

KANAWHA COUNTY COMMISSION AGENDA SEPTEMBER 9, 2010

5:00 P.M. CALL TO ORDER

Pledge of Allegiance
Commission President Kent Carper

Moment of Silence and Recognition

MINUTES

Approval of Commission Meeting Minutes for the August 26, 2010

Approval of Commission Meeting Minutes for August 28, 2010, Special Primary Election Pre-Test

Approval of Commission Meeting Minutes for August 31, 2010, Special Primary Election Canvass

Approval of Commission Meeting Minutes for September 2, 2010

RESOLUTION/PROCLAMATION

Resolution Honoring The Purple Onion and owners, Allen and Felicia Hathaway on the success of the business and the start-up of West Virginia Marketplace in the Capital Market

Commission President W. Kent Carper
Henry C. Shores, Commissioner
Dave Hardy, Commissioner
Allen and Felicia Hathaway, Owners, The Purple Onion

CHANGE OF EMPLOYMENT STATUS

Prosecutor's Office

Julie Chestnut, Legal Assistant, Change of Status from Part-Time to Full-Time, permanent employment replacing Amy Grayam, \$30,000.00 per year, effective September 16, 2010

The Honorable Mark Plants, Prosecutor

Geoffrey Davis, Runner, Change of Status from Part-Time to Full-Time, permanent employment replacing Brendan Long, \$30,000.00 per year, effective September 16, 2010
The Honorable Mark Plants, Prosecutor

Circuit Clerk's Office

Tina Baria, Deputy Clerk, Change of Status from Part-time to Full-Time, permanent employment replacing Tonieh Affoyo, \$21,000.00 per year, effective September 15, 2010
The Honorable Cathy S. Gatson, Circuit Clerk

Assessor's Office

Randall J. Campbell, Assessor's Office, Real Estate Division, change of employment status from full-time to part-time status, at \$10.00 per hour, effective September 16, 2010.
The Honorable Phyllis Gatson, Assessor

AGENDA ITEMS

5:00 P.M.

Discussion regarding the transfer of \$1,750,000.00 to the stabilization fund from the general funding bringing the balance of the stabilization fund to \$3 million.

Commission President W. Kent Carper
Commissioner Henry C. Shores
Commissioner Dave Hardy
David Fontalbert, Chief Fiscal Officer

Discussion regarding Kanawha County's Legislative Agenda for the 2011 West Virginia Legislative Session, to include but not be limited to, discussion regarding increases imposed by the Public Employment Retirement System

Commission President W. Kent Carper
Commissioner Henry C. Shores
Commissioner Dave Hardy
Carrie Clendening, Legislative Liaison
Patti Hamilton, Executive Director, West Virginia Association of Counties
Ron Watson, President of the County Commissioners' Association

Discussion regarding request for funding from the West Virginia Association of Counties for the West Virginia Historic Courthouses Documentary, request ranging from \$250 to \$2,500

Commission President W. Kent Carper
Commissioner Henry C. Shores
Commissioners Dave Hardy
Patti Hamilton, Executive Director, WVACo

Discussion regarding the West Virginia Public Employees' Retirement System (PERS) and efforts regarding proper actuarial valuation and associated costs

Commission President W. Kent Carper
David Fontalbert, Chief Fiscal Officer

Discussion regarding change in Fixed Asset capitalization policy (for Financial Statement Purposes) increasing the threshold from \$5,000 to \$25,000 per item, in accordance with current Best Practices of the Accounting Community, internal tracking to remain at \$5,000 per item

Commissioner President W. Kent Carper
David Fontalbert, Chief Fiscal Officer

Discussion regarding July 2010 West Virginia Regional Jail Authority invoice totaling, \$401,910.30 to include but not be limited to, approval of payment submission

Commission President W. Kent Carper
David Fontalbert, Chief Fiscal Officer

Discussion regarding Commissions' Policy requiring each formally-organized recipient of County Contribution Funds to provide a current independent audit report of its financial records/condition prior to receiving grant award and requiring any local government organization's funding request must include documented evidence, its personnel attended the most recent WV State Auditor's fiscal workshop in order to be eligible for county assistance (Order 2008-236, adopted on April 15, 2008)

