

**GRANT COUNTY COMMISSION  
PETERSBURG, WEST VIRGINIA 26847**

**GRANT COUNTY COMMISSION MINUTES**

**Date:** December 26, 2023    **Time:** 3:30 p.m.    **Location:** Conference Room  
Grant County Courthouse

**Reporting:**  
Erin Camp, Grant County Press

**Commissioners:**  
Tyson Riggleman, President  
Scotty Miley  
Kevin Hagerty

Michelle Sites, County Administrator

**1. Call to Order**

Commissioner Riggleman called the regular meeting to order at 3:30 p.m. Let it be known that Commissioner Hagerty was present by phone.

**2. Consent and Approval – County Administrator**

**a. Minutes**

- Presented for approval were the minutes from the special meeting held on December 8, 2023.
- Presented for approval were the minutes from the meeting held on December 12, 2023.
- Presented for approval were the minutes from the special meeting held on December 22, 2023.

A Motion was made to approve the minutes.

**MOTION: Miley/unanimously approved**

**b. Budget Revisions**

- |       |                         |          |          |
|-------|-------------------------|----------|----------|
| • 366 | Miscellaneous Revenue   | increase | \$7,832  |
| • 700 | Sheriff-Law Enforcement | increase | \$7,832  |
| • 699 | Contingencies           | decrease | \$25,000 |
| • 402 | County Clerk            | increase | \$25,000 |

A Motion was made to approve the budget revisions.

**MOTION: Miley/unanimously approved**

**c. Board Appointments/Removals/Resignations**

-None

**3. Actions of the Clerk, Exonerations, Estates**

Commission approved the following actions of the County Clerk:

Wills recorded in Clerk's Office:

- None

Wills admitted to probate:

- JoAnn Simmons
- Robert A. Porter
- Georgia Matlock
- Phyllis Hawk
- Pauline Reel

Qualification orders granted in the following estates:

<u>Estate</u>	<u>Person Qualifying</u>
• Nicholas Arnold	Kyla Arnold, Administratrix
• JoAnn Simmons	Teresha L. Woods, Executrix
• Robert A. Porter	Robert A. Porter, Jr., Executor
• Georgia Matlock	Dana L. Carr, Executrix
• Thurman W. Berg	James W. Berg, Administrator
• Helen A. Berg	James W. Berg, Administrator
• Phyllis Hawk	Terry Hawk, Administrator CTA
• Anthony Sites	Marcus Sites, Administrator
• Pauline Reel	E. Diana Flanagan, Administratrix CTA

Ancillary Administrations granted in the following estates:

<u>Estate</u>	<u>Person Qualifying</u>
• None	

Small Estate Certificates and Authorizations granted in the following estates:

<u>Estate</u>	<u>Person Qualifying</u>
• James A. Evans	Jesse T. Evans, Affiant

A Motion was made to approve the actions of the Clerk.

**MOTION: Miley/unanimously approved**

Waiver of Final Settlement

-Waiver of Final Settlement in the estate of Gary Lee Rose.

**MOTION: Riggleman / unanimously approved**

-Waiver of Final Settlement in the estate of Sheldon W. Iman.

**MOTION: Riggleman / unanimously approved**

-Waiver of Final Settlement in the estate of Jerry Alan Burke.

**MOTION: Riggleman / unanimously approved**

-Waiver of Final Settlement in the estate of Dale Allen Cosner.

**MOTION: Riggleman / unanimously approved**

-Waiver of Final Settlement in the estate of Twila M. Hesse.

**MOTION: Riggleman / unanimously approved**

-Waiver of Final Settlement in the estate of Gerald Wayne Kesner, Sr.

**MOTION: Riggleman / unanimously approved**

-Waiver of Final Settlement in the estate of Ruth M. Hesse.

**MOTION: Riggleman / unanimously approved**

-Waiver of Final Settlement in the estate of Virgil Ketterman.

**MOTION: Riggleman / unanimously approved**

-Waiver of Final Settlement in the estate of David John Evans.

