KANAWHA COUNTY COMMISSION
AGENDA
Thursday, September 8, 2016

5:00 P.M. **CALL TO ORDER**

Pledge of Allegiance
Commission President Kent Carper

Moment of Silence and Recognition

MINUTES

Approval of the Minutes of the Regular Commission meeting on August 18, 2016

RESOLUTION/PROCLAMATION

NEW EMPLOYEES

Circuit Clerk

Elaine Bleigh, Deputy Clerk, Kanawha County Circuit Clerk's office, full-time employee, $24,000.00 per year, replacing Mitzie Cummings, effective September 12, 2016
The Honorable Cathy S. Gatson, Circuit Clerk

Kayla Ransbottom, Kanawha County Circuit Clerk's office, full-time employee, $24,000.00 per year, replacing Sandra Hall, effective September 12, 2016
The Honorable Cathy S. Gatson, Circuit Clerk

Sheriff's Law Enforcement

Ashley D. Keadle, Kanawha County Deputy Sheriff, Kanawha County Sheriff's Law Enforcement Department, full-time employee, $38,000.00 per year, replacing Timothy Bowe, effective September 16, 2016
The Honorable John Rutherford, Sheriff

Sheriff's Tax

Megan K. Doss, Tax Clerk, Kanawha County Tax office, full-time employee, $25,000.00 per year, replacing Jennifer Loyd, effective September 12, 2016
The Honorable John Rutherford, Sheriff

Brooke L. Peyatte, Tax Clerk, Kanawha County Tax office, full-time employee, $25,000.00 per year, replacing Mark Miller, effective September 16, 2016
The Honorable John Rutherford, Sheriff

CHANGE OF EMPLOYMENT STATUS

Sheriff's Law Enforcement

Brian Reynolds, from Law Enforcement to New Civilian Position – Courthouse Security (position transferred from Assessor), full-time employee, $30,000.00 per year, effective September 1, 2016
The Honorable John Rutherford, Sheriff

AGENDA ITEMS

5:00 P.M.

Introduction of Anthony L. Jenkins, Ph.D., President, West Virginia State University

Presentation by Lt. Col. Jim Dodrill, Vice Commander, WV Wing Civil Air Patrol, regarding radios purchased through Homeland Security Grant

Discussion regarding flood event that occurred June 23, 2016, to include but not be limited to discussion and update regarding PPDR Program and Hazard Mitigation Program
Commission President Kent Carper
Commissioner Henry C. Shores
Commissioner Dave Hardy
Jennifer Sayre, County Manager
Andrew Gunnoe, Deputy County Manager
David Armstrong, Economic Development Director
Chuck Grishaber, Floodplain Manager
Steve Neddo, Director of Planning
James Young, Deputy Director of Planning

Discussion regarding financial assistance to Mountain Mission to support ongoing flood relief efforts in Kanawha County, including but not limited to a discussion regarding a rent payment in the amount $800.00 a month for office space at New Clendenin 25045 as well as discussion regarding a grant of $50,000 to Mountain Mission for continued flood relief operations

Commission President Kent Carper
Commissioner Henry C. Shores
Commissioner Dave Hardy
John Roberts, Director of the Mountain Mission
Rex Whiteman, President of Union Mission
David Armstrong, Economic Development Director
James Young, Deputy Director of Planning

Discussion regarding creation of the Courthouse Security Patrol, as requested by the Kanawha County Sheriff, County Clerk, and Assessor, to provide security for 409 Virginia Street. The elected officials have collaborated on this request so as not to require an increase in the county's budget or the creation of a new position

Commission President Kent Carper
Commissioner Henry C. Shores
Commissioner Dave Hardy
The Honorable John Rutherford, Sheriff
The Honorable Vera McCormick, County Clerk
The Honorable Sallie Robinson, Assessor
Jennifer Sayre, County Manager

