

KANAWHA COUNTY COMMISSION

Agenda

Thursday, March 7, 2024

5:00 P.M. CALL TO ORDER

Pledge of Allegiance
Commission President Lance Wheeler

Moment of Silence and Recognition

MINUTES

Approval of the Minutes of the Regular Commission Meeting on
February 22, 2024

Approval of the Minutes of Board of Review & Equalization on
February 22, 2024

RESOLUTION/PROCLAMATION

NEW EMPLOYEES

Circuit Clerk

Savanna Cooper, Deputy Clerk, Kanawha County Circuit Clerk's
office, full-time employee, \$28,000.00 per year, replacing Andy
McCollum, effective March 11, 2024

The Honorable Cathy S. Gatson, Circuit Clerk

Kristi McCormick, Deputy Clerk, Kanawha County Circuit Clerk's
office, full-time employee, \$28,000.00 per year, replacing Jody
Johnson, effective March 11, 2024

The Honorable Cathy S. Gatson, Circuit Clerk

Melody Shanon, Part-time Deputy Clerk, Kanawha County Circuit Clerk's office, part-time employee, \$20.00 per hour, effective March 11, 2024

The Honorable Cathy S. Gatson, Circuit Clerk

Commission

Kathryn Roberts-Casto, Receptionist, Kanawha County Commission, full-time employee, salary to be set by the Commission, filling a vacancy, effective March 18, 2024

Jennifer Herrald, County Manager

Sheriff

Emily Gillenwater, Temporary Intern, Kanawha County Sheriff's Tax Office, seasonal/temporary employee, \$12.00 per hour, effective March 8, 2024

The Honorable Mike Rutherford, Sheriff

Parker B. Fleck, Home Confinement Officer, Sheriff's Home Confinement, full-time employee, \$41,972.80 per year, replacing Daniel Waller, effective March 16, 2024

The Honorable Mike Rutherford, Sheriff

CHANGE OF EMPLOYMENT STATUS

AGENDA ITEMS

5:00 P.M.

Presentation for Deputy of the Year

The Honorable Mike Rutherford, Sheriff

Discussion and Presentation from Silling Associates, Inc., regarding the Judicial Building Renovation Project

Commission President Lance Wheeler

Commissioner Ben Salango

Commissioner W. Kent Carper

Discussion regarding independent audit for all County financial records by Perry & Associates, CPAs for the fiscal period ended June 30, 2023

**Commission President Lance Wheeler
Commissioner Ben Salango
Commissioner W. Kent Carper
Jennifer Herrald, County Manager
Kim Fleck, Director of Finance**

Discussion regarding approval of the County's FY 2024-2025 General County Budget in the amount of \$60,012,466 and approval of the County's FY 2024-2025 Coal Severance Budget in the amount of \$1,700,500, to include discussion regarding any and all budgetary issues

**Commission President Lance Wheeler
Commissioner Ben Salango
Commissioner W. Kent Carper
Jennifer Herrald, County Manager
Kim Fleck, Director of Finance**

Discussion regarding Congressional Directed Spending Application

**Commission President Lance Wheeler
Commissioner Ben Salango
Commissioner W. Kent Carper
Jennifer Herrald, County Manager**

Discussion regarding funding request from Paint Creek Watershed in the amount of \$5,000.00 for "Take a Kid Fishing Day 2024"

**Commission President Lance Wheeler
Commissioner Ben Salango
Commissioner W. Kent Carper**

Discussion regarding funding request from Multifest

**Commissioner Ben Salango
Commission President Lance Wheeler
Commissioner W. Kent Carper**

Discussion regarding American Red Cross for the Sound the Alarm Campaign and funding request in the amount of \$25,000.00 for home fire preparedness as well as response and recovery during disasters

Commission President Lance Wheeler
Commissioner Ben Salango
Commissioner W. Kent Carper
Erica Mani, Regional Chief Executive Officer
Jeff Hornyak, Regional Philanthropy Partner

Discussion regarding request by the City of Charleston to Annex by Petition the property located at Tax District 19, Map No. 9, Parcel No. 1.1, Kanawha River Hills Subdivision, in Kanawha County, West Virginia

