

KANAWHA COUNTY COMMISSION

Special Meeting Agenda

Tuesday, April 16, 2024

8:30 A.M. CALL TO ORDER

Pledge of Allegiance
Commission President Lance Wheeler

Moment of Silence and Recognition
Commissioner W. Kent Carper

MINUTES

Approval of the Minutes of the Regular Commission Meeting on April 4, 2023

RESOLUTION/PROCLAMATION

Proclamation for Public Safety Telecommunicator Week - April 14 - 20, 2024

NEW EMPLOYEES

Prosecuting Attorney

Brittany A. Leavitt, Victim Advocate (VOCA Grant), Kanawha County Prosecuting Attorney's office, part-time employee, \$19.50 per hour, effective April 22, 2022

The Honorable Charles T. Miller, Prosecuting Attorney

Christy Buckley, Legal Assistant, Kanawha County Prosecuting Attorney's office, full-time employee, \$32,000.00 per year, filling an open position, effective April 22, 2024

The Honorable Charles T. Miller, Prosecuting Attorney

Claire Kosky, Part-time Runner, Kanawha County Prosecuting Attorney's office, part-time employee, \$12.00 per hour, effective April 17, 2024

The Honorable Charles T. Miller, Prosecuting Attorney

CHANGE OF EMPLOYMENT STATUS

AGENDA ITEMS

8:30 A.M.

Announcement of Metro's Supervisor of the Year and Public Safety Telecommunicator of the Year

John D. Rutherford, Director, Metro 911

Discussion regarding the Fiscal Year 2024-2025 Budget and Public Hearing to receive objections pursuant to W.Va. Code § 11-8-10a to include discussion regarding the 2024-2025 Kanawha County Levy Rate at a proposed rate of 14.30 cents per \$100.00 of valuation. Said levy to be set by the Kanawha County Commission upon receipt of public comment and/or objections, if any

Commission President Lance Wheeler

Commissioner Ben Salango

Commissioner W. Kent Carper

Kim Fleck, Director of Finance

Discussion regarding Drug Court, Day Report, and Home Confinement salary recommendations

Commissioner W. Kent Carper

Commission President Lance Wheeler

Commissioner Ben Salango

Melissa Smith, Deputy County Manager

Kim Fleck, Director of Finance

Discussion and vote to move Kanawha County's dental, vision, and life insurance coverage to Guardian

Commission President Lance Wheeler

Commissioner Ben Salango

Commissioner W. Kent Carper

Kim Fleck, Director of Finance

SPECIAL MEETING AGENDA

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Kanawha County Commission meetings through July 2024
Commission President Lance Wheeler
Commissioner Ben Salango
Commissioner W. Kent Carper

DATE	TIME
Tuesday, May 7, 2024	5:00 p.m.
Monday, May 20, 2024	12:00 p.m.
Thursday, June 13, 2024	5:00 p.m.
Thursday, July 18, 2024	5:00 p.m.

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

Dismissal Order (Estate of Nancy Lynn Sergent-Long)

Order Declaring Re-Opened Estate Closed (Estate of Sharon Rose Kirk)

Order Declaring Re-Opened Estate Closed (Estate of Ella Emogene Bonnett Litton)

Order Referring to a Fiduciary Commissioner (Estate of Matthew Stephen Campbell)

Order Confirming and Ratifying Supervisor’s Report of Claims and Settlement Reports

Order Confirming and Ratifying Supervisor’s Report of Claims and Settlement Reports

Recommendation & Order (Estate of Sandra Jean Green)

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
Rocky Fork Enterprizes (revised PO)	Day Reporting Program	\$13,000.00	Vehicle maintenance & repair per contract – revised PO: increase PO 4/16/24 to replace a vehicle transmission
Institute VFD (revised PO)	Institute VFD	\$13,750.00	Increase PO for additional Diving course, textbook, pool sessions, student certification cards
Greg’s Tree Service (ratify emergency PO signed 4/5/24)	Shawnee Sports Complex	\$18,000.00	Shawnee emergency tree removal and cleanup – storm damage 4/2/24
All Quality, LLC (ratify Emergency PO signed 4/5/24)	Shawnee Sports Complex	\$27,000.00	Emergency fence repair at Shawnee – storm damage 4/2/24

