

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
THURSDAY, SEPTEMBER 1, 2016

PRESENT: STEPHEN GAINER, PRESIDENT  
DAVID BLAIR COUCH, COMMISSIONER

ABSENT: ROBERT K. TEBAY, COMMISSIONER

At 9:00 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 duly made, seconded and passed, approved Erroneous Assessment Applications in regard to personal and real property. Copies are attached to these minutes and shall be made a part thereof.

The County Commission, upon a motion duly made, seconded and passed, approved minutes of August 22, 2016.

**AGENDA AND DISCUSSION ITEMS**

At 9:00 A.M., the County Commission attended a meeting in the City of Parkersburg Mayor's Conference Room held by the U.S. Government Services Administration to discuss the disposition of the federal building located on Juliana Street which was the site of the old post office.

At 10:15 A.M., Sandra Day was sworn in as a Wood County Deputy Clerk for the County Clerk's Office.

At 10:30 A.M., the County Commission announced that a vacancy will exist on the Central Boaz Public Service District. (Order A/1659)

At 10:31 A.M., the County Commission appointed Larry Allen to the Wood County Recreation Commission. (Order A/ 1660)

At 10:32 A.M., the County Commission approved the hiring of Chasity West and Sheila McBride as part-time employees of the Wood County Day Report Center.

At 11:06 A.M., the County Commission approved a quote from Brown Asphalt to repair and seal the asphalt at Fore Boreman Park. (Order M/3460)


#### **ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

A/1659, A/1660

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:52 A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
Stephen Gainer, President

  
David Blair Couch, Commissioner

  
Robert K. Tebay, Commissioner

To listen to this meeting, please refer to DVD labeled September 1, 2016.

Wood County Commission Meeting  
Held September 1, 2016

**Please Print**

1.	Sandra K. Day
2.	Jerry Martin
3.	Craig Richards Burgess & Niple
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Wood County Commission  
Agenda

09/01/2016

1 Court Square, Suite 203  
Parkersburg, WV 26101

9:00 A.M.	Meeting in the Parkersburg City Building (Mayor's conference room) to discuss the old Federal Building	
9:30 A.M.	Announce vacancy on the Central Boaz Public Service District – Paul Tingler's term expires 10/1/2016	
	Consider appointing Larry Allen to the Wood County Recreation Commission	
	Consider Request to Hire of Chasity West as a part time counselor at the Wood County Day Report Center - \$20.00/hr  Consider Request to Hire of Sheila McBride as a part time counselor at the Wood County Day Report Center - \$25.00/hr	
	Administrator's Report	Marty Seuffer, 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



GSA Public Buildings Service

# Acquiring

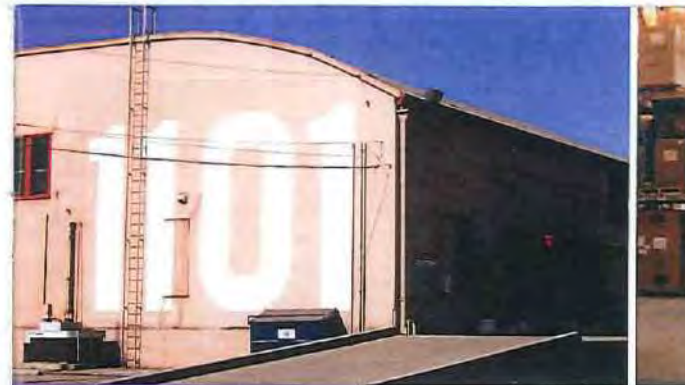
Federal Real Estate for Public Uses



Front Cover-  
Inside of U.S. Custom House & Post Office,  
St. Louis, MO

Inside Cover-  
Detail of Exterior of U.S. Custom House  
& Post Office, St. Louis, MO

Back cover-  
Former Federal Building  
Ruston, LA



#### Bell Federal Service Center Bell, CA

Conveyed by GSA – March 29, 2007

Type of Conveyance – Homeless

Conveyed to – Salvation Army

#### Current Use –

The property is being used for the receipt, storage, shipping and other warehouse-type activities of non food materials to support homeless persons assistance operations.

#### Overview

The mission of the General Services Administration (GSA) is to help federal agencies better serve the public by offering, at best value, superior workplaces, expert solutions, acquisition services, and management policies. GSA consists of the Federal Acquisition Service (FAS), the Public Buildings Service (PBS), and various other business lines dedicated to serving the needs of our customers.

PBS serves as the Federal Government's builder, developer, lessor, and manager of government-owned and leased properties. PBS is the largest and most diversified real estate organization in the world.

The PBS Office of Real Property Disposal is responsible for managing the utilization and disposal of Federal excess and surplus real property government-wide.



When disposing of Federal real estate, the Office of Real Property Disposal follows a process mandated by Federal law and Executive Orders. This chart illustrates the various disposal methods (in order of progression) that may be utilized when finding the best possible use for surplus Federal property.

#### Excess

If a Federal agency no longer needs a property to carry out its program responsibilities, it reports this property as 'excess' to its needs.

#### Federal Transfer

GSA first offers excess property to other Federal agencies that may have a program need for it. If another Federal agency identifies a need, the property can be transferred to that agency.

#### Surplus Property

If there is no further need for the property within the Federal Government, the property is determined "surplus" and may be made available for other uses through public benefit conveyances (PBCs), negotiated sales, or public sales.

#### Negotiated Sale

GSA can negotiate a sale at appraised fair market value with a state or local government if the property will be used for another public purpose.

#### Public Sale

If state and local governments or other eligible non-profits do not wish to acquire the property, GSA disposes of surplus property via a competitive sale to the public.

#### Public Uses

After determining if the property is suitable to assist the homeless, GSA can make surplus Federal property available to public bodies (such as state and local governments or certain qualified tax exempt 501(c)(3) nonprofit institutions) through public benefit conveyances (PBCs) and/or negotiated sale based on the property's highest and best use.

#### Homeless Screening

If a property is suitable for homeless use (as determined by HUD), GSA must first consider transferring the property as a homeless conveyance before any other public benefit conveyance may be considered.

#### Public Benefit Conveyance (PBC)

As a PBC, the property can be substantially

discounted in price (up to 100% of fair market value) if it is used for a specific public use that qualifies for a PBC through a partner sponsoring agency.

#### Types of Public Benefit Conveyances

Homeless  
Education  
Correctional  
Emergency Management  
Airports  
Self-Help Housing  
Park & Recreation  
Law Enforcement  
Wildlife Conservation  
Public Health  
Historic Monuments  
Port Facilities  
Highways  
Negotiated Sale



**U.S. Custom House & Post Office**  
St. Louis, MO

Conveyed by GSA- October 13, 2004

Type of Conveyance- Historic Monument

Conveyed to -  
Missouri Development Finance Board

Current Use -  
After a \$35 million renovation, the building has an assortment of public businesses and services. They include Webster University's downtown campus, the Missouri Court of Appeals, a branch of the St. Louis public library, a restaurant, and a variety of state and private offices.

#### Public Uses of Property

Public uses for properties are those that are accessible to and can be shared by all members of a community. These uses include: community centers, schools and colleges, parks, municipal buildings, emergency management facilities, and many others. Homeless assistance groups, state and local governments, eligible non-profit organizations and other community-based institutions may apply for Federal property that is made available for public use.

There are three important and distinct aspects to the Public Benefit Conveyance Process: Homeless Assistance, Public Benefit Conveyances and Negotiated Sales.

#### Homeless Assistance

GSA is required to coordinate with the U.S. Department of Housing and Urban Development (HUD) to determine if surplus Federal property is suitable and/or available for use to assist the homeless as soon as it is declared 'surplus' to the Federal Government. If the property is suitable for homeless use, GSA must first consider homeless



## Mesa Federal Building Mesa, AZ

Conveyed by GSA – August 2002

Type of Conveyance – Parks Conveyance

Conveyed to – City of Mesa

### Current Use –

The building is now used for the Mesa Southwest Museum Annex to display traveling exhibits from around the world. The museum features a multitude of exhibits representing southwest cultural and natural history. Visitors to the museum learn about the history of the state from prehistoric Arizona forward.

For more information, visit  
<http://www.cityofmesa.org/swmuseum/>.

## Public Benefit Conveyances

A public benefit conveyance (PBC) allows the Federal government to lease or transfer title of surplus property to qualified entities for public uses at a substantial discount (up to 100% of fair market value). The intent of a PBC is to support property uses that benefit the community as a whole.

A PBC can provide access to property for public and non-profit entities that may not otherwise be able to acquire it for community uses.

