

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

IN RE: MINUTES OF MEETING HELD
MONDAY, FEBRUARY 23, 2015

PRESENT: STEPHEN GAINER, PRESIDENT
DAVID BLAIR COUCH, COMMISSIONER
ROBERT K. TEBAY, COMMISSIONER

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

The County Commission, upon a motion duly made, seconded and passed, approved minutes of February 2, 5, 9, 12, 2015.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission approved the hiring of Priscilla Greathouse as a General Services Worker at the Day Report Center.

At 10:00 A.M., the County Commission met with Toni Tiano, grant consultant and Wayne Dunn, former Commissioner, to discuss the proposed grant for a trail on the south side of Parkersburg. Ms. Tiano stated the maximum the grant will provide is \$150,000.00 and the project is estimated to be \$220,000.00. The County Commission tabled the issue until next Monday.

The 10:30 A.M. hearing to discuss a Drawdown for the Happy Valley Flood Mitigation Project Phase V was rescheduled for March 2, 2015.

At 10:45 A.M., the County Commission met as the Board of Review and Equalization. At this time they met with Kevin Clem who was representing Sanitary Linen Service, Inc. Mr. Clem stated that he objects to the thirty percent raise in value. Rich Shaffer, Assessor, Andy Hartleben and Dean Cottrell from the Assessor's Office were present.

At 11:10 A.M., the County Commission discussed and made changes in property assessment for 2015.

At 11:20 A.M., the County Commission, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and made unanimous by Stephen Gainer, do now adjourn, SINE DIE. (Order A/2015 board decision)

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/1417, A/1418, M/3035, M/3036 and A/2015 board decision

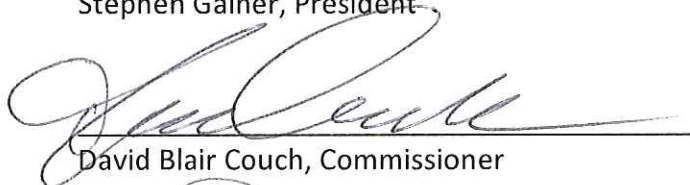
Having no further scheduled appointments or business to attend to, the County Commission adjourned at 11:20 A.M.

APPROVED:

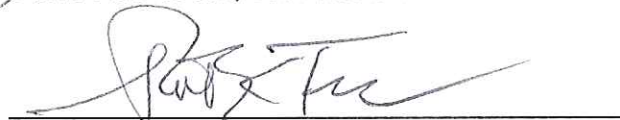
THE COUNTY COMMISSION OF WOOD COUNTY

A handwritten signature in blue ink, appearing to read "Stephen Gainer", written over a horizontal line.

Stephen Gainer, President

A handwritten signature in black ink, appearing to read "David Blair Couch", written over a horizontal line.

David Blair Couch, Commissioner

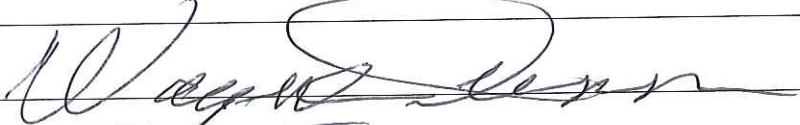
A handwritten signature in black ink, appearing to read "Robert K. Tebay", written over a horizontal line.

Robert K. Tebay, Commissioner

To listen to this meeting, please refer to DVD labeled February 23, 2015.

Wood County Commission Meeting
Held February 23, 2015

Please Print

1.	
2.	Toni Tiano
3.	Andy Hartleben
4.	Kim Com
5.	Dean Cottrell
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	



Wood County Commission Agenda

2/23/2015

1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Consider Request to Hire – Priscilla Greathouse – General Services Worker - \$9.50 hour	
10:00 A.M.	Discuss transportation grants	Toni Tiano, grant consultant and Wayne Dunn
10:30 A.M. <i>RESCHEDULED</i>	Drawdown – Happy Valley Flood Mitigation Project Phase V	Fred Rader, MOVRC
10:45 A.M.	Board of Equalization and Review – Sanitary Linen Service Inc.	Kevin Clem
	Administrator's Report	Marty Seufer, County Administrator
	County Commission Reports	

Discussion, Review and Approval of expenditures and disbursements identified on Exhibit 1, hereto attached

Correspondence for this meeting will be available for public review during regular office hours in Room 205 of the Wood County Courthouse two (2) days prior to the meeting

Exhibit 1

Discussion, Review and Approval of the following items may be included during this meeting and are available for public inspection in the Office of the County Administrator two days prior to this meeting.

