

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA
#1 COURT SQUARE SUITE 203
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
THURSDAY, FEBRUARY 10, 2011

PRESENT: DAVID BLAIR COUCH, PRESIDENT
WAYNE DUNN, COMMISSIONER
STEVE GAINER, COMMISSIONER

At 9:30 A.M., the County Commission of Wood County met in regular session. They signed purchase orders, invoices and other correspondence.

The County Commission, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, approved minutes of February 3, 2011.

Agenda and Discussion Items:

At 9:45 A.M., Randy Lowe, E-911 Director, addressed the County Commission in regard to the recent emergency communications meeting held by Senator Jay Rockefeller.

At 10:30 A.M., Steve Nicely, Director of the Greater Parkersburg Convention and Visitors Bureau (Parkersburg/Wood County Visitors and Convention Bureau), Cecil Childress and Belinda Gladowski, board members, met with the Commission and provided their quarterly update on the Bureau. (See attached handouts)

At 11:00 A.M., Kelly Shook and Larry Johnson from the Probation Department met with the County Commission to discuss their need to sever a grant agreement for the United in Prevention Project. (Order A/708)

At 11:11 A.M., John Reed, Wood County Compliance Officer, met with the Commission to update them on Grandview Trailer Court. No action was taken.

At 11:32 A.M., Jamie Six, Wood County Clerk; Mark Rhodes and Diana Garrett, Deputy Clerks, met with the County Commission to propose election precinct changes. (Order A/707)

At 11:45 A.M., the County Commission adjourned to sit as the Board of Review and Equalization. At this time, they met with Tracy Walters to discuss property located on Willow Lane (See attached Application)

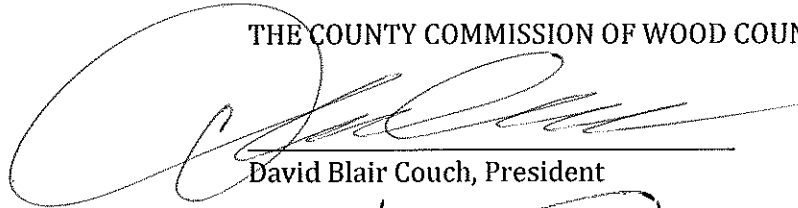
Orders Approved and Attached to these minutes:

A/697, A/698, A/705, A/706, A/707, A/708

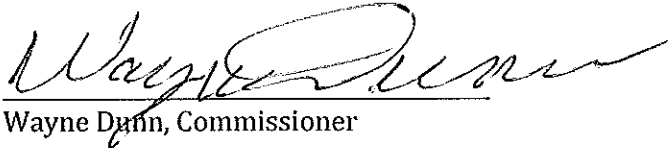
Having no further scheduled appointments or business to attend to, the County Commission adjourned.

APPROVED:

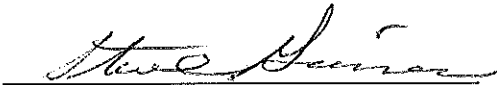
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Steve Gainer, Commissioner

To listen to this meeting, please refer to DVD labeled February 10, 2011.

Wood County Commission Meeting
Held February 10, 2011

Please Print

1.	Randy Howe
2.	STEVE NICELY
3.	Belinda Golobowski
4.	CECIL CHILDRESS
5.	Larry Johnson
6.	Kelly Shook
7.	Tracey Adams
8.	
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Wood County Commission

and Board of Review and Equalization

02/10/2011

1 Court Square, Suite 203

Parkersburg, WV 26101

Agenda topics

9:30 AM	APPROVE AND SIGN MINUTES, ORDERS, PURCHASE ORDERS, INVOICES, NEW ROAD NAMES AND ANY OTHER ADMINISTRATIVE DUTIES	MARTY SEUFER, COUNTY ADMINISTRATOR
10:30 AM	QUARTERLY UPDATE ON PARKERSBURG/WOOD COUNTY CONVENTION AND VISITORS BUREAU	STEVE NICELY, DIRECTOR
11:00 AM	UNITED IN PREVENTION PROJECT	LARRY JOHNSON AND KELLY SHOOK
11:30 AM	PRECINCT CHANGE	JAMIE SIX, COUNTY CLERK; MARK RHODES, DEPUTY CLERK AND DIANA GARRETT, VOTERS REGISTRATION
11:45 AM	BOARD OF REVIEW AND EQUALIZATION – PROPERTY ON WILLOW LANE	TRACY WALTERS AND JEFF SCHAFF

Special notes:

1. Vacancies on Boards and Commissions
2. Building Enforcement Properties
3. Contribution Requests
4. County facilities
5. Meldahl Subdivision Agreement
6. Discuss Humane Society Contract
7. Phillips Court Alley – WTAP
8. Purchasing Policy

*Feb 3 minutes
W-5-BK*

FEBRUARY 10, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: JASON WHARTON, PROSECUTING ATTORNEY FOR WOOD COUNTY, PRESENTED AN APPLICATION IN WHICH IT IS REQUESTED THAT THE GOVERNOR OF WV ISSUE A REQUISITION ON THE GOVERNOR OF OHIO FOR THE EXTRADITION OF JOHN EUGENE ANDERSON.


ORDER

On this date, came Jason Wharton, Prosecuting Attorney for Wood County and presented unto the County Commission of Wood County, an Application in which it is requested that the Honorable Earl Ray Tomblin, Governor of the State of West Virginia, issue a requisition on the Governor of the State of Ohio for the extradition of Kevin E. Lowe. Kevin E. Lowe stands charged with Grand Larceny and Conspiracy to Commit Grand Larceny committed in the County of Wood, in the State of West Virginia, on February 4, 2011 and who is now a fugitive from justice of this State, and is now within the jurisdiction of the State of Ohio, in Washington County. The said Application was signed by David Blair Couch, President of the Wood County Commission, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch.

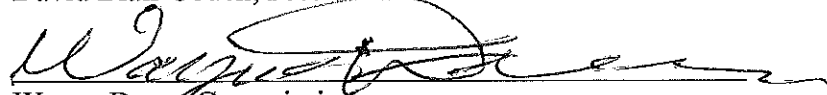
A copy of the said Application is on file in the Office of the County Administrator.

