

STATE OF WEST VIRGINIA
RANDOLPH COUNTY COMMISSION SS:

At a regular session of the County Commission in and for the aforesaid County and State, at the James F. Cain Court House Annex, on the 6th day of September, 2018 at 1:30 p.m.

Present: Chris See and Mark Scott, Randolph County Commissioners. Commission President, Michael Taylor was absent.

Meeting called to order by Commissioner See

PUBLIC COMMENT:

(See attached copy)

Gina Stephens and Jimmy Hammond appeared before the Commission. Ms. Stephens said they were there to give an annual report on the Randolph County Convention and Visitors Bureau. Mr. Hammond passed out some information and financial records to the Commissioners. Ms. Stephens said that the President of the Randolph County Convention and Visitors Bureau, Michelle Depp, could not attend the meeting so she read out loud a letter from her. She went over the things they had been doing and Mr. Hammonds handed out the new brochures that they made.

MINUTES:

Commissioner Scott moved to approve the minutes of the August 27, 2018 special meeting, as submitted.

All yes – Motion passed unanimously

Commissioner Scott moved to approve the minutes of the August 16, 2018 regular meeting with one correction, Commissioner Scott was not present for vote after executive session.

All yes – Motion passed unanimously

REPORTS:

Curt Gainer from the Randolph County Emergency Squad reported they hired another Paramedic/EMT and that will staff four ALS units in the County and that will start on September 10, 2018 and they have also purchased another ambulance and that should arrive next week.

OEM/911 Director Cindy Hart reported that the work at the new 911 Center is all on track. She said every time she goes up there she is amazed at the work that has been done.

Erin Golden, Director of North Central Community Corrections, reported that there are currently 117 participants on the program and the program has saved the County \$364,287.50 in regional jail bills so far this fiscal year. (See attached copy)

CORRESPONDENCE:

(See attached copy)

Commissioner See read a proclamation from West Virginia Secretary of State, Mac Warner, proclaiming September 2018 as National Voter Registration Month.

ANNOUNCEMENTS:

Commissioner See announced that the next meeting is September 20, 2018 at 1:30 p.m.

ITEMS FOR DISCUSSION/ACTION:

CONSIDER FUNDING REQUEST FROM MOUNTAIN MODEL A CLUB FOR A MODEL A NATIONAL TOUR EVENT TO BE HELD IN ELKINS (See attached copy)

Donald L. Trimble, Co-Chairman of the Mountain Model A Club, appeared before the Commission. He said this club, which is a region of the Model A Restorers Club, is hosting a national tour in Elkins this year. This will be the first Model A Restorers Club National Event to be held in West Virginia. This will be the 90th anniversary of the Model A Ford which makes it even more special. The event will take place September 17, 2018 thru September 20, 2018 and there will be approximately 350 people attending. Mr. Trimble said all of the hotels in Elkins will be full and some people will have to stay in Buckhannon. This has been advertised in magazines that have been sent out nationwide. This will bring a lot of attention to Elkins. There will be 20 States represented. Mr. Trimble said they are requesting funding to be able to enhance the experience of those coming for the Tour. They plan to take them to different areas around the County and on a train ride. Commissioner Scott moved to approve \$2,000.00 out of Hotel/Motel Tax funds to the Mountain Model A Club for their national event to be held in Elkins.

All yes -- Motion passed unanimously

CONSIDER APPROVAL OF AIA DOCUMENT FROM SILLING ASSOCIATES FOR FURNITURE, FURNISHINGS AND EQUIPMENT FOR THE NEW RANDOLPH COUNTY 911/OEM CENTER

OEM/911 Director, Cindy Hart appeared before the Commission. She said this is an additional contract that the Commission knew was coming. This has already been included in the loan and it's for furniture, furnishings and equipment. She said they went with functionality of it and did not get the most expensive. The contract said not to exceed \$400,000.00 and it will not be close to that, she said.