Budget revisions

Purchase orders and requisitions

Revisions, reimbursement requests, resolutions and correspondence for grants

Grant disbursements to other entities

Invoices for expenditures to be paid

Reimbursements for travel expenses

Bid specifications and procedures for bids previously authorized by the Commission

Monthly Hotel Occupancy Tax Collection disbursements

Disbursements for previously approved Innovative Programming Grants

Tax refunds, exonerations, improprieties and consolidations

Probate items, including settlements, petitions and Fiduciary Commissioner reports

General Fund disbursements to entities

Funding requests from local organizations by written form

Payroll modification as submitted by elected officials

ID # 2015-05-313

APPEAL FOR REVIEW OF PROPERTY ASSESSMENT
PARKERSBURG, West Virginia

On 02/23/2015

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.

2/23/15
7/1/23

Property assessed in the name of SANTARY LINEN SERVICE INC in 05 District:
Address of Property 2510 OHIO AVE

Map Number	Parcel Number	Description
<u>46</u>	<u>94</u>	<u>2 TCTS 100X50X100X50 & 200X80X200X80</u>

Market Value	<u>\$131,000.00</u>	Market Improvement	<u>\$168,000.00</u>	Market total	<u>\$299,000.00</u>
Assessed Value - Land \$	<u>\$78,600.00</u>	Improvements \$	<u>\$100,800.00</u>	Totals	<u>\$179,400.00</u>

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
Kennie: stated: Value of property was assessed at \$299,000.00, which is more than it is worth. They have placed their garage also placed. (they 30% more) than done nothing to improve that by 30%.

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:

John Dean

Address of Complainant: PO BOX 869 PETERSBURG VA 23804

	Decrease allowed	Adjusted Assessed
Land		
Building		
Total		

2/23/15
71/23

FEBRUARY 23, 2015

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ORDERED CHANGES IN
PROPERTY ASSESSMENT FOR THE YEAR 2015 AFTER
SITTING AS THE BOARD OF REVIEW AND
EQUALIZATION. (CLOSING ORDER)

ORDER

At 11:10 A.M., the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and made unanimous by Stephen Gainer, ORDERED that the following changes in the Property Assessment for the year 2015 be made.

1. Garner Norman
Parkersburg City District
Map 27, Parcel 68

Adjust total assessment from
\$51,540.00 to \$37,440.00
(Assessor's Adjustment)

2. Sanitary Linen Service Inc.
Parkersburg City District
Map 46, Parcel 94

Adjust total assessment from
\$179,400.00 to \$144,660.00

The County Commission of Wood County completed the Review and Equalization of the property assessments for the year 2015 in the County of Wood, State of West Virginia.

At 11:20 A.M., having made their decisions on all complainants that appeared before this Commission while sitting as the Board of Review and Equalization and in accordance with Chapter 11, Article 3, Section 24 of the West Virginia Code, as amended, the County

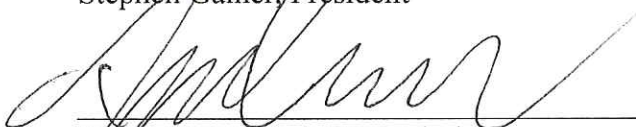
Commission, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and made unanimous by Stephen Gainer, does now adjourn, SINE DIE. Said complainants will be notified of all decisions made. Assessor Rich Shaffer, Andy Hartleben, Commercial Real Estate Deputy and Dean Cottrell, Real Estate Supervisor, were in attendance for this meeting.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

A/2015 board decision

2/23/15
7/1/24

FEBRUARY 23, 2015

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF THE APPROVAL OF THE REQUEST FOR REVISION TO APPROVED BUDGET IN REGARD TO REVISION NO. 3 IN THE GENERAL COUNTY FUND BUDGET FOR THE FISCAL YEAR 2014/2015.