Approved:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Steve Gainer, Commissioner

2/10/11
69/393

APPLICATION OF PROSECUTING ATTORNEY

**OFFICE OF THE PROSECUTING ATTORNEY
OF WOOD COUNTY, WEST VIRGINIA**

To the Honorable Earl Ray Tomblin

GOVERNOR OF THE STATE OF WEST VIRGINIA

I have the honor to request that you issue a requisition to the Governor of the State of Ohio for the extradition of Kevin E. Lowe who stands charged with Grand Larceny and Conspiracy to Commit Grand Larceny which offense was committed in the County of Wood, of this State, on February 4, 2011, and who is now a fugitive from justice of this State and, as I am informed, is now within the jurisdiction of the said State of Ohio, in the County of Washington. The date of birth of said Kevin E. Lowe, is 3-18-1977; social security number 286-60-9302, a white male, 5'9", 160 lbs., brown hair and green eyes.

I HEREBY CERTIFY:

1. That the full name of the person for who requisition is asked is Kevin E. Lowe who will be hereinafter referred to as said accused.
2. That said accused was personally and physically present in this State at the time of the commission of said crimes, and to avoid arrest and prosecution, fled from the jurisdiction of this State.
3. That in my opinion the ends of public justice require said accused to be brought to this State for trial at the public expense, and I believe I have sufficient evidence to secure the conviction of said accused of said crimes.

4. That this request is made in good faith and not for the purpose of collecting a debt or for any private purpose whatever, and if the requisition now applied for be granted, criminal proceedings shall not be used for any of said objects.

5. That no former application for a requisition for said accused, growing out of the same transaction, has been made.

I annex hereto a certified copy of the Indictment against him with affidavit to the facts thereof by a person having actual knowledge thereof.

I respectfully recommend the Wood County Sheriff's Department or their duly authorized agents, as a proper person to be appointed as agent to bring said accused to this State, and certify said proposed agent has no private interest in the arrest and bringing to this State said accused.

Respectfully submitted,

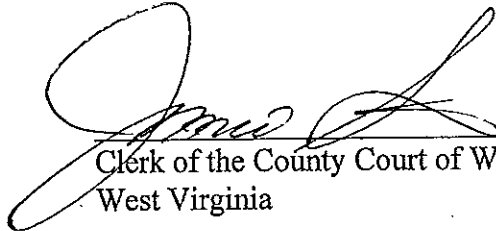


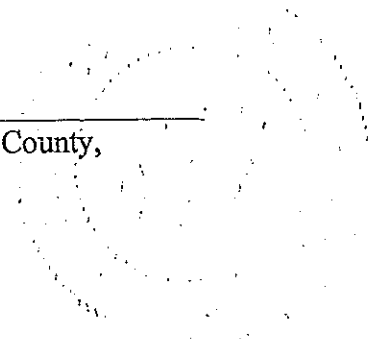
Jason A. Wharton
Prosecuting Attorney, Wood County, West Virginia

**STATE OF WEST VIRGINIA,
COUNTY OF WOOD, TO-WIT:**

I, JAMIE SIX, Clerk of the County Court of said County, do hereby certify that Jason A. Wharton, whose signature as Prosecuting Attorney is affixed to the accompanying application for requisition, was at the date thereof, the duly elected and qualified Prosecuting Attorney in and for said County, and that I am acquainted with his handwriting, and believe the signature to the accompanying application for requisition to be genuine.

Given under my hand and seal of the said Court, at Parkersburg, West Virginia, this
10th day of February, 2011.

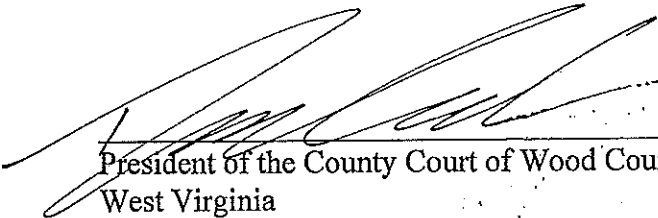

Clerk of the County Court of Wood County,
West Virginia



**STATE OF WEST VIRGINIA
COUNTY OF WOOD, TO-WIT:**

I, Blair Couch, President of the County Court of Wood County, in the State of West Virginia, do certify that JAMIE SIX, by whom the aforesaid record and certificate were made and given, and who in his own handwriting has thereunto subscribed his name and has thereto affixed the seal of the County Court in and for the County of Wood, in the State of West Virginia, was at the time of so doing, and now is, Clerk of said County Court in and for Wood County, to all whose acts as such full faith and credit are due and given, and that the said record and certificate are in due form and made by the proper officer.

In Testimony Whereof, I have hereunto set my hand this 10th day of February, in the year of our Lord two thousand and eleven.

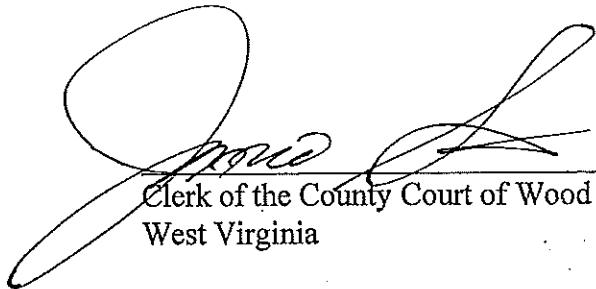


President of the County Court of Wood County,
West Virginia

**STATE OF WEST VIRGINIA,
COUNTY OF WOOD, TO-WIT:**

I, JAMIE SIX, Clerk of the County Court of Wood County, in the State of West Virginia, do hereby certify that Blair Couch, by whom the foregoing certificate was made and given, and who in his own proper handwriting has thereunto subscribed his name, was at the time of doing so, and now is, President of said County Court in and for the County of Wood, in the State of West Virginia, duly commissioned and qualified, to all whose acts as such full faith and credit are due and given as well in courts of judicature as elsewhere.

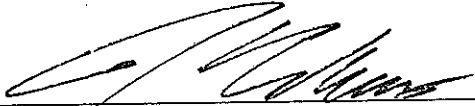
In Testimony Whereof, I have hereunto set my hand and affixed the seal of County Court, this 10th day of February, in the year of our Lord two thousand and eleven.