**MOTION: Riggleman / unanimously approved**

The following exonerations were presented this day:

- None

#### **4. Comments from the Public**

None

#### **5. Scheduled Appointments**

a) Shaylee Kile & Taylor Kile to discuss potential property purchase for EMS at Mount Storm.

Shaylee & Taylor Kile appeared before the Commission. They are part owners of property that is for sale and located in the Mount Storm area. They wanted to bring it to the commissioner's attention if the commission looks for a potential location to build an ambulance facility. The property they have is 2.00 acres and currently listed with a realtor for \$45,000.00.

b) Lora Bennett, County Clerk, to discuss hiring employees.

Lora Bennett appeared before the Commissioners. She is requesting approval to hire Sara Miller.

A Motion was made to approve the County Clerk's recommendation.

**MOTION: Miley / unanimously approved**

c) Bobby Funk & Jeremy Hottinger, Grant County Ambulance, to give an update on EMS Services in Grant County.

Bobby Funk & Jeremy Hottinger appeared before the Commission to give an update. The revenue since July 1, 2023 is \$301,833.72 according to the MCA paperwork. There are currently 11 full-time employees plus 1 more full-time employee starting January 1, 2024. Call volume from 11/28 - 12/26 was 176 calls, 2 transports from Grant Memorial Hospital to WVU and 5 scheduled transport trips with 1 cancellation.

**6. Correspondence**

- a) Invitation to the Petersburg Volunteer Fire Company Annual Recognition Banquet on January 6, 2024.
- b) Sheriff's Monthly Settlement dated November 30, 2023.
- c) Minutes of the Grant County PSD Regular Board Meeting of November 30, 2023.
- d) New Release from the USDA Forest Service in reference to Closing the Dolly Sods Roads for Public Safety January 2, 2024.

**7. Unfinished Business**

- None

**8. New Business**

a) Consideration for Signature the Memorandum of Understanding between the Grant County Commission and the Rebecca Alt Landhardt Foundation for the naming of the Petersburg Downtown Pavilion.

The Rebecca Alt Landhardt Foundation has pledged \$125,000 for naming rights of the Petersburg Downtown Pavilion. They would like to use the pavilion up to four times annually each year at no cost.

A Motion was made to approve the signature of the Memorandum of Understanding between the Grant County Commission and the Rebecca Alt Landhardt Foundation for the naming rights of the Petersburg Downtown Pavilion.

**MOTION: Miley/ unanimously approved**

b) To discuss hiring for the Parks & Recreation Manager Position.

A Motion was made to go into Executive Session for WV Code 6-9a-4.

**MOTION: Riggleman/ unanimously approved**

A Motion was made to exit Executive Session with no action taken.

**MOTION: Riggleman/ unanimously approved**

A Motion was made to combine Maintenance and Parks and Recreation Departments. Randy Parsons was appointed as the Manager for the combined departments.

**MOTION: Miley/ unanimously approved**

**9. Reports from Elected Officials**

None

**10. Reports from County Commissioners**

Commissioner Riggleman, Commissioner Miley and Commissioner Hagerty will be registered to attend the Legislation Meeting for January 21, 2024 and January 22, 2024. The Organization Meeting will be held on January 5, 2024. All three Commissioners agree to follow Governor Jim Justice's Proclamation to allow all State Employee's to be off on Friday, December 29, 2023.

**11. Approval of Expenses to be Considered for Payment** (bills paid or to be paid, the invoices are available for public review by contacting the Grant County Clerk, 5 Highland Avenue, Petersburg, WV 26847, (304)257-4550)

A Motion was made to approve the expenses.

**MOTION: Riggleman/ unanimously approved**

**12. Adjourn**

A Motion was made to adjourn.