Commissioner Scott moved to authorize the Commission President to sign the AIA documents from Silling Associates for the FFE at the new 911 Center.

All yes -- Motion passed unanimously

CONSIDER REQUEST FROM BEVERLY FIRE DEPARTMENT FOR A ONE DAY BEER PERMIT FOR EVENT TO BE HELD ON SEPTEMBER 15, 2018

Commissioner See said the Beverly Fire Department contacted the Commission about getting a letter from the Commission for a one-day beer permit for their gun bash on Saturday September 15, 2018. He said no one was present to speak about this and they did not send in a letter regarding it, but since the event is going to be held before the next commission meeting the Commission needed to take action. Commissioner Scott moved

to approve writing a letter on behalf of the Beverly Fire Department for a one day beer permit, as requested.

All yes -- Motion passed unanimously

CONSIDER APPROVAL OF A LETTER OF SUPPORT TO THE ADRIAN PSD FOR A WATER LINE EXTENSION IN THE PICKENS AREA (See copy attached)

Commissioner Scott said in early 2017 he was approached by some Pickens community residents wanting water service to their area. He said he was told that about ten years ago they had tried to get water service from the Adrian PSD but the funding was not available. Commissioner Scott said he started talking to the Adrian PSD and Shane Whitehair about this. He said they were working on a project in the Upshur County area at the time and he asked about getting involved in that project. Commissioner Scott said there was a public meeting with the residents of Pickens and around 75 to 80 of them signed up and paid their fee to have that area included in the project, if possible. He said the Commission received a letter from Adrian PSD that says they are including the community of Pickens in the water line extension project. Adrian PSD is submitting an application to USDA Rural Development for a loan in the amount of \$4,900,000.00 and a grant in the amount of \$3,700,000.00 with expected local grant funding in the amount of \$75,000.00. Commissioner Scott said that Upshur County has approved the project but Randolph County needs to approve it also.

Commissioner Scott moved to provide a letter of support to Adrian PSD for water line extension into the Pickens area.

All yes -- Motion passed unanimously

CONSIDER APPROVAL OF FUNDING FOR A JOBS COORDINATOR FOR RANDOLPH COUNTY SCHOOLS (See copy attached)

Commissioner Scott said last year Randolph County Schools had a WV Graduates for Job specialist that worked with at risk students at the Randolph Technical Center. This year the funding has been cut. Randolph Technical Center, Principal/CTE Director John Daniels sent the Commission a letter that they would like to continue with this program and asked for funding assistance. Last year the Commission gave \$5,000.00 for this position and Randolph County Schools matched the donation. Commissioner Scott moved to approve \$5,000.00 out of courthouse contractual funds for the jobs coordinator for Randolph County Schools, as requested.

All yes -- Motion passed unanimously

CONSIDER APPOINTMENT TO THE ELKINS RANDOLPH COUNTY REGIONAL AIRPORT AUTHORITY (See attached copy)

Commissioner Scott moved to re-appoint Nils Heinke for a three year term to the Elkins-Randolph County Regional Airport Authority with a term beginning on July 1, 2018 and ending on June 30, 2021.

All yes -- Motion passed unanimously

CONSIDER APPROVAL OF POLL WORKERS FOR THE NOVEMBER 6, 2018
GENERAL ELECTION

County Clerk, Brenda Wiseman submitted to the Commission a list of poll workers from the two executive committees for the November 6, 2018 General Election.

Commissioner Scott moved to approve the poll workers, as submitted.

All yes – Motion passed unanimously

CONSIDER APPROVAL TO HIRE EDWARD SHIFLETT TO PREPARE
FINANCIAL STATEMENT (See copy attached)

County Clerk, Brenda Wiseman submitted to the Commission a proposal from Edward Shiflett to prepare the County Financial Statement for the fiscal year ending in 2018.