## The Role of Sponsoring Agencies

All public benefit conveyances are sponsored by a designated Federal agency. While the decision to convey rests with GSA, the sponsoring agency serves as the approving authority that decides if the proposed use is a viable program (e.g., the National Park Service for park and recreation conveyances). These sponsoring agencies are responsible for reviewing the PBC application, educating the

grantee on or about the conditions of the conveyance and, in some cases, deeding the property to the new owner. Either the Sponsoring agency or GSA periodically monitor properties conveyed for public benefit uses to ensure that the property continues to be used for the purpose for which it was conveyed.

## Timeframe for PBCs

Depending on the type of PBC, the use of the property that is conveyed can be restricted for up to 30 years or in perpetuity. If at any time the property is not used for its intended purposes, it may be returned to the Federal government. If the recipient of the property complies with the deed restrictions for the specified period, the use restriction will be lifted at the end of that time frame (except for those restrictions granted in perpetuity) and the grantee may use or sell the property for any purpose consistent with local land use regulations.

## Types of PBCs

To qualify for a PBC, eligible public entities and non-profit organizations must express interest in a property during the surplus screening process and apply to the specific sponsoring agency to acquire the surplus property for a particular public use. Below are descriptions of each qualifying PBC use, the required years of use, and the sponsoring agency.

### Homeless Use

Agency: Department of Health & Human Services  
Duration: 30 years

For: Use as facilities to assist the homeless. This also includes facilities used to assist the homeless as a permissible use in the protection of public health. Conveyance for homeless assistance has a priority of consideration over all other public benefit uses.

### Educational Use

Agency: Department of Education  
Duration: 30 years

For: School, classroom, or other educational uses.

### Public Health

Agency: Department of Health & Human Services  
Duration: 30 years

For: Use in the protection of public health, including research and hospitals.

### Correctional Facility Use

Agency: Department of Justice

Duration: In perpetuity  
For: Correctional facility use for the care or rehabilitation of criminal offenders.

### Public Parks and Public Recreation Areas

Agency: Department of Interior, National Park Service

Duration: In perpetuity

For: Use as a public park or recreation area.

### Historic Monuments

Agency: Department of Interior

Duration: In perpetuity

For: Historic preservation purposes. Historic federal properties such as courthouses, post offices, and military bases are conveyed under this program. These properties must be preserved in accordance with federal treatment standards, which allow rehabilitation for new uses, including revenue-producing activities.

### Port Facilities

Agency: Department of Transportation

Duration: In perpetuity

For: Development or operation of a port facility.

### Highways

Agency: Department of Transportation

Duration: No restriction

For: Federal or other highway or as a source of material for construction or maintenance of any highway adjacent to Federal real property.

### Wildlife Conservation

Agency: GSA in consultation with the Department of Interior, Fish and Wildlife Service

Duration: In perpetuity

For: Wildlife conservation purposes or in support of the conservation of wildlife or the national migratory bird management program.





**Former Federal Building**  
Ruston, LA

Conveyed by GSA – 2007

Type of Conveyance – Correctional

Conveyed to –  
City of Ruston and Lincoln Parish Police Jury

#### Current Use –

The main floor is fully occupied by PRIDE of Lincoln, Inc., Crime and Drug Prevention Program. Also on the main floor is the City and Parish Tax Collection office from which funds collected go to support the local Sheriff's office. Geographic Information Systems, located in the west offices, assists in dispatching correctional officials to sites in the City and Parish. The basement has recently been renovated to house the Sheriff's task force for computer solicitation.

### Qualified Entities

Only certain entities are eligible to receive a public benefit conveyance. GSA and Federal sponsoring agencies can convey surplus Federal property through a PBC to state and local governments or for certain PBCs to qualified non-profit organizations.

### Eligibility for Non-Profit Organizations

The general definition of a qualified non-profit organization is any institution, organization, or association that meets two main criteria:

- The net earnings of the organization must not benefit any private shareholder or individual.
- The organization must be determined by the Internal Revenue Service to be tax exempt under section 501(c)(3) of the IRS Code.

Qualification determinations are made in collaboration with GSA's Federal sponsoring agencies.

### Negotiated Sales

A negotiated sale is a transaction in which the Federal Government offers state and local governments the right to purchase property at appraised fair market value before it is offered to the general public. Property acquired via negotiated sale must be for a public purpose, although they are not restricted to a particular use.

Much like a public benefit conveyance, a negotiated sale can bring about substantial benefits for the local community and municipality. State or local governments can purchase a property before it is listed on the open market.

In most instances, localities save money by reusing Federal facilities and avoiding unnecessary expenses associated with building new structures. Federal facilities can often be adapted to another public use without substantial rehabilitation costs. For example, a Federal courthouse may be easily retrofitted as a local courthouse facility.

Two general types of uses that typically qualify for a negotiated sale are direct public uses and economic development uses.

#### Direct Public Uses Examples

- Use of a Federal office building as a city municipal or administrative building.
- Development of a community center or public works depot.

#### Economic Development Examples

- Redevelopment of the land parcel as an industrial park.
- Subdivide the property, build streets and other infrastructure, and market the property at a later date.



**Chet Holifield Federal Building**  
Parking Lot

Laguna Niguel, CA

Conveyed by GSA – May 13, 1999

Type of Conveyance – Negotiated Sale

Conveyed to –  
Laguna Niguel Community Services District

#### Current Use –

The property has since been converted from a parking lot into a skate and soccer park featuring a 10,000 square foot Skateboard Park and synthetic grass soccer field. This state of the art park provides year round enjoyment for soccer and skateboard enthusiasts. A variety of local teams play at the park and it is open to the general public for a low admission cost.



### Time Frame for Negotiated Sales

In addition to the public use requirement, negotiated sales include an "excess profits clause." If within a specified period of time following the negotiated sale the purchaser sells the property, all proceeds in excess of the original negotiated price (plus allowable expenses) will be returned to the Federal government. This clause was established to prevent localities from "land banking" property and then selling it for a higher price to a third party. After the designated period, the public entity is entitled to do as they wish with the property.

### How to Find Available Federal Property

When surplus property becomes available as a possible PBC or negotiated sale, GSA prepares a surplus screening notice for the property. The notice contains a brief description of the property, lists the PBC uses and statutes under which the property can be conveyed, and contact information for the Regional GSA office and appropriate sponsoring agencies.



#### Richland Federal Building

##### Parking Lot

Richland, WA

Conveyed by GSA- 2005

Type of Conveyance- Education

Conveyed to -

Columbia Basin College

Current Use -

The Health Sciences Center at Columbia Basin College will enable Columbia Basin College to double its nursing student capacity and build up programs including radiological studies and surgery technicians. The center opened its doors in 2006. The new healthcare center will also meet the medical needs of the growing community.



Based upon the facts and circumstances involved, including the potential suitability of the property for the use proposed, the sponsoring agency will determine what constitutes a reasonable period of time to allow the interested party to develop and submit a formal application for the property. The sponsoring agency coordinates with GSA and the applicant throughout the process. The Sponsoring Agency performs final PBC application review, notifies the applicant of the decision, and provides further instructions for proceeding with the acquisition of the property.

#### Public Sales

If no interest from eligible public or non-profit entities is received within the specified time period, GSA concludes that there is no public benefit use for the property and proceeds with plans to market the property for competitive public sale. For more information on acquiring Federal property by public sale, please see our brochure, 'A Guide to Buying Federal Real Estate' or visit our website at [www.propertydisposal.gsa.gov](http://www.propertydisposal.gsa.gov).



#### Columbia Federal Building

Columbia, MO

Conveyed by GSA- October 29, 2003

Type of Conveyance- Education

Conveyed to -

YouZeum, formerly called the Health Adventure

Current Use -

The YouZeum, formerly called the Health Adventure Center, was created by the Boone County Medical Society Alliance in the early 1990s. The mission of YouZeum is to provide an interactive environment where visitors can better understand the workings of the human body and the healthy choices they have within their control.

For more information, visit  
<http://www.youzeum.org/>.

#### Authorizing Legislation

The following Federal statutory language is provided for assistance in confirming an appropriate intended property use and in preparing a response to a surplus screening notice.

##### Educational Use

Title 40 U.S.C. 550(c) authorizes the Administrator of General Services, in his discretion, to assign to the Secretary of Education, as appropriate, for disposal of such surplus real property, including buildings, fixtures, and equipment situated thereon, as is recommended by the appropriate Secretary as being needed for school, classroom, or other educational uses. The Act authorizes the appropriate Secretary to sell or lease such properties to States or their political subdivisions and instrumentalities, and tax-supported educational institutions, nonprofit educational institutions, or other similar institutions not operated for profit which have been held exempt from taxation under section 501(c)(3) of the Internal Revenue Code of 1954, and to fix the sale or lease value of the property to be disposed of taking into consideration any benefit which has accrued or may accrue to the United States from the use of the property by any such State, political subdivision, instrumentality, or institution. The principal restrictive provision in the instrument of conveyance requires the property to be used continuously for a specified period for the specific purpose stated in the application for the property made to the Departments of Education.