**MOTION: Miley/ unanimously approved**

ATTEST:

*Jora Bennett*  
CLERK OF THE COUNTY COMMISSION

*Scotty W. Hagerty*  
PRESIDENT

January 09, 2024  
DATE APPROVED

## IN THE COUNTY COMMISSION OF GRANT COUNTY, WEST VIRGINIA

The Grant County Commission hereby orders the following actions taken by the Grant County Clerk, Lora Bennett, in vacation of the County Commission be approved:

1. Wills Lodged in the Clerk's Office:
  - None
2. Wills Admitted to Probate:
  - JoAnn Simmons
  - Robert A. Porter
  - Georgia Matlock
  - Phyllis Hawk
  - Pauline Reel
3. Qualification Orders Granted in the Following Estates:

<u>Estate</u>	<u>Person Qualifying:</u>
• Nicholas Arnold	Kyla Arnold, Administratrix
• JoAnn Simmons	Terasha L. Woods, Executrix
• Robert A. Porter	Robert A. Porter, Jr., Executor
• Georgia Matlock	Dana L. Carr, Executrix
• Thurman W. Berg	James W. Berg, Administrator
• Helen A. Berg	James W. Berg, Administrator
• Phyllis Hawk	Terry Hawk, Administrator CTA
• Anthony Sites	Marcus Sites, Administrator
• Pauline Reel	E. Diana Flanagan, Administratrix CTA
4. Ancillary Administrations Granted for the following Decedents:
  - None
5. Small Estate Certificates and Authorizations Granted in the Following Estates:

<u>Estate:</u>	<u>Person Qualifying:</u>
• James A. Evans	Jesse T. Evans, Affiant

Approved this the 26<sup>th</sup> day of December, 2023.

  
\_\_\_\_\_  
President

ORDER NO. 12-26-2023-482

IN THE COUNTY COMMISSION OF GRANT COUNTY, WEST VIRGINIA

The County Commission of Grant County, West Virginia, meeting this the 26th day of December, 2023, does hereby order and direct the Clerk to issue a check in the amount of \$ 39,297.66 to be drawn on the General School Fund and transferred to the General County Fund for the period of January 1, 2023 thru December 31, 2023.

Given under my hand this the 26th day of December, 2023.

  
PRESIDENT

ATTEST:

  
CLERK COUNTY COMMISSION

**COUNTY COMMISSION OF GRANT COUNTY**

5 Highland Avenue  
Petersburg, WV 26847  
Phone: (304) 257-4422  
Fax: (304) 257-9645  
Email: [administrator@grantcountywv.org](mailto:administrator@grantcountywv.org)



COMMISSIONERS: TYSON K. RIGGLEMAN  
SCOTTY W. MILEY  
KEVIN P. HAGERTY

ADMINISTRATOR: MICHELLE SITES

**MEMORANDUM OF UNDERSTANDING**

Whereas, the Grant County Commission owns a vacant lot on Virginia Ave, and is suggesting to build a pavilion on Virginia Ave for use by the general public.

Whereas, the Grant County Commission is seeking contributions to be raised in an amount of \$150,000.00 for building the pavilion.

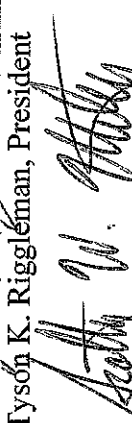
Whereas, Rebecca Alt Landhardt Foundation has pledged one-hundred and twenty-five thousand dollars (\$125,000.00) towards the cost of building the pavilion, of which sixty-two thousand five hundred dollars (\$62,500.00) has already been tendered.

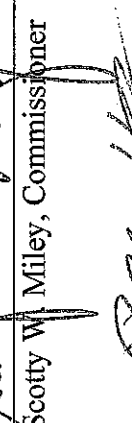
Now therefore, in exchange for the \$125,000.00, the Rebecca Alt Landhardt Foundation will name the pavilion in honor of Rebecca Alt Landhardt and the name will not be changed during the usage of the pavilion. The Rebecca Alt Landhardt Foundation shall be allowed to use the pavilion up to four (4) times annually without being charged any reservation or usage fees.

The parties agree that the pavilion will be built in a timely manner, upon completion of the raising of the necessary funds.

Approved at a regular meeting of the County Commission of Grant County, West Virginia, held on the twenty-sixth day of December, 2023.

  
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Tyson K. Riggleman, President

  
\_\_\_\_\_  
Scotty W. Miley, Commissioner

  
\_\_\_\_\_  
Kevin P. Hagerty, Commissioner