

# **KANAWHA COUNTY COMMISSION**

## ***Agenda***

### **Thursday, August 8, 2024**

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

Pledge of Allegiance  
Commission President Lance Wheeler

**MINUTES**

Approval of the Minutes of the Regular Commission Meeting on July 11, 2024

Approval of the Minutes of the Special Commission Meeting on July 25, 2024

**RESOLUTION/PROCLAMATION**

**NEW EMPLOYEES**

**Circuit Clerk**

Brook-Lyn Gunnoe, Deputy Clerk, Kanawha County Circuit Clerk's office, full-time employee; \$30,000.00 per year, replacing Gina Newhouse, effective August 12, 2024

The Honorable Cathy S. Gatson, Circuit Clerk

**Day Report Center**

Keith D. Witters, Drug Court Case Manager, Kanawha County Day Report Center, full-time employee, \$39,998.40 per year, replacing Jedidiah Lyle, effective August 16, 2024

The Honorable Mike Rutherford, Sheriff

**Prosecuting Attorney**

Grace R. Peterson, Legal Assistant, Kanawha County Prosecuting Attorney's office, full-time employee, \$35,000.00 per year, replacing Elizabeth Gwinn, effective August 9, 2024

The Honorable Debra L. Rusnak, Prosecuting Attorney

Caroline E. Miller, Legal Assistant, Kanawha County Prosecuting Attorney's office, full-time employee, \$32,000.00 per year, replacing Ryan Dill, effective August 19, 2024

The Honorable Debra L. Rusnak, Prosecuting Attorney

**CHANGE OF EMPLOYMENT STATUS**

**AGENDA ITEMS**

**5:00 P.M.**

Discussion regarding selection of Owners Rep/Clerk of the Works for Judicial Building Renovation Project

Commission President Lance Wheeler

Commissioner Ben Salango

Commissioner Marc J. Slotnick

Jennifer Herrald, County Manager

Jason Pack, Skanska

Discussion regarding timeline of the Judicial Building renovations

Commission President Lance Wheeler

Commissioner Ben Salango

Commissioner Marc J. Slotnick

Jody S. Driggs, Silling Architects

Discussion regarding the Central WV Regional Convention and Visitors Bureau certification status and update on hiring an Executive Director

Commission President Lance Wheeler

Commissioner Ben Salango

Commissioner Marc J. Slotnick

Andrew Gunnoe

**Discussion and update from First Choice Services regarding the July 29-31, 2024 Second Annual WV CIT Summit**

**Commission President Lance Wheeler  
Commissioner Ben Salango  
Commissioner Marc J. Slotnick  
The Honorable Hollis Lewis, Delegate**

**Discussion regarding the Elkview Revitalization District TIF letter from ATB Real Estate Holding Company requesting the project funds not be transferred to redemption account or debt service account**

**Commission President Lance Wheeler  
Commissioner Ben Salango  
Commissioner Marc J. Slotnick  
Ryan White, Esq.**

**Discussion regarding funding request from the Town of Handley in the amount of \$50,000.00 to remove and replace the Upper Drive Culvert**

**Commission President Lance Wheeler  
Commissioner Ben Salango  
Commissioner Marc J. Slotnick  
The Honorable Essie Ford, Mayor of Handley**

**Discussion and update regarding the Tyler Mountain Volunteer Fire Department**

**Commission President Lance Wheeler  
Commissioner Ben Salango  
Commissioner Marc J. Slotnick  
Barry Holstein, Board Member**

**Discussion regarding setting the date and time for Trick-or-Treat**

**Commission President Lance Wheeler  
Commissioner Ben Salango  
Commissioner Marc J. Slotnick**

Discussion regarding American Rescue Plan Funds to include but not be limited to Proposed Use of American Rescue Plan Funds as follows:

Name	Request
KC-138 Shawnee Sports Complex	Requesting \$253,075. To enhance the front of the park with a new playground area for our local community and our families that travel into the area for sporting events.

Commission President Lance Wheeler  
 Commissioner Ben Salango  
 Commissioner Marc J. Slotnick

Discussion regarding Opioid Settlement Funds to include but not be limited to Proposed Use of Opioid Settlement Funds as follows:

Name	Request
OSF-1 Rea of Hope	Requesting \$118,860.87. Seeks funding for the salary of our Program Director as well as an office enclosure in an existing building to create a centralized location for programming, case management, and peer recovery support services coordination.
OSF-4 Kanawha Valley Fellowship Home	Requesting \$100,000. Adding 5 more sober living beds, from 30 to 35, by remodeling an existing property, purchasing a new van (provide transportation for residents to appointments and meetings and replacing the 29 year old HVAC units at our flagship property at 1121 Virginia Street East

Commission President Lance Wheeler  
 Commissioner Ben Salango  
 Commissioner Marc J. Slotnick

**Kanawha County Commission meetings through November 2024**  
**Commission President Lance Wheeler**  
**Commissioner Ben Salango**  
**Commissioner Marc J. Slotnick**

DATE	TIME
Thursday, August 22, 2024	5:00 p.m.
Thursday, September 5, 2024	5:00 p.m.
Thursday, September 19, 2024	5:00 p.m.
Tuesday, October 1, 2024	4:00 p.m.
Wednesday, October 16, 2024	5:00 p.m.
Tuesday, November 12, 2024	12:00 p.m.

