

Morgan County Commission  
Meeting Minutes

January 8, 2009

Meeting was opened by: Debra Kesecker, County Clerk, at 2:35 p.m.

Members present: Thomas R. Swaim, Brenda J. Hutchinson and Stacy Dugan

On a Thomas Swaim/Stacy Dugan motion, the Commission approved the Commission meeting minutes as of January 2, 2009. This motion carried.

Staff meeting to Discuss the following topics:

- Appointment of new Commission secretary            -new copying procedures
- Signature on Time Sheets                                        - vacation/sick request
- Vehicle sign-out sheet/calendar                                -change
- Website to include current agenda                             -job descriptions
- Meeting minutes    - office space
- Discussion and/or action on : Courthouse Hours

Proper Chain of Command  
Inclement Weather Conditions

- Staff's questions and concerns to be directed to county administrator or County Commissioners

The Commission opened the staff meeting by discussing the topics listed on the agenda in no particular order.

Commissioner Hutchinson stated that staff meetings with the Administrator and one Commissioner would take place once a month or as needed.

Inclement Weather Policy: President Hutchinson and Administrator Bill Clark will discuss the degree of the inclement weather and make the decision for a delay or closing. On a Thomas Swaim/Stacy Dugan motion, the Commission approved the process of Commissioner Hutchinson and the County Administrator to decide on weather delays and or closing. This motion carried.

Change: Commissioner Dugan distributed information on dealing with change and tips to help deal with stressful situations.

Office Space: Office space has been provided in the County Commission office for the County Commissioners to work in. The Commissioners will work out a schedule as to which member will work on which day of the week.

Signature on Time Sheets: Administrator Bill Clark explained the process in which time sheets are prepared. Alma Gorse reviews them for accuracy and the Administrator approves them . Commissioner Dugan would like to change the

format of the time sheets and have a Commissioner's signature on them as well. Mr. Clark stated that the procedure is depicted in the County's Personnel manual. County Commission will review the personnel manual and present new time sheets to be used.

Vacation/Sick request: Alma Gorse explained she records the staffs vacation and sick requests on her calendar. Commissioner Dugan distributed a form to be used to request leave.

Website to include current Agendas, Meeting Minutes, etc.: Commissioner Hutchinson and Commissioner Dugan asked Maxie Maggio to put the agendas, approved minutes, and expenditures on the Morgan County Commission web site. Ms. Maggio requested a list to follow to be sure items requested will be on the website.

E-mail uniformity: Commissioners Hutchinson and Dugan would like to have uniformity in the staffs e-mail addresses.

New copy procedures: In an effort to reduce paper usage, Commissioners Hutchinson and Dugan would like one copy of information for both of them to read. There will be a mailslot they use to make sure each of them receive their mail. Commissioner Swaim wants his information copied as usual and placed in his own mailslot. Since Commissioner Swaim does not have an email, Administrator Bill Clark will print out e-mails for Commissioner Swaim to review.

Budget: Commissioner Hutchinson inquired if a summary page of the budget could be printed off. Commissioner Hutchinson would like to have one copy of the budget in the office for herself and Commissioner Dugan to review while Commissioner Swaim requested his own copy.

Courthouse Hours: Commissioner Swaim made a motion to change Thursdays Courthouse hours to opening at 9:00 am and closing at 7:00 pm and Fridays hours to opening at 9:00 am and closing at 5:00 pm. Commissioner Dugan would like to discuss this further with the citizens, and the other Courthouse Offices to see if this change will work for their office and their employees. The original motion died due to lack of a second but Commissioner Hutchinson directed staff to schedule this matter on the next Commission meeting agenda for January 15, 2009 for further discussion.

Proper Chain of Command: Commissioner Swaim questioned if there is a proper chain of command for staff to follow or when expenditures are made. Commissioner Hutchinson directed staff to schedule the proper chain of command discussion on the next commission meeting agenda for January 15, 2009 meeting.

Job descriptions: Commissioner Dugan would like the staff to have job descriptions prepared and be posted on the website. Commissioner Dugan also requested staff to give her a copy of their job descriptions and titles.

Vehicle sign-out sheet/calendar: Commission office staff explained they schedule the usage of County vehicles on their calendars. Commissioner Dugan would like to see a form used to request the vehicles along with a sign out sheet and a log book be used.

Staff's questions and concerns to be directed to County Administrator/County Commissioners: Commissioner Hutchinson explained if the staff has any questions or concerns, they may speak to the County Administrator, Bill Clark or to the Commission.

Appointment of New Commission Secretary: Commissioner Hutchinson appointed Ginger Johnson to replace Bette Kidwell as Secretary. The Secretary will schedule and distribute the agenda, prepare the Commission meeting room and prepare the minutes. On a Stacy Dugan/Brenda Hutchinson motion, the Commission approved to replace the Commission secretary Bette Kidwell with Ginger Johnson. Commissioners Hutchinson and Dugan voted in favor of the motion, and Commissioner Swaim voted against said motion. This motion carried.