Kanawha-Charleston Humane Association (ratify PO signed 4/5/24)	Kanawha-Charleston Humane Association	\$10,000.00	Assist with emergency repairs from accident damaging building
Kanawha-Charleston Humane Association (ratify PO signed 4/5/24)	Kanawha-Charleston Humane Association	\$5,000.00	Assist with emergency repairs from accident damaging building
Town of Glasgow	Town of Glasgow	\$6,200.00	UKV mini grant Glasgow Round 1 09/2023 through 11/2023
Iron Mountain, Inc.	Circuit Clerk	\$30,000.00	File storage services
Pitney Bowes Global Financial Services	Sheriff's Tax Office	\$8,080.00	Equipment lease for folder/insertor and mail machine
Complied Technologies	County Clerk – Elections	\$5,000.00	Poll work on time charge modifications included
Arrow Rug Company	Maintenance Annex	\$12,724.00	Provide and install new carpet LVT and wall base for Judge Hardy's office per Omnia Partners contract
City of Charleston Police Department	Charleston Police Dept.	\$24,657.51	Reimbursement for emergency boat lights; bone conduction headphones; individualized First Aid Med Refill Kits; Neoprene boots; Scuba Dive Headset; Oakley Sunglasses; traffic vests; Streamlight Flashlights; Rappel Equipment per Public Safety Grant Letter of Intent
Kanawha County 4-H Foundation	Camp Virgil Tate	\$5,503.28	Reimbursement for utilities March 2024 Mountaineer Gas \$935.65; AEP \$3,259.57; WVAWC \$1,308.06
Nitro Construction Services, Inc.	Maintenance	\$12,706.64	Provide and install 4-ton Carrier heat pump unit and air handler in the Commission office
Spring Hill Rod & Gun	Sheriff's Law Enforcement Div.	\$5,435.00	Supply, equipment and repair services for the Kanawha County Sheriff's Office
Travelers	Kanawha Co. Commission	\$16,112.30	Insurance deductibles

**SPECIAL MEETING AGENDA
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Rodney Loftis & Son	Kanawha Co. Planning & Community Dev.	\$17,615.50	Demolition services: 1026 3579 Laurel Fork Road, Elkview \$6,2756.50; 1041 6 Rumbaugh Road, South Charleston \$7,056.00; and 1042 1012 Rosedale Drive, St. Albans \$4,284.00
Rocky Fork Enterprizes LLC	Sheriff's Law Enforcement Div.	\$44,999.00	Emergency equipment, installation and service of emergency equipment for the Kanawha County Sheriff's office per county contract
Rocky Fork Enterprizes LLC	Sheriff's Law Enforcement Div.	\$45,194.00	Emergency equipment, installation and service of emergency equipment for the Kanawha County Sheriff's office per county contract
Sports Facilities Development	Kanawha Co. Commission	\$13,950.00	Study related to determining the best use of ARP funds at Shawnee Sports Complex and future projects at Shawnee
ZMM Architects & Engineers Inc.	Kanawha Co. Commission	\$5,596.97	Shawnee Welcome Center March 2024 Invoice
Dell Technologies	Sheriff's Law Enforcement Div.	\$12,906.95	Six Dell Latitude 5340 rugged computers @ \$2,050 each; and five Dell 27 monitors E2723H \$121.39 each
WV Schools Athletic Coaches Association	Kanawha Co. Commission	\$5,000.00	Sponsorship 2024 North South All Star Football Classic

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 2023-2024 budget revision:

Vendor	Department	Amount	Comments/Description
Kanawha-Charleston Humane Association	Kanawha Co. Commission	\$46,583.00	Reimbursement for Nov & Dec utilities \$16,871 and contributions \$29,712

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 April 16, 2023*)

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 April 16, 2023*)

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

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

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

Approval of Erroneous Assessment Exonerations submitted by the Kanawha County Assessor (\$41,494.88 decrease)

Marc Slotnick, County Attorney

Order approving the 2024-2025 Levy Rate of 14.30 cents per \$100.00 of valuation

Kim Fleck, Director of Finance

Order approving the 2024-2025 Excess Levy Rate of 6.09 cents per \$100.00 of valuation

