

STATE OF WEST VIRGINIA
RANDOLPH COUNTY COMMISSION SS:

At a regular session of the Randolph County Commission in and for the aforesaid County and State, at the James F. Cain Courthouse Annex, on the 3rd day of August, 2017 at 1:30 p.m.

PRESENT: Michael Taylor, President of the Randolph County Commission and Chris See and Mark Scott, Commissioners thereof.

Meeting called to order by Commissioner Taylor

PUBLIC COMMENT: None

MINUTES:

Commissioner Scott moved to approve the minutes from the regular meeting that was held on July 20, 2017, as submitted.

All yes – Motion passed unanimously

REPORTS: None

CORRESPONDENCE: None

ANNOUNCEMENTS:

Commissioner Taylor announced that the next meeting will be held on August 17, 2017 at 1:30 p.m.

ITEMS FOR DISCUSSION/ACTION:

CONSIDER APPROVAL OF BEER PERMIT FOR WV CARES FESTIVAL AT PEGASUS FARM CAMPGROUND

Scotty Marshall, owner of the Vintage Restaurant, appeared before the Commission. He said the WV Cares Festival will be held next weekend at Pegasus Farm and they want Vintage to cater the food and beer for the event. He said in order for him to do that he needs to get a letter from the County Commission approving the beer permit request.

Commissioner Scott moved to approve the request from Vintage Restaurant for a beer permit for August 11th and 12th for the WV Cares Festival at Pegasus Farm.

All yes – Motion passed unanimously

CONSIDER FUNDING REQUEST FROM THE CORRIDOR H HIGHWAY AUTHORITY

Robbie Morris, Chairman of the Robert C Byrd Corridor H Highway Authority Board, appeared before the Commission. He said as of July 1, 2017 the legislature cut funding for all highway authorities across the State. He said Corridor H Authority covers seven counties and at their annual meeting last week they were all asked to go back to their County Commissions and ask for \$5,000 each. He said with the Bond election coming up and the increase in fees at the DMV this will also help with these projects. He said all

of the other Highway Authorities are also vying for the funding to speed up construction on their highways too. Mr. Morris said he has heard that Lewis, Upshur and Tucker have all agreed to give \$5,000.00.

Commissioner Taylor said he serves on the Corridor H Highway Authority Board as a County Commission representative. He said he has to disclose this due to new legislation. Commissioner Taylor said if we don't keep Corridor H and Randolph County in their minds in Charleston we might get overlooked. Mr. Morris said our authority is not against the other highway authorities but we want Corridor H completed. He said we have some competition. Commissioner Scott said it is vital that we get this road completed. Commissioner See agrees.

Commissioner See moved to approve the funding request from the Corridor H Highway Authority in the amount of \$5,000.00 and the funding is to be taken out of Coal Severance.

All yes – Motion passed unanimously

CONSIDER FUNDING REQUEST FROM ELKINS BABE RUTH LEAGUE FOR SAFETY IMPROVEMENTS AT ROBIN HARVEY FIELD/BLUE GRASS PARK (See letter attached)

Brad Schumacher, President of Elkins Babe Ruth League, appeared before the Commission. He said the Elkins Babe Ruth League has been accepted to host the 2018 Ohio Valley Babe Ruth regional baseball tournament in July 2018 as long as they deem the field fit for regional play. This would bring in 12 teams from several states for a 5 day tournament to decide who goes to the Babe Ruth World Series. Elkins has never hosted this tournament. He said to prepare to host the tournament they would like to make some improvements to the fields and facilities. He said they would like to put up a warning track to keep the players from hitting the fence at high speed. The cost is approximately \$16,000.00. He said they have done a lot of fundraisers to raise money and they are about \$7,000.00 short right now.

Commissioner Scott moved to give \$5,000.00 to the Elkins Babe Ruth League for safety improvements at Robin Harvey Field at Bluegrass Park and that is to come out of Hotel/Motel Tax funds.

All yes – Motion passed unanimously

CVB TO GIVE THEIR END OF FY REVIEW/PRESENTATION

CVB Secretary, Jeanna Stevens appeared before the Commission. Jimmy Hammond also appeared on behalf of the CVB. Mrs. Stevens said they have been extremely busy with lots of promotions and marketing. They gave handouts to each Commissioner. She said they have sent out a lot of information to people about the American Mountain Theatre closing. She said they are down on Hotel/Motel Tax collections and some of it is because of Airbnb. Commissioner Taylor said revenues are down but the Sheriff is working on the issue and we are doing what we can and we recognize the problem. Mrs. Stevens said they have lost so much money because of it that they are graciously begging for \$35,000.00 more this year over their normal funding. Commissioner Taylor said that is not on the agenda to discuss today but they will take it under consideration.

