

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: MINUTES OF MEETING HELD
THURSDAY, JANUARY 20, 2005

PRESENT: RICK MODESITT, PRESIDENT
ROBERT K. TEBAY, COMMISSIONER
GARY D. DEEM, 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 an Erroneous Assessment Application in regard to personal property for David P. Smith – Parkersburg City District (2003).

Malcolm Doolittle was sworn in as a member of the Wood County Community Resources, Inc.

Robert K. Tebay was sworn in as a member of the Wood-Washington-Wirt Planning Commission.

Rick Modesitt was sworn in as a member of the Mid-Ohio Valley Regional Council.

At 10:30 A.M., the County Commission met with Angela Nelson, Rebecca Malone, Malcolm Doolittle and Steve Poling from Community Resources to discuss funding for programs and operational costs. Ms. Nelson gave the Commission a written request. She stated they are receiving a budget cut from CSBG funding which is their main grantor; they need assistance while they try to regain the past funding allocations; they have two paid staff members and regular volunteers who work with the community programs; they serve eleven counties; however, this funding is just for Wood County; other counties are asking their County Commissions for funding; they are requesting \$5,500.00. Steve Poling stated that the funding cut last year was \$90,000.00 and will be the same for this year; of the two staff members one is

part-time; funding would be to make the part-time employee full time and money for programs. More discussion took place in regard to their programs. Upon a motion made by Robert K. Tebay, seconded by Gary D. Deem and made unanimous by Rick Modesitt, the County Commission took this under advisement. (A copy of the letter of request is attached to these minutes and should be made a part thereof.)

Mr. Poling then asked for a letter of support in regard to an application for funding through the Workforce Investment Board to provide Disaster Relief Employment Assistance. This would assist with the cleanup of the recent floods of September 17, 2004 and January 7, 2005. The Commission did such letter.

The 11:00 A.M. appointment with Ginny Conley, Prosecuting Attorney to discuss the adoption of an ordinance for all-terrain vehicles was rescheduled.

At 11:15 A.M., the County Commission met with T.R. Smith, Chief Deputy; K.D. Merritt, Sheriff; and Gary Parsons, Deputy, to discuss the purchase of an undercover vehicle. Sheriff Merritt stated that they would like to purchase a vehicle for the Task Force outside of the bidding procedure. More discussion took place about how old vehicles were, where money was being spent, where money is coming in from, etc. They discussed the letter from Sheriff Merritt that addressed the Order dated May 3, 2001 in which they are not required to have a competitive bid on this vehicle. No decision was made.

At 11:30 A.M., the County Commission met with Adam Krason, JoAnne Stafford and John Merriman from ZMM, Inc. to discuss renovations of the Judge Donald F. Black Courthouse Annex. Ms. Stafford discussed the finishes on the interior of the building; she showed them a color palate, the tile, sky lights, etc. Mr. Krason discussed some of the

architecture throughout the building. The County Commission and elected officials visited the Annex.

David Underwood, Attorney for the City of Vienna submitted a Petition for Annexation by Minor Boundary Adjustment of a section of Rosemar Road. After review of the Petition, the County Commission set a hearing date for February 17, 2005 at 10:30 A.M. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion duly made, seconded and passed, announced that two vacancies exist on the Veterans Park Advisory Committee. Said vacancies are due to the fact that the terms of Marty Gilchrist and Jennings Eddy expired December 31, 2004 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 terms will expire December 31, 2008. 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 made unanimous by Gary D. Deem, placed Marty Gilchrist and Jennings Eddy in nomination for reappointment to the Veterans Park Advisory Committee. Said vacancies are due to the fact that the terms of Marty Gilchrist and Jennings Eddy expired December 31, 2004 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 terms will expire December 31, 2008. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by Gary D. Deem and made unanimous by Rick Modesitt, announced that two

