars and 00/100ths cents (\$175,000.00). If funded, the County Commission of Wood County would be responsible for matching funds in the amount of twenty thousand dollars and 00/100ths cents (\$20,000.00). The aforementioned Grant Application and pertinent documentation pertaining to the aforementioned Grant Application are on file in the Office of the County Administrator. An Order was prepared regarding this matter.

At 11:50 A.M., the County Commission met with Janelle Dotson from the Mid-Ohio Valley Regional Council to discuss Drawdown #7 and the Quarterly Employee Status Report in regard to the Sequelle Project. After discussion, the County Commission of Wood County, upon a motion made by K.D. Merritt, seconded by Robert K. Tebay and made unanimous by Rick Modesitt, did hereby ORDER that a RESOLUTION be EXECUTED in regard to the Sequelle Telecommunications Center Project funded through the Small Cities Block Grant Number 02-SCBG-0068. By EXECUTION of this RESOLUTION, the County Commission of Wood County has given approval for payment in the amount of one hundred forty-six thousand one hundred twenty dollars and ninety-four cents (\$146,120.94) made payable to the Mid-Ohio Valley Regional Council, Parkersburg, West Virginia, for software expenses, MentorGen LLC, Worthington, Ohio, in regard to the Sequelle Telecommunications Project. The aforementioned amount represents Drawdown Number Seven (7) in regard to the said Small Cities Block Grant. The aforementioned Small Cities Block Grant is being administered by the Mid-Ohio Valley Regional Council by agreement between the County Commission of Wood County and the Mid-Ohio Valley Regional Council. Documentation pertaining to the Small Cities Block Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

At 1:00 P.M., the County Commission met with Duane Jones, Assistant Director of the Emergency Services/E-911. After discussion, the County Commission of Wood County, upon a motion made by Rick Modesitt, seconded by K.D. Merritt and made unanimous by Robert K. Tebay, did hereby ORDER the ADOPTION of the Wood County Central Telecommunications Center Standard Operating Guidelines Manual in regard to WRECKER SERVICE. An Order was prepared regarding this matter.

At 2:00 P.M., the County Commission met with Clint Pifer from Environmental Design Group to discuss the Market Street Parking Lot project. After discussion, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by K.D. Merritt and made unanimous by Rick Modesitt, did hereby ORDER that the bid be let for the Market Street Parking Area project located along Market Street, Parkersburg, West Virginia. A Legal Notice requesting sealed bids will appear in both local newspapers, The Parkersburg News and The Parkersburg Sentinel, on January 30, 2004 and on February 2, 2004. A pre-bid meeting is mandatory and will be held in the Office of the County Commission of Wood County, Room 203 of the Wood County Courthouse, Parkersburg, West Virginia, at 1:00 o'clock P.M. on Tuesday, February 17, 2004. The County Commission of Wood County will hold the bid opening in Room 203 of the Wood County Courthouse at 10:30 o'clock A.M. on Monday, February 23, 2004. Documentation pertaining to the Market Street Parking Area project is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

At 2:30 P.M., the County Commission met with William (Bill) Neal who is interested in being on the Lubeck Public Service District.

The County Commission of Wood County, upon a motion made by K.D. Merritt, seconded by Robert K. Tebay and passed, did hereby AUTHORIZE Rick Modesitt, in his official capacity as President and on behalf of the County Commission, to EXECUTE the Request for Reimbursement in regard to the Wood/Jackson Regional Highway Safety Program Grant Number F03HS-11. Expenditures in the amount of forty-one thousand five hundred seventy-two dollars and eighty cents (\$41,572.80) were incurred by Wood County during the period of October 1, 2003 to December 31, 2003, and represents payment of

contractual services provided by Tiano-Knopp Associates, Inc., Grant Consultants for Wood County; for travel and training expenses incurred by the aforementioned Grant Consultants, for materials, supplies and postage as set forth in the said Grant; and for overtime expenses incurred by the City of Vienna, the City of Parkersburg, the Jackson County Sheriff's Department, whose law enforcement officials participated in the Transportation Enforcement Area Project and the Click It or Ticket Project. In addition to the Request for Reimbursement; the Grant Progress Report; the Highway Safety Data; the Time and Attendance Reports for the Grant Consultants; the Travel and Expense Accounts for the Grant Consultants; bulk mailing postage; the Time Records for law enforcement officers from the Vienna Police Department; the Parkersburg Police Department, and the Jackson County Sheriff's Department; the Activity Report of the Vienna Police Department; the Activity Report of the Parkersburg Police Department and the Activity Report of the Jackson County Sheriff's Department; and the Project Financial Report are being submitted to the West Virginia Highway Safety Program, Charleston, West Virginia. Documentation pertaining to the Wood/Jackson Regional Highway Safety Program Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Rick Modesitt, seconded by Robert K. Tebay and passed, placed Gene Cumpston and W. Lynn Fuller, IV in nomination to fill vacancies on the Wood County Planning Commission. Said nominations are pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Boards and Authorities and further pursuant to an Order bearing the date of December 15, 2003, at which time said vacancies were announced. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion duly made, seconded and passed, announced that a vacancy exists on the Local Emergency Planning Commission. Said vacancy is due to the fact that Teresa Scott's term expired on December 31, 2003 and is further pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Boards and Authorities. The new term will expire December 31, 2005. Per a letter from Terry L. Brown, Director of the Wood County Emergency Services/9-1-1, the County Commission, upon a motion made by Robert K. Tebay, seconded by K.D. Merritt and made unanimous by Rick Modesitt, placed Sharon Kesselring in nomination. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by K.D. Merritt and passed, did hereby AUTHORIZE Rick Modesitt, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Juvenile Justice and Delinquency Prevention Grant Number 03-JJC-014. Expenditures in the amount of three thousand five hundred dollars and 00/100ths cents (\$3,500.00) represent payment for contractual services provided by the Counseling and Wellness Center regarding the PEACE Program for the month of December, 2003. In addition to the Request for Reimbursement; the Monthly Report; the Daily Time Records of employees of the Counseling and Wellness Center; the Financial Recap; the Monthly Project Director's Report; the Monthly Supervisor's Report; the Demographic Report; and the Project Financial Report are being submitted to the Criminal Justice Services, Charleston, West Virginia. Documentation pertaining to the Juvenile Justice and Delinquency Prevention Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by K.D. Merritt and passed, did hereby AUTHORIZE Rick Modesitt, in his official capacity as President and on behalf of the County Commission, to EXECUTE the Request for Reimbursement in regard to the Section 410 DUI Enforcement Program for the Wood/Jackson Regional Highway Safety Program Grant Number F02-J8-09. Expenditures in the amount of two thousand four hundred twenty-nine dollars and ninety-nine cents (\$2,429.99) were incurred by Wood County during the period of October 1, 2003 through December 31, 2003, and represents payment of overtime expenditures incurred by law enforcement officers from the City of St. Marys and the Jackson County Sheriff's Department in regard to the Section 410 DUI Enforcement Program and the Sobriety Checkpoint Program for the Wood/Jackson Regional Highway Safety Program Grant during the period of October 1, 2003 through December 31, 2003. In addition to the Request for Reimbursement, the Project Financial Report and the Daily Time Records for the City of St. Marys and the Daily time Records for the Jackson County Sheriff's Department are being submitted to the Governor's Highway Safety Program, Charleston, West Virginia. Documentation pertaining to the Section 410 DUI Enforcement Program and Sobriety Checkpoint Program for the Wood/Jackson Regional Highway Safety Program Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