Update regarding Partnership for Opportunity and Workforce and Economic Revitalization (POWER) grant awards, to include discussion regarding possible grant applications for Kanawha County

Commission President Kent Carper
Andrew Gunnoe, Deputy County Manager
Colt Sandoro, Executive Director, Regional Intergovernmental Council
SK Miller, Executive Director, Workforce Investment Board
Matt Ballard, Director, Charleston Area Alliance

Discussion regarding 2017 Legislative Agenda

Commission President Kent Carper
Commissioner Henry C. Shores
Commissioner Dave Hardy
Carrie Hill, Legislative Liaison/Grant Coordinator

Kanawha County Commission meetings through September, 2016
Commission President Kent Carper
Commissioner Henry C. Shores
Commissioner Dave Hardy

DATE	TIME
Thursday, September 22, 2016	5:00 p.m.

PUBLIC HEARING

PUBLIC COMMENT

COUNTY MANAGER'S REPORT

DIRECTOR OF FINANCE'S REPORT

COUNTY ATTORNEY'S REPORT

STAFF REPORTS

NEW BUSINESS

FIDUCIARY

Administrative Closing Order (Noah Michael Browning, Ward)

Administrative Closing Order (Arron Dawn Copen, Ward)

Administrative Closing Order (Caleb Watson Hankins, Ward)

Administrative Closing Order (Megan Lee Smith, Ward)

Administrative Closing Order (Karalee Rayanne Weaver, Ward)

Objection and Exceptions

Order Admitting Estate to Probate (Estate of Lawrence Samuel Shrewsbury)

Order Admitting Will to Probate (Estate of Masil McClure aka Masil Elizabeth McClure)

Order Declaring Re-Opened Estate Closed (Estate of Virginia Gaten aka Virginia Hunter Gaten)

Order Declaring Re-Opened Estate Closed (Estate of Allen K. Hambrick aka

Order Declaring Re-Opened Estate Closed (Estate of Barbara Ann Holstein)

Order Declaring Re-Opened Estate Closed (Estate of Elizabeth June Jarrell)

Order Declaring Re-Opened Estate Closed (Estate of Virgie Lavender)

Order Declaring Re-Opened Estate Closed (Estate of James W. Sampson)

Order Declaring Re-Opened Estate Closed (Estate of Edward Ray Schaible)

Order Declaring Re-Opened Estate Closed (Estate of Sandra Kay Barnhill Wilson)

PURCHASE ORDERS

Order Confirming and Approving Purchase Orders in Excess of $4,999.99 to be issued by the Kanawha County Commission Purchasing Department:

Vendor	Department	Amount	Comments/Description
WV University Finance & Business	WVU Kanawha Co. Extension Office	$27,275.00	Salary reimbursement
Pitney Bowes	Microfilm	$50,000.00	Postage for the postage machine
Rocky Fork Enterprizes, LLC	Sheriff's Law Enforcement Div.	$8,000.00	Emergency equipment, installation and service of emergency equipment for the Kanawha County Sheriff's office per county contract

Cimco, Inc.	Maintenance Annex	$37,681.07	Emergency compressor replacement for the judicial building chiller located on the roof to include all parts, labor & extended warranty valid 7/28/16-7/28/21
Precision Pump & Valve Service, LLC	Town of Cedar Grove	$30,193.00	Field service renovation on main pump and prepaid preventive maintenance. Town of Cedar Grove per letter of intent dated 8/4/16
Cleanway Septic Tank Service, LLC	Kanawha Co. Commission	$5,275.00	Service for vacuum truck cleaning of pump station for the Town of Cedar Grove
Rocky Fork Enterprizes	Home Confinement	$5,180.00	Provide and install vehicle emergency equipment for two (2) 2016 Ford Explorers VIN 2924 & 2925

Order Confirming and Approving Purchase Orders in Excess of $4,999.99 to be issued by the Kanawha County Commission Purchasing Department (contingent upon the approval and posting of a pending fiscal year 2016-2017 budget revision):

