# KANAWHA COUNTY COMMISSION
# *AGENDA*

# April 25, 2013

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

Pledge of Allegiance
Commissioner Kent Carper

Moment of Silence and Recognition

**MINUTES**

Approval of the Minutes of the Regular Commission Meeting of April 11, 2013

Approval of the Minutes of the Special Commission Meeting of April 16, 2013

**RESOLUTION/PROCLAMATION**

Resolution Honoring Shamblin Stone, Inc.
Monte Caruthers, General Manager
Jack Conner, Sales Manager
Bart Mulzer, President

**NEW EMPLOYEES**

**Commission**

Emily Hammond, Summer Intern, Kanawha County Commission, temporary employee, $10.00 per hour, effective May 1, 2013
Jennifer Sayre, County Manager

Alyson Ruffatto, Summer Intern, Kanawha County Commission, temporary employee, $10.00 per hour, effective May 1, 2013
Jennifer Sayre, County Manager

**Sheriff's Department**

Stephen R. Petty, Family Court Bailiff, Sheriff's Law Enforcement Department, full-time employee, $32,000.00 per year, replacing James Keith Coyner, II, effective June 1, 2013
The Honorable John Rutherford, Sheriff

Justin C. Mullins, Court Security, Sheriff's Law Enforcement Division, full-time employee, $27,000.00 per year, replacing Erica Schoolcraft, effective May 1, 2013
The Honorable John Rutherford, Sheriff

**CHANGE OF EMPLOYMENT STATUS**

**Sheriff's Department**

Whitney E. Jarrett, Tax Deputy, Sheriff's Tax Division, from full-time to part-time employee, $10.58 per hour, effective May 1, 2013
The Honorable John Rutherford, Sheriff

James Keith Coyner, II, from Family Court Bailiff to Home Confinement Officer, Kanawha County Home Confinement Department, full-time employee, $35,600.00 per year, replacing Francis Arthur Slater, effective May 1, 2013
The Honorable John Rutherford, Sheriff

**AGENDA ITEMS**

**5:00 P.M.**

Discussion regarding final update regarding the 2013 Legislative Session
Commission President Kent Carper
Commissioner Henry C. Shores
Commissioner Dave Hardy
Carrie Clendening, Grant Coordinator/Legislative Liaison

Discussion regarding Workers Compensation Proposals
Commission President Kent Carper
Jennifer Sayre, County Manager
David Fontalbert, Deputy County Manager/CFO
Marc Slotnick, County Attorney
Jerie Whitehead, Purchasing Director

Discussion regarding County-wide policy regarding use of public cartage
Commission President Kent Carper
Andrew Gunnoe, Assistant County Attorney

Discussion regarding Kanawha County Parks and Recreation Commission including but not limited to policy and funding
Commission President Kent Carper
Commissioner Henry C. Shores
Commissioner Dave Hardy

Discussion regarding Board of Assessment Appeals regarding notification to petitioners
Commission President Kent Carper

Discussion regarding upcoming WV Public Safety Expo, May 8-11, 2013
Commission President Kent Carper
Dale Petry, Emergency Management Director

Discussion regarding funding request from Clendenin Little League for $4,200.00 in funds to repair lights at their field which was damaged in the Derecho storm
Commission President Kent Carper
Commissioner Henry C. Shores
Commissioner Dave Hardy
Paul Green, Clendenin Little League

Discussion regarding funding request from Peggy Coleman on behalf of Woodland Cemetery in the amount of $500 to help clear up fallen trees in the cemetery
Commission President Kent Carper
Commissioner Henry C. Shores
Commissioner Dave Hardy

Discussion regarding funding request from UKVEC in the amount of $15,000.00 for the Southern Appalachian Labor School for work camps

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

Kanawha County Commission meetings through June, 2013

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

| DATE | TIME |
|---|---|
| Thursday, May 9, 2013 | 5:00 p.m. |
| Thursday, May 23, 2013 | 4:00 p.m. |
| Thursday, June 13, 2013 | 5:00 p.m. |
| Thursday, June 27, 2013 | 5:00 p.m. |