vacancies exist on the E-911 Communications Advisory Board. Said vacancies are due to the fact that Gary Deem, who represented the City of Vienna Police Department, is no longer with the City of Vienna and S.F. Greiner, is no longer the Wood County Sheriff. Said vacancies are 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 terms will expire April 30, 2005. The County Commission, upon a motion made by Robert K. Tebay, seconded by Gary D. Deem and made unanimous by Rick Modesitt, placed Steven Stephens, Chief of Police for the City of Vienna and K.D. Merritt, Sheriff of Wood County, in nomination. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion duly made, seconded and passed, announced that vacancies exist on the Wood County Local Emergency Planning Committee. Said vacancies are due to the fact that the following members' terms expired December 31, 2004:

| | | |
|----------------|---|--------------------------------------|
| Kevin Campbell | - | Division of Environmental Protection |
| Gary D. Deem | - | Vienna Police Department |
| Danny Goodwin | - | Vienna Volunteer Fire Department |
| Kenny Harris | - | Wood County Emergency Communications |
| Doug Hess | - | WNUS Radio |
| Joe Lockhart | - | Mid-Ohio Valley Transit |
| Larry Stephens | - | Camden-Clark Memorial Hospital |
| Dwane Weekley | - | St. Joseph's Hospital |

Said announcement of vacancies 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 terms will expire December 31, 2006. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion duly made, seconded and passed, announced that two vacancies exist on the Enforcement Agency for the Abandoned

Building Ordinance. Said vacancies are due to the fact that the term of Charlie Travis, Fire Chief, expired on July 23, 2004 and Robert Eddy, Public Member, resigned, per Ed Hupp, Compliance Officer. Mr. Eddy's term will expire on July 23, 2005. Said announcements are 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 for Mr. Travis's position will expire on July 23, 2006 and the new term for Mr. Eddy's position will expire July 23, 2007. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion duly made, seconded and passed, announced that two vacancies exist on the Fort Boreman Historical Park Commission. Said vacancies are due to the fact that the terms of Philip Sturm and Justin Hardman expired December 31, 2004 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 terms will expire December 31, 2008. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by Gary D. Deem and made unanimous by Rick Modesitt, placed Philip Sturm in nomination for reappointment to the Fort Boreman Historical Park Commission. Said nomination is due to the fact that the terms of Philip Sturm and Justin Hardman expired December 31, 2004 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 terms will expire December 31, 2008. 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 made unanimous by Gary D. Deem, did hereby DONATE a Bicentennial Coin, a history of Wood County set forth in A River To Cross written by Phillip Sturm, an Atlas, and two (2) Bicentennial Shirts to the Parkersburg High School Rowing Team for their Benefit Auction to be held on March 19, 2005. An Order was prepared regarding this matter.

The County Commission of Wood County was in receipt of a check in the amount of five thousand nine hundred dollars and 00/100ths cents (\$5,900.00) from the State of West Virginia in regard to the Wood County Commission Homeland Security Grant/Law Enforcement Terrorism Prevention Grant Program. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 66, at Page 456 and bearing the date of December 2, 2004, at which time Rick Modesitt, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement for the month of November, 2004. Documentation pertaining to the Homeland Security Planner Grant Program/Law Enforcement Terrorism Prevention Grant Program 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 Gary D. Deem and made unanimous by Rick Modesitt, did hereby DONATE a box of twenty six (26) books entitled A River To Cross, written by Phillip Sturm, to the Oil and Gas Museum. The Donation, as aforementioned, would allow the said Oil and Gas Museum to sell the books entitled A River To Cross and would therefore retain the money received from such sales. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by Gary D. Deem and made unanimous by Rick Modesitt, did hereby DONATE a box of twenty six (26) books entitled A River To Cross, written by Phillip Sturm, to the Friends of Blennerhassett. The Donation, as aforementioned, would allow the said Friends of Blennerhassett to sell the books entitled A River To Cross and would therefore retain the money received from such sales. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by Rick Modesitt and made unanimous by Gary D. Deem, did hereby AUTHORIZE Rick Modesitt, in his official capacity as President and on behalf of the County Commission, to EXECUTE the Financial Status Report in regard to the Local Law Enforcement Block Grant Number 2003-LB-BX-1478. Funding for the aforementioned Local Law Enforcement Block Grant is through the United States Department of Justice, Office of Justice Programs, Washington, D.C. No expenditures were incurred during the period of October 1, 2004 through December 31, 2004. Documentation pertaining to the Local Law Enforcement 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, upon a motion made by Robert K. Tebay, seconded by Gary D. Deem and passed, did hereby AUTHORIZE Rick Modesitt, in his official capacity as President, to sign a letter addressed to the West Virginia Regional Response Program, Department of Military Affairs and Public Safety, Charleston, West Virginia, enclosing the Quarterly Report for the second quarter grant period in regard to the Wood County Commission Homeland Security Grant/Homeland Security Grants – Homeland Security Planner Grant Program, the Citizens Corps Grant Program, the Emergency Operations