ORDER

On this date, the County Commission of Wood County was in receipt of the Approval of the Request for Revision to Approved Budget from the West Virginia State Auditor, Chief Inspector Division, Charleston, West Virginia, in regard to Revision No. 3 in the General County Fund budget for the fiscal year 2014/2015. Receipt of said Approval is pursuant to an Order appearing in Order Book 71, at Page 21 and bearing the date of February 19, 2015, at which time the Request for Revision was signed by Robert K. Tebay, Commissioner of the Wood County Commission.

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Stephen Gainer, President


David Blair Couch, Commissioner


Robert K. Tebay, Commissioner

LGSD BR (Rev. 2013)

Ora Ash, Director
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26302
Phone: 627-2415 ext. 5114
Fax: 627-2417

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

Wood County Commission

GOVERNMENT ENTITY

CONTROL NUMBER

2014-2015

FY

1

FUND

3

REV. NO.

1 of 1

PG. OF NO.

71/21
2/23/15
71/24

Person To Contact Regarding
Budget Revision: **Melody Ross**
Phone: **304-424-1854**
Fax: **304-424-1809**

PO Box 1474

STREET OR PO BOX

Parkersburg WV
CITY

ZIP CODE

RECEIVED
Government Type
FEB 19 2015

Glen B. Gainer, III
WV State Auditor

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
382	Refunds/Reimbursements (External Sources)	178,158	20,840		198,998
322	Federal Grants	766,200	4,148		770,348
327	Charges for Services	76,954	3,056		80,010
323	State Grants	1,090,665	33,500		1,124,165
324	Other Grants		7,000		7,000
366	Miscellaneous Revenue	106,295	50		106,345
			68,594		

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
702	Reimbursable Jail Costs	787,838	2,876	180	790,534
444	Other Grants	39,208	7,000		46,208
405	Prosecuting Attorney	1,305,101	1,525		1,306,626
700	Sheriff-Law Enforcement	3,624,576	8,874	521	3,632,929
900	Parks & Recreation	329,500	4,198		333,698
401	County Commission	2,615,187	9,599		2,624,786
713	Fire Department	176,000	2,473		178,473
443	State Grants	1,090,665	33,500		1,124,165
699	Contingencies	OL 29,527		26,198	✓ 33,29 - 26,198
428	Data Processing	OL 97,310	25,448		✓ 122,758 - 25,448
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			68,594		

APPROVED BY THE STATE AUDITOR

BY: *Ora Ash / Karen*
Director, Local Government Services Division

2/19/2015
Date

AUTHORIZED SIGNATURE
OF ENTITY

02/19/2015
APPROVAL
DATE

2/23/15
7/24

FEBRUARY 23, 2015

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF THE APPROVAL OF THE REQUEST FOR REVISION TO APPROVED BUDGET IN REGARD TO REVISION NO. 2 IN THE COAL SEVERANCE FUND BUDGET FOR THE FISCAL YEAR 2014/2015.

ORDER

On this date, the County Commission of Wood County was in receipt of the Approval of the Request for Revision to Approved Budget from the West Virginia State Auditor, Chief Inspector Division, Charleston, West Virginia, in regard to Revision No. 2 in the Coal Severance Fund budget for the fiscal year 2014/2015. Receipt of said Approval is pursuant to an Order appearing in Order Book 71, at Page 21 and bearing the date of February 19, 2015, at which time the Request for Revision was signed by Robert K. Tebay, Commissioner of the Wood County Commission.

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

APPROVED:

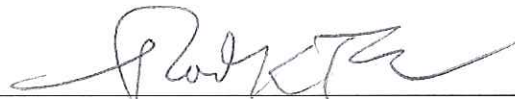
THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

LGSD BR (Ver. 2014)

Ora Ash, Director
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26302
Phone: 627-2415 ext. 5114
Fax: 627-2417

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER

FY: 2014-2015

Fund: 2

Rev. No. 2

Pg. of No. 1

Wood County

GOVERNMENT ENTITY

P O Box 1474

STREET OR PO BOX

Parkersburg

CITY

26102

ZIP CODE

Person To Contact Regarding Request:

Name: **Mark Rhodes**Phone: **304-424-1892**Fax: **304-424-1982**

RECEIVED
FEB 19 2015
COUNTY
G. C. Canner, III
WV State Auditor

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
382	Refunds/Reimbursements (External Sources)		16,313		16,313
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

16,313

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
980	Sheriff-Law Enforcement	260,941	16,313		277,254
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

16,313

APPROVED BY THE STATE AUDITOR

BY: *Ora Ash/Karen*
Deputy State Auditor, Local Government Services Div.