Commission President W. Kent Carper
Commissioner Henry C. Shores
Commissioner Dave Hardy
David Fontalbert, Chief Fiscal Officer

Discussion regarding amending the Hotel/Motel Tax Ordinance to require entities to sequester tax funds in a special tax account pursuant to W. Va. Code 7-18-4

Commission President Kent Carper
Allen Bleigh, Chief Tax Deputy
Ray Keener, Assistant County Attorney
Rob Schulenberg, Assistant Prosecuting Attorney

Discussion regarding setting Thursday, October 28, 2010, from 6 p.m. to 8 p.m. as the date and time for Trick or Treat for Halloween in the unincorporated areas of Kanawha County

Commission President Kent Carper
 Commissioner Henry C. Shores
 Commissioner Dave Hardy

Kanawha County Commission meetings through November, 2010

Commission President Kent Carper
 Commissioner Henry C. Shores
 Commissioner Dave Hardy

DATE	TIME
Thursday, September 23, 2010	5:00 p.m.
Thursday, October 7, 2010	5:00 p.m.
<i>Tuesday, October 19, 2010</i>	5:00 p.m.
Thursday, November 4, 2010	5:00 p.m.
Thursday, November 18, 2010	5:00 p.m.

Kanawha County Commission Dates for the General Election of November 2, 2010

Commission President Kent Carper
 Commissioner Henry C. Shores
 Commissioner Dave Hardy

DATE	TIME	EVENT/LOCATION
Wednesday, October 6, 2010	8:00 a.m.	Public Test – Early Voting Voters Registration Office
Tuesday, October 26, 2010	8:00 a.m.	Public Test – General Election 900 Christopher Street Voters Registration Office
Tuesday, November 2, 2010	6:30 a.m. to 7:30 p.m.	Kanawha County Precincts throughout Kanawha County
Monday, November 8, 2010	7:00 a.m.	Canvass, General Election Voters Registration Office

Discussion regarding Kanawha County Fall Cleanup (8:00 a.m. to 4:00 p.m. at all locations)

Commission President Kent Carper
David Armstrong, Planning Director
John Luoni, Deputy Planning Director

DATE	EVENT/LOCATION
Saturday, September 25, 2010	Cabin Creek, behind Go-Mart
Saturday, October 2, 2010	Sissonville, Call Road
Saturday, October 23, 2010	Institute, Rehabilitation Center Property

6:00 P.M. PUBLIC HEARING-Discussion and Resolution for Proposed Merger of the sewer authority of the Upper Kanawha Valley Public Service District and the Chelyan Public Service District, renaming the merged Public Service District to the Kanawha Public Service District to include, but not be limited to, scheduling of Public Hearing (*tentative hearing date September 9, 2010*)

Commission President Kent Carper
Commissioner Henry C. Shores
Commissioner Dave Hardy
Marc J. Slotnick, County Attorney
John Luoni, Deputy Planning Director
Wyatt Hanna, Attorney, Chelyan PSD
David Howell, Chairman, Chelyan PSD
Representative(s) from Upper Kanawha Valley PSD

PUBLIC HEARING-Application of Ronald Cook, Robert Perrine, and Charles Knotts for Street Closing of the portion of Crede Drive that borders 3814, 3818, and 3824 Crede Drive, (Lots 24-31), also known as Fleming Avenue, Off Grimm Street, in Crede, Elk District, Tax Map 36G, Parcels 9, 10 and Elk District, Tax Map 36F, Parcels 33, 34, 35, Kanawha County, West Virginia. (Kanawha County Planning Commission Recommended the Street Closing for Approval on August 11, 2010 by an 11-0 Vote)

John Luoni, Deputy Planning Director
Ronald Cook, Applicant
Robert Perrine, Applicant
Charles Knotts, Applicant