CONSIDER FUNDING REQUEST FROM MOUNTAIN STATE FOREST FESTIVAL

Brianna George, Executive Director of the Mountain State Forest Festival, appeared before the Commission. She said she was there to request \$5,000.00 to purchase more tables and chairs and some canopies. She said they would like to have some other places set up for vendors and they need tables and chairs and canopies for that. The State cut their funding by 20% this year. Commissioner Taylor said he wants it noted on the record that he serves on the Mountain State Forest Festival Board, as well.

Commissioner See moved to approve the funding request from the Mountain State Forest Festival in the amount of \$5,000.00 and that is to come out of Hotel/Motel Tax.

All yes – Motion passed unanimously

CONSIDER APPROVAL OF DELPHIA REBEKAH LODGE #62 TO USE
SIDEWALK IN FRONT OF 911 CENTER FOR THE PARADES DURING THE
MOUNTAIN STATE FOREST FESTIVAL

Commissioner Taylor said the Commission received a request from the Delphia Rebekah Lodge #62 to use the sidewalk in front of the 911 Center for the parades during the Mountain State Forest Festival. He said this is something we have done for the past several years and it is a fundraiser for them. Commissioner Scott moved to approve the request, as submitted.

All yes – Motion passed unanimously

CONSIDER APPROVAL OF ORDER BY WAY OF MEMO, REGARDING
CHANGES IN COMMISSION POLICY: PRESENTMENT OF INVOICES TO BE
PAID DURING COMMISSION MEETINGS, ACCOUNTING PROCEDURES
REGARDING LINE ITEM ACCOUNTS, POLICY REGARDING ENCUMBRANCES
OF FUNDS FROM COUNTY COMMISSION ACCOUNTS (see letter attached)

Commissioner Taylor said so we have a record of this we will be sending a memo out to all the elected officials and department heads. He said the first item is that due to the open meetings act all invoices to be paid will be sent to the County Commission office three days in advance of the meeting. That would be the close of business on Monday. The second item is that by order of the County Commission starting with Fiscal Year 2017/2018 the Commission will not permit any account lines to go over with the thought they can move money around to cover it. Sheriff Mark Brady objected and said there was nothing in the WV State Code that says that the Commission can do that.

Commissioner Taylor said they spoke to Ora Ash at the Auditor's office and was advised by him that they could. Sheriff Brady said he also spoke to Mr. Ash and was told something different. He said why can't we sit down and talk about this instead of doing it right now. Commissioner Taylor said we are going to go ahead and implement this today. Sheriff Brady said we are each constitutional office holders and the County Commission cannot tell us what to do. Commissioner Taylor said item number three is that all elected officials or department heads are not allowed to use County Commission accounts without written approval first. Sheriff Brady objected again and said that this is an improper order. He has to advertise the taxes and he does not have money in his budget to do that. It is in the County Commission budget already for this year and now they want to change it after the year has already started. Commissioner Taylor said the Prosecuting Attorney advised them to do it this way. Sheriff Brady said why can't this

be tabled until we can have Ora Ash come and explain it all to us. Commissioner Scott moved to table this agenda item for two weeks.

Mark Scott voted yes

Michael Taylor voted no

Chris See voted no

Commissioner See moved to approve the order of the Commission, as submitted.

Commissioner Taylor voted yes

Commissioner See voted yes

Commissioner Scott voted no

Commissioner See said we can always go back and change it and make amendments to it later.

FINAL SETTLEMENTS/ANNUAL ACCOUNTINGS:

Commissioner Scott moved to approve the 5 final settlements/annual accountings, as submitted.

Danny Howard Hendon

Billy J. Hicks

Archie L. Hoover

Howard B. Mullenex

Virgie E. Schoonover

All yes – Motion passed unanimously

BUDGET REVISION: None

ERRONEOUS ASSESSMENTS/DIVISIONS OF PROPERTY:

Commissioner Scott moved to approve the erroneous assessments/divisions of property, as submitted. All yes - Motion passed unanimously

PAYMENT OF BILLS:

Commissioner Scott moved to pay the bills, as submitted.

All yes - Motion passed unanimously

ADJOURN THE MEETING:

Commissioner See moved to adjourn the meeting.

All yes - Motion passed unanimously

Attest: _____

0/0 BRAD Schumacher
111 ~~WILSON~~ AVE
WILSON
ELKINS

Elkins Elks Babe Ruth League

Robin Harvey Field at Bluegrass Park

Elkins WV 26241

July 18, 2018

Randolph County Commission

Attn: Mark Scott

5,000
Hotel Motel.