Commission President Lance Wheeler
Commissioner Ben Salango
Commissioner W. Kent Carper
Marc Slotnick, County Attorney

Discussion regarding and issuance of EMS Salary Enhancement Funds as follows:

-Charleston Fire Department	\$ 99,950.50
-Kanawha County Emergency Ambulance Authority	\$190,705.98
-Cedar Grove Volunteer Fire Department	\$ 9,343.52

Commission President Lance Wheeler
Commissioner Ben Salango
Commissioner W. Kent Carper

Discussion regarding funding request from Pinch Community Association in the amount of \$30,000.00 for renovations to the Historic Pinch Reunion Grounds

Commissioner W. Kent Carper
Commission President Lance Wheeler
Commissioner Ben Salango

Presentation from Kendra Hatcher with Downstream Strategies to provide an update regarding the Upper Kanawha Valley Market Analysis and Lodging Study as part of the Appalachian Regional Commission Grant

Commission President Lance Wheeler
Commissioner Ben Salango
Commissioner W. Kent Carper
Melissa Smith, Deputy County Manager

Discussion regarding approval of the nine previously designated early community voting locations as follows:

- Cross Lanes Sheriff Detachment
- Belle Town Hall
- City of Saint Albans Town Hall
- Sissonville Library
- Elkview Community Center
- Marmet Town Hall
- City of Nitro Police Dept.
- The Girls Scouts of Black Diamond Council
- Kanawha County Voters Registration office

Commission President Lance Wheeler

Commissioner Ben Salango

Commissioner W. Kent Carper

The Honorable Vera McCormick, Clerk of the County Commission

Discussion regarding 2024 Legislative Agenda

Commission President Lance Wheeler

Commissioner Ben Salango

Commissioner W. Kent Carper

Melissa Smith, Deputy County Manager

Kanawha County Commission meetings through May 2024

Commission President Lance Wheeler

Commissioner Ben Salango

Commissioner W. Kent Carper

DATE	TIME
Thursday, March 21, 2024	5:00 p.m.
Thursday, April 4, 2024	5:00 p.m.
Tuesday, April 16, 2024	8:30 a.m.*
Tuesday, May 7, 2024	5:00 p.m.
Monday, May 20, 2024	12:00 p.m.

*The 2024-2025 Kanawha Co. Levy Rate will be set at this meeting

Discussion regarding Election and important dates
Commission President Lance Wheeler

DATE	TIME	EVENT/LOCATION
Wednesday, April 24, 2024	9:00 a.m.	Public Test, Early Voting, Voter's Registration Office
Wednesday, May 1, 2024 through Saturday, May 11, 2024	Mon. - Fri. 8:00am-5:00pm; & Sat. 9:00am-5:00pm	Early Voting for Primary Election
Tuesday, May 7, 2024	3:00 p.m.	Public Test, Christopher Street and Voter's Registration Office
Monday, May 13, 2024	7:00 a.m. – 4:00 p.m.	Voting Supplies, Voter's Registration Office
Tuesday, May 14, 2024	6:30 a.m. to 7:30 p.m.	Primary Election Day
Monday, May 20, 2024	7:00 a.m.	Canvass, Voter's Registration Office

PUBLIC HEARING

AGENDA SETTING

PUBLIC COMMENT

COUNTY MANAGER'S REPORT

DIRECTOR OF FINANCE'S REPORT

COUNTY ATTORNEY'S REPORT

STAFF REPORTS

NEW BUSINESS

FIDUCIARY

Objections and Exceptions

Order Referring to a Fiduciary Commissioner (Estate of Elsie Jones Ours)

Order Referring to a Fiduciary Commissioner (Estate of Jennifer Louise Starsick)

Recommendation & Order (Estate of Christine Jeanette Nesbitt)