Clerk of the County Court of Wood County,
West Virginia

AFFIDAVIT OF PROSECUTING ATTORNEY

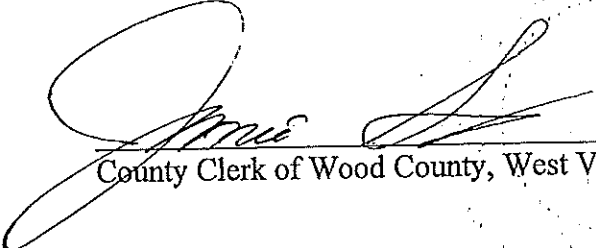
**STATE OF WEST VIRGINIA,
WOOD COUNTY,**

I, JASON A. WHARTON, having been duly sworn, depose and say that I am the Prosecuting Attorney of the County aforesaid; that the person is charged by warrant (duly authenticated copies of which are attached hereto) with the crime of Grand Larceny and Conspiracy to Commit Grand Larceny and that he is a fugitive from justice; and that the foregoing application to the Governor of West Virginia for a requisition for his extradition is made in good faith for the punishment of crime, and not for the purpose of collecting a debt or pecuniary mullet, or of removing him to a foreign jurisdiction with a view there to serve him with civil process.



Prosecuting Attorney

Sworn to and subscribed before me in the County aforesaid, this 10th day of February, 2011.



County Clerk of Wood County, West Virginia

2/10/11
69/393

FEBRUARY 10, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION APPOINTED WILLIAM MICHAEL SHOOK TO THE WOOD COUNTY CIVIL SERVICE COMMISSION FOR DEPUTY SHERIFFS.

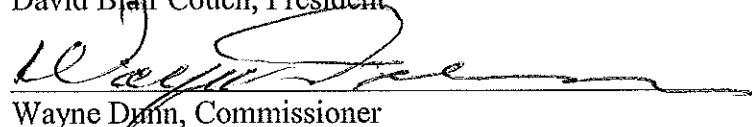
ORDER

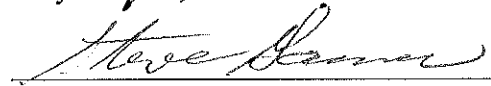
On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Steve Gainer, appointed William Michael Shook, to the Wood County Civil Service Commission for Deputy Sheriffs. Said appointment is due to the resignation of Ron Buchanan, Democrat. Said appointment is pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Boards and Authorities and further pursuant to a recommendation from Lt. J.S. Graham, President of the Wood County Deputy Sheriff's Association. Mr. Shook's term will expire on June 30, 2011.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Wayne Dunn, Commissioner


Steve Gainer, Commissioner

A/698

FEBRUARY 10, 2011

2/10/11
69/399

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE A REQUEST FOR REIMBURSEMENT FOR WEST VIRGINIA DCJS ENFORCING THE UNDERAGE DRINKING LAWS GRANT PROGRAM #10-EUD-011 IN THE AMOUNT OF \$0.00.

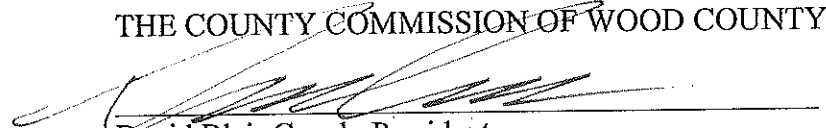
ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf the County Commission, to EXECUTE the Request for Reimbursement and applicable forms for the West Virginia Division of Criminal Justice Services Enforcing The Underage Drinking Laws Grant Program Number 10-EUD-011. Said Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of January, 2011. Along with the Request for Reimbursement Form; a Financial Recap Page; and Project Financial Report are being submitted.

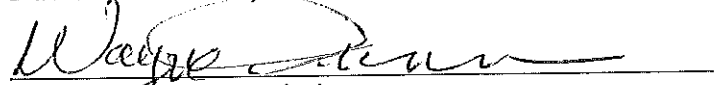
The aforementioned Grant Application and pertinent documentation is on file in the Office of the County Administrator.

APPROVED:


THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Steve Gainer, Commissioner

A/705

FEBRUARY 10, 2011

2/10/11
69/394

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F11-HS-03-402-154. SAID REQUEST IS IN THE AMOUNT OF \$2,363.39.

ORDER

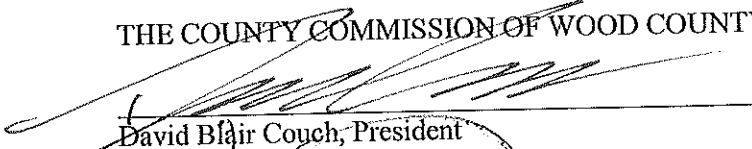
On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F11-HS-03-402-154. The Request for Reimbursement is in the amount of two thousand three hundred sixty-three dollars and thirty-nine cents (\$2,363.39) for the month of December, 2010. The Request for Reimbursement form, the Program Activity Report, the Project Financial Report, the time sheets for Tiano-Knopp Associates, the Wood County Sheriff's Department, the Ritchie County Sheriff's Department, the Jackson County Sheriff's Department, the Roane County Sheriff's Department, the West Union Police Department, and the Monthly Progress Report have been submitted.