Vendor	Department	Amount	Comments/Description
K&N Contracting	Kanawha Co. Commission	$491,031.26	Flood debris cleanup Clendenin Flood Disaster
Rodney Loftis & Son	Kanawha Co. Commission	$176,420.10	Flood debris cleanup Clendenin Flood Disaster

ORDERS

Order Confirming and Approving Cash Disbursements to be made by the Clerk of the Kanawha County Commission for the General Fund (*documentation available for inspection at the County Clerk's Office as well as the Kanawha County Commission meeting of September 8, 2016)*

The Honorable Vera J. McCormick, County Clerk

Order Confirming and Approving Cash Disbursements to be made by the Clerk of the Kanawha County Commission for Special Funds (*documentation available for inspection at the County Clerk's Office as well as the Kanawha County Commission meeting of September 8, 2016*)
The Honorable Vera J. McCormick, County Clerk

Order Confirming and Approving Orders Entered by the Clerk of County Commission of Kanawha County, West Virginia
The Honorable Vera J. McCormick, County Clerk

Election Officials – List of Poll Workers for the General Election – November 8, 2016

New Employee: Elaine Bleigh, Deputy Clerk, Kanawha County Circuit Clerk's office, full-time employee, $24,000.00 per year, replacing Mitzie Cummings, effective September 12, 2016

New Employee: Kayla Ransbottom, Kanawha County Circuit Clerk's office, full-time employee, $24,000.00 per year, replacing Sandra Hall, effective September 12, 2016

New Employee: Ashley D. Keadle, Kanawha County Deputy Sheriff, Kanawha County Sheriff's Law Enforcement Department, full-time employee, $38,000.00 per year, replacing Timothy Bowe, effective September 16, 2016

New Employee: Megan K. Doss, Tax Clerk, Kanawha County Tax office, full-time employee, $25,000.00 per year, replacing Jennifer Loyd, effective September 12, 2016

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Change in Status: Brian Reynolds, from Law Enforcement to New Civilian Position – Courthouse Security (position transferred from Assessor), $30,000.00 per year, effective September 1, 2016

Order authorizing and approving the Manual Journal Entries as set forth in 8/18/2016 Memorandum from Kim Lutz, Director of Accounting

Order authorizing and approving the Manual Journal Entries as set forth in 8/18/2016 Memorandum from Kim Lutz, Director of Accounting (#2)

Applications for Apportionment of Personal Property Taxes Pursuant to Final Divorce Orders in Accordance with Chapter 11, Article 5, Section 14, of the Code of West Virginia

Approval of the Erroneous Assessments Submitted by the Kanawha County Assessor (decrease $28,858.22)

Authorization for the President of the Kanawha County Commission to Sign a Certificate of Title Transferring a Vehicle Declared a Total Loss to Travelers Insurance

Authorization for the President of the Kanawha County Commission to Sign a Lease Agreement between the Kanawha County Commission & Leaf Capital Funding, LLC

Order correcting Order No. 2016-196, of the May 5, 2016, related to the application for erroneous assessment of Coal River Group, LLC

Authorization for the Clerk of the County Commission to issue a check from the General Fund Line Item #001-401.00-5-67.00 in the amount of Forty Thousand ($40,000.00) Dollars payable to the Unemployment Fund (068)
Kim Fleck, Director of Finance

Order Authorizing the Clerk of the County Commission to issue a check from General County, #001-401.00-5-67.00, in the amount of Four Hundred Seventy Eight Thousand Four Hundred Dollars ($478,400) to the Capital FUND #090, representing the funding of capital line items for FY 2016-17
Kim Fleck, Director of Finance

Order Authorizing the Clerk of the County Commission to issue a check from the General Fund (#001-401.00-5-67.00), in the amount of One Million Eight Hundred Seventy Seven Thousand Five Hundred Twenty Eight Dollars ($1,877,528.00), to the Debt Service Fund (#244), representing funding of the County's annual debt service payments (WKCPSC & Judicial Annex) through September, 2017
Kim Fleck, Director of Finance