**AGENDA SETTING**

Funding for the Kanawha Valley Fellowship Home
Commissioner Henry C. Shores

**6:00 P.M.**

**PUBLIC HEARING**

**PUBLIC COMMENT**

**COUNTY MANAGER'S REPORT**

**CHIEF FISCAL OFFICER'S REPORT**

**COUNTY ATTORNEY'S REPORT**

**STAFF REPORTS**

**NEW BUSINESS**

**FIDUCIARY**

Order Confirming and Ratifying Supervisor's Report of Claims and Short Settlement Reports

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

Order (Estate of John Morrison Caldwell)

Recommended Order of Fiduciary Commissioner (Estate of Norma Elizabeth Thompson)

Order Declaring Re-Opened Estate Closed (Estate of Helen Oatridge)

**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 |
|---|---|---|---|
| Dill's Fire & Safety Equipment | Frame Volunteer Fire Dept. | $12,000.00 | Eight sets of turnout gear – Janesville; six Cairns 101 helmets; six Majestic Paciii Nomex hoods |
| Pitney Bowes | Circuit Clerk | $46,000.00 | Postage for the Circuit Clerk's office |
| Newtech Systems Inc. | Day Reporting Program | $10,976.10 | Labor and equipment to upgrade existing security cameras and DVR at the Day Report Center |
| Pitney Bowes | Microfilm | $80,000.00 | Postage for the tax office tax statement mailing ($60,000), Assessor's mailing ($7,207) and postage for the regular mail $12,793) |
| CDW Government Inc. | Sheriff's Law Enforcement Div. | $6,512.00 | 200 GFI Vipre business premium 3-year subscription 100-249U MFG #VEPSUB100-249-3yd; NJPA Contract #111309-CDW |
| Fire Chasers Fire Equipment | West Side/St. Albans VFD | $9,500.00 | ISG thermal imager per bids received |
| Electronic Communications of WV Inc | Sheriff's Law Enforcement Div. | $30,000.00 | Provide, install & repair emergency vehicle equipment per contract |
| Advanced Covert Technology | Sheriff's Law Enforcement Div. | $15,225.00 | One (1) ACT Rock-n-roll kit c surveillance system @ $13,675.00 and one (1) ACT at Oculus ½ watt transmitter @ $1,500.00; shipping $50.00 |

| | | | |
|---|---|---|---|
| West Virginia State Treasurer's office | Sheriff's Law Enforcement Div. | $11,475.00 | Courthouse facilities improvement fund March 2013 |
| Stephens Auto Center | Kanawha County Commission | $18,811.00 | One (1) 2013 Ford Fusion per WV State Contract MV13G for the Kanawha County Commission |
| U S Postal Service | Microfilm | $28,035.00 | Postage for the Assessor's individual return mailing in June |
| John E. Reid & Associates Inc. | Sheriff's Law Enforcement Div. | $5,500.00 | Registration for 10 to attend four-day training "The Reid Technique of Interviewing & Interrogation" to be conducted at the Kanawha County Sheriff's office 4/30/13-5/3/13 |
| Pitney Bowes Inc. | Sheriff's Tax Office | $6,062.50 | #10 standard window 24#ww, diagonal seam, gum seal 1/c with return address pre-printed; compatible with existing folder/inserter; exceeds standards required for existing equipment to insure proper processing |
| Polaris Sales, Inc. | Sheriff's Law Enforcement Div. | $22,382.47 | One Ranger crew 800 sage green off road UTV vehicle @ $11,883.47; one MVRS700 4x4 desert tan off-road UTV vehicle @ $10,499 |

**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 25, 2013)*

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 April 25, 2013*)

The Honorable Vera J. McCormick, County Clerk

New Employee: Emily Hammond, Summer Intern, Kanawha County Commission, temporary employee, $10.00 per hour, effective May 1, 2013

New Employee: Alyson Ruffatto, Summer Intern, Kanawha County Commission, temporary employee, $10.00 per hour, effective May 1, 2013

New Employee: Stephen R. Petty, Family Court Bailiff, Sheriff's Law Enforcement Department, full-time employee, $32,000.00 per year, replacing James Keith Coyner, II, effective June 1, 2013

New Employee: Justin C. Mullins, Court Security, Sheriff's Law Enforcement Division, full-time employee, $27,000.00 per year, replacing Erica Schoolcraft, effective May 1, 2013