A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

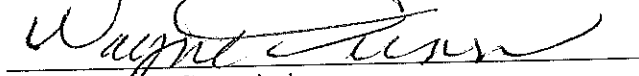
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

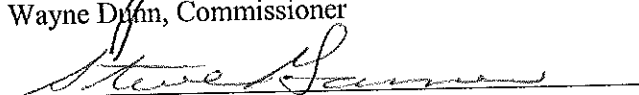
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Steve Gainer, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

2/10/11
69/394

2 Hale Street, Suite 100
Charleston, WV 25301

TELEPHONE: (304) 558-6080

FAX: (304) 558-6083

REQUEST FOR REIMBURSEMENT

RECEIVED (For DCJS Use Only)	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Grant Number: F11-HS-03-402-154
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures FROM: 12/1/10 TO: 12/31/10

PROJECT CASH EXPENDITURES

Account #	Amount
F11-HS-03-402-154	\$2,363.39
TOTAL	\$2,363.39

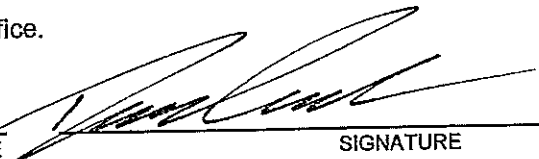
CERTIFICATION:

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

David Blair Couch, President
BY: Wood County Commission

TYPED NAME & TITLE



SIGNATURE

2/10/11
DATE

(Authorized Official or Grant Financial Officer ONLY)

GOVERNOR'S HIGHWAY SAFETY USE ONLY

ADMINISTRATIVE APPROVAL:

This request is approved in the amount of \$ _____
Initials _____ Date _____

Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

_____ Date

_____ Program Officer

2/10/11
69/394

FEBRUARY 10, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE WOOD COUNTY CLERK, JAMIE SIX, TO PROCEED WITH A LEGAL NOTICE REGARDING PROPOSED LOCATION CHANGES FOR VOTING PRECINCTS 47 AND 19.

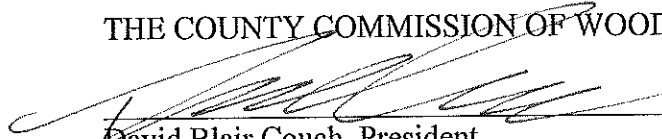
ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE Jamie Six, Wood County Clerk, to proceed with a legal advertisement regarding proposed location changes for voting precincts 47 and 19.


A copy of said proposed location changes is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Steve Gainer, Commissioner

A/707

2/10/11
69/394



JAMIE SIX
County Clerk

THE COUNTY OF WOOD
OFFICE OF THE COUNTY CLERK
P.O. BOX 1474
PARKERSBURG, WEST VIRGINIA 26102

PHONE (304) 424-1850

February 10, 2011

Wood County Commission
Wood County Courthouse
Parkersburg WV 26101

Dear Commissioners:

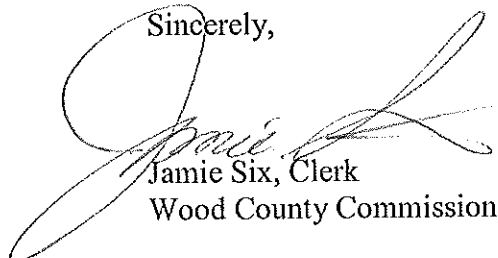
Due to the facilities at Fellowship Baptist Church being ADA Compliant, we are requesting permission to move the location of Precinct 47, which votes at Vienna Volunteer Fire Dept/Garage, Parkersburg, to Fellowship Baptist Church, 3300 Rosemar Road, Parkersburg.

Due to scheduling conflicts and facility concerns, we are requesting permission to move the location of Precinct 19, which votes at City Park Pavilion, 1920 Park Ave, Parkersburg, to Emmanuel Baptist Church, 1710 23rd Street, Parkersburg.

A Class II-0 legal advertisement will be published in the Parkersburg News and Sentinel, Friday, February 11, 2011, and Friday, February 18, 2011, to inform voters of these changes. A copy of the advertisement is attached. It is to be charged to line item #1-413-40-220.

Thank you for your cooperation in this matter.

Sincerely,



Jamie Six, Clerk
Wood County Commission

JRS/dg
Attachment

2/10/11
69/395

FEBRUARY 10, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE A
RESIGNATION LETTER FOR GRANT #16-SAS-2011.

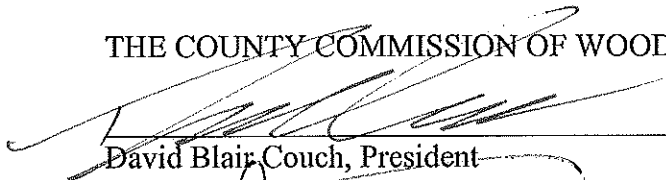
ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Steve Gainer and made unanimous by Wayne Dunn, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE a Grant Resignation Letter for the United in Prevention Project Grant Program. Said Application is being administered by the Marshall County Family Resource Network in the amount of eleven thousand two hundred fifty dollars and zero cents (\$11,250.00).

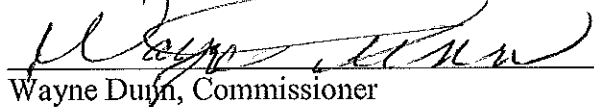
A copy of said Resignation Letter is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Steve Gainer, Commissioner

A/708



2/10/11
69/395

J.D. Beane, Judge
Jeffrey B. Reed, Judge
Robert A. Waters, Judge
Fourth Circuit Court

Juvenile Probation
Wood County Judicial Building
#2 Government Square, Room 436
Parkersburg, West Virginia 26101
Phone: 304-424-1711
Fax: 304-424-1715

Larry Johnson
Chief Probation Officer

February 10, 2011

Ms. Stacy Dei, Executive Director
Marshall County Family Resource Network
324 7th Street, 2nd Floor
Moundsville, WV 26041

Dear Ms. Dei

We have been implementing the United in Prevention Project through the Substance Abuse Prevention Services (SAPS) Grant which began in October 2010. The grant, which was for \$11,250.00, was to allow for the writing of a comprehensive strategic plan for substance abuse. It was also going to provide for tobacco merchant education and a prescription drug awareness media campaign.

The requirements of the grant have been very difficult to meet due to the following reasons: the SOBER Program lost a part time coordinator soon after taking on the SAPS Grant. It has been difficult to find someone to fill this position due to the fact that the grant ends in June. The deadlines for writing the plan have not been flexible, and due to being short staffed, have been hard for us to meet. The grant requires direct involvement of coalition members, which is not always in our control, and we have had two instances where coalition members have not been able to participate according to grant requirements. The financial schedule does not coincide with the county's schedule, which has caused much confusion with the granting agency. Prescription Drug Awareness materials and Tobacco Merchant Education materials are to be provided by the granting agency, but not until after the new year, leaving only 4.5 months to meet these requirements, which again is causing us concern over whether or not we will be able to meet these requirements in a timely manner.