Clerk Wiseman said that Mr. Shiflett prepared the financial statement last year and did an excellent job and met the deadlines, which the person that was used in the past had a hard time doing. Commissioner Scott moved to approve the hiring of Edward Shiflett to prepare the county's financial statement and the fee for this service will be \$4,750.00.

All yes – Motion passed unanimously

FINAL SETTLEMENTS:

Commissioner Scott moved to approve the fourteen final settlements/annual accountings as submitted on the following estates:

Mark L. Burke

William David Dumire

Joseph A. Girard

Leonard William Griffith

Lavada Ann Newlon

Virginia Marie Ong

William Arnold Phillips

Roy Lee Rhodes

Edward Gustav Riemenschneider

Delno Franklin Shreve

Virginia Ellen Simmons

Raymond Edgar Summerfield

Jo Ellen Tyre

John Neale Weeks

All yes – Motion passed unanimously

BUDGET REVISIONS: None

DIVISION OF PROPERTY /ERRONEOUS ASSESSMENTS:

Commissioner Scott moved to approve the Division of Property/ Erroneous Assessments, as submitted.

All yes - Motion passed unanimously

FIRE FEE EXONERATIONS:

Commissioner Scott moved to approve the fire fee exonerations, 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 Scott moved to adjourn the meeting.

All yes - Motion passed unanimously

ATTEST: _____

Funding Presentation for Randolph County Convention & Visitors Bureau

Putting Heads in Beds!

For almost 30 years, the Randolph County Convention & Visitors Bureau, has been the face of Randolph County to the thousands of visitors that come to the area.

By its very name, Randolph County CVB represents all venues and attractions in Randolph County and has no affiliation to any one attraction. We work with and promote all areas with attractions including Historic Beverly, Helvetia, and the City of Elkins.

The Randolph County CVB is overseen by, and responsible to, a board of directors consisting of local attraction and venue owners and members of county and municipal offices.

What's the importance of the Randolph County CVB?

The marketing and promotional efforts, created by the Randolph County CVB, are instrumental in attracting thousands of visitors to the area. Its offices and Visitor Center, on Randolph Avenue Rte. 219, is often the visitor's initial stop for information on Randolph County and its attractions. The Visitor Center is an important part of the program as it provides detailed, professional assistance through experienced and knowledgeable staff. The continued staffing with professional and experienced personnel is imperative to maintain its effectiveness.

The Randolph County CVB Visitor Center and RCCVB office is important to the county because it:

- Greets just under 20,000 sign-in visitors. We do not count bus tours as we fund efforts to get the tours here and they do not have to stop at our center. They go directly to their destination as their bus tour package has completed prior to their arrival.
- Takes over 20 telephone calls daily on our toll-free line requesting information on Randolph County attractions.
- Prepares and distributes hundreds of area promotional packages for conferences, conventions, tour bus groups, wedding planners and family reunions.

- Is the Hub for the promotion of all county attractions, festivals, venues, lodging, restaurants
- Maintains and updates the official Randolph County website and promotes the county through Facebook and our on-line Constant Contact newsletter.
- Creates the Promotional literature, advertisements and coordinates the consumer and travel show participation that is so important to attracting visitors and conventions to the County.
- Coordinates sponsorships and provides advertising funding to many local organizations and events.
- Maintains memberships in various tourism organizations including: The West Virginia Hospitality and Travel Association, Elkins Main Street, Elkins-Randolph County Chamber of Commerce, West Virginia Mountain Highlands, and West Virginia Group Travel Association.

Marketing is the only way to bring Visitors to this area!

The Randolph County CVB has been aggressive and instrumental in developing and distributing updated information, advertising and promotional programs to the many tour package provider outlets that are available in the Northeast United States.

Here are a number of the promotional items we've developed:

- Annual Randolph County Visitors Guide brochure
- "Ride our Curves" Motorcycle trails Guide brochure
- Annual Festivals brochure
- Randolph County "Things to Do" profile sheet for tour bus shows
- Randolph County Regional map featuring attractions
- "Elkins and Randolph County" short video on the heritage, culture and attractions of the area that shows at the Visitor Center and on our website.