**Discussion regarding Election and important dates**  
**Commission President Lance Wheeler**

DATE	TIME	EVENT/LOCATION
Wednesday, October 16, 2022	2:00 p.m.	Public Test, Christopher Street and Voter's Registration Office
Wednesday, October 23, 2024, through Saturday, November 2, 2024	Mon. - Fri. 8:00am-5:00pm; & Sat. 9:00am-5:00pm	Early Voting for General Election
Monday, November 4, 2024	7:00 a.m. – 4:00 p.m.	Voting Supplies, Voter's Registration Office
Tuesday, November 5, 2024	6:30 a.m. to 7:30 p.m.	General Election Day
Monday, November 12, 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 Mary Ann Sigmon)

Objections & Exceptions

Order Admitting Will to Probate in Solemn Form (Estate of Donald R. Lilly)

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

Order Declaring Re-Opened Estate Closed (Estate of Carol Lee Fry)

Order Declaring Re-Opened Estate Closed (Estate of Fenner Gaylord Hart, Jr.)

Order Declaring Re-Opened Estate Closed (Estate of Stella L. Kersey)

Order Declaring Re-Opened Estate Closed (Estate of James Alex Marrs)

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

Order Declaring Re-Opened Estate Closed (Estate of Rickey Dale Totten)

Order Referring to a Fiduciary Commissioner (Estate of Carolyn Marie Cannon)

Recommendation & Order (Estate of Matthew Stephen Campbell)

Recommendation & Order (Estate of Victor Robert Wilford)

## **PURCHASE ORDERS**

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

<b>Vendor</b>	<b>Department</b>	<b>Amount</b>	<b>Comments/Description</b>
First Choice Services, Inc. (ratify PO signed 7/26/24)	Kanawha Co. Commission	\$15,000.00	Sponsor 2024 Crisis Intervention Summit
Advantage Technology	Sheriff's Law Enforcement Div.	\$92,062.52	1 each Dell Unity – Unity XT 380 DPE 25x2.5 Dell FLD RCK LL -Unity XT 3U DPE 25x3.5 DAE FLD RCK LL – PowerEdge R660 Server. Sole Source.
Casto & Harris	County Clerk – Elections	\$73,273.37	Primary Election 2024 ballots, election kits, privacy sleeves
City of Charleston	County Clerk – Elections	\$5,019.32	Police department security service for the 2024 Primary Election
Ace Services	Shawnee Sports Complex	\$11,215.00	Porta johns, faucet handles and miscellaneous items
Commercial Technology Group	Kanawha Co. Commission	\$7,100.00	5 Synergy Facial Time Clocks @ \$1,385 each; maintenance \$175
Pinnacle Consultants	Kanawha Co. Planning & Community Dev.	\$5,960.00	Asbestos inspection services for demolition properties
Election Systems & Software	County Clerk – Elections	\$48,188.50	Invoice #s CD2085970 \$5,249.25 and CD2089283 \$42,939.215 – audio programming and test deck creation, sample ballot creation and layout charges
Iron Mountain	Circuit Clerk	\$30,000.00	File storage for Circuit Clerk's office

**PURCHASE ORDERS**

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 2024-2025 budget revision:

<b>Vendor</b>	<b>Department</b>	<b>Amount</b>	<b>Comments/Description</b>
Gregg’s Tree Service	Shawnee Sports Complex	\$21,000.00	Replaces PO S241774 for emergency tree removal from 4/2/24 storm
DC Elevator	Kanawha Co. Commission	\$220,000.00	Modernize courthouse elevator from the courthouse facilities improvement grant
T-Mobile	Sheriff’s Law Enforcement	\$90,000.00	Recurring cell phone monthly charges
Charleston Area Alliance	Kanawha Co. Commission	\$5,217.39	December 2023 ARC & Benedum Grants
Charleston Area Alliance	Kanawha Co. Commission	\$17,732.57	April, May and June 2024 ARC and Benedum Grants
Pinnacle	Planning Dept.	\$6,160.00	Asbestos inspections for demolition properties
Astar Abatement	Planning Dept.	\$8,025.60	Asbestos abatement services for demolition properties
Rodney Loftis & Son	Planning Dept.	\$92,169.50	Demolition services for inspections for demolition properties
Safeware	Sheriff’s Law Enforcement	\$8,218.64	Blasting camp protectors Homeland Security Grant
Elsag North America	Sheriff’s Law Enforcement	\$8,325.00	M6-3 cam & F4-6 Cam 20-LE-58 LPR Grant
Electronic Systems & software, Inc.	County Clerk	\$183,940.00	Maintenance and license