##### Public Health Use

Title 40 U.S.C. 550(d) authorizes the Administrator of General Services, in his discretion, to assign to the Secretary of Health and Human Services, as appropriate, for disposal of such surplus real property, including buildings, fixtures, and



Deeds conveying any surplus real property disposed of under this authority shall provide that the property shall be used and maintained for the purpose for which it was conveyed in perpetuity and may contain such additional terms, reservations, restrictions, and conditions as may be determined by the Secretary of the Interior to be necessary to safeguard the interest of the United States.

#### Historic Monuments

Title 40 U.S.C. 550(h) authorizes conveyance to any State, political subdivision, instrumentalities thereof, or municipality, of all the right, title, and interest of the United States in and to any surplus real and related personal property which in the determination of the Secretary of the Interior is suitable and desirable for use as a historic monument for the benefit of the public. Conveyances of property for historic monument purposes under this authority shall be made without monetary consideration to the United States: Provided, that no property shall be determined under this authority to be suitable or desirable for use as an historic monument except in conformity with the recommendation of the National Park Advisory Board established under section 3 of the Act of Congress approved August 21, 1935 (16 U.S.C. 463) and only so much of any such property shall be so determined to be suitable or desirable for such use as is necessary for the preservation and proper observation of its historic features. Property conveyed for historic monument purposes may under certain circumstances be used for revenue producing activities to support the historic monument. All income exceeding the cost of repairs, rehabilitation, and maintenance shall be used for public historic preservation, park, or recreational purposes.

Deeds conveying any surplus real property under this authority shall be used and maintained for the purposes for which it was conveyed in perpetuity and may contain such additional terms, reservations, restrictions, and conditions as may be determined by the Administrator to be necessary to safeguard the interest of the United States.

#### Correctional Facility/Emergency Management Response Use

Title 40 U.S.C. 553 authorizes the Administrator of General Services, in his discretion, to transfer or convey to States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Trust Territory of the Pacific Islands, the Commonwealth of the Northern Mariana Islands, or any political subdivision or instrumentality thereof, surplus real and related personal property, without monetary consideration for:

1. Correctional facility purposes. The Attorney General must determine the surplus real and related personal property to be required for such purposes by an authorized transferee or grantee under an appropriate program or project for the care and/or rehabilitation of criminal offenders as approved by the Attorney General.
2. Law enforcement purposes. The Attorney General must determine the surplus real and related personal property to be required for any activity involving the control or reduction of crime and juvenile delinquency, or enforcement of the criminal law, including investigative activities, such as laboratory functions, as well as training.
3. Emergency management response purposes. The Director of the Federal Emergency Management Agency must determine the surplus real and related personal property to be

required for emergency management response purpose, including fire and rescue services.

The deed or other instrument of conveyance for property will require that all property be used and maintained for correctional facility, law enforcement, or emergency management response (including fire and rescue services) purposes in perpetuity and may contain such additional terms, reservations, restrictions, and conditions as may be determined by the Administrator to be necessary to safeguard the interest of the United States.

#### Port Facilities

Title 40 U.S.C. 554 authorizes the Administrator of General Services, in his discretion, to assign to the Secretary of Transportation for disposal, such surplus property, including buildings, fixtures, and equipment situated thereon, as is recommended by the Secretary of Transportation as being needed for the development or operation of a port facility. The Act authorizes the Secretary to convey properties at no cost to the States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Federated States of Micronesia, the Marshall Islands, and the Commonwealth of the Northern Mariana Islands, or any political subdivision, municipality, or instrumentality thereof. Deeds conveying any surplus real property disposed of under this authority shall be made without monetary consideration to the Federal Government and provide that the property shall be used and maintained for the purpose for which it was conveyed in perpetuity and may contain such additional terms, reservations, restrictions, and conditions as may be determined by the Secretary of Transportation to be necessary to safeguard the interest of the United States.

#### Public Airports

Title 49 U.S.C. 47151 authorizes the conveyance or disposal of all right, title, and interest of the United States in and to any surplus real property or personal property (exclusive of property the highest and best use of which is determined by the Administrator to be industrial) to any State, political subdivision, municipality or tax-supported institution without monetary consideration to the United States. Such property must be determined by the Secretary of Transportation to be suitable, essential, or desirable for development, improvement, operation, or maintenance of a public airport as defined in the Federal Airport Act, as amended (49 U.S.C. 1101) or reasonably necessary to fulfill the immediate and foreseeable future requirements of the grantee for development, improvement, operation, or maintenance of a public airport including property needed to develop sources of revenue from non-aviation businesses at a public airport. This section provides specific terms, conditions, reservations, and restrictions upon which such conveyances or disposals may be made.

#### Wildlife Conservation

Title 16 U.S.C. 567b-d provides that, upon request, real property which is under the jurisdiction or control of a Federal agency and no longer required by such agency: (1) can be utilized for wildlife conservation purposes by the agency of the State exercising administration of the wildlife resources of the State wherein the real property lies or by the Secretary of the Interior; and (2) is valuable for use for any such purpose, and which, in the determination of the Administrator of General Services, is available for such use may, notwithstanding any other provisions of the law, be transferred without reimbursement or transfer of funds (with or without improvements as determined

by said Administrator) by the Federal agency having jurisdiction or control of the property to (a) such State agency if the management thereof for the conservation of wildlife relates to other than migratory birds, or (b) to the Secretary of the Interior if the real property has particular value in carrying out the national migratory bird management program. Any such transfer to other than the United States shall be subject to the reservation by the United States of all oil, gas, and mineral rights and to the condition that the property shall continue to be used for wildlife conservation or other of the above stated purposes or in the event it is no longer used for such purposes or in the event it is needed for national defense purposes title thereto shall revert to the United States.

#### Homeless Assistance

Title V of the McKinney-Vento Act, as amended (42 U.S.C. 11411), authorizes the identification and use of underutilized and unutilized property for use as facilities to assist the homeless as a permissible use in the protection of public health. The Secretary of Housing and Urban Development collects data on Federal properties and identifies those suitable to assist the homeless. The General Services Administration and the Department of Health and Human Services make suitable surplus properties available to private nonprofit organizations, units of local government, and States for use as facilities to assist the homeless. These properties are leased, deeded, or made available on an interim basis at no cost to approved homeless assistance providers. Federal land-holding agencies may lease/permit suitable underutilized property to approved homeless assistance applicants.

#### Self-help Housing

Title 40 U.S.C. 550(f)(3) authorizes the Administrator of General Services to assign to the Secretary of

interest in such lands, with or without consideration, to such state or political subdivision for the purposes of highway, street or alley widening.

#### Negotiated Sales

Title 40 U.S.C. 545(b)(8) and (9) allows the Administrator of General Services to prescribe regulations to govern non-competitive disposals and contracts for disposals if the disposal will be to a state, territory, or possession of the United States or to a political subdivision of, or a tax-supported agency in, a state, territory, or possession, and the estimated fair market value of the property and other satisfactory terms of disposal are obtained by negotiation or otherwise authorized by law. Section 545(e)(A)(ii) requires an explanatory statement of the circumstances shall be prepared for each disposal by negotiation of real property that has an estimated fair market value in excess of \$100,000. The prepared explanatory statement shall be transmitted to the appropriate committees of Congress for concurrence or approval in advance of the disposal.