6:00 p.m. PUBLIC COMMENT

COUNTY MANAGER'S REPORT

DEPUTY COUNTY MANAGER'S REPORT

CHIEF FISCAL OFFICER'S REPORT

COUNTY ATTORNEY'S REPORT

CLERK OF THE WORKS REPORT

STAFF REPORTS

NEW BUSINESS

FIDUCIARY

Administrative Closing Order, Malachi Free Thomas

Administrative Closing Order, Christopher Curtis Kelly, Ward

Order Admitting Estate to Probate, James F. Dent

Order Declaring Re-Opened Estate Closed, Owen Richard Colan

Order Declaring Re-Opened Estate Closed, Mary Jane Reed

Objections and Exceptions, As Advertised for proposed settlement in the September 6, 2010 issue of the Charleston Gazette and the Charleston Daily Mail

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
VisionAir	Sheriff's Law Enforcement Division	\$67,966.57	RMS Services for MDT's
AT&T Mobility	Sheriff's Law Enforcement Division	\$5,468.28	MDT Service for 5/24/10 – 6/23/10
Casto & Harris	County Clerk-Elections	\$46,271.13	Ballots for Special Election
Ryder Transportation	County Clerk-Elections	\$6,724.96	Truck Rental for Special Election

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 2010-2011 Budget Revision:

Vendor	Department	Amount	Comments/Description
RICOH	Prosecutor's Office	\$11,765.76	12-Month Copier Lease

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 9, 2010*)

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 9, 2010*)

The Honorable Vera J. McCormick, County Clerk

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

The Honorable Vera J. McCormick, County Clerk

Order approving overtime for Kanawha County Commission employees for pay period ending September 30, 2010 for hours worked in the pay period of August 23, 2010 through August 29, 2010

Brent Pauley, County Manager

Jennifer Sayre, Deputy County Manager/Grants Director

PAY PERIOD 08/23/2010-08/29/2010

NAME	OT STRAIGHT	AMOUNT	OT TIME/HALF	AMOUNT	TOTAL
Chandler, Tammie	5.33	\$113.56		\$0.00	\$113.56
Fleck, Kimberly	2.58	\$61.37	1.49	\$53.16	\$114.53
Koepsel, Leslie	2.00	\$35.43	0.58	\$15.41	\$50.84
Hudson, Theresa	1.02	\$20.54		\$0.00	\$20.54
Sandoro, Colt	2.00	\$27.33	2.63	\$53.91	\$81.24
Hodge, Edna	1.85	\$24.19		\$0.00	\$24.19
Prowse, James	2.50	\$35.90	3.48	\$74.95	\$110.85
Moore, Allen	3.45	\$47.77		\$0.00	\$47.77
Rucker, Raymond	2.92	\$37.44		\$0.00	\$37.44
	23.65	\$403.53	8.18	\$197.43	\$600.96

Order Authorizing the Clerk of the County Commission to issue a check from General County, #001-704.00-2-30.00, in the amount of Four Hundred One Thousand Nine Hundred Ten Dollars and Thirty Cents (\$401,910.30) to the WV Regional Jail Authority representing payment for July, 2010
David Fontalbert, Chief Fiscal Officer

Street Closing Application of Ronald Cook, Robert Perrine, and Charles Knotts for Street Closing of the unimproved portion of Crede Drive that borders 3814, 3818, and 3824 Crede Drive, (Lots 24-31), also known as Fleming Avenue, Off Grimm Street, in Crede, Elk District, Tax Map 36G, Parcels 9, 10 and Elk District, Tax Map 36F, Parcels 33, 34, 35, Kanawha County, West Virginia
John Luoni, County Engineer

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 Twenty Seven Thousand Five Hundred Dollars (\$27,500.00) to the Fiduciary Fund (#016), representing the County's monthly contribution for July and August 2010
David Fontalbert, Chief Fiscal Officer

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 One Million Seven Hundred Fifty Thousand Dollars (\$1,750,000.00) to the County Stabilization FUND #058, resulting in a Stabilization Balance of \$3,000,000.00
David Fontalbert, Chief Fiscal Officer