We do not want our long standing EUDL Grant and our involvement with the Mid-Ohio Valley Health Department's Communities Putting Prevention to Work Grant to also suffer as a result of trying to meet the SAPS Grant requirements. However, due to its limited funding and time available to implement this grant, we do not feel we can adequately implement the Substance Abuse Prevention Services Grant. Regretfully, we have decided that it is in everybody's best interest to return this grant to the Marshall County FRN. This letter will serve as our official resignation of this grant.

Sincerely

Kelly Shook, Coordinator, SOBER Program

Larry Johnson, Chief Juvenile Probation Officer, 4th Circuit

Blair Couch, President, Wood County Commission

2/10/11
69/395

FEBRUARY 10, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE A
PURCHASING POLICY TO BE INSTITUTED FOR ALL
COUNTY PURCHASES.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Steve Gainer, seconded by Wayne Dunn and made unanimous by David Blair Couch, did hereby AUTHORIZE a Purchasing Policy to be instituted immediately for all offices of Wood County. All purchases, regardless of the cost must utilize the purchase order system through the office of the Wood County Commission. A Requisition is required for all purchases. Purchase Order Numbers will be assigned for all valid purchase requests under the bid limit with available funds in the applicable Fund Line Item.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

David Blair Couch, President



Wayne Dunn, Commissioner



Steve Gainer, Commissioner

APPLICATION FOR REVIEW OF PROPERTY ASSESSMENT
 , West Virginia

To The Assessor of WOOD COUNTY or the WOOD COUNTY Board of Equalization and Review:

Your Complaint represents that the following described real estate is valued and assessed out of proportion to its true and actual value on the current tax roll and request a review of the assessed valuation before the next period of liability is effective.

Property assessed in the name of TRACY WALTERS in PARKERSBURG District:
 Address of Property 8 WILLOW LANE

Map Number <u>174</u>	Parcel Number <u>3</u>	Description: <u>LOT 33-A WILLOW LN BEING ALL LOTS 3 & 4</u>
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Market Value \$27,700.00 Market Improvement \$194,900.00 Market total \$222,600.00
 Assessed Value - Land \$ \$16,620.00 Improvements \$ \$116,900.00 Totals \$133,520.00

	Construction By Complainant	Purchase by Complainant
Cost of Land		Total purchase price
Cost of Construction or Contract Price		Date of Purchase
Date of Construction		Cost of added improvements
Cost of added improvements		Face amount of fire insurance carried
Face amount of fire insurance carried		Offered for sale for
Offered for sale for		Date of Offer
Date of Offer		Monthly rental received, if rented
Monthly rental received, if rented		Present value in your opinion
Present value in your opinion		

Approved for recording by the County Commission _____ President _____

Reason and Basis for Complaint

House next door had damage and undrained

*70 years in 2010 1284
 2011 1946
 74.1% less than \$192,500 value would be fair*

I do hereby certify that the above statements are true to the best of my knowledge and ability and that all questions on this petition pertaining to the property have been answered.

Signature of Complainant:

Tracy Walters

Address of Complainant: 8 WILLOW LANE, PARKERSBURG, WV 26101

	Decrease allowed	Adjusted Assessed
Land		
Building		
Total		

APPLICATION FOR REVIEW OF PROPERTY ASSESSMENT

ID # 2011-05-109

West Virginia

On 02/08/2011

To The Assessor of WOOD COUNTY or the WOOD COUNTY Board of Equalization and Review:

Your Complaint represents that the following described real estate is valued and assessed out of proportion to its true and actual value on the current tax roll and request a review of the assessed valuation before the next period of liability is effective.

Property assessed in the name of JEFFREY SHAUF in CITY NORTH District:
 Address of Property WILLOW LANE LOT 5

Map Number 174	Parcel Number 5	Description: <u>LOT 5 WILLOW LANE ADDITION</u>
-------------------	--------------------	---

Market Value \$10,600.00 Market Improvement \$0.00 Market total \$10,600.00

Assessed Value - Land \$ \$6,360.00 Improvements \$ \$0.00 Totals \$6,360.00

Construction By Complainant		Purchase by Complainant	
Cost of Land		Total purchase price	
Cost of Construction or Contract Price		Date of Purchase	
Date of Construction		Cost of added improvements	
Cost of added improvements		Face amount of fire insurance carried	
Face amount of fire insurance carried		Offered for sale for	
Offered for sale for		Date of Offer	
Date of Offer		Monthly rental received, if rented	
Monthly rental received, if rented		Present value in your opinion	
Present value in your opinion			

Approved for recording by the County Commission President

Reason and Basis for Complaint

I do hereby certify that the above statements are true to the best of my knowledge and ability and that all questions on this petition pertaining to the property have been answered.

Signature of Complainant: _____

Address of Complainant: 8 WILLOW LANE, PARKERSBURG, WV 26105

Land	Decrease allowed	Adjusted Assessed
Building		
Total		

APPLICATION FOR REVIEW OF PROPERTY ASSESSMENT

ID # 2011-05-110

, West Virginia

On ¹⁰ 02/08/2011

To The Assessor of **WOOD COUNTY** or the **WOOD COUNTY** Board of Equalization and Review:

Your Complaint represents that the following described real estate is valued and assessed out of proportion to its true and actual value on the current tax roll and request a review of the assessed valuation before the next period of liability is effective.

Property assessed in the name of JEFFREY SCHAUF in CITY NORTH District: _____

Address of Property WILLOW LANE LOT 7

Map Number 174	Parcel Number 7	Description: LOT 7 WILLOW LANE ADDITION
-------------------	--------------------	--

Market Value \$16,200.00 Market Improvement \$0.00 Market total \$16,200.00

Assessed Value - Land \$ \$9,720.00 Improvements \$ \$0.00 **Totals** \$9,720.00

Construction By Complainant		Purchase by Complainant	
Cost of Land		Total purchase price	
Cost of Construction or Contract Price		Date of Purchase	
Date of Construction		Cost of added improvements	
Cost of added improvements		Face amount of fire insurance carried	
Face amount of fire insurance carried		Offered for sale for	
Offered for sale for		Date of Offer	
Date of Offer		Monthly rental received, if rented	
Monthly rental received, if rented		Present value in your opinion	
Present value in your opinion			

Approved for recording by the County Commission. _____ President

Reason and Basis for Complaint

I do hereby certify that the above statements are true to the best of my knowledge and ability and that all questions on this petition pertaining to the property have been answered.