#### Important Websites

For additional information about the General Services Administration (GSA) log onto:  
[www.gsa.gov](http://www.gsa.gov)

For additional information about the Office of Real Property Disposal log onto:  
<https://propertydisposal.gsa.gov/Property/About/>

To search for real property available for sale by the GSA log onto:  
[www.propertydisposal.gsa.gov](http://www.propertydisposal.gsa.gov)

To access our online auction site log onto:  
[www.auctionrp.com](http://www.auctionrp.com)

To search for additional Federal real property and personal property (e.g., furniture, equipment, autos) log onto: [www.GovSales.gov](http://www.GovSales.gov)

For additional information about acquiring Federal real estate for public uses log onto:  
[www.propertydisposal.gsa.gov/resourcecenter/](http://www.propertydisposal.gsa.gov/resourcecenter/)

#### Office of Real Property Disposal Publications

For information about purchasing surplus federal real property:

**A Guide to Buying Federal Real Estate**

For information about real property available for sale by the GSA:

**Real Estate Sales List**

For information about acquiring Federal real estate for public uses:  
**Acquiring Federal Real Estate for Public Uses**

For information about environmental issues that affect the real property disposal process:  
**Environmental Framework for Real Property Disposal**

For information about the community benefits of federal real property reuse:  
**Measuring the Benefit of Federal Real Property Reuse**

For information about GovSales.gov:  
**GovSales.gov: The Official Site to Buy US Government Property**

For information about the Value Added Services program:  
**FAS RP**

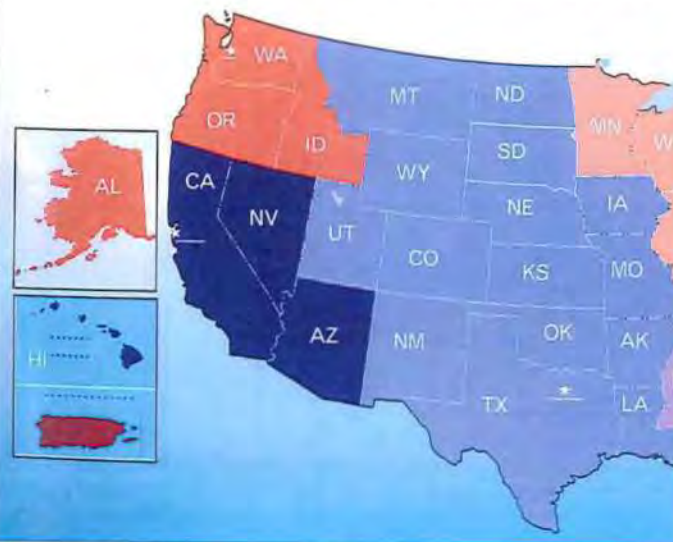
#### To Obtain Any of the Above Publications, Please Write to:

Office of Real Property Disposal  
General Services Administration  
1800 F Street, NW  
Washington, DC 20405

#### GSA Real Property Disposal Zones

- New England Region**  
General Services Administration  
Office of Real Property Disposal (1PR)  
10 Causeway Street  
Boston, MA 02222  
Telephone: 617-555-5700 • Fax: 617-555-5730
- Southeast Sunbelt Region**  
General Services Administration  
Office of Real Property Disposal (4PR)  
401 West Peachtree Street  
Atlanta, GA 30365  
Telephone: 404-331-5133 • Fax: 404-331-2727

- Great Lakes Region**  
General Services Administration  
Office of Real Property Disposal (1PRM-5)  
230 South Dearborn Street  
Chicago, IL 60604  
Telephone: 312-353-6045 • Fax: 312-886-9480
- Greater Southwest Region**  
General Services Administration  
Office of Real Property Disposal (7PR)  
819 Taylor Street  
Fort Worth, TX 76102  
Telephone: 817-978-2331 • Fax: 817-978-2053
- Pacific Rim Region**  
General Services Administration  
Office of Real Property Disposal (9PR)  
450 Golden Gate Avenue  
San Francisco, CA 94102  
Telephone: 888-472-5263 • Fax: 415-522-3213





## OFFER TO PURCHASE REAL ESTATE AND ACCEPTANCE

### 1. Subject Property

The Monongalia County Commission, Morgantown, West Virginia, ("Purchaser"), hereby offers to purchase from the United States of America, acting by and through the Administrator of General Services ("Seller"), the surplus property, formerly known as the Harley O. Staggers Federal Building, GSA Control No. 4-G-WV-0557, located at 75 High Street, Morgantown, WV, consisting of approximately 1.282 acres of improved land, on an "as is – where is" basis, all as more particularly described in the attached description (Exhibit A). This document, with Exhibits A – K, shall be referred to hereinafter as the "Offer to Purchase".

### 2. Terms of Purchase and Sale

2.1. Purchase Price. The total purchase price for the property is Seven Hundred One Thousand, Two Hundred Twenty-Five Dollars (\$701,225) payable as follows:

Seventy Thousand, Two Hundred Twenty-Five Dollars (\$70,225) remitted as an earnest money deposit in the form of a certified check, cashier's check, or postal money order;

Six Hundred Thirty-One Thousand Dollars (\$631,000) due upon closing pursuant to subsection 2.4.1.

### 2.2. Title Documents.

Upon acceptance of the Offer to Purchase, conveyance of the Seller's interest shall be made by Quitclaim Deed, providing the following:

- 2.2.1. The title to the property will be conveyed subject to all easements, conditions, and restrictions of record on the date of the Purchaser's execution of the Offer to Purchase and subject to all existing reservations, restrictions, easements, assessments, rights, and covenants, recorded or unrecorded, for electrical lines, pipelines, drainage and public utilities.
- 2.2.2. Purchaser may inspect such abstracts of title or other title papers, maps, or plats as are in Seller's custody covering the property, but Seller will not be obligated to furnish any continuations, later title reports, or title insurance, or to pay any title expenses, escrow fees, or other charges pertaining to this transaction.
- 2.2.3. From the date of receipt by Seller of this Offer to purchase, Seller shall not create, nor permit to be created; any lien, encumbrance, restriction or easement against the property of any type or kind, except as may be approved by the Purchaser.

2.3. Acceptance.

This Offer to Purchase shall be firm and continuing for a period of ninety (90) days from the date of its receipt by Seller in accordance with Paragraph 5 of the General Terms Applicable to Negotiated Sales, (Exhibit B). To accept the Offer to Purchase, Seller shall execute Section 6 of this document entitled "Acceptance of the United States



Government" and return one original of the executed contract to the Purchaser. This receipt by Purchaser of the executed contract shall constitute "Notice of Acceptance".

2.3.1. If this Offer is withdrawn by Purchaser before expiration of the ninety (90) day period or such longer period as may be mutually agreed upon during which it remains a continuing offer, and prior to Notice of Acceptance, the earnest money deposited by Purchaser may, at Seller's option, be retained by Seller as liquidated damages, in which event Purchaser shall be relieved of all further liability to Seller.

2.3.2. If Seller does not accept this Offer to Purchase within ninety (90) days of receipt by Seller, or such longer period as may be mutually agreed upon, the earnest money deposit shall be promptly returned to Purchaser without interest and without further liability on the part of either party to the other.

2.4. Closing.

Within a reasonable period of time and not later than 30 days from Purchaser's receipt of the Notice of Acceptance, closing of the transaction contemplated hereby shall be held in the Property Disposal Division of the Public Buildings Service, General Services Administration, Atlanta, Georgia, or a mutually agreed upon site.

2.4.1. At the Closing, Purchaser shall tender to Seller a payment in the amount of Six Hundred Thirty-One Thousand Dollars (\$631,000).

2.4.2. Seller shall deliver to Purchaser the deed which shall have been duly executed and authenticated by authorized officials of Seller.

3. Conditions

3.1. GSA General Terms Applicable to Negotiated Sales (Exhibit B) is incorporated into this Offer to Purchase. However, terms and conditions set forth within the body of this Offer to Purchase take precedence and control over similar or conflicting provisions of Exhibit B.

3.2. The nondiscrimination covenant (Exhibit C) shall be incorporated in the language of the Deed.

3.3. If this Offer to Purchase is accepted by the Seller and; (1) Seller fails for any reason to perform its obligations as set forth herein; or, (2) Title does not transfer or vest in the Purchaser for any reason, although Purchaser is ready, willing, and able to close, Seller shall promptly refund to Purchaser all amounts of money Purchaser has paid without interest, whereupon Seller shall have no further liability to Purchaser.

3.4. Excess Profits.

The Excess Profits Clause (Exhibit D) is incorporated into this Offer to Purchase and shall be incorporated in the language of the Deed.

3.5. Resolution.

There shall be attached to the Offer to Purchase a resolution that will show the official character and authority of the acquisition authority of the Purchase, and the approval for funding for the amount of the purchase price. Each resolution shall be duly certified under the corporate seal of the Purchaser to be a true copy (Exhibit E).

3.6. Inspection.

The Purchaser is invited, urged and cautioned to inspect the property physically as to condition, description, quality, quantity, and exact location prior to submitting an offer. In no case will failure to inspect constitute grounds for a claim or for withdrawal of the Offer to Purchase after it is accepted.

3.7. Descriptions.

The descriptions of the property set forth in the Offer to Purchase and any other information provided therein with respect to said property are based on information available to the Property Disposal Division (GSA) and are believed to be correct, but any error or omission, including, but not limited, to the omission of any information available to the agency having custody over the property and/or any other Federal agency, shall not constitute ground or reason for nonperformance of the contract of sale, or claim by Purchaser for allowance, refund, or deduction from the purchase price.