Center Grant Program and the Law Enforcement Terrorism Prevention Program. The Report is for the period of October 1, 2004 through December 31, 2004. Documentation pertaining to the aforementioned Homeland Security 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 PETITION signed by property owners that are connected to and using the Anderson Lagoon in Slate Taxing District, Wood County, West Virginia. The aforementioned PETITION was forwarded by the Mineral Wells Public Service District upon the request of Karen Barber and Ronald Dolly. 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 thirteen thousand one hundred thirty-five dollars and eighty-three cents (\$13,135.83), of which the amount of one thousand nine hundred seventy-four dollars and forty-eight cents (\$1,974.48) represents reimbursement to Wood County for expenses incurred during the month of October, 2004, in regard to the STOP Violence Against Women Grant Number 03-VAW-008. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 66 at Page 453 and bearing the date of November 29, 2004, at which time Rick Modesitt, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement. Documentation pertaining to the STOP Violence Against Women Grant Number 03-VAW-008 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 thirteen thousand one hundred thirty-five dollars and eighty-

three cents (\$14,135.83), of which the amount of eight thousand two hundred nine dollars and four cents (\$8,209.04 represents reimbursement to Wood County for expenses incurred during the period of July 1, 2004 through September 30, 2004, in regard to the STOP Violence Against Women Grant Number 03-VAW-008. The reimbursement check from the State of West Virginia is in the amount of eight thousand two hundred twenty-six dollars and forty-three cents (\$8,226.43) which reflects an increase in the amount of seventeen dollars and thirty-nine cents (\$17.39). Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 66, at Page 455 and bearing the date of November 29, 2004, at which time Rick Modesitt, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement. Documentation pertaining to the STOP Violence Against Women Grant Number 03-VAW-008 is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

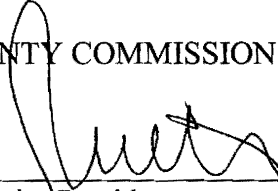
The County Commission of Wood County was in receipt of a letter from the West Virginia Regional Response Program, Department of Military Affairs and Public Safety, Charleston, West Virginia, granting APPROVAL to the budget request revision in regard to the Wood County Commission Homeland Security Grant/Emergency Operations Center Grant. Receipt of the aforementioned letter of approval is pursuant to an Order appearing in Order Book 66, at Page 482, and bearing the date of December 27, 2004 at which time Rick Modesitt, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement. Documentation pertaining to the Homeland Security Grant/Emergency Operations Center Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

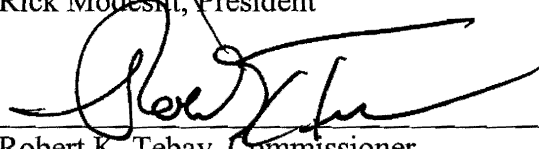
The County Commission of Wood County, upon a motion made by Gary D. Deem, seconded by Robert K. Tebay and made unanimous by Rick Modesitt, did hereby APPROVE the interior design, as presented, to the Judge Donald F. Black Courthouse Annex.