Bruce Beadenkopf & Kenny Mason- Parks & Recreation- Hotel/Motel  
Kenny Mason and Bruce Beadenkopf approached the Commission to discuss the recreational and sport activities provided for the youth. Mr. Mason estimated there are approximately 400 children playing soccer. Mr. Mason and Mr. Beadenkopf informed the Commission of some of the improvements that are needed for the 522 South Soccer and Ballfield complex. Some of the improvements needed are:

- well for sprinkler system & drain line
- fence repair
- the soccer field needs completion
- parking lot
- swail constructed around the complex

Mr. Beadenkopf also expressed the interest of building an indoor facility that could stay open all year long for sports activities. Mr. Beadenkopf and Mr. Mason asked the Commission if there is a possibility of raising the Hotel/Motel tax from 3% to 6% in Morgan County, which can help raise money and aid the Parks and Recreation program to help with repairs, improvements and additions for the Soccer Field Complex. Commissioner Hutchinson agreed to do some research on the hotel/motel tax and placed this issue on the January 22, 2009 agenda. Commissioner Hutchinson asked Mr. Beadenkopf to bring a detailed plan and a list of project items to the Jan. 22 meeting.

Maxie Maggio- Courthouse expenditure draw down approval & resolution  
Courthouse Facility Contract  
Courthouse AIA Contract  
Safe Routes to School Resolution

Courthouse expenditure draw down approval and resolution  
Courthouse AIA Contract- Transformer

Ms. Maggio will get back to the Commission regarding the Courthouse expenditure draw down approval and resolution.

Courthouse AIA Contract- Fuel Tank

Ms. Maggio presented the Commission with a AIA Contract. This was a change of contract for a price reduction for the relocation of the fuel tank. The Commission approved the change of contract with Milestone Construction in the form of a price

reduction for the relocation of the fuel tank. The amount of price reduction will be finalized at a later date.

#### Courthouse Facility Contract

Ms. Maggio presented the Commission with a Courthouse Facility Contract. This is a grant program for \$200,000.00 to aid in the construction costs of the new courthouse. On a Thomas Swaim/Stacy Dugan motion, this 8th day of January 2009, the Morgan County Commission hereby authorizes Brenda J. Hutchinson, Commission President of the Morgan County Commission, to act in its behalf to enter into a contractual agreement with the Courthouse Facilities Improvement Authority to receive and administer funds pursuant to the provisions of the Courthouse Facilities Improvement Fund program. Motion Carried.

#### Safe Routes to School Resolution

Ms. Maggio presented the Commission with a Safe Routes to School Resolution. This resolution is a grant program to improve the walking and bike access for children at Widmeyer Elementary School. On a Thomas Swaim/ Stacy Dugan motion, this 8th day of January 2009, the Morgan County Commission authorizes Brenda J. Hutchinson, its President, as the official representative for the Commission to act on its behalf to enter into a contractual agreement with the West Virginia Department of Highways Safe Routes to School Program to receive and administer grant funds. Motion Carried.

#### David Michael- Discussion /Action on Distribution of GIS (Geographic Information System) Data

Morgan County Office of Emergency Services Director Mr. Michael spoke to the County Commission concerning the distribution of Morgan County's GIS Data. GIS data is geographic information that can create digital maps with road names, addresses, buildings, rivers, homes, etc.

Mr. Michael has a request from a commercial entity for the county's GIS Data to create road maps to sell to the public. The WV state addressing and mapping board supplied Mr. Michael with the county's data and Mr. Michael was unsure if this data could be forwarded for public use.

Mr. Michael explained that neighboring county, Berkeley County is a participant in this data system and sells this information to the public. Mr. Michael provided the Commission with copies of a draft policy Berkeley County uses and requested the Commission to consider and implicate a process that Morgan County can use. The Commission instructed Mr. Michael to contact the West Virginia State Addressing and Mapping Board regarding the distribution of the GIS Data and report back to the Commission with his findings.

#### Bill Clark- County Projects

Mr. Clark approached the Commission and presented a list of Capital Projects for Morgan County. There are 38 items on the list. County Commission requested that Mr. Clark prioritize the list of projects and separate the list into categories. Please see list attached.

Adjournment

On a Stacy Dugan/ Thomas Swaim motion, the meeting was adjourned at 6:34 p.m.  
Motion Carried.

Upcoming Meetings

January 15, 2009 @ 9:30 am.

Morgan County Commission Meeting  
Morgan County Commission Meeting Room

January 22, 2009 @ 4:00 pm

Morgan County Commission Meeting  
Morgan County Commission Meeting Room