2/19/2015
Date

[Signature]
AUTHORIZED SIGNATURE
OF ENTITY

2/19/15
APPROVAL
DATE

FEBRUARY 23, 2015

2/23/15
7/123

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK
FROM THE STATE OF WV IN THE AMOUNT OF \$1,111.11
WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE
JUSTICE ASSISTANCE GRANT NUMBER 14-JAG-14.

ORDER

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of one thousand one hundred eleven dollars and eleven cents (\$1,111.11) which represents reimbursement to Wood County for expenses incurred during the month of November, 2014, in regard to the Justice Assistance Grant Number 14-JAG-14. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 70, at Page 581 and bearing the date of December 15, 2014 at which time Wayne Dunn, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

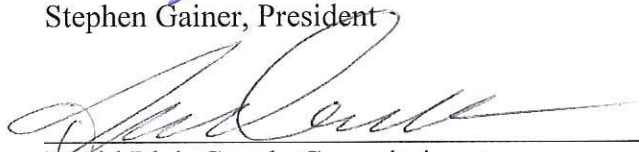
Documentation pertaining to the Justice Assistance Grant is on file in the Office of the County Administrator.

APPROVED:

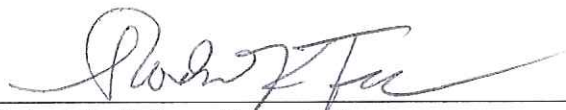
THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

M/3035

FEBRUARY 23, 2015

2/23/15
7/1/24

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED STEPHEN GAINER
TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD
TO THE VICTIMS OF CRIME ASSISTANCE GRANT NUMBER
14-VA-031. SAID REQUEST IS IN THE AMOUNT OF \$3,158.12

ORDER

On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch and made unanimous by Robert K. Tebay, did hereby AUTHORIZE Stephen Gainer, on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Victims of Crime Assistance Grant Number 14-VA-031. The Request for Reimbursement is in the amount of three thousand one hundred fifty-eight dollars and twelve cents (\$3,158.12) for the month of January, 2015. Along with the Request for Reimbursement Form; a Financial Recap Page; Project Financial Report; Daily Time Sheets for the Victims Advocate, Tiffany Kiger; Time Sheets for the Assistant Victim Advocate Amanda Cornell, Monthly Progress Reports and the Monthly Statistical Report have been submitted.

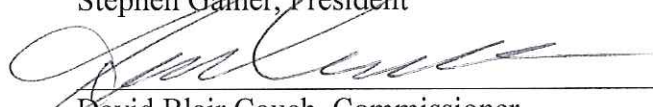
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

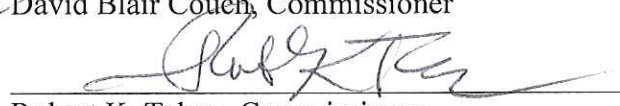
Documentation pertaining to the Victims of Crime Advocate Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Stephen Gainer, President


David Blair Couch, Commissioner


Robert K. Tebay, Commissioner

M/3036

2/23/15
7/1/24

WEST VIRGINIA DIVISION OF JUSTICE AND COMMUNITY SERVICES	Request for Reimbursement
---	----------------------------------

RECEIVED (For DJCS Use Only)	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203
	Parkersburg, WV
	26101
	Project #: 14-VA-031
	FEIN#: 556 000 417
Funds are hereby requested to cover expenditures FROM: 1/1/15 TO: 1/31/15	

PROJECT CASH EXPENDITURES

CATEGORY	AMOUNT
Personnel/Contractual	\$3,158.12
Travel/Training	
Space	
Other	
TOTAL	\$3,158.12

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.

BY: Stephen Gainer, President *Stephen Gainer* 2/23/15
TYPED NAME & TITLE SIGNATURE DATE
(Authorized Official or Grant Financial Officer ONLY)

DJCS 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 Accountant

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
157659	CASTO	CASTO & HARRIS, INC.	REGULAR	02/18/2015	3,289.00	

GENERAL FUND Bank Id 101 Totals

3,289.00

Report Totals

3,289.00