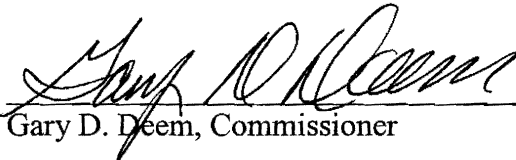
Having no further scheduled appointments or business to attend to, the County Commission adjourned at approximately 1:00 P.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Rick Modesitt, President


Robert K. Tebay, Commissioner


Gary D. Deem, Commissioner

PURCHASE ORDERS APPROVED ON JANUARY 20, 2005

| | | |
|-------|------------------------|--------|
| 30197 | Lambert Enterprises | 602.10 |
| 30203 | Scan Warehouse | 985.81 |
| 30221 | Trancite Logic Systems | 876.85 |
| 30251 | Broadwaters Motorcar | 24.11 |
| 30259 | CDW-G | 32.93 |
| 30265 | Advanced Alarm Tech | 592.50 |
| 30267 | Advanced Alarm Tech | 125.00 |
| 30269 | Wal-Mart | 36.78 |
| 30271 | Runyon Lock Service | 33.40 |
| 30279 | Sam's Club | 70.19 |
| 30281 | Blueline Imaging | 7.50 |

| | | |
|-------|---------------------------|---------|
| 32486 | Office Depot | 97.63 |
| 32538 | Chapman Printing | 66.23 |
| 32560 | Mahone Tire | 1534.00 |
| 32562 | Broadwaters Motorcar | 880.96 |
| 32564 | Broadwaters Motorcar | 89.50 |
| 32576 | Astorg Motor | 76.00 |
| 32596 | Broadwaters Motorcar | 5.59 |
| 32598 | Easton Printing | 132.18 |
| 32600 | Sign Language | 60.00 |
| 32608 | Parkersburg Office Supply | 104.88 |
| 32612 | Broadwaters Motorcar | 13.25 |
| 32624 | Radio Shack | 35.63 |
| 32626 | Parkersburg Office Supply | 108.13 |
| 32642 | Parkersburg Office Supply | 179.63 |
| 32644 | Parkersburg Office Supply | 292.73 |
| 32656 | Office Depot | 68.07 |
| 32658 | Radio Shack | 26.94 |

To listen to this meeting, please refer to Tape #455.

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Wood County Commission Meeting

Held January 20, 2005

Please Print

| | | |
|-----|----------------|--|
| 1. | Angela Nelson | Wood County Community Resources |
| 2. | MAC DOOLITTLE | BOARD MEMBER FOR COUNTY COMMISSION WOOD COUNTY COMMUNITY RESOURCES |
| 3. | Rebecca Malone | Wood Co. Community Resources |
| 4. | Steve Poling | Community Resources, Inc. |
| 5. | TR Smith | WCSC |
| 6. | K D Menitt | " |
| 7. | G F Parsons | " |
| 8. | Adam Frison | ZMM |
| 9. | JoAnne Sappora | " |
| 10. | John Merzhan | " |
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Community
Resources,
Inc.

For Minutes

26101

1/20/05

Director

January 18, 2005

Wood County Commission
Market Street
Parkersburg, WV 26101

To The Commission:

Community Resources, Inc. (CRI) is a private, non-profit charitable agency organized as a Community Action Project. The core funding for CRI is the federal Community Service Block Grant (CSBG) administered at the State level by the Office of Economic Opportunity (OEO).

Unfortunately the OEO has changed the state CSBG funding formula, causing a decrease in overall funding for several regions in the state. Efforts on a state level are being made to regain past funding allotments. CRI is also striving to develop new programs which will allow us to better serve the community.

CRI has assisted the low-income of the county for just over 18 years. The cut that is called for will drastically affect the provision of services to clients, as well as our crucial collaboration with other county agencies. We reluctantly come to you to request monetary assistance necessary to maintain the current level of service in the Wood County Office of CRI.