Kim Fleck, Director of Finance

New Employee: Brittany A. Leavitt, Victim Advocate (VOCA Grant), Kanawha County Prosecuting Attorney's office, part-time employee, \$19.50 per hour, effective April 22, 2022

New Employee: Christy Buckley, Legal Assistant, Kanawha County Prosecuting Attorney's office, full-time employee, \$32,000.00 per year, filling an open position, effective April 22, 2024

New Employee: Claire Kosky, Part-time Runner, Kanawha County Prosecuting Attorney's office, part-time employee, \$12.00 per hour, effective April 17, 2024

Rules for the Board of Canvassers to be Observed for the May 14, 2024 Primary Election

Authorization for the President of the Kanawha County Commission to sign a Contract of Lease between the Kanawha County Commission and Melvin Kerr

Authorization for the President of the Kanawha County Commission to sign a Contract of Lease between the Kanawha County Commission and Tony Shaffer

Authorization for the President of the Kanawha County Commission to sign a Contract of Lease between the Kanawha County Commission and Terry Kerns

Order authorizing the President of the Kanawha County Commission to execute the services agreement with The Sports Facilities Development, LLC

The Revision of the Levy Estimate (Budget) for the County of Kanawha – F.Y. 2023-2024 General Fund Budget Revision #12

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

REVENUES:

001-443.35-3-43.00	Day Report- Gas Oil Tires	(2,000)
001-443.35-3-41.00	Day Report - Supplies & Materials	2,000
001-700.00-1-03.01	Sheriff LED - Fulltime	(238,000)
001-700.00-2-16.00	Sheriff LED - M & R Equipment	(13,626)
001-700.00-2-17.00	Sheriff LED - M & R Auto	(10,500)
001-700.00-2-21.00	Sheriff LED - Training & Edu	(9,116)
001-700.00-2-33.00	Sheriff LED - Investigative Exp	(5,000)
001-700.00-3-41.03	Sheriff LED - Bomb Squad Supplies	(3,351)
001-700.00-3-41.06	Sheriff LED - Mental Health Supplies	(500)
001-700.00-1-08.01	Sheriff LED - Overtime	125,000
001-700.00-1-09.00	Sheriff LED - Temporary	25,000
001-700.00-1-11.00	Sheriff LED - Telephone	1,000
001-700.00-2-13.00	Sheriff LED - Utilities	2,000
001-700.00-3-41.00	Sheriff LED - Supplies & Materials	3,500
001-700.00-3-41.05	Sheriff LED - Operating Grant	48,593
001-700.00-3-43.00	Sheriff LED - Gas/Oil/Tires	66,000
001-700.00-3-45.00	Sheriff LED - Uniforms	9,000

2. Fiscal Year 2023-2024 General Fund Budget Revision #12

EXPENDITURES:

001-401.00-5-67.00	Co Comm - Transfers to other Funds	(60,398)
001-716.00-2-13.00	Humane - Utilities	10,000
001-716.00-5-68.00	Humane - Contributions	50,398

CHECK REGISTERS: SUPPLEMENTALS/EMERGENCY:

Rocky Fork Enterprizes in the amount of \$5,239.49 Vehicle maintenance & repair per contract

Iron Mountain Inc., in the amount of \$9,911.70 for file storage services for the Circuit Clerk

Kanawha County 4-H Foundation, in the amount of \$5,503.28 for reimbursement for utilities at Camp Virgil Tate

Nitro Construction Services, Inc., in the amount of \$12,706.64 to prove and install 4-ton Carrier Heat Pump unit and air handler in the Commission office

WV Schools Athletic Coaches Association, in the amount of \$5,000.00, for sponsorship 2024 North South All Star Football Classic

Travelers, in the amount of \$16,112.30, for insurance deductibles

Ratification of document processed on March 25, 2024:

Order Confirming and Approving Cash Disbursements to be made by the Clerk of the Kanawha County Commission for Special Funds

Ratification of documents processed on April 5, 2024:

Emergency Checks: Kanawha-Charleston Humane Association, in the total amount of \$15,000.00 to assist with emergency repairs from accident damaging building

Shawnee Payroll in the amount of \$1,248.65

Kanawha County Sheriff's annual commission check in the amount of \$16,147.50

Ratification of documents processed on April 8, 2024:

Proclamation(s) of Appreciation (12)