**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 August 8, 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 August 8, 2024*)**

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

**Order approving the nine previously designated early community voting locations for the General Election of November 5, 2024**

**New Employee: Brook-Lyn Gunnoe, Deputy Clerk, Kanawha County Circuit Clerk's office, full-time employee; \$30,000.00 per year, replacing Gina Newhouse, effective August 12, 2024**

**New Employee: Keith D. Witters, Drug Court Case Manager, Kanawha County Day Report Center, full-time employee, \$39,998.40 per year, replacing Jedidiah Lyle, effective August 16, 2024**

**New Employee: Grace R. Peterson, Legal Assistant, Kanawha County Prosecuting Attorney's office, full-time employee, \$35,000.00 per year, replacing Elizabeth Gwinn, effective August 9, 2024**

**New Employee: Caroline E. Miller, Legal Assistant, Kanawha County Prosecuting Attorney's office, full-time employee, \$32,000.00 per year, replacing Ryan Dill, effective August 19, 2024**

**Change in Status: Jenna Armstrong**

**Change in Status: Houston Fleck**

**Change in Status: Olivia Hindman**

**Change in Status: Adrienne Kastan**

**Change in Status: Kyria Jones**

**Change in Status: Anthony Whitlock**

**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 \$645.90)**

**Order approving the Equitable Sharing Agreement and Certification**

**Order authorizing the Clerk of the County Commission to issue check payable to Olivia Hindman, in the amount of Three Hundred Dollars (\$300.00), representing Summer Intern Book Reimbursement Program from Line Item No. 001-401.00-5-68.00 (*County Commission Contributions*)**

**Order authorizing the Clerk of the County Commission to issue check payable to Houston Fleck, in the amount of Three Hundred Dollars (\$300.00), representing Summer Intern Book Reimbursement Program from Line Item No. 001-401.00-5-68.00 (*County Commission Contributions*)**

**Order authorizing the Clerk of the County Commission to issue check payable to Rachel Elkins, in the amount of Three Hundred Dollars (\$300.00), representing Summer Intern Book Reimbursement Program from Line Item No. 001-401.00-5-68.00 (*County Commission Contributions*)**

**Order authorizing the Clerk of the County Commission to issue check payable to Zachariah Krason, in the amount of Three Hundred Dollars (\$300.00), representing Summer Intern Book Reimbursement Program from Line Item No. 001-401.00-5-68.00 (*County Commission Contributions*)**

**Order authorizing the Clerk of the County Commission to issue check payable to Michael Hindman, in the amount of Three Hundred Dollars (\$300.00), representing Summer Intern Book Reimbursement Program from Line Item No. 001-401.00-5-68.00 (*County Commission Contributions*)**

**Order authorizing the Clerk of the County Commission to issue check payable to Katie Goble, in the amount of Three Hundred Dollars (\$300.00), representing Summer Intern Book Reimbursement Program from Line Item No. 001-401.00-5-68.00 (*County Commission Contributions*)**

Order authorizing the Clerk of the County Commission to issue check payable to Anthony Whitlock, in the amount of Three Hundred Dollars (\$300.00), representing Summer Intern Book Reimbursement Program from Line Item No. 001-401.00-5-68.00 (*County Commission Contributions*)

Order authorizing the Clerk of the County Commission to issue check payable to Andrew Ballard, in the amount of Three Hundred Dollars (\$300.00), representing Summer Intern Book Reimbursement Program from Line Item No. 001-401.00-5-68.00 (*County Commission Contributions*)

Order authorizing the Clerk of the County Commission to issue check payable to Kyria Jones, in the amount of Three Hundred Dollars (\$300.00), representing Summer Intern Book Reimbursement Program from Line Item No. 001-401.00-5-68.00 (*County Commission Contributions*)

Order authorizing the Clerk of the County Commission to issue check payable to Kacie Womack, in the amount of Three Hundred Dollars (\$300.00), representing Summer Intern Book Reimbursement Program from Line Item No. 001-401.00-5-68.00 (*County Commission Contributions*)

Order authorizing the Clerk of the County Commission to issue check payable to Chloe Womack, in the amount of Three Hundred Dollars (\$300.00), representing Summer Intern Book Reimbursement Program from Line Item No. 001-401.00-5-68.00 (*County Commission Contributions*)