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 Three Hundred Twenty Thousand Sixteen Dollars (\$320,016.00) to the County's Special Capital FUND (090), representing funding of the Capital Budget, including encumbrances, for Fiscal 2010-2011
David Fontalbert, Chief Fiscal Officer

Order Directing representatives from the County Treasurer's Office (Sheriff), the Clerk of the County Commission, and the County Commission to meet as often as practicable, but at least quarterly, to review the County's collections, cash position, and general fiscal wellness
Commission President W. Kent Carper

Order Authorizing the Clerk of the County Commission to issue a check from the Dog Fund (#003-716.00-5-68.02), in the amount of Eight Thousand Two Hundred Twenty-Three Dollars and Eighty-Two Cents (\$8,223.82), to the Kanawha Charleston Humane Association, representing contribution from dog license revenues received, as collected and distributed by the Kanawha County Assessor

David Fontalbert, Chief Fiscal Officer

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 Fifty Eight Thousand Three Hundred Thirty-Three Dollars and Thirty Cents (\$58,333.30) to the Home Confinement Fund, representing the County's monthly contribution to the Home Confinement Program, as budgeted, for July and August 2010

David Fontalbert, Chief Fiscal Officer

Order Establishing the threshold for financial statement reporting of depreciable assets at a minimum level of Twenty Five Thousand Dollars (\$25,000), to follow Best Practices of the Accounting Profession and Community, effective for fiscal years beginning July 1, 2009

David Fontalbert, Chief Fiscal Officer

Authorization for the President of the Kanawha County Commission to Sign a Maintenance Agreement between the Kanawha County Commission and Access Systems

Jerie Whitehead, Purchasing Director

Authorization for the President of the Kanawha County Commission to Sign a Maintenance Contract between the Kanawha County Commission and Superior Office Service, Inc.

Jerie Whitehead, Purchasing Director

Authorization for the President of the Kanawha County Commission to Sign a Maintenance Agreement between the Kanawha County Commission and AJ-Allegheny Systems, LLC

Jerie Whitehead, Purchasing Director

Application 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

Marc Slotnick, County Attorney

Steve Sluss, Chief Legal Counsel, Assessor's Office

Change of Employment Status, Julie Chestnut, Prosecutor's Office, Legal Assistant, from Part-Time to Full-Time status, replacing Amy Grayam, \$30,000.00 per year, effective September 16, 2010

The Honorable Mark Plants, Prosecutor

Change of Employment Status, Goeffrey Davis, Prosecutor's Office, Runner, from Part-Time to Full-Time status, replacing Brendan Long, \$30,000.00 per year, effective September 16, 2010
The Honorable Mark Plants, Prosecutor

Change of Employment Status, Tina Baria, Circuit Clerk's Office, Deputy Circuit Clerk, from Part-Time to Full-Time, replacing Tonich Arroyo, \$21,000.00 per year, effective September 16, 2010
The Honorable Cathy Gatson, Circuit Clerk

Change of Employment Status, Randall J. Campbell, Assessor's Office, Real Estate Division, from Full-Time to Part-Time status, at \$10.00 per hour, effective September 16, 2010
The Honorable Phyllis Gatson, Assessor

Resolution, The Revision of the Levy Estimate (Budget) for the County of Kanawha – F.Y. 2010-2011, General Fund Budget Revision #5

1. Fiscal Year 2010-2011 General Fund Budget Revision #5

EXPENDITURES:

001-801.01-3-41.00	Mental Hygiene Supplies	\$1,634.00
001-916.00-5-68.00	Public Library	(\$1,634.00)

2. Fiscal Year 2010-2011 Fiduciary Line Item Budget Revision

REVENUE:

016-411.00-2-16.00	Fiduciary Transfers From Gen	\$1,117
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EXPENDITURES:

016-411.00-2-16.00	Fiduciary M&R Equipment	\$417
016-411.00-2-19.00	Fiduciary Rentals	\$700

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