Signature of Complainant: _____

Address of Complainant: 8 WILLOW LANE, PARKERSBURG, WV 26105

Land		Decrease allowed	Adjusted Assessed
Building			
Total			

G R E A T E R
PARKERSBURG
Convention & Visitors Bureau

2011 Marketing Schedule

Listed below is the Greater Parkersburg CVB's schedule of marketing activities for 2011:

Date	Activity
Every Wednesday	Facebook and Twitter posting
Every Wednesday	Website homepage "What's New" posting
January 4	Website home page flash changed
January 12	Visitors guides delivered
January 14 - 16, 19 - 23	Cincinnati Travel, Sports & Outdoor Show in Cincinnati, OH
January 19	Electronic leisure newsletter deployed
January 21 - 23	AAA Great Vacations Expo in Columbus, OH
January 25 - 26	Snowbird Extravaganza Travel Show in Lakeland, FL
February	Group tour profile sheet revised
February	West Virginia Official Travel Guide ad appears
February 16	Electronic leisure newsletter deployed
February 18 - 27	Indianapolis Boat, Sport & Travel Show in Indianapolis, IN
March	Ohio River Country magazine ad appears
March	Heritage & Cultural insert ad in Preservation magazine appears
March	America's Best Vacation (Collinson) newspaper insert ad appears
March 1	Website home page flash changed
March 2 - 6	Southern Spring Home & Garden Show in Charlotte, NC
March 4 - 13	Pittsburgh Home & Garden Show in Pittsburgh, PA

June 6	Leisure direct mail flyer sent – “Half Marathon & Summer Events”
June 8	Electronic leisure newsletter deployed
June 22	Electronic leisure newsletter deployed
July	Ohio River Country magazine ad appears
July 1	Website home page flash changed
July 6	Electronic leisure newsletter deployed
July 12	News release on late summer activities sent
July 20	Electronic leisure newsletter deployed
August 3	Leisure direct mail postcard sent – “Fall Getaways”
August 10	Electronic leisure newsletter deployed
August 16	News release on fall getaways and festivals sent
August 24	Electronic leisure newsletter deployed
September	Ohio River Country magazine ad appears
September 1	Website home page flash changed
September 7	Electronic leisure newsletter deployed
September 13 – 16	MATPRA (Mid-Atlantic Tourism Public Relations Alliance) Marketplace
September 14	Rack cards delivered
September 21	Electronic leisure newsletter deployed
September 30 - October 2	Cleveland Women’s Show in Cleveland, OH
October 12	Electronic leisure newsletter deployed
November 1	Website home page flash changed
November 6	Winter/early spring GuestQuest newspaper insert and online ad appears
November 15	News release on holiday activities sent
November 16	Electronic leisure newsletter deployed
December 14	Electronic leisure newsletter deployed

G R E A T E R
PARKERSBURG
 Convention & Visitors Bureau

2011 Advertising Schedule

The bureau plans to undertake the following schedule of targeted advertising in magazines, newspapers, etc that have a strong ROI and reach a specific market. All the placements listed below are included in the bureau's advertising grant from the West Virginia Division of Tourism. This schedule may be adjusted as circumstances change or new opportunities present themselves.

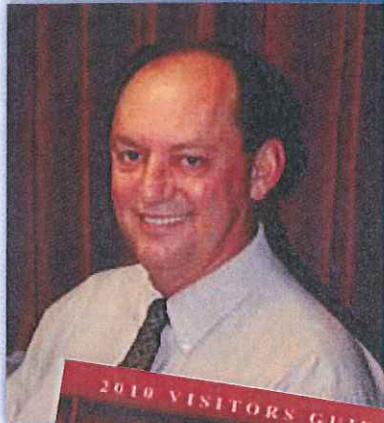
Publication	Circulation	Issue Date	Type	Size/Details	Theme	Cost	Space Deadline	Material Deadline
West Virginia Travel Guide	500,000	January	Display	1 pg 4/c	Local attractions	8,199		
West Virginia Travel Guide	500,000	January	Local co-op	2 pg 4/c	Local co-op	13,745		
Heritage & Cultural Insert	600,000 total	March/May/June	State co-op	1/8 pg 4/c	Civil War heritage	5,250	Oct 22	Oct 22
Ohio River Country	20,000	March-April	Display	1/4 pg 4/c	Visitors Guide	350		Feb 9
GuestQuest newspaper insert	80,000	March 20	Display	4" x 4" 4/c display	General	700	Feb 23	Feb 23
Midwest Vacation Guide Travel Marketing Group (insert)	4,000,000	April 25	Brochure	N/A	N/A	5,795	Feb 7	Feb 14
America's Best Vacations Collinson Publishing (insert)	1,800,500	March	Display in WV sec	1/4 pg 4/c display	Visitors Guide	5,950	Feb 4	Feb 18
WV Living	18,000	April 6	Display	1 page 4/c co-op	General	2,250	Feb 9	Feb 11
Madden (Parade co-op NMW)	3,644,128	April 17	Display	Travel directory	General	3,500	Dec 31	Feb 25
Madden (Parade co-op MA)	3,993,955	April 24	Display	1/16 pg 4/c display	General	3,000	Dec 31	Mar 4
Ohio River Country	20,000	May-June	Display	1/4 pg 4/c	Summer	350		Apr 13
GuestQuest newspaper insert	80,000	May 15	Display	4" x 4" 4/c display	Summer	700	Apr 20	Apr 20
Washington Post	845,588	Spring	State co-op	1/6 pg	General	1,953	Mar 15	Mar 15
Long Weekends	175,000	Spring (April)	State co-op	1/6 pg 4/c	General	1,350	Feb 17	Feb 17
Civil War Traveler	50,000	May	State co-op	1/4 pg b/w	Civil war heritage	775	Apr 15	Apr 15

Ohio River Country	20,000	July-August	Display	1/4 pg 4/c	Fall festivals	350	June 15
Ohio River Country	20,000	September-October	Display	1/4 pg 4/c	Fall getaways	350	Aug 10
GuestQuest newspaper insert	80,000	November 6	Display	4" x 4" 4/c display	Holiday events	700	Oct 12
						55,267	

GREATER PARKERSBURG

Convention & Visitors Bureau

ANNUAL REPORT 2010



Message from the Chairman

Looking back at 2010 I'm very proud of the number of accomplishments the Greater Parkersburg CVB experienced, including celebrating 25 years as an organization! That in itself is a tremendous achievement that speaks to the leadership of the CVB over the years as well as to the community that has consistently supported it.