3.8. Avigation.

Based upon coordination between the General Services Administration and the Federal Aviation Administration (FAA) as recommended in House Report Number 95-1053 entitled "FAA Determination of 'No Hazard' for Structures Near Airports", it has been determined that the only public airport within six nautical air miles of this property is the Morgantown Municipal Airport. FAA has been apprised of the proposed disposal of the property and that the Government's conveyance document will contain a provision that the grantee, its successors and assigns, and every successor in interest to the property herein described, or any part thereof, must prohibit any construction or alteration on the property unless a determination of 'no hazard to air navigation' is issued by FAA in accordance with 14 CFR Part 77, "Objects Affecting Navigable Airspace", or under the authority of the Federal Aviation Act of 1958, as amended.

4. Environmental.

4.1 Hazardous Substance.

The Comprehensive Environmental Response Compensation and Liability Act (CERCLA) Covenant (Exhibit F) is incorporated into this Offer to Purchase and shall be incorporated into the language of the deed.



4.2 Asbestos-Containing Materials.

The Purchaser is warned that the property contains asbestos-containing materials and a notice of its presence is incorporated into this Offer to Purchase (Exhibit G).

4.3 Lead-Based Paint.

The Purchaser is advised that the improvements were built before 1978 and may contain lead-based paint. A notice of its presence is incorporated into this Offer to Purchase (Exhibit H).

4.4 Polychlorinated Biphenyls.

The Purchaser is advised that the property contains polychlorinated biphenyls (PCB) contaminated areas in the garage structure, which have been identified and encapsulated in accordance with EPA regulations and can be found in Draft Final Remedial Action Plan, EA Engineering, Science and Technology, Inc., September 2010 (Exhibit I). Appropriate engineering and institutional controls are outlined in the Management Plan for Engineering Controls and PCB Site Contamination, April 2011 (Exhibit J). Deed restrictions have been developed in accordance with 40CFR 761.61 (a)(8) and will run with the property in perpetuity (Exhibit K).

4.5 Document Box.

Document boxes are generally located behind the cornerstone of a building. At such time as the building is demolished and any document box is found, it shall remain the property of the Government and shall be

delivered, unopened, to the National Archives and Records  
Administration, Washington, D. C.

5. Authority to Purchase.

Attached is a certified copy of the resolution of the Purchaser authorizing purchaser of the property under the terms of the Offer to Purchase.

Purchaser Morgantown County Commission July 27, 2011  
Legal name of City, County, State, Commission, Date

By: David Kennedy  
To be signed by Official to conduct all negotiations with GSA by governing body

☐ An Individual

☐ A Partnership

☐ A Corporation Incorporated in the State of \_\_\_\_\_

☒ Political subdivision of the State of West Virginia.

WITNESS:

Jack Bartolo

Charles A. Allen

Commissioner

Commissioner

CERTIFICATE OF AUTHORIZATION OF PURCHASER

I, Devin F. DeMedici, certify that I am the  
County Administrator of the  
Monongalia County Commission named as Purchaser herein;  
that Asel Kennedy, who signed this Offer to Purchase on  
behalf of the Purchaser was then President of the Commission, that  
said Offer to Purchase was duly signed for and on behalf of said  
Monongalia County Commission by authority of its governing  
body, and the purchase is within the scope of its corporate powers.

Devin F. DeMedici  
Signature of Certifying Officer

SEAL

6. Acceptance of the United States Government.

The \_\_\_\_\_ Offer to  
Purchase, as set forth in the foregoing Offer to Purchase is hereby ACCEPTED by  
and on behalf of the United States of America this \_\_\_\_\_ day of  
\_\_\_\_\_, 2011.

UNITED STATES OF AMERICA  
Acting by and through the  
ADMINISTRATOR OF GENERAL SERVICES

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_



### Enclosures

- (1) Exhibit A -- Description of Property
- (2) Exhibit B -- General Terms Applicable to Negotiated Sales
- (3) Exhibit C -- Nondiscrimination Covenant
- (4) Exhibit D -- Excess Profits Clause
- (5) Exhibit E -- Resolution
- (6) Exhibit F -- CERCLA Covenant
- (7) Exhibit G -- Asbestos Notice
- (8) Exhibit H -- Lead-Based Paint Disclosures
- (9) Exhibit I -- Draft Final Remedial Action Plan, EA Engineering, Science and Technology, Inc., September 2010
- (10) Exhibit J -- Management Plan for Engineering Controls and PCB Site Contamination, April 2011
- (11) Exhibit K -- PCB Deed Language









## MID-OHIO VALLEY DAY REPORT CENTER

Wood County Office: 1531 Garfield Ave, Parkersburg, WV 26101

**304-422-8570 \* Fax: 304-422-8579**

To: Wood County Commission  
From: Hernando Escandón, DRC Director *HTE*  
Date: 8/30/16  
Re: Wood County DRC Request to Hire

Please regard this notice as my request to hire Chasitiy West as a Counselor for our Wood County site. In this capacity, Ms. West would be classified as a part-time employee working approximately 10-12 hours per week at a rate of \$20.00 per hour.

This hiring is necessary in order to expand the range of group counseling services that our full-time counseling staff are unable to provide. Ms. West's services are also expected to generate additional reimbursement for the site which would largely defray the costs associated with employing her in this capacity. If this request is approved, Ms. West is available to begin assuming these duties immediately.

I will be happy to provide any other information which you deem necessary in order to act on this request as quickly as possible.

**RECEIVED**

AUG 30 2016 *HS*

County Administrator

Mark Rhodes  
Wood County 10:31:42 AM  
Instrument No 8718889  
Date Recorded 09/01/2016  
Document Type CDO  
Pages Recorded 1  
Book-Page 71-941





## MID-OHIO VALLEY DAY REPORT CENTER

Wood County Office: 1531 Garfield Ave, Parkersburg, WV 26101

**304-422-8570 \* Fax: 304-422-8579**

To: Wood County Commission  
From: Hernando Escandón, DRC Director *HE*  
Date: 8/30/16  
Re: Wood County DRC Request to Hire

Please regard this notice as my request to hire Sheila McBride as a Counselor for our Wood County site. In this capacity, Ms. McBride would be classified as a part-time employee working approximately 10-12 hours per week at a rate of \$25.00 per hour.

This hiring is necessary in order to expand the range of group counseling services that our full-time counseling staff are unable to provide. Ms. McBride's services are also expected to generate additional reimbursement for the site which would largely defray the costs associated with employing her in this capacity. If this request is approved, Ms. McBride is available to begin assuming these duties immediately.

I will be happy to provide any other information which you deem necessary in order to act on this request as quickly as possible.

**RECEIVED**  
**AUG 30 2016**  
*[Signature]*  
County Administrator

Mark Rhodes  
WOOD County 10:35:23 AM  
Instrument No 8718890  
Date Recorded 09/01/2016  
Document Type CJD  
Pages Recorded 1  
Book-Page 71-942

SEPTEMBER 1, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION REAPPOINTED LARRY ALLEN  
TO THE WOOD COUNTY RECREATION COMMISSION.

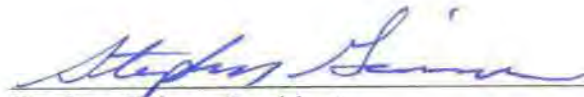
**ORDER**

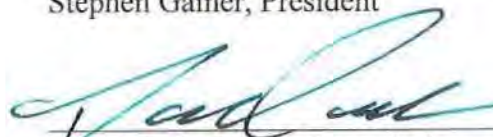
On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and passed, reappointed Larry Allen to the Wood County Recreation Commission. Said vacancy is due to the fact that Mr. Allen's term expires September 15, 2016. Said vacancy is pursuant 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.


Mr. Allen's new term will expire September 15, 2019.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
Stephen Gainer, President

  
David Blair Couch, Commissioner

  
Robert K. Tebay, Commissioner

A/1660

Mark Rhodes  
Wood County 09:53:15 AM  
Instrument No 8718856  
Date Recorded 09/01/2016  
Document Type CDD  
Pages Recorded 1  
Book-Page 71-923

SEPTEMBER 1, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ANNOUNCED THAT A  
VACANCY WILL EXIST ON THE CENTRAL BOAZ PUBLIC  
SERVICE DISTRICT.