The Elkins Elks Babe Ruth League has been penciled in to host the 2018 Ohio Valley Babe Ruth regional baseball tournament in late July 2018. I guess the best way to explain "penciled in" is that we applied for the tournament and were accepted as long as they deem it fit for regional play. We won't know officially until probably December until we hear back from the Ohio Valley Regional President. The Ohio Valley regional tournament brings in 12 teams from Michigan, Ohio, Kentucky, Wisconsin, Illinois, Indiana, and West Virginia for a 5 day tournament to decide who goes to the Babe Ruth World Series. Elkins has never hosted this tournament and West Virginia has only hosted twice that I know of. (Clarksburg hosted twice)

To prepare to host the tournament, we are planning on making 2 improvements to Robin Harvey field at Bluegrass Park for safety reasons and appearance. We are putting fencing in front of each dugout to keep line drives from entering the dugouts. It has been a safety concern for years, but we had not had the funds to put them in. We are also going to put in a warning track. It will be about 10 feet wide just inside the outside fences. We are hoping it will provide a warning to a player that he is near the fence so that it will keep him from hitting the fence at high speed.

We have purchased the fencing for the dugouts already. We do not need assistance with those. The warning track is a much greater expense. We have estimated costs to be approximately \$16,000. (Summary of costs will be on the last page.) We have had several fundraisers to pay for league expenses as well as creating a fund for these improvements. Currently we have approximately \$15,000 saved up in our bank account. Unfortunately we cannot use all of these funds as we have several expenses that come up next year prior to our fundraising season. We would need to keep approximately \$5,800 in the bank to cover expenses including baseballs (40dozen= \$1,600), field dirt(1 load \$1,800), clay and turfus (1 pallet of each \$1, 200) and field paint (20 cases \$1,200).

We are looking at a gap of approximately \$7,000 to completely cover expenses of the warning track. We are still looking at ways to cut costs using contacts of the league but are going to end up short. We are requesting the county commission to consider helping us with some of our gap.

If you have any questions regarding our request, please feel free to contact Brad Schumacher, league President at 304-439-1873 or Steve Schumacher, league Treasurer at 304-439-5786. We appreciate your past support and look forward to hearing from you.

Sincerely



Brad Schumacher

President

Elkins Babe Ruth League

Estimated costs are for installing a warning track and fixing a water draining issue in center field. Babe Ruth volunteers will be providing the labor for free on the project.

125 ton of clean ¾ inch rock for drainage \$3,200

125 ton top coat rock \$3,200

Typar fabric \$1,500

6 inch drain pipe \$2,100

Excavation cost \$6,000

Total cost = \$16,000

Randolph County Commission



Commissioners

Michael M. Taylor

Chris See

Mark D. Scott

Memo

Date: August 3, 2017
To: All Elected Officials, Department Heads
From: Randolph County Commission
Re: Changes in Procedure

This will serve as notification regarding changes to policy and procedure regarding bill submission, in-house budget revisions and designated expenditure accounts:

To fully comply with the Open Meetings Act requirements of WV State Code, beginning immediately, the Commission will require the following;

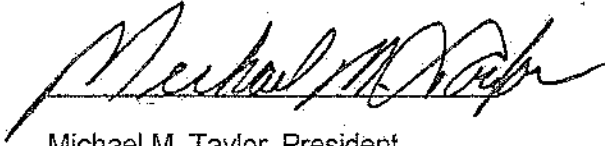
- All invoices that are to be paid, be submitted to the Commission Office for review no later than three business days before our scheduled County Commission Meeting. No invoices will be considered for payment that do not meet this requirement. All monthly statements are to be reconciled and all balances paid within the month the statement is due. Those statements once reconciled are to be included with invoice for Commission approval.
- Fiscal Year 2017/2018, the Commission will not permit any account line to be overdrawn and be at a negative balance with anticipation that funds from another account line will simply be there to cover the shortage. We have spoken with the Auditor's Office and they have made it clear that that is not proper bookkeeping methodology. As before, all state and in-house budget revisions must come before the Commission during their meetings to be considered for their consideration and approval.

4 Randolph Avenue - Suite 102 - Elkins, West Virginia 26241 - Phone (304) 636-2057 - Fax (304) 630-1125
randolphcountycormissionwv.org

- It shall be the policy of the Randolph County Commission that all elected officials are permitted or authorized to encumber or spend funds out of only budget line items that are assigned to their office or department.
 - In addition, no elected official or department head may order or commit to purchase items without sufficient funding in their budgets to do so.
 - No funds from the County Commission line items will be encumbered or expended by any elected official or department head without written approval by the Randolph County Commission.
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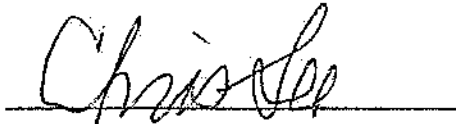
Signed this day:

8/03/2017



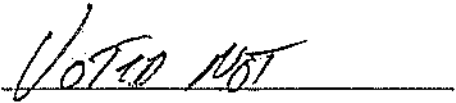
Michael M. Taylor, President

Randolph County Commission



Chris See, Commissioner

Randolph County Commission



Mark Scott, Commissioner

Randolph County Commission