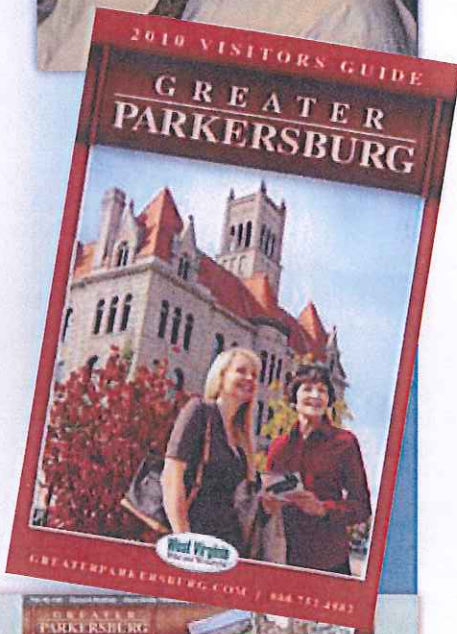
The successes of the past year are detailed in this annual report, but I want to highlight just a few of them here:

- The CVB earned awards for its creative collateral materials. The bureau's website and visitors guide received awards in international competitions, and the CVB's public relations materials won on the regional level in 2010.
- A new Historic Guide to Wood County was published by the CVB detailing historical points of interests, museums, homes and districts. The brochure complimented a variety of other collateral materials such as specialty guides and maps.
- Through a partnership with the West Virginia Division of Tourism office, six interpretive signs promoting Civil War heritage were erected. This is part of a much larger national program called CivilWarTrails.com.
- We also continued to enhance our website (www.GreaterParkersburg.com) with an extensive online mapping system that allows visitors to explore more than 400 miles of outdoor recreational trails at area parks. The unique online feature also includes an audio tour of the Julia-Ann Square Historic District.
- Steve and his staff worked with the City of Parkersburg to secure additional signage to help visitors find the CVB office and visitors center from US 50 and throughout downtown Parkersburg. This helped to make a big difference in the number of walk-ins to the CVB visitor center as they increased 100%.
- The bureau's building saw both an exterior and interior face lift that Steve and staff coordinated and oversaw that also contributed to a higher volume of walk-ins and allowed the bureau staff to better assist visitors to the area.
- Finally, I want to commend the Wood County Commission who through their Innovative Grants program helped the CVB dramatically increase the number of sporting events in this area. Without this grant program, many of these events would not be held here, and area hotels and other businesses would lose thousands of customers.

On behalf of the board of directors and bureau staff, we thank you for being part of these accomplishments, and we look forward to our continued partnership and successes in 2011.

Best Regards,

Dwight Marty



GREATERPARKERSBURG.COM

2010 Board of Directors

Dwight Marty
Red Roof Inn
Chairman of the Board

Alan Hardway
Wingate by Wyndham
Vice Chairman

Pam Helman
Holiday Inn Express
Secretary

Larry Tracey
Huntington National Bank
Treasurer

Ed Hofmann
Ogden Directories
Immediate Past Chairman

Ann Conageski
City of Parkersburg

Gala Florence
United Bank

Randy Fenton
Fenton Gift Shop

Louie Haer
Family Fitness Center

Rick Modesitt
Wood County Commission

Cal Malcom
C.R. Malcom

E.K. Sleeth
Williamstown Bank

Kristi Steed
North Bend State Park

Katrina Stephens
Grand Central Mall

Steve Nicely
Parkersburg/
Wood County CVB
President & CEO

Bob Kent
Bowles Rice McDavid
Graff & Love
Legal Counsel

Visitor Center Directional Signs Produced

The Greater Parkersburg CVB worked with the WV Department of Highways and the city of Parkersburg to produce a series of new directional signs from US Rt. 50 to the bureau office and visitors center in downtown Parkersburg.

The new TODS (Tourist Oriented Directional Signs) were placed at the US Rt. 50 Division Street exit to help guide more visitors to the CVB office. Trail blazing signs were also placed throughout the downtown area by the City of Parkersburg.

"Our office walk-in visits were up 97.9% in 2010, and visitors want more detailed information and trip-planning assistance. That's a national trend and something we believe will continue to increase," CVB President Steve Nicely said.

Bureau Continues to Pursue Sports Marketing Initiatives

The CVB has aggressively pursued several new sports marketing initiatives in the past two years. The bureau assisted 46 different sporting events in 2010 (compared to 19 in 2009) to help ensure events were a success in the Greater Parkersburg area. Due to the Wood County Commission's innovative grant program, the Commission and CVB are working together to bring more sports based events to Wood County and the surrounding area.



Offices/Visitor Center Renovated and 25th Anniversary Celebrated

During the early months of 2010 the bureau underwent a significant renovation to its offices and visitors center at the corner of 7th and Avery Streets in downtown Parkersburg. The exterior of the building was repainted a contemporary shade of green, terracotta red awnings were placed over the doors and windows and a Simonton Windows picture window was installed.

The bureau also attached exterior signage on three sides of the building to better identify the bureau's offices for visitors.

The interior renovations to the visitor's center tripled the amount of space for additional brochure racks, new interpretive displays, and internet kiosk, maps and photography.



GREATER PARKERSBURG

Escape, discover & play.

Civil War Trail Markers Placed

Civil War Trails is a multi-state program that identifies, interprets and creates driving tours of Civil War campaign sites. Interpretive markers with maps, illustrations and text have been installed in six locations in the immediate area. For more information, call the CVB office at 800-752-4982.