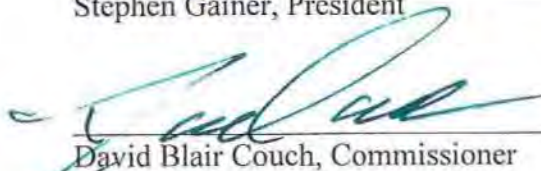
**ORDER**

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and made passed, announced that a vacancy will exist on the Central Boaz Public Service District. Said vacancy is due to the fact that Paul Tingler's term will expire October 1, 2016. Said vacancy 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. The new term will expire October 1, 2022.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
Stephen Gainer, President

  
David Blair Couch, Commissioner

  
Robert K. Tebay, Commissioner

A/1659

Mark Rhodes  
WOOD COUNTY 09:54:50 AM  
Instrument No 8718859  
Date Recorded 09/01/2016  
Document Type CDD  
Pages Recorded 1  
Book-Page 71-924



# Wood County Commission

## Erroneous Assessment Application

*W*

Tax Type: **Personal Property**

Tax Ticket: **608291** /

Tax Year: **2016** /

Upon the application of **CONNER GLENN** whose address is **279 BATEAUX DR SUMMERVILLE, SC 29483**- aggrieved by an erroneous assessment in **PARKERSBURG District (05)** , in the County of Wood, for the **2016** tax year.

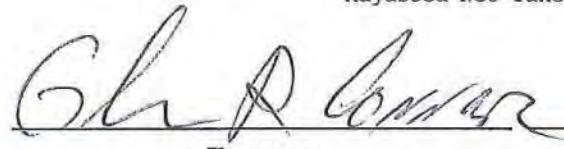
The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2016** tax year.

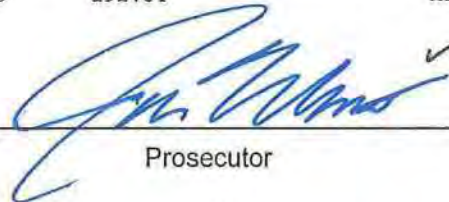
If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

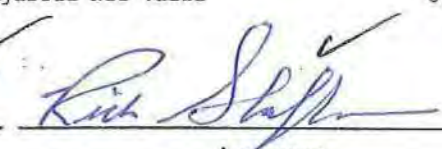
**DUE TO A TAXPAYER CLERICAL ERROR THE 2005 SUBARU WAS REPORTED WHEN IT WAS TITLED IN SOUTH CAROLINA 7/1/15.**


All of which is ordered to be certified to the Auditor of the State of West virginia and the Sheriff of WOOD County


Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2016	BILLING	4	276.20	2.955500	4	9,345
08/08/2016	PENDING EXONERATION	4	-83.36	2.955500	4	-2,820
Adjusted Net Taxes			192.84	Adjusted Net Value		6,525


*304 422 7100*  
  
Taxpayer

  
Prosecutor

  
Assessor

  
Commissioner

  
County Commission President

  
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on September 1, 2016

RECEIVED

AUG 23 2016

County Administrator

RECEIVED

AUG 30 2016

County Administrator

Mark Rhodes  
WOOD County 09:58:01 AM  
Instrument No 8718961  
Date Recorded 09/01/2016  
Document Type CDD  
Pages Recorded 1  
Book-Page 71-926



# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Personal Property**

Tax Ticket: **602198** /

Tax Year: **2016** /

Upon the application of **EAGLE NATRIUM LLC** whose address is **1000 ABERNATHY RD NE STE 1200 ATLANTA, GA 30328**- aggrieved by an erroneous assessment in **WILLIAMS District (12)**, in the County of Wood, for the **2016** tax year.

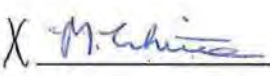
The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2016** tax year.


If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

**DUE TO A CLERICAL ERROR THE TAXPAYER SHOULD BE EXEMPT AT 100% DUE TO THE WAREHOUSE FREEPORT EXEMPTION. SEE ATTACHED.**


All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of WOOD County


Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2016	BILLING	3	277.24	2.206800	3	12,563
07/28/2016	PENDING EXONERATION	3	-277.24	2.206800	3	-12,563
Adjusted Net Taxes			0.00	Adjusted Net Value		

X   
Taxpayer

  
Prosecutor

  
Assessor

  
Commissioner

  
County Commission President

  
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on September 1, 2016.

RECEIVED

AUG 22 2016

County Administrator

RECEIVED

AUG 30 2016

County Administrator

Mark Rhodes  
WOOD County 09:59:22 AM  
Instrument No 8718963  
Date Recorded 09/01/2016  
Document Type COO  
Pages Recorded 1  
Book-Page 71-927

By: Jaime Wolfe

Application Printed On

Thursday, July 28, 2016 10:11 am



# Wood County Commission

## Erroneous Assessment Application

*[Handwritten signature]*

Tax Type: **Personal Property**

Tax Ticket: **521113**

Tax Year: **2015**

Upon the application of **MARTIN LARRY M** whose address is **5 COUGAR DR VIENNA, WV 26105-** aggrieved by an erroneous assessment in **WILLIAMS District (12)**, in the County of Wood, for the **2015** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2015** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

**DUE TO A TAXPAYER CLERICAL ERROR THE 2008 FORD FOCUS WAS REPORTED WHEN IN FACT IT HAD BEEN SOLD PRIOR TO 7/1/14. PLEASE ADJUST TAX TICKET. SEE ATTACHED.**

All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2015	BILLING	3	172.60	2.208400	3	7,815
08/15/2016	PENDING EXONERATION	3	-80.16	2.208400	3	-3,630
Adjusted Net Taxes			92.44	Adjusted Net Value		4,185

*[Signature]*  
Taxpayer

*[Signature]*  
Prosecutor

*[Signature]*  
Assessor

*absent*  
*304-834-333*  
Commissioner

*[Signature]*  
County Commission President

*[Signature]*  
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on *September 1, 2016*

**AUG 16 2016**  
County Administrator

**RECEIVED**  
**AUG 30 2016**  
County Administrator

Mark Rhodes  
WOOD County 10:01:02 AM  
Instrument No 8718866  
Date Recorded 09/01/2016  
Document Type CDD  
Pages Recorded 1  
Book-Page 71-928

By: Sarah Edelen

Application Printed On  
Monday, August 15, 2016 8:39 am



# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Personal Property**

Tax Ticket: **620457** ✓

Tax Year: **2016** ✓

Upon the application of **MARTIN LARRY M** whose address is **5 COUGAR DR VIENNA, WV 26105**-aggrieved by an erroneous assessment in **WILLIAMS District (12)**, in the County of Wood, for the **2016** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2016** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

**DUE TO A TAXPAYER CLERICAL ERROR THE 2008 FORD FOCUS WAS REPORTED WHEN IN FACT IT HAD BEEN SOLD PRIOR TO 7/1/14. PLEASE ADJUST TAX TICKET. SEE ATTACHED.**

All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2016	BILLING	3	132.08	2.206800	3	5,985 ✓
08/15/2016	PENDING EXONERATION	3	-60.58	2.206800	3	-2,745
Adjusted Net Taxes			71.50	Adjusted Net Value		3,240 ✓

*Doug Smith*  
Taxpayer

*Joe [Signature]*  
Prosecutor

*Rich Shaffer*  
Assessor

*absent*  
*304-834-3331*  
Commissioner

*[Signature]*  
County Commission President

*[Signature]*  
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on *September 1, 2016*

*[Signature]*  
AUG 16 2016

County Administrator

RECEIVED

AUG 30 2016

County Administrator

Mark Rhodes  
WOOD County 10:02:06 AM  
Instrument No 8718867  
Date Recorded 09/01/2016  
Document Type CDD  
Pages Recorded 1  
Book-Page 71-929

By: Sarah Edelen

Application Printed On

Monday, August 15, 2016 8:41 am



# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Personal Property**

Tax Ticket: **611880**

Tax Year: **2016**

Upon the application of **RUSSELL JOHN A** whose address is **1312 CLYDE ST PARKERSBURG, WV 26101-7022** aggrieved by an erroneous assessment in **PARKERSBURG District (05)**, in the County of Wood, for the **2016** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2016** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

**DUE TO A CLERICAL ERROR THE 2005 FORD WAS LEFT ON THE TAX BILL WHEN IN FACT THE 2005 HYUNDAI WAS REPORTED. SUPPLEMENTAL #80000510 WAS CREATED.**

All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2016	BILLING	4	311.22	2.955500	4	10,530
08/01/2016	PENDING EXONERATION	4	-70.94	2.955500	4	-2,400
Adjusted Net Taxes			240.28	Adjusted Net Value		8,130

*John A Russell*  
Taxpayer

*Paul W. ...*  
Prosecutor

*Rich ...*  
Assessor

*absent*  
Commissioner

*...*  
County Commission President

*...*  
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on September 1, 2016

RECEIVED

AUG 22 2016

County Administrator

RECEIVED

AUG 30 2016

County Administrator

Mark Rhodes  
WOOD County 10:04:21 AM  
Instrument No 8718869  
Date Recorded 09/01/2016  
Document Type CDD  
Pages Recorded 1  
Book-Page 71-930



# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Personal Property**

Tax Ticket: **601439**

Tax Year: **2016**

Upon the application of **TWJ INC** whose address is **1206 PLUM ST PARKERSBURG, WV 26101**- aggrieved by an erroneous assessment in **PARKERSBURG District (05)**, in the County of Wood, for the **2016** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2016** tax year.