Assisting CRI with Program and Operational Costs in the amount of \$5,500.00 in 2005 would permit us to continue serving the low-income clients of our county and ultimately benefit the entire population. Support Letters and a list of services which Wood County Community Resources, Inc. provides to the community are attached. We would be most willing to provide any further documentation necessary in order to verify eligibility for your assistance. Thank you for your kind consideration.

Sincerely,

Angela W. Nelson

Angela W. Nelson
County Director



Steven A. Grimm
ASSESSOR

THE COUNTY OF WOOD
OFFICE OF THE ASSESSOR
#1 Court Square, #5
Parkersburg, WV 26101

PHONE (304) 424-1875

January 14, 2005

Dear Commissioner's:

I am writing this letter in support of the request for funding that Wood County Community Resources, Inc. (CRI) is submitting to the Wood County Commission.

Community Resources has played an active role in providing much needed services to the low-income of our county for the past 18 years (since 1987). I have personal knowledge of their continued success in administering the over \$20,000.00 Federal Emergency Food & Shelter Program (EFSP) funds for utility and shelter assistance each year. CRI not only provides direct emergency assistance to their clients, but offers key programs addressing housing, education and employment needs.

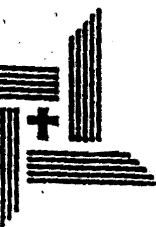
I feel that their continued level of presence in the community would be well worth the investment. It is my understanding that CRI and other Community Action Agencies are working to re-instate the recently changed state funding formulas for CSBG- their main source of operational funds- and developing the means to be self-supportive in the future.

Once again, I can vouch for the dedication of the staff at Wood County Community Resources, Inc and believe their services to be a valuable asset to our community. If you should need any further information, please feel free to contact me.

Yours in Service,

A handwritten signature in cursive script, appearing to read "S. Grimm".

Steven A. Grimm
Wood County Assessor



CATHOLIC COMMUNITY SERVICES

Parkersburg Region

521 Market St. #24 ~ Parkersburg, WV 26101 ~ (304)424-3457x130

FAX: (304)422-1025

CALHOUN JACKSON PLEASANTS RITCHIE ROANE TYLER WETZEL WIRT WOOD

January 19, 2005

To Whom It May Concern:

Community Resources, Inc. has a long history of providing efficient service to those in need through assistance with utility bills, food distributions, transportation to medical appointments and places of employment, prescriptions, school supplies, and household furnishings. The list is endless. The recent budget cuts in Community Service Block Grant money has had a negative impact on the agency. Community Resources had to drastically reduce its services as well as their hours of operation.

Catholic Community Services and other agencies have always worked in close collaboration with Community Resources. They provide an invaluable service to the Mid Ohio Valley. The reductions at Community Resources put a strain on the other agencies as well. We likewise work with limited budgets and cannot afford to provide additional emergency assistance than what we are presently doing. We need Community Resources!

Any financial assistance that you can provide to Community Resources would be greatly appreciated. Thank you for giving consideration to this matter.

Sincerely,

Valeria Kula
Regional Director
Catholic Community Services

*An Agency of the Catholic Diocese of Wheeling-Charleston
Serving the Parkersburg Vicariate*

WV DHHR
PO Box 1547
Parkersburg, WV 26102

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WV DHHR

January 19, 2005

Angela Nelson
Ann Street
Parkersburg, WV 26101

Dear Angela,

In reference to our recent phone conversation regarding the funding cuts in Wood County I would like to offer this letter to assist in your current endeavor to obtain additional funding for program and operational costs. I have worked closely with CRI for over 11 years. I feel that the services provided by your agency are invaluable. With the assistance of you and your staff I have seen many success stories over the years. Without full time positions it will be virtually impossible to continue mentoring, job shadowing, and life experience help for our impoverished population. Together we have made many differences in our Wood County families. I hope that funding will be obtained and that the community support offered by CRI will continue in the future.