All of these promotional items are available through the RCCVB Visitor Center, through the West Virginia rest stops on major highways, through other WV county Convention and Visitor Bureaus and on-line at:
www.randolphcountywv.com.

On-Line Marketing is important!

Randolph County CVB Website

The Randolph County CVB has worked hard on keeping its on-line presence active and up-to-date. We constantly update the website and promote it everywhere in

our advertising. We provide links to the major attractions, ongoing events and special events.

In 2014, we updated the website to its current look and its history has been as follows:

2014 – 11,191 visitors with 85.6% new visitors with 41,224 pages viewed
2015 – 15,624 visitors with 85.7% new visitors and 57,246 pages viewed
2016 – 18,173 visitors with 85.3% new visitors and 61,147 pages viewed
2017 – 14,999 visitors with 85.0% new visitors and 49,555 pages viewed (*)

(*) You should note the visitor decrease of almost 18% from 2016 to 2017 which we feel is a direct result of the loss of funding because of lost revenue due to non-collections of the lodging tax in 2016 and RCCVB defunding in 2017 which curtailed our ability to advertise and promote.

Facebook and Constant Contact Reach

Our efforts on Facebook are expanding and we see increases in social media. We have been continuing to post items several times a day and would like to get back to that schedule. Our Facebook fans have increased as follows:

2014 – 1,159 Fans – 12.0 % increase
2015 – 1,272 Fans – 10% increase
2016 – 1,476 Fans – 16% increase
2017 – 1,699 Fans – 15% increase

Our Constant Contact reach to interested tourism departments continues to build with a 50% increase over the past four years.

All of our website, Facebook, Twitter and Constant Contact efforts help us to understand our market by profiling the visitor, their interests and the area of the country in which they reside.

Travel Shows, Bus Tour Shows and Convention Shows are Important!

The Randolph County CVB stresses that the attending of Travel Shows, Bus Tour shows and Convention Planner shows are extremely important in keeping a flow of tourists and conference events coming into the County. We either personally attend or are represented at a number of shows each year. Here is a list of shows in which we have participated:

- Washington DC Travel Show
- Pittsburgh Home & Garden Show
- Great Vacations Travel Expo (Columbus, OH)
- Virginia Motor Coach Show

- Going on Faith Travel Show
- Big Boomers in Groups
- Travel Talk Group Leaders Show
- Great Day Travel Show
- American Bus Association
- Detroit Mich. Travel Show
- Heartland Travel Show
- Northern Indiana Travel Show
- Select Travel Conference
- Governor's Tourism Conference
- TAP Tour Bus Show – Oklahoma
- WV Hunting & Fishing Show – Charleston, WV
- Outdoor Show – Morgantown, WV

In addition, we have funded the theaters and train station to attend specific bus tour shows in their effort to sell packages.

Our direct promotional efforts have continued to be strong and travel shows are a major source of leads.

Advertising Randolph County

We continue to promote what Randolph County has to offer through magazine and publication advertising to the 10 top surrounding states and Canada. Our Tourism Partners Funding Assistance program and event sponsorships also help promote some of the county's most outstanding shows, events and attractions.

Direct Advertising through publications

- Recreation News
- Highland Adventures Travel Guide
- BYWAYS Tour Magazine
- Mountain Highlands Travel Guide
- West Virginia State Travel Guide
- Inter-Mountain News Taste & Travel
- Backroads Magazine
- Clarksburg Exponent Telegram Discover WV
- WV Magazine Tourism
- Wonderful West Virginia Magazine
- WV Football Program
- Pittsburgh Penguins Program Book
- AAA Magazine

- Pittsburg Steeler Program 350,000 copies
- Motorcycle Magazines
- Washington Post Travel Section
- Go Escape USA Today
- Endless Vacations Travel Magazine

In addition to paid advertising, the Randolph County CVB hosts travel writers from various newspapers, magazines and media to come and experience some of the attractions in an effort to have articles written. We have had writers from such notable media as PBS, Travel South, and Blue Ridge County magazine.