If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

**DUE TO A CLERICAL ERROR THE EQUIPMENT ON THIS TICKET WAS PUNCHED USING THE STORE'S WRONG LOCATION. PLEASE EXON THIS TICKET. A SUPPLEMENTAL TICKET HAS BEEN MADE IN ITS PLACE.**

All of which is ordered to be certified to the Auditor of the State of West virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value	
07/01/2016	BILLING	4	11,963.18	2.955500	4	404,777	
08/10/2016	PENDING EXONERATION	4	-11,963.18	2.955500	4	-404,777	
Adjusted Net Taxes			0.00	Adjusted Net Value			0

  
Taxpayer

  
Prosecutor

  
Assessor

  
Commissioner

  
County Commission President

  
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on September 1, 2016

RECEIVED

AUG 23 2016

County Administrator

RECEIVED

AUG 30 2016

County Administrator

Mark Rhodes  
WOOD County 10:05:30 AM  
Instrument No 8718870  
Date Recorded 09/01/2016  
Document Type CDD  
Pages Recorded 1  
Book-Page 71-951

By: Jaime Wolfe

Application Printed On

Wednesday, August 10, 2016 3:12 pm



# Wood County Commission



## Erroneous Assessment Application

Tax Type: **Personal Property**

Tax Ticket: **616497** /

Tax Year: **2016** /

Upon the application of **WALTON RAYMOND P** whose address is **161 JO MAR DR PARKERSBURG, WV 26104-4311** aggrieved by an erroneous assessment in **UNION District (09)** , in the County of Wood, for the **2016** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2016** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

**DUE TO TAXPAYER CLERICAL ERROR THE 1999 CHEVY SILVERADO WAS ASSESSED FOR 2016 WHEN IN FACT IT WAS SOLD PRIOR TO JULY 1, 2015. SEE ATTACHED**

All of which is ordered to be certified to the Auditor of the State of West virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2016	BILLING	3	373.40	2.206800	3	16,920✓
08/15/2016	PENDING EXONERATION	3	-51.64	2.206800	3	-2,340✓
Adjusted Net Taxes			321.76	Adjusted Net Value		14,580

*Michell Hall*

Taxpayer  
301 488 2239

*[Signature]*  
Prosecutor

*[Signature]*  
Assessor

*absent*

Commissioner

*[Signature]*

County Commission President

*[Signature]*

Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on September 1, 2016

**RECEIVED**  
AUG 16 2016

County Administrator

**RECEIVED**  
AUG 30 2016

County Administrator

Mark Rhodes  
WOOD County 10:19:59 AM  
Instrument No 8718877  
Date Recorded 09/01/2016  
Document Type COO  
Pages Recorded 1  
Book-Page 71-932

By: Donna Bowman

Application Printed On

Monday, August 15, 2016 11:50 am



# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Personal Property**

Tax Ticket: **621910** ✓

Tax Year: **2016** ✓

Upon the application of **WRIGHT JOSEPH P** whose address is **208 NORTH HILLS DR PARKERSBURG, WV 26104-9232** aggrieved by an erroneous assessment in **NORTH HILLS District (14)**, in the County of Wood, for the **2016** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2016** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

**DUE TO A TAXPAYER CLERICAL ERROR THE 2007 YAMAHA WAS REPORTED WHEN IN FACT IT WAS A TOTAL LOSS IN SEPTEMBER 2014. SEE ATTACHED.**

All of which is ordered to be certified to the Auditor of the State of West virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2016	BILLING	4	308.02	2.583600	4	11,922
08/15/2016	PENDING EXONERATION	4	-46.04	2.583600	4	-1,782
Adjusted Net Taxes			261.98	Adjusted Net Value		10,140

*Salvatore Wright*  
Taxpayer  
304-488-2216

*John P. ...*  
Prosecutor

*Rich Shaffer*  
Assessor

*absent*  
Commissioner

*...*  
County Commission President

*...*  
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on September 1, 2016

*...*  
AUG 16 2016  
County Administrator

RECEIVED  
AUG 30 2016  
County Administrator

Mark Rhodes  
WOOD County 10:21:07 AM  
Instrument No 8718878  
Date Recorded 09/01/2016  
Document Type CSD  
Pages Recorded 1  
Book-Page 71-933



# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Real Estate**

Tax Ticket: **16119**

Tax Year: **2016**

**Description**

PT #5 & #6 TEFFTS ADN  
40.17X150

Upon the application of **CRITES BLAINE** whose address is **PO BOX 3327 PARKERSBURG, WV 26103-3327** aggrieved by an erroneous assessment in **PARKERSBURG District (05) Map 81 Parcel 201A0000**, in the County of Wood, for the **2016** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2016** tax year.

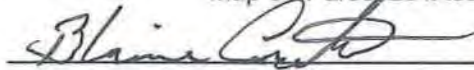
If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

**THIS PROPERTY SHOULD HAVE BEEN CHANGED FROM COMMERCIAL TO RESIDENTIAL WHEN BLAINE CRITES PURCHASED IT. THIS PROPERTY IS OWNER OCCUPIED.**

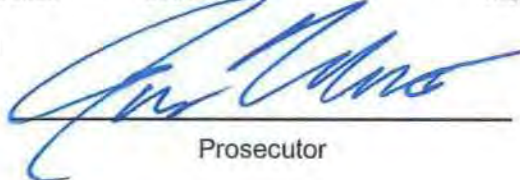
All of which is ordered to be certified to the Auditor of the State of West virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2016	BILLING	4	649.04	2.955500	4?	21,960
08/11/2016	PENDING EXONERATION	4	-200.38	2.955500	4	-6,780
08/11/2016	PENDING EXONERATION	4	-186.20	2.955500	4	-6,300
Adjusted Net Taxes			262.46	Adjusted Net Value		8,880

Map 81 Parcel 201A0000



Taxpayer



Prosecutor



Assessor



Commissioner



County Commission President



Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on September 1, 2016

RECEIVED

AUG 15 2016

County Administrator

RECEIVED

AUG 30 2016

County Administrator

Mark Rhodes  
WOOD County 10:22:34 AM  
Instrument No 8718879  
Date Recorded 09/01/2016  
Document Type CDD  
Pages Recorded 1  
Book-Page 71-934

By: Teresa Murray

Application Printed On

Thursday, August 11, 2016 2:45 pm



# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Real Estate**

Description

INT OGM TCT 50-A NW PIKE

Tax Ticket: **1571** ✓

Tax Year: **2012** ✓

Upon the application of **JOHNSON HELEN M** whose address is **813 27TH ST VIENNA, WV 26105-** aggrieved by an erroneous assessment in **CLAY District (01) Map 9999 Parcel 04670000**, in the County of Wood, for the **2012** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2012** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

**DUE TO A CLERICAL ERROR THE OIL, GAS, AND MINERALS WERE TAXED WHEN THEY WERE NOT OWNED.**

All of which is ordered to be certified to the Auditor of the State of West virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2012	BILLING	3	17.10	2.191600	3	780
08/02/2016	PENDING EXONERATION	3	-17.10	2.191600	3	-780
Adjusted Net Taxes			0.00	Adjusted Net Value		

Map 9999 Parcel 04670000

*Robert N Johnson (POA)*  
740 350 7631  
Taxpayer

*[Signature]*  
Prosecutor

*[Signature]*  
Assessor

*absent*  
Commissioner

*[Signature]*  
County Commission President

*[Signature]*  
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on September 1, 2016

RECEIVED

AUG 18 2016

RECEIVED

AUG 30 2016

Mark Rhodes  
WOOD County 10:23:34 AM  
Instrument No 8718880  
Date Recorded 09/01/2016  
Document Type 000  
Pages Recorded 1  
Book-Page 71-935



# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Real Estate**

Description

INT OGM TCT 50-A N\W PIKE

Tax Ticket: **1566** /

Tax Year: **2013** /

Upon the application of **JOHNSON HELEN M** whose address is **813 27TH ST VIENNA, WV 26105-** aggrieved by an erroneous assessment in **CLAY District (01) Map 9999 Parcel 04670000**, in the County of Wood, for the **2013** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2013** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