Change in Status: Whitney E. Jarrett, Tax Deputy, Sheriff's Tax Division, from full-time to part-time employee, $10.58 per hour, effective May 1, 2013

Change in Status: James Keith Coyner, II, from Family Court Bailiff to Home Confinement Officer, Kanawha County Home Confinement Department, full-time employee, $35,600.00 per year, replacing Francis Arthur Slater, effective May 1, 2013

Approval of the Erroneous Assessments Submitted by the Kanawha County Assessor ($14,188.78 decrease)
Marc Slotnick, County Attorney

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
Marc Slotnick, County Attorney

Order Authorizing the President of the Kanawha County Commission to sign a Records Management Grant Agreement for the Circuit Clerk's Office in conjunction with the WV Division of Culture and History, Archives and History, Records Management and Preservation Board
Carrie Clendening, Grant Coordinator/Legislative Liaison

Order Authorizing the Clerk of the County Commission to issue a check in the amount of $3,333.34 from account #001-401-5-68.00 to the Prestera Center for reimbursement of expenses related to Juvenile Justice & delinquency Grant. Grant Number 09-ABG-022
Carrie Clendening, Grant Coordinator/Legislative Liaison

Order Authorizing the Clerk of the County Commission to issue a check in the amount of $702.68 from account #001-443.36-5-68.00 to KISRA for reimbursement of expenses related to STOP Violence Against Women Grant. Grant Number 10-VAW-015
Carrie Clendening, Grant Coordinator/Legislative Liaison

Order Authorizing the Clerk of the County Commission to issue a check in the amount of $3,592.00 from account #001-443.36-5-68.00 to BMEEK for reimbursement of expenses related to STOP Violence Against Women Grant. Grant Number 10-VAW-015
Carrie Clendening, Grant Coordinator/Legislative Liaison

Order Authorizing the Clerk of the County Commission to issue a check in the amount of $2,437.50 from account #001-443.36-5-68.00 to the YWCA for reimbursement of expenses related to STOP Violence Against Women Grant. Grant Number 11-VAW-021
Carrie Clendening, Grant Coordinator/Legislative Liaison

Order Authorizing the Clerk of the County Commission to issue a check in the amount of $1,342.71 from account #001-443.36-5-68.00 to the Family Counseling Connection for reimbursement of expenses related to STOP Violence Against Women Grant. Grant Number 11-VAW-021
Carrie Clendening, Grant Coordinator/Legislative Liaison

Order Authorizing the President of the County Commission to sign a grant extension agreement with the West Virginia Department of Environmental Protection for the Coalburg Water Main Extension Project
Colt Sandoro, Deputy Planning Director

Order Authorizing the President of the County Commission to sign "Letter of Credit Payment Request – Federal Emergency Management Agency Hazard Grant Program WV-DR4701/4093. Request payment to pay invoice from Account 009-442.60-500-2-30.00 (FEMA NOI Contr. Services), in the Amount of $2,300.00 to Stephen Birurakis / Bravo Company LLC for the purpose, of Target Mitigation on seven potential Flood Property

Order authorizing the President of the Kanawha County Commission to sign the Resolution for the West Virginia Department of Environmental Protection Litter control Grant Program of 2014
Steve Neddo, Planning Director

Order authorizing the President of the County Commission of Kanawha County to Execute a State of West Virginia Department of Environmental Protection Litter Control Grant Program Application for 2013-2014 for $3,000.00 with a matching requirement of $3,000.00
Steve Neddo, Planning Director

Order reappointing John Luoni to the Regional Intergovernmental Council (term to expire June 30, 2014)

Order Authorizing the Clerk of the County Commission to issue a check from the Table Games Fund (#053-401.00-5-68.00), in the amount of Fifty Thousand Dollars ($50,000.00), to the City of South Charleston, representing a contribution for the purchase of a Zamboni machine for the South Charleston Ice Rink
David Fontalbert, Deputy County Manager/CFO

Order Authorizing the Clerk of the County Commission to issue a check from the Table Games Fund (#053-401.00-5-68.00), in the amount of Eleven Thousand Dollars ($11,000.00), to THE KANAWHA COUNTY BOARD OF EDUCATION, on behalf of the Capitol High School Athletics Program, representing a contribution for upgrades to Laidley Field's training room(s) and the purchase of football equipment
David Fontalbert, Deputy County Manager/CFO