Partner Funding

We work with the various events and attractions by sponsorship funding or advertising in their specific promotional pieces. The following are just a few of the many projects that the Randolph County CVB assists:

- Augusta Heritage Program
- Gandy Dancer Theatre
- Durbin & Greenbrier Valley Railroad
- Mountain Music Trail Event
- Mountain Trains Brochure
- Riverside Blues Fest
- Mountain State Forest Festival
- Randolph County Community Arts Center
- Beverly Heritage Week
- Old Brick Playhouse Apprentice Program
- Chamber of Commerce Christmas Parade
- Allegheny Highlands Trail Bluegrass Festival
- Randolph County Fair
- National American Quarter Horse Shows
- Mountain Arts District

Putting Heads in Beds

As the leading tourism promoter for Randolph County, for almost 30 years, the Randolph County CVB must continue to work diligently promoting the wild and wonderful attractions that set our county apart from others!

With top-notch theater and musical entertainment, the railroad excursion hub, museums and historic sites and acres upon acres of hiking, biking, camping, hunting and fishing opportunities – Randolph County is a go-to destination for West Virginians, out of state travelers and international visitors alike.

With our efforts, we have recently been able to attract a number of conventions to the Elkins area:

- First Road Rally
- Blue Knights Motorcycle Corp
- U.S. Marine Corp League
- Antique Motorcycles Show
- The Honda Goldwing Motorcycle Convention
- Model "A" Ford Touring Car Convention
- Ohio Valley Regional Baseball Tournament

The Randolph County CVB needs to continue and serve our county and our regional partners in our ONE and ONLY mission – Promotion of Tourism!

With our theme of "Putting Heads in Beds", we can continue to grow the local economy and help our partners be successful, all to the benefit of Randolph County and its many communities and attractions.

With local and regional tourism being a major state industry, it is important for the Randolph County CVB to maintain its full support from our funding agencies. The county should understand that Welcome Centers are not a destination...but only a service. The buses brought into town and unloaded at the train station are a direct result of the RCCVB advertising, promotion and efforts. **MARKETING** is the only way to get people to visit this area.

The Randolph County CVB has a proven track record for effective, efficient use of the funds that are provided. Full funding support is critical to our sole mission of promoting this county and we look forward to working with our funding agencies to strengthen their commitment to this mission.

Randolph County Office

6-September-2018

	Fiscal Year			
	2015-2016*	2016-2017*	2017-2018	2018-2019
Total Number of Offenders	283	335	282	117
Full Participants	35	72	82	43
Condition of bond Services	103	152	124	65
Parole Offenders	19	35	25	8
Check ins and ds	8	20	16	15
Probation	18	32	15	5
Completed Program	12	26	20	19
Terminated from Program	91	81	73	19
Reentered Program from	107	169	106	16
Offenders in Rehab	42	67	34	3
Community Service Hours	6	19	7	0
Employment Hours	9,576	4,468	2,876	600
BIPPS Obtained	12,840	14,640	39,592	6,600
Drug Screens Administered	12 of 19	9 of 14	8 of 10	0-4
Positives	1,668	2,194	2,521	376
Negatives	205	223	290	44
Community Services Saving	1,463	1,971	2,231	332
Fees Collected	\$83,790.00	\$39,095.00	\$25,165.00	\$5,250.00
Amount Saved **	\$19,181.00	\$9,225.00	\$18,319.59	\$6,193.80
Total Amount Saved the County	\$1,601,658.25	\$1,753,531.50	\$1,932,557.25	\$364,287.50
	<u>\$1,684,448.25</u>	<u>\$1,792,626.50</u>	<u>\$1,957,722.25</u>	<u>\$369,537.50</u>

*Totals for Fiscal Years 2005-2006, 2006-2007, 2007-2008, 2008-2009, 2009-2010, 2010-2011, 2011-2012, 2012-2013 are based on end of the year totals. Totals for Fiscal Year 2013-2014 of the offenders are based on current active offenders on the program. The rest of the Totals for Fiscal Year 2013-2014 are based on the Fiscal Year totals to date.