**DUE TO A CLERICAL ERROR THE OIL, GAS, AND MINERALS WERE TAXED WHEN THEY WERE NOT OWNED.**

All of which is ordered to be certified to the Auditor of the State of West virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value	
07/01/2013	BILLING	3	20.50	2.203200	3	930	
08/02/2016	PENDING EXONERATION	3	-20.50	2.203200	3	-930	
Adjusted Net Taxes			0.00	Adjusted Net Value			0

Map 9999 Parcel 04670000

*Robert Thompson* (POA)  
Taxpayer

*[Signature]*  
Prosecutor

*Rich Shaffer*  
Assessor

*absent*  
Commissioner

*[Signature]*  
County Commission President

*[Signature]*  
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on September 1, 2016

RECEIVED

AUG 18 2016

County Administration

RECEIVED

AUG 30 2016

Mark Rhodes  
WOOD County 10:25:10 AM  
Instrument No 8718882  
Date Recorded 09/01/2016  
Document Type COO  
Pages Recorded 1  
Book-Page 71-936



# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Real Estate**

Tax Ticket: **1557** ✓

Tax Year: **2014** ✓

### Description

INT OGM TCT 50-A N\W PIKE

Upon the application of **JOHNSON HELEN M** whose address is **813 27TH ST VIENNA, WV 26105-** aggrieved by an erroneous assessment in **CLAY District (01) Map 9999 Parcel 04670000**, in the County of Wood, for the **2014** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2014** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

**DUE TO A CLERICAL ERROR THE OIL, GAS, AND MINERALS WERE TAXED WHEN THEY WERE NOT OWNED.**

All of which is ordered to be certified to the Auditor of the State of West virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2014	BILLING	3	23.88	2.210400	3	1,080
08/02/2016	PENDING EXONERATION	3	-23.88	2.210400	3	-1,080
			Adjusted Net Taxes			Adjusted Net Value
			0.00			0

Map 9999 Parcel 04670000

*Robert N. Johnson* (POA)  
746 350 7689  
Taxpayer

*[Signature]*  
Prosecutor

*[Signature]*  
Assessor

*[Signature]*  
Commissioner

*[Signature]*  
County Commission President

*[Signature]*  
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on September 1, 2016

RECEIVED

AUG 18 2016

County Administrator

RECEIVED

AUG 30 2016

County Administrator

Mark Rhodes  
WOOD County 10:26:47 AM  
Instrument No 8718884  
Date Recorded 09/01/2016  
Document Type CDD  
Pages Recorded 1  
Book-Page 71-937



# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Real Estate**

Description

INT OGM TCT 50-A NW PIKE

Tax Ticket: **1556** ✓

Tax Year: **2015** ✓

Upon the application of **JOHNSON HELEN M** whose address is **813 27TH ST VIENNA, WV 26105-** aggrieved by an erroneous assessment in **CLAY District (01) Map 9999 Parcel 04670000**, in the County of Wood, for the **2015** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2015** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

**DUE TO A CLERICAL ERROR THE OIL, GAS, AND MINERALS WERE TAXED WHEN THEY WERE NOT OWNED.**

All of which is ordered to be certified to the Auditor of the State of West virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2015	BILLING	3	23.86	2.208400	3	1,080
08/02/2016	PENDING EXONERATION	3	-23.86	2.208400	3	-1,080
Adjusted Net Taxes			0.00	Adjusted Net Value		

Map 9999 Parcel 04670000

*Robert S. Johnson* (POA)  
740 350 7409 Taxpayer

*[Signature]*  
Prosecutor

*Rich Shipe*  
Assessor

*absent*  
Commissioner

*[Signature]*  
County Commission President

*[Signature]*  
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on September 1, 2016

RECEIVED

AUG 18 2016

County Administrator

RECEIVED

AUG 30 2016

County

Mark Rhodes  
WOOD County 10:28:00 AM  
Instrument No 8718885  
Date Recorded 09/01/2016  
Document Type CDD  
Pages Recorded 1  
Book-Page 71-938

By: Mitchell Cole

Application Printed On

Tuesday, August 2, 2016 10:36 am



# Wood County Commission

## Erroneous Assessment Application

*JS*

Tax Type: **Real Estate**

Description

INT OGM TCT 50-A NW PIKE

Tax Ticket: **1563**

Tax Year: **2016**

Upon the application of **JOHNSON HELEN M** whose address is **200 TIMBERLINE DR #1 MARIETTA, OH 45750-** aggrieved by an erroneous assessment in CLAY District (01) Map 9999 Parcel 04670000, in the County of Wood, for the **2016** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2016** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

**DUE TO A CLERICAL ERROR THE OIL, GAS, AND MINERALS WERE TAXED WHEN THEY WERE NOT OWNED.**

All of which is ordered to be certified to the Auditor of the State of West virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2016	BILLING	3	23.84	2.206800	3	1,080
08/02/2016	PENDING EXONERATION	3	-23.84	2.206800	3	-1,080
Adjusted Net Taxes			0.00	Adjusted Net Value 0		

Map 9999 Parcel 04670000

*Debra Johnson (POA)*  
740 350 7687 Taxpayer

*[Signature]*  
Prosecutor

*[Signature]*  
Assessor

*absent*  
Commissioner

*[Signature]*  
County Commission President

*[Signature]*  
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on **September 1, 2016**

**RECEIVED**

AUG 30 2016

County Administrator

**RECEIVED**

AUG 18 2016

County Administrator

Mark Rhodes  
WOOD County 10:29:36 AM  
Instrument No 8718887  
Date Recorded 09/01/2016  
Document Type CDD  
Pages Recorded 1  
Book-Page 71-939

By: Michell Cole

Application Printed On

Tuesday, August 2, 2016 10:12 am



jdl

## Wood County Commission

## Erroneous Assessment Application

Tax Type: **Real Estate**

## Description

LOT #29 J W DUDLEY ADN 50X125

Tax Ticket: **23961** ✓Tax Year: **2016** ✓

Upon the application of **PENCE FRED** whose address is **1007 24TH ST PARKERSBURG, WV 26101**-aggrieved by an erroneous assessment in **PARKERSBURG District (05) Map 54 Parcel 00180000**, in the County of Wood, for the **2016** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2016** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

**PROPERTY WAS IN CLASS 4 RENTAL AND SHOULD HAVE BEEN CLASS 2. OWNER OCCUPIED.**

All of which is ordered to be certified to the Auditor of the State of West virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2016	BILLING	4	627.76	2.955500	4 ?	21,240
08/17/2016	PENDING EXONERATION	4	-313.88	2.955500	4 ?	0
Adjusted Net Taxes			313.88	Adjusted Net Value		21,240

Map 54 Parcel 00180000

*Fred Pence*  
Taxpayer

*John W. Dudley*  
Prosecutor

*Ruth Shaffer*  
Assessor

*absent*  
Commissioner

*S. S. S.*  
County Commission President

*Paul L.*  
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on September 1, 2016

RE

AUG 22 2016

COUNTY

RECEIVED

AUG 30 2016

County Administration

Mark Rhodes  
WOOD County 10:30:36 AM  
Instrument No 8718888  
Date Recorded 09/01/2016  
Document Type CCO  
Pages Recorded 1  
Book-Page 71-940

By: Teresa Murray

Application Printed On

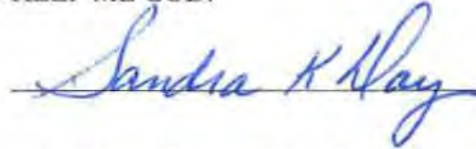
Wednesday, August 17, 2016 2:10 pm



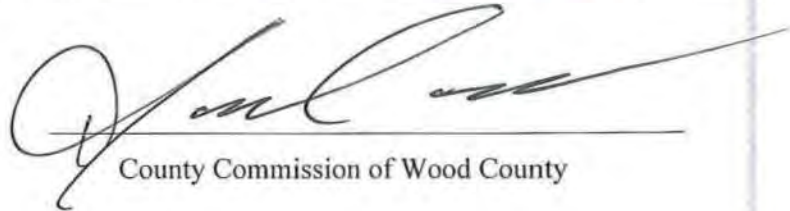
STATE OF WEST VIRGINIA  
COUNTY OF WOOD

} TO-WIT:

I, SANDRA DAY, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of WOOD COUNTY DEPUTY CLERK in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.



Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 1 day  
of September, 2016.

  
County Commission of Wood County

Mark Rhodes  
WOOD County 09:56:50 AM  
Instrument No 8718860  
Date Recorded 09/01/2016  
Document Type CDD  
Pages Recorded 1  
Book-Page 71-925