Order Authorizing the Sheriff of Kanawha County to execute a transfer of funds from the Special Law Fund (#073), in the amount of Fourteen Thousand Nine Hundred Thirty Six Dollars and Sixty-One Cents ($14,936.61), to the Special LED Investigation Fund (#079), to fulfill Federal accounting requirements for these funds
David Fontalbert, Deputy County Manager/CFO

1. **Fiscal Year 2012-2013 General Fund Line Item Revision**

**EXPENDITURES:**

| | | |
|---|---|---|
| 001-403.00-1-03.01 | CIRCUIT CLERK - FULLTIME | (8,000) |
| 001-403.00-1-08.01 | CIRCUIT CLERK - OVERTIME | 3,000 |
| 001-403.00-1-09.00 | CIRCUIT CLERK - TEMPORARY | 5,000 |
| 001-403.00-2-14.00 | CIRCUIT CLERK - TRAVEL | (800) |
| 001-403.00-3-41.00 | CIRCUIT CLERK - SUPPLIES | 800 |
| 001-405.00-1-05.01 | PROSECUTOR - HOSPITALIZATION | (5,000) |
| 001-405.00-1-09.00 | PROSECUTOR - TEMPORARY | 5,000 |
| 001-412.00-2-14.00 | WVU EXT - TRAVEL | 290 |
| 001-412.00-2-16.00 | WVU EXT - M&R EQUIPMENT | (660) |
| 001-412.00-2-22.00 | WVU EXT - DUES/SUBSCRIPTIONS | (80) |
| 001-412.00-3-41.00 | WVU EXT - SUPPLIES & MATERIALS | 660 |
| 001-412.00-4-59.00 | WVU EXT - CAPITAL OUTLAY/EQUIPMENT | (210) |
| 001-430.00-2-14.00 | COMM DEV - TRAVEL | 2,500 |
| 001-430.00-2-30.01 | COMM DEV - CONTRACTED SERVICES DEMO | (2,500) |

2. **Fiscal Year 2012-2013 Federal Grant Fund Budget Revision**

**REVENUE:**

| | | |
|---|---|---|
| 009-322-0-01.00 | Fed Grt FEMA DR1168WV004 | 2,300 |

**EXPENDITURE:**

| | | |
|---|---|---|
| 009-442.60-2-30.00 | Fed Grt FEMA NOI Contracted Services | 2,300 |

**Ratification of Documents Processed at the 04/11/13 meeting:**

Proclamation for National Public Safety Telecommunications Week, April 14-20, 2013

Order Authorizing the President of the Kanawha County Commission to sign a Grant Agreement between the Kanawha County Commission and the West Virginia Department of Military Affairs and Public Safety for the HazMat Grant

Order Confirming and Approving Cash Disbursements to be made by the Clerk of the Kanawha County Commission (2nd supplemental)

Order Authorizing the Clerk of the County Commission to issue a check from the Table Games Fund (#053-401.00-5-68.00), in the amount of One Hundred Thousand Dollars ($100,000.00), to A NEW CLENDENIN 25045, representing a contribution for development of a day care facility within the community building and to foster economic growth in the area

Order Authorizing the Clerk of the County Commission to issue a check from the Coal Severance Fund (#002-439.00-5-68.00), in the amount of Thirteen Thousand Dollars ($13,000.00), to the MONTGOMERY PARKS BOARD, representing a contribution for repairs to the City swimming pool

**Ratification of Purchase Order processed at the 4/16/13 Special meeting:**

Officemax Incorporated, $6,779.94 for office furniture for the Sissonville, Millertown, Pocatalico, Guthrie Volunteer Fire Departments

**Ratification of emergency checks signed at the 4/16/13 Special meeting:**

A New Clendenin, in the amount of $100,000.00 for contribution for a day care facility within the community building and to foster economic growth in the area.

Montgomery Parks Board in the amount of $13,000.00 for contribution for repairs to the city swimming pool

Travel, lodging, and Aegis 2013 Customer Conference for the Sheriff's office in the total amount of $4,705.77

West Virginia CNG in the amount of $12,898.98 for bi-fuel system on 2013 Chevrolet Tahoe