Oil & Gas Museum - 119 Third Street, Parkersburg

Fort Boreman Historical Park - Just off US Rt. 50 at the Marrtown Road exit, Parkersburg

Henderson Hall - River Road, Off WV 14 south of Williamstown

Col. Adam "Stovepipe" Johnson's Crossing - Belleville Locks, Belleville

Gen. George McClellan's Invasion into the Confederacy - Point Park, Parkersburg

Burning Springs Oil Field - WV 5, Burning Springs



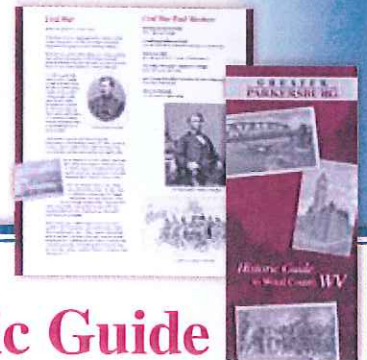
Bureau Earns Four Awards

COMMUNICATOR AWARD — the bureau's website (GreaterParkersburg.com) earned an Award of Distinction (silver) category for its design and overall functionality by the International Academy of the Visual Arts (IAVA).

OUTSTANDING BUSINESS AWARD — SW Resources honored the Greater Parkersburg CVB as an outstanding business partner in 2010. The bureau partners with SW Resources and Mail Plus for bulk mailing and shipping needs.

HERMES CREATIVE AWARD — the bureau earned a gold place finish for its 2010 Visitors Guide by the international Hermes Creative Awards. The awards are judged by the Association of Marketing and Communication Professionals.

CRYSTAL AWARD — the bureau received an honorable mention by the Public Relations Society of America's West Virginia Chapter for its media kit.



Historic Guide to Wood County Published

The CVB published an updated and expanded Historic Guide to Wood County in the fall of 2010. The brochure includes commentary on Parkersburg's bicentennial anniversary, Civil War history, and historic points of interest – homes, districts and cemeteries. The two-color brochure is 32-pages long. Ten thousand copies of the guide were designed by Stonewall Marketing and printed by Chapman Printing.

Website Enhanced

The bureau completed an extensive behind-the-scenes renovation to its website, www.GreaterParkersburg.com. By appearance few items changed to the site; however, new customized itinerary and trip planning options, as well as search capabilities now exist for visitors. The website also includes a brand new mapping tool that allows visitors to virtually take a walking tour of the Julia-Ann Square Historic District and other notable sites. Interactive maps also provided extensive trail/terrain information for area parks.



Customer Service Training Workshop

The CVB and the Wood County Commission co-sponsored a customer service training workshop in September conducted by Rita Suiter, owner of FiveStar Customer Service Strategies of Valdosta, Georgia. Suiter, a certified customer service specialist.

The workshop was open to any business or organization interested in improving their overall customer service. The free training opportunity allowed front-line and supervisory staff to brush up on their service skills. More than 80 individuals took advantage of the training.



Greater Parkersburg CVB 2010 Financial Report

**G R E A T E R
PARKERSBURG**
Escape, discover & play.

Income

Hotel Occupancy Tax	\$366,252
Partners & Members	106,877
Special Projects	1,806
Advertising & Marketing	115,605
Miscellaneous	<u>4,283</u>
	\$594,823

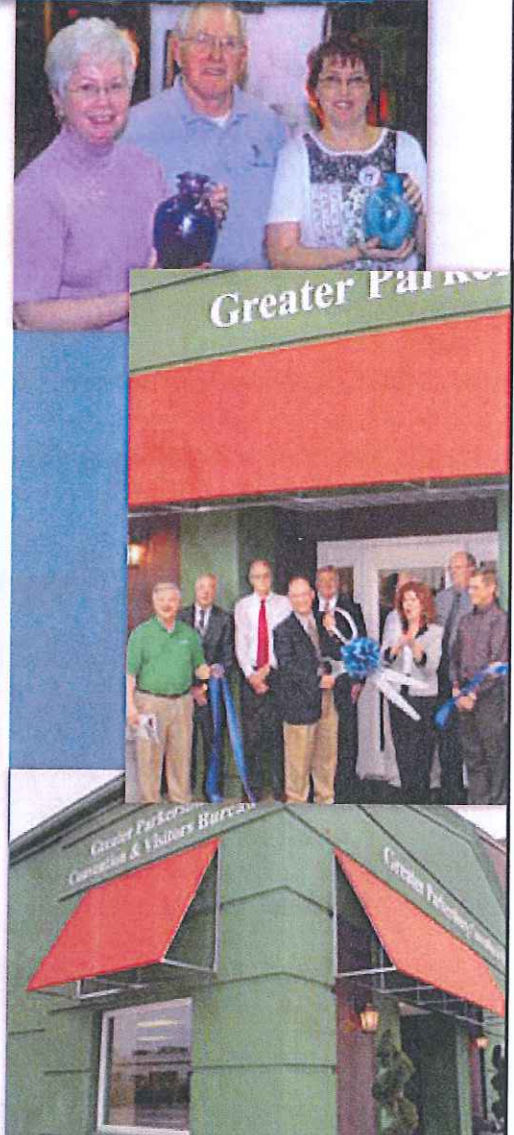
Expenses

Wages & Benefits	\$194,950
Meetings & Local Travel	14,435
Office Building	8,658
Legal & Accounting Services	10,871
Other Administrative Expenses	28,526
Advertising & Marketing	290,735
Capital Expenses	15,789
Miscellaneous	<u>5,513</u>
	\$569,477

Revenue Over Expenses \$25,346

2010 Statistical Report

What the Numbers Show	2010
Individual Inquires	20,658
Office Walk-in Visitors	389
Website Unique Visitor Sessions	34,147
Website Page Views	143,058
Website Average Time on Site	3.43 minutes
Percentage of New Website Visitors	79.6%
Hotel Room Nights Sold	167,741
Hotel Tax Revenues (Wood County)	723,622



The CVB office building was constructed in 1922 with three stories. The second and third floors were later removed.