**Total amount saved based on Regional jail fees of \$48.25 per day to house an inmate.

Exact participants on the program

6-Sep-18
Randolph County

Full Corrections	27
Bond	48
Service only	5
Check ins only	2
Probation	19
Parole	16
Total Participants	117

Specifics on Full Corrections

Employed	13
Unemployed	4
incarcerated	2
Running	5
Home maker	1
in School	0
Disablity	2
Rehab	0
Total Participants	27

NATIONAL VOTER REGISTRATION MONTH

WHEREAS, Registering to vote empowers eligible residents to exercise their right to vote on Election Day; and

WHEREAS, Our state has more than 1.2 million West Virginia residents currently registered to vote, but still has an estimated 100,000 additional eligible residents who are eligible, but have not yet registered; and

WHEREAS, The voter registration process in West Virginia is easier and more convenient than ever before, with applications now available online at www.GoVoteWV.com as well as in-person at every county clerk's office; and

WHEREAS, West Virginia's user-friendly online voter registration system enables eligible residents to register, check or update their registration status 24-hours a day; and

WHEREAS, Public information and education regarding voter registration will encourage citizen registration and civic engagement in our election process.

NOW THEREFORE IT BE RESOLVED that the Honorable Mac Warner, West Virginia Secretary of State, does hereby designate September 2018 as National Voter Registration Month; and in doing so encourages all interested citizens and all appropriate media outlets and civic organizations to participate in this non-partisan voter registration awareness campaign to encourage the maximum participation of qualified voters in West Virginia.



Acknowledged this 31st Day of August 2018

Mac Warner

Mac Warner
WV Secretary of State

Mountain Model A Club
16 Brandywine Drive
Fairmont, WV 26554
September 5, 2018

\$ 2,000.00
HT/MT

Michael M. Taylor, Commission President
Mark Scott, Commissioner
Chris See, Commissioner
Randolph County Commission
4 Randolph Avenue, Suite 102
Elkins, WV 26241

In Re: Model A Restorers Club National Tour
Elkins, West Virginia
September 17-20, 2018

Gentlemen:

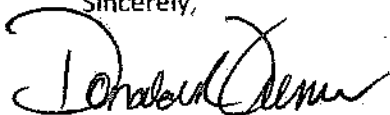
The Mountain Model A Club, a region of the Model A Restorers Club, is hosting a National Tour in Elkins. This year is the 90th Anniversary of the Model A Ford, and these 90- year- old automobiles will be gracing our West Virginia roads. Our primary purpose in hosting the Tour is to bring people in from other states to see what a beautiful area Elkins is and to encourage them to return, with or without their Model A's.

The Tour is the first Model A Restorers Club National Event to be hosted in West Virginia. The response has been excellent.

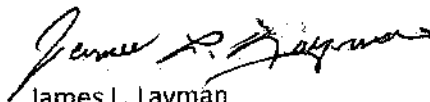
The purpose of this letter is to ask the Randolph County Commission for funding to be able to enhance the experiences of those coming for the Tour. With a little more funding, our events and hospitality could be more welcoming and exciting. The Tour is called the "Mountain Memories" Tour, and we want our attendees to have those special memories that bring them back.

Any consideration you could give us is greatly appreciated.

Sincerely,



Donald L. Trimble
Co-Chairman
MARC National Tour



James L. Layman
Co-Chairman
MARC National Tour

Adrian Public Service District
PO Box 87 (8506 Rt 20 South Rd)
French Creek WV 26218-0087
(304)924-6107 adrianpsd@outlook.com

8/13/2018

Board of Directors

Paul A. Spencer, Chairman
Don B. Killingsworth, Vice Chairman
Philip L. Petrosky, Sec., Treas.