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 Public Service Training (revised PO)	Emergency Services	\$10,000.00	Fire officer training – increased po for additional fire officer training
Smith Brothers Window Cleaning	Maintenance	\$20,750.00	Window cleaning services in and out for courthouse, judicial building including registration and parking garage, and WKC Justice & Public Safety Complex
John P. Slappe Painting	Maintenance Annex	\$6,000.00	Patch, prime and paint Judge Abraham’s area and Judge Hardy’s area
New River Engineering, Inc.	Kanawha Co. Commission	\$5,450.00	Engineering services ARP Big Bend Golf Course flood damage repairs project
New River Engineering, Inc.	Kanawha Co. Commission	\$14,950.00	Engineering services for Coonskin Park flood damage repairs project
Mary C. Snow Westside Elementary School	Kanawha Co. Commission	\$8,589.85	Contribution for replacement of football team helmets
McCormicks Group, LLC	Kanawha Co. Commission	\$10,988.61	Band uniforms for Dupont Middle School
Charleston Area Alliance (Commissioner Wheeler is on this board)	Kanawha Co. Commission	\$5,217.39	20 Feb 24 CAA Jan billing ARC and 20 Feb 24 CAA Jan billing Benedum
Silling Associates, Inc.	Kanawha Co. Commission	\$31,360.00	Phase 1 pre-design services for Judicial Building
Civil & Environmental Consultants	Kanawha Co. Commission	\$27,310.00	385099 Dec 23 billing ARC and 385099 Dec 23 billing Benedum
Th-St. Francis Hospital	Kanawha Co. Commission	\$17,775.00	Mammograms Jan 2024

Rocky Fork Enterprizes, LLC	Sheriff's Law Enforcement Div.	\$10,000.00	Vehicle maintenance contract for Kanawha County Sheriffs Office vehicles per county contract
Cedar Grove VFD	Kanawha Co. Commission	\$9,343.52	EMS salary enhancement as provided by WV Code 64-116-1
Kanawha County Emergency Ambulance Authority (Commissioner Wheeler is on this board)	Kanawha Co. Commission	\$190,705.98	EMS salary enhancement as provided by WV Code 64-116-1
Charleston Fire Department	Kanawha Co. Commission	\$99,950.50	EMS salary enhancement as provided by WV Code 64-116-1
Atlantic Emergency Solutions	Dunbar Community VFD	\$5,002.00	One 16' PPV with Shore Power \$4,127; One 2pk Milwaukee batteries \$618; and one truck mount for 16" battery fan \$257
Rodney Loftis & Son	Kanawha Co. Planning & Community Dev.	\$54,138.50	Demolition services: 314 Aloe Lane; 154 Bradley Rd.; 5918 Elaine Drive; 5215 Arrowood Drive; 112 Madison Street; and 826 E Riverview Drive
Design Roofing & Sheet Metal	Tyler Mountain VFD	\$18,754.26	Tyler Mountain VFD Community Building roof replacement per bids received
Assured Partners of WV LLC	Kanawha Co. Commission	\$7,100.00	2021, 2022 & 2023 ACA Reporting
Advantage Valley, Inc.	Kanawha Co. Commission	\$15,000.00	2024 Membership Investment
WVU Fire Service Extension	Emergency Services	\$6,000.00	Tuition for firefighters to attend Junior Fire Camp

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 March 7, 2024*)

The Honorable Vera J. McCormick, Clerk of County the Commission

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 March 7, 2024*)

The Honorable Vera J. McCormick, Clerk of the County Commission

Order Confirming and Approving Orders entered by the Clerk of County Commission of Kanawha County, West Virginia

The Honorable Vera J. McCormick, Clerk of the County Commission

New Employee: Savanna Cooper, Deputy Clerk, Kanawha County Circuit Clerk's office, full-time employee, \$28,000.00 per year, replacing Andy McCollum, effective March 11, 2024

New Employee: Kristi McCormick, Deputy Clerk, Kanawha County Circuit Clerk's office, full-time employee, \$28,000.00 per year, replacing Jody Johnson, effective March 11, 2024

New Employee: Melody Shanon, Part-time Deputy Clerk, Kanawha County Circuit Clerk's office, part-time employee, \$20.00 per hour, effective March 11, 2024