The County Commission of Wood County was in receipt of a letter from the Division of Criminal Justice Services, Charleston, West Virginia, ADVISING the County Commission of Wood County of the availability of a Juvenile Accountability Incentive Block grant allocation in the amount of seven thousand three hundred sixty-eight dollars and 00/100ths cents (\$7,368.00). The said Division of Criminal Justice Services anticipates the

aforementioned allocation to be AWARDED in July of 2004 and all funds must be expended by June 30, 2005. The County Commission of Wood County is responsible for a ten percent (10%) matching fund requirement. In order to finalize the aforementioned Juvenile Accountability Incentive Block Grant allocation, the Division of Criminal Justice Services needs to be made aware that the County Commission of Wood County is accepting the aforementioned allocation with the completion of the form enclosed with the aforementioned letter. Documentation pertaining the Juvenile Accountability Incentive Block grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.


The County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of five thousand seven hundred fifty dollars and 00/100ths cents (\$5,750.00) which represents reimbursement to Wood County for expenses incurred during the months of October and November, 2003, in regard to the Juvenile Justice and Delinquency Prevention Grant Number 03-JJC-014. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 66, at Page 114 and bearing the date of December 15, 2003, at which time the Request for Reimbursement for the month of October, 2003 was EXECUTED by Rick Modesitt, in his official capacity as President and on behalf of the County Commission; and further pursuant to an Order appearing in Order Book 66, at Page 114 and bearing the date of December 15, 2003, at which time the Request for Reimbursement for the month of November, 2003 was EXECUTED by Rick Modesitt, in his official capacity as President and on behalf of the County Commission. Documentation pertaining to the Juvenile Justice and Delinquency Prevention Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by K.D. Merritt, seconded by Robert K. Tebay and made unanimous by Rick Modesitt, adopted a Resolution in reference to Budget Revision No. 8 in the General County Fund budget for the fiscal year 2003/2004. Rick Modesitt, President of the Wood County Commission, signed the Request for Revision to the Approved Budget, being submitted to the West Virginia State Auditor - Chief Inspector Division, Charleston, West Virginia. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by K.D. Merritt and made unanimous by Rick Modesitt, did hereby ORDER the purchase of a backhoe to be utilized by the County's Maintenance Department and to be purchased from Lemon's Farm Equipment, Parkersburg, West Virginia. As requested, Maintenance Supervisor, Jack Buckley solicited two (2) quotes; one (1) quote from Lemon's Farm Equipment, Parkersburg, West Virginia, in the amount of six thousand two hundred fifty dollars and 00/100ths cents (\$6,250.00) and one (1) quote from State Equipment, Inc., Parkersburg, West Virginia, in the amount of six thousand eight hundred eighty-five dollars and 00/100ths cents (\$6,885.00). The solicited quotes are on file in the Office of the County Administrator. An Order was prepared regarding this matter.

Having no further scheduled appointments or business to attend to, the County Commission adjourned at approximately 3:00 P.M.

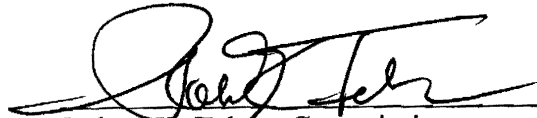
APPROVED:


THE COUNTY COMMISSION OF WOOD COUNTY

Rick Modesitt, President



K.D. Merritt, Commissioner



Robert K. Tebay, Commissioner

To listen to this meeting, please refer to Tape #312 and Tape #313.

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Jan. 26, 2004

1. Susan Calvin - Kids First
2. Kendall
3. Juan Bae - FCIC
4. DARY HAMMOND MOVED
5. STEVE BAYER MOVED
6. Toni Tiano
7. Janelle Dotson MOVED
8. Duane E. Jones WOODS/911
9. CLINT PIPER EDG, INC.
10. Bill Neal