Michael M Taylor, President
Randolph County Commission
4 Randolph Ave., Suite 102
Elkins WV 26241

Dear Commissioner Taylor:

Adrian Public Service District is planning a project to replace some undersized waterlines within its system, as well as booster station upgrades. However, the biggest part of the project is to also extend water to approximately 166 potential customers, including the community of Pickens. This project will improve water service reliability and pressure for many of the existing customers as well as extend water to new customers who have requested it. The estimated total project cost is approximately \$8,675,000.

Adrian PSD is submitting an application to USDA Rural Development for a loan in the amount of \$4,900,000 and a grant in the amount of \$3,700,000, and there is expected to be \$75,000 in local grant funding.

It is our understanding that geographically it is unfeasible and impractical for Pickens to be served by any Randolph County entity.

We are asking for Commission approval to proceed with the planned extensions. We would appreciate having your comments as soon as possible, because we anticipate submitting the application later this month.

Sincerely,



Nina Monroe, Manager
Adrian Public Service District.

This Institution is an equal opportunity provider and employer.

RANDOLPH TECHNICAL CENTER

Career/Tech Ed. Director
John Daniels

September 4, 2018

Approved
Courthouse Contracted

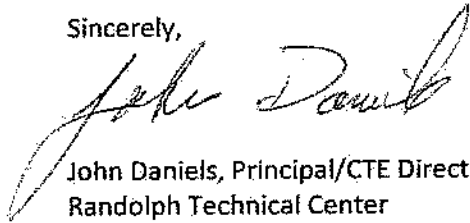
Dear Randolph County Commissioners:

Last year with your help, Randolph County Schools was fortunate enough to have the opportunity to work with a WV Graduates for Jobs specialist. This person did an excellent job working alongside students, assisting them, step- by- step with the process of searching for, obtaining, and keeping employment. This program assists in providing students the opportunity and direction to become productive, responsible citizens with the needed knowledge to pursue their occupational goals.

Last year, the Randolph County Commissions kindly donated \$5000, with Randolph County Schools matching this donation, giving us the opportunity to provide this program for our students. Unfortunately, due to lack of funds at this time, WV Graduates for Jobs is no longer offered to students in Randolph County. Our hopes are that Randolph County Commissions will again consider generously donating \$5000 this year, allowing Randolph County Students the opportunity to reinstate this much needed program.

Your time and consideration are greatly appreciated.

Sincerely,



John Daniels, Principal/CTE Director
Randolph Technical Center

Edward S. Shiflett
105 Ellis Avenue
Elkins, West Virginia 26241
Telephone 304-633-3304 Cell: 304-642-3034
email: ed.shiflett@gmail.com

August 30, 2018

To: Honorable Brenda Wiseman,
Randolph County Clerk

From: Edward S. Shiflett

Re: County Financial statement - FYE 2018

I would be willing to prepare your county financial statement for the fiscal year ending 2018. It will be prepared in accordance with GASB requirements and finished within the publication time as set by state statute.

My fee for this service would be \$4,750.00.

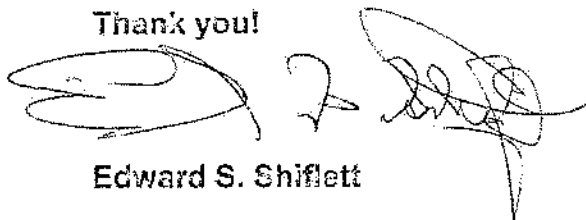
Background:

I worked for the Chief Inspector Division from 1993 to 1999. In 1999, I became self-employed preparing financial reports and sheriff's settlements for various counties.

To date, I have prepared approximately 157 financial statements and approximately 258 sheriff's settlements. I still work for 5 counties which are some of the 12 counties that I started with in 1999.

If you need any additional information, please contact me.

Thank you!



Edward S. Shiflett