Sincerely,



Maureen Rogers
WV WORKS Program
Family Support Supervisor
Wood District DHHR

gether West Virginia WORKS

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Major CRI Programs

EMERGENCY ASSISTANCE

Emergency Assistance **EFSP** (formerly FEMA) Approx \$26,000/Yr
Assists Utility Terminations And Some Rental/Mortgage Needs

Emergency Assistance **Discretionary Funds** (Churches) Approx \$5,000/Yr
Assists Utility Terms, Employment & Housing Needs, Medicines, Etc.

WV/VOAD (Voluntary Organizations Active In Disaster) **Flood Relief Program**
This New Program Picks Up Where FEMA Disaster Assist. Leaves Off...

LIEAP - Low Income Emergency Assistance Program
Home Heat Apps For DHHR - Onsite & At Senior Hi Rises

HOUSING

Weatherization For Low-Income HomeOwners
Addresses **Heat Adequacy & Proper Ventilation** To State Code

Real Choice **Ramp** Grant Funds - For Clients Bound To WheelChairs
Materials Provided & Labor Coordinated Free Of Charge

13th & Avery Street Apartments - **HUD** Qualified Housing **Units**

EMPLOYMENT & EDUCATION

Ticket-To-Work... Counsel/Advocacy Getting **Disabled** Clients Back To WorkForce

CWEP (Community Work Experience Program) "OJT"/Mentoring Of TANF Recipients
Mentor **Individuals** To Move From The Welfare System...

Resource Center - Making Available **Computers, Faxes, Copiers, Phones**

School Supplies - GE ELFUN Project/1100 **Free Backpacks/Yr** To Low-Income

HEALTH

Gift Of Sight Screening/Referrals

Donated Dental Program Screening/Referrals

Major CRI Programs

SELF-SUFFICIENCY

AmeriCorps - Intensive Family Mentoring Towards Self Sufficiency

Advocacy - For Clients To Vendors and/or Social Service Agencies

Information & Referral - Client Direction To Programs By Eligibility
Emergency Assistance Church List, Low-Income Housing List

Case Management - Budgeting, Family Goals, Follow-Up & Support

JACS - Joint Action in Community Service (Job Corps Student Follow-Ups)

RAPP - Relatives As Parents Program
Support Group For Individuals Raising Extended Family Members

Volunteer Opportunities - Gustke Youth/Adult/Juvenile Probation/WVU-P Students

Online Tax Services - Will Begin VITA Certification Process Jan 24th

Community Distribution Of Regular Donations (To Families/Other Non-Profits)
Clothing, Blankets, Food, Household Items, Furniture

FOOD & HOLIDAY ACTIVITIES

General Food Pantry & Clearinghouse For County Food Co-Op

Government Food (TEFAP) To 8 Senior Hi Rises - Each At Least Quarterly

Blizzard Boxes - Sr Citizens/RSVP Make Food Avail For Boxes - 288 Families

Special Event/Holiday TEFAP Distribution At Least 4X/Yr

Christmas - County Clearinghouse/Collaboration To Serve Families Directly

Lion's Club Collaboration - Easter/Thanksgiving/Christmas Dinners To Low-Income

Distribution of Leftover Garden Plants From Wood County Technical Center

And Much More!!!!

WOOD COUNTY SHERIFF'S OFFICE

K.D. MERRITT SHERIFF AND TREASURER**328 SECOND ST.
PARKERSBURG, WV 26101****PHONE 304-424-1834****FAX 304-424-1832**

January 20, 2005

Wood County Commission
Wood County Courthouse
Parkersburg, WV 26101

RE: Purchase of Vehicle / Task Force

Dear Sirs:

This letter is to request the purchase of a vehicle for our Task Force Agency. Since this agencies vehicle needs to meet certain criteria we are referring to an AMENDED ORDER dated May 3, 2001 in which we are not required to have a complete bid on this vehicle. (Page 3, paragraph 1, ...that a County Official or county Office may certify in writing to the County Commission the need for a specific item essential to a particular usage and the County Commission, upon review of such certification, may provide for the purchase of said specific items in the open market without complete bids.)

We will present our requests with this document. Thank you for your attention to this matter.

Respectfully submitted,

K.D. Merritt, Sheriff
KDM/ja