The Revision of the Levy Estimate (Budget) for the County of Kanawha – F.Y. 2016-2017 General Fund Budget Revision #4

1. **Fiscal Year 2015-2016 Emergency Response Fund Line Item Budget Revision**

REVENUES:

021-382-0-00.00	Emergency Response - Refunds & Reimb	662,803
021-366-0-00.00	Emergency Response - Misc Revenue	2,035

EXPENDITURES:

021-401-00-3-41.00	Emergency Resp - Supplies	664,838

2. **Fiscal Year 2015-2016 General Fund Budget Revision #4**

EXPENDITURE:

001-401.00-5-67.00	Co Comm – Transfers to Other Funds	(10,710)
001-425.00-2-15.00	Maintenance – M&R Building and Grounds	10,710
001-402.00-2-14.00	Co Clerk - Travel	(1,000)
001-402.00-2-21.00	Co Clerk – Training and Education	(1,000)
001-402.00-2-23.00	Co Clerk – Professional Services	(2,000)
001-402.00-2-41.00	Co Clerk – Supplies & Materials	(2,000)
001-402.00-3-42.00	Co Clerk – Record Books	(1,000)
001-402.00-3-50.00	Co Clerk – Computer Indexing	(5,000)
001-460.00-2-19.00	Co Clerk Cons Fees – Building & Equipment Rental	(2,000)
001-460.00-2-30.00	Co Clerk Cons Fees – Contracted Services	(1,000)
001-406.00-1-08.01	Assessor – Overtimes Wages	(15,000)
001-700.00-1-03.01	Sheriff LED - Fulltime	30,000

CHECK REGISTERS/SUPPLEMENTALS (*Order Confirming and Approving Disbursements to be made by the Clerk of the County Commission of Kanawha County*)

Pitney Bowes (Microfilm Dept) in the amount of $50,000.00 for postage for the postage machine

Ratification of Documents processed at the August 18, 2016, Commission meeting:

Supplemental check: Travelers CL Remittance Center (Kanawha Co. Commission), in the amount of $259,231.50 – insurance premium due Sept. 1

Supplemental Check: K&N Contracting (Kanawha Co. Commission), in the amount of $255,302.28, for Flood Cleanup

Supplemental Check: Waste Management (Kanawha Co. Commission) in the amount of $344,424.30 for flood debris cleanup land fill July 1-31, 2015 Clendenin Flood Disaster

Supplemental Check: John P. Slappe Painting (Kanawha Co. Commission) in the amount of $9,897.79 for remove damaged drywall/insulation, prime, and paint Elkview detachment $9,600.00; Sunbelt rental $297.79, Clendenin WV Flood Cleanup

Supplemental Check: Larch Oil & Gas Corp. (Kanawha Co. Commission) in the amount of $16,545.00 for Clendenin WV Flood Cleanup

Purchase Order: Capital Fund #090 (Sheriff's Law Enforcement) in the amount of $10,800.00, transfer fund from Pistol Permit to Capital Fund Line 090-701.00-700-4-56.06 for purpose of purchasing two vehicles for KCSO legal process per Sheriff Rutherford.

Purchase Order: Tyler Technologies (Sheriff's Law Enforcement Div.) – in the amount of $202,472.54. New World Systems project for the Kanawha County Sheriff's Office Law Enforcement Division (together with PO S150756, the total amount of the project is $1,066,520. Project bid out by Metro 911 which included the Sheriff's Department phase. To be invoiced in phases, Long-term project 6/2/16

F.Y. 2016-2017 Capital Fund Line Item Budget Revision

REVENUES:		
090-388-0-00.00	Capital Equip – Transfers from other funds	10,800
EXPENDITURES:		
090-701.00-4-56.06	Capital Equip – Legal Process Vehicles	10,800