Order authorizing the Clerk of the County Commission to issue check payable to Linsey Hackney, in the amount of Three Hundred Dollars (\$300.00), representing Summer Intern Book Reimbursement Program from Line Item No. 001-401.00-5-68.00 (*County Commission Contributions*)

Order authorizing the Clerk of the County Commission to issue check payable to James Armstrong, in the amount of Three Hundred Dollars (\$300.00), representing Summer Intern Book Reimbursement Program from Line Item No. 001-401.00-5-68.00 (*County Commission Contributions*)

Order authorizing the Clerk of the County Commission to issue check payable to Gavin Burdette, in the amount of Three Hundred Dollars (\$300.00), representing Summer Intern Book Reimbursement Program from Line Item No. 001-401.00-5-68.00 (*County Commission Contributions*)

Order authorizing the Clerk of the County Commission to issue check payable to Dawson Lunsford, in the amount of Three Hundred Dollars (\$300.00), representing Summer Intern Book Reimbursement Program from Line Item No. 001-401.00-5-68.00 (*County Commission Contributions*)

Order authorizing the Clerk of the County Commission to issue check payable to Kelan Swan, in the amount of Three Hundred Dollars (\$300.00), representing Summer Intern Book Reimbursement Program from Line Item No. 001-401.00-5-68.00 (*County Commission Contributions*)

Order authorizing the Clerk of the County Commission to issue check payable to Weslee Woodson, in the amount of Three Hundred Dollars (\$300.00), representing Summer Intern Book Reimbursement Program from Line Item No. 001-401.00-5-68.00 (*County Commission Contributions*)

Order authorizing the Clerk of the County Commission to issue check payable to Max Hall, in the amount of Three Hundred Dollars (\$300.00), representing Summer Intern Book Reimbursement Program from Line Item No. 001-401.00-5-68.00 (*County Commission Contributions*)

Order authorizing the President of the Kanawha County Commission to sign the submission of Grant for FY 2025 Highway Safety Project through the Governor's Highway Safety Program Grants

Authorization for the President of the Kanawha County Commission to Sign an Agreement between the Kanawha County Commission and the South Charleston Community Center

Authorization for the President of the Kanawha County Commission to Sign a Lease Agreement between the Kanawha County Commission and Leaf Capital Funding, LLC for the Circuit Clerk's Copiers

Order appointing the members of the Kanawha County Public Safety Grant Committee

Order Appointing of Betty Ireland to the Kanawha County Building Commission (term to expire June 30, 2029)

Order Reappointing Brenda Thomas to the Kanawha County Building Commission (term to expire June 30, 2025)

Order approving revised Alcohol, Drug, and Substance Abuse Policy

Order approving minor correction to the Kanawha County Safe Roads Ordinance B

Order authorizing the President of the Kanawha County Commission to sign the Project Management Services Agreement between the Kanawha County Commission and Skanska USA Building Inc.

Order authorizing the President to sign Change Order #1 for Pray Construction for the Shawnee Welcome Center Project - \$0 Modification

**1. Fiscal Year 2024-2025 General Fund Line item Revision**

**EXPENDITURES:**

001-401.00-3-41.00	Commission - Supplies	25,000
001-401.00-5-67.00	Commission - Transfer to other funds	(25,000)

**CHECK REGISTERS: SUPPLEMENTALS/EMERGENCY:**

Election Systems and Software, in the amount of \$183,940.00 for maintenance and license

Greg's Tree Service, in the amount of \$21,000.00 for emergency tree removal from 4/2/24 storm at Shawnee Sports Complex

**Ratification of document processed on July 24, 2024:**

Resolution Honoring Byron Rowsey

**Ratification of document processed on July 25, 2024:**

Order authorizing the President of the Kanawha County Commission to sign the AIA Document B101-2017 with Silling Associates, Inc., for the Carper Complex project

Order authorizing the President of the Kanawha County Commission to sign the FY 2020 Homeland Security Grant Program Award for bomb suits for the Kanawha County Sheriff Department

Purchase Order pending budget revision and contract: Camel Technologies, in the amount of \$35,000.00 for Internet, fiber connections, etc and operations during construction and initial set up of project once completed at Shawnee Sports Complex

Fiscal Year 2024-2025 Building Demo Fund Line Item Budget Revision

**Ratification of documents processed on July 26, 2024:**

Purchase Order and Emergency Check: First Choice Services, Inc., in the amount of \$15,000.00 for the July 29-31, 2024 Second Annual WV CIT Summit

**Ratification of documents processed on July 29, 2024:**

Payroll

**Ratification of documents processed on August 2, 2024:**

US Bank in the total amount of \$8,782.66