New Employee: Kathryn Roberts-Casto, Receptionist, Kanawha County Commission, full-time employee, salary to be set by the Commission, filling a vacancy, effective March 18, 2024

New Employee: Emily Gillenwater, Temporary Intern, Kanawha County Sheriff's Tax Office, seasonal/temporary employee, \$12.00 per hour, effective March 8, 2024

New Employee: Parker B. Fleck, Home Confinement Officer, Sheriff's Home Confinement, full-time employee, \$41,972.80 per year, replacing Daniel Waller, effective March 16, 2024

Demolition Order: In the matter of the property owned by Jennifer Lynn Hanning, Michelle Lynn Hanning, Victoria Lynn Hanning, Gregory Wayne Hall and Deborah J. Hanning – COD 2023-721 (Tax Map 27A Parcel 84, Loudon District)

Demolition Order: In the matter of the property owned by Luther A. Hanson, as Trustee of the L.A. Hanson Living Trust, and Faye A. Metheny, secured by Clay County Bank – COD 2023-0754 (Tax Map 13 Parcel 48, Big Sandy District)

Demolition Order: In the matter of the property owned by Estate of Darrell Tamage Carte, deceased– COD 2023-0627 (Tax Map 42A Parcel 55, Cabin Creek District)

Order reappointing Ellen Maxwell Hoffman to the Workforce Development Board of Kanawha County (term to expire 12/31/2026)

Order reappointing Jeremy Nelson to the Kanawha Charleston Board of Health (term to expire 03/07/2029)

Order approving the nine previously designated early community voting locations

Order Authorizing the President of the Kanawha County Commission to execute the “Section 147(f) Approval and Written Agreement” for the West Side Volunteer Fire Department Inc., Number 2

Order Authorizing the President of the Kanawha County Commission to sign Letter of Credit Payment Request – Federal Emergency Management Agency Hazard Grant Program 4517-WV-0008. Request payment to pay invoice for accounts 009-442.60-500-2-30.00 (FEMA NOI Contr. Services), in the amount of \$420.00

Order Approving the City of Charleston to Annex by Petition the property located at Tax District 19, Map No. 9, Parcel No. 1.1, Kanawha River Hills Subdivision, in Kanawha County, West Virginia

Order authorizing the submission of a grant application to the Energy Efficiency and Conservation Block Grant Program (EECBG) through the Department of Energy, of up to \$79,470

Melissa Smith, Deputy County Manager

Order Authorizing the Clerk of the County Commission to certify the 2024-2025 General Fund and Coal Severance Fund Budgets, and for said Budgets to be submitted to the West Virginia State Auditor's Office, and for publication of same

Kim Fleck, Director of Finance

Order Authorizing the Clerk of the County Commission to issue a check from the County Manager Fund (#019-401.00-5-67.00), in the amount of Six Thousand Six Hundred Seventy Dollars Fifty Cents (\$6,670.50), to the General Fund (#001) as reimbursement for costs associated with the Paint Creek Spill see attached

Kim Fleck, Director of Finance

Authorization for the Clerk of the County Commission to Issue a Check from the Public Safety Levy Grant Fund, Line Item #029-711.00-800-5-68.63 in the amount of Thirty-Five Thousand Dollars (\$35,000.00) to the Kanawha County Commission for a contribution toward the salary and benefits for the Director of Emergency Management/Fire Coordinator position

Kim Fleck, Director of Finance

The Revision of the Levy Estimate (Budget) for the County of Kanawha – F.Y. 2023-2024 General Fund Budget Revision #10

Kim Fleck, Director of Finance

1. Fiscal Year 2023-2024 General Fund Line Item Revision

REVENUES:

001-443.35-1-03.01	Day Report - Fulltime Salaries	(3,000)
001-443.35-2-17.00	Day Report - M & R Auto	3,000
001-711.00-2-14.00	Emer Services - Travel	(1,000)
001-711.00-2-17.00	Emer Services - M & R Auto	1,000

2. Fiscal Year 2023-2024 General Fund Budget Revision #10

REVENUES:

001-000.00-366-0-01.00	Misc Revenue - Insurance Claims	16,230
------------------------	---------------------------------	--------

EXPENDITURES:

001-401.00-5-67.00	Co Comm - Transfers to other Funds	(33,427)
001-700.00-2-17.00	Sheriff LED - M & R Auto	49,657

3. Fiscal Year 2023-2024 County Mangers Fund

EXPENDITURE:

019-401.00-5-68.01	Co Manager's Fund - Contributions; Paint Creek Settlement	(6,671)
019-401.00-5-67.00	Co Manager's Fund - Transfers to other funds	6,671

4. Fiscal Year 2023-2024 Capital Sports Center Fund Line Item Budget Revision

REVENUES:

036-000-388-0-00.00	Capital Sports Center - Transfers from other Funds	2,500,000
---------------------	--	-----------

EXPENDITURES:

036-401.00-2-30.00	Capital Sports Center - Contracted Services	(3,246,000)
036-401.00-2-23.00	Capital Sports Center - Professional Services	(199,593)
036-401.00-5-68.00	Capital Sports Center - Contributions	5,945,593

5. Fiscal Year 2023-2024 Parks & Recreation Fund

EXPENDITURE:

013-901.00-3-41.02	Parks & Recreation - Concessions	(20,000)
013-901.00-3-41.00	Parks & Recreation - Supplies & Materials	20,000

6. Fiscal Year 2023-2024 Public Safety Grant Fund Line Item Budget Revision

EXPENDITURES:

029-711.00-5-68.59	Public safety - WV Public Safety Expo	(30,000)
029-711.00-5-68.76	Public Safety - Tower Maintenance	30,000

CHECK REGISTERS: SUPPLEMENTALS/EMERGENCY:

Mary C Snow Westside Elementary School in the amount of \$8,589.85 for contribution for the replacement of football team helmets

Silling Associates Inc., in the amount of \$31,360.00 for Phase 1 pre-design services for Judicial Building

Th-St. Francis Hospital in the amount of \$17,775.00 for Mammograms Jan 2024

Cedar Gove VFD in the amount of \$9,343.52 for EMS salary enhancement as provided by WV Code 64-116-1

Kanawha County Emergency Ambulance in the amount of \$190,705.98 for EMS salary enhancement as provided by WV Code 64-116-1

Charleston Fire Department in the amount of \$99,950.50 for EMS salary enhancement as provided by WV Code 64-116-1

LETTER OF INTENT

Town of Glasgow in the amount of \$20,000.00 for sidewalk repairs

Ratification of order processed on February 15, 2024:

Order authorizing the President of the Kanawha County Commission to sign the WVDEP REAP Dilapidated Properties Program (DLAP) Award

Ratification of document processed on February 16, 2024:

Emergency check to US Bank in the amount of \$5,147.79 for p-card payment

Ratification of document processed on February 20, 2024:

Sheriff's LED outside overtime

Ratification of documents processed on February 22, 2024:

Board of Review and Equalization

Authorization for the President of the Kanawha County Commission to sign a grant agreement with West Virginia Commission on Drunk Driving Prevention

Fiscal Year 2023-2024 EMS Salary Enhancement Fund Line Item Budget Revision

Emergency Check: GAI Consultants in the amount of \$1,018.56 for Strawberry Rd. 3-day-turn-around

Ratification of documents processed on February 23, 2024:

Resolution Honoring Chef Paul Smith

Emergency Check: Nitro High School Coral Boosters in the amount of \$4,120.00 for contribution toward travel expenses for performance at Orlando, FL

Ratification of document processed on February 26, 2024:

Distinguished Kanawha Countian Brenda “Momma” Howard

Ratification of documents processed on February 29, 2024:

New Employee: Michelle Hoylman, Custodian, Kanawha County Commission Custodial Department, full-time employee, \$25,000 per year, replacing Joe Melton, effective March 1, 2024

Resolution Honoring Julian Sockman

Ratification of documents processed on March 4, 2024:

Emergency Checks to US Bank in the total amount of \$30,964.04