

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 8, 2016

PRESENT: STEPHEN GAINER, PRESIDENT  
DAVID BLAIR COUCH, COMMISSIONER

ABSENT: ROBERT K. TEBAY, COMMISSIONER

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

The County Commission, upon a motion duly made, seconded and passed, approved an Erroneous Assessment Application in regard to real property for Fred Pence. A copy is attached to these minutes and shall be made a part thereof.

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., the County Commission discussed the Regional Jail bill.

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

M/3462, M/3463, M/3464, M/3465, M/3466, M/3467, M/3468

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 11:05 A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

Stephen Gainer, President

A handwritten signature in blue ink, reading "David Blair Couch", written over a horizontal line.

David Blair Couch, Commissioner

A handwritten signature in blue ink, reading "Robert K. Tebay", written over a horizontal line.

Robert K. Tebay, Commissioner

To listen to this meeting, please refer to DVD labeled September 8, 2016.

Wood County Commission Meeting  
Held September 8, 2016

**Please Print**

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Wood County Commission  
Agenda

09/08/2016

1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Discuss Jail Bill	
	Administrator's Report	Marty Seufer, County Administrator
	County Commission Reports	

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

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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

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**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



SEPTEMBER 8, 2016

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 \$47,534.09 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE WV DIVISION OF CRIMINAL JUSTICE SERVICES COMMUNITY CORRECTIONS GRANT 16-CC-26.

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 forty-seven thousand five hundred thirty-four dollars and nine cents (\$47,534.09) which represents reimbursement to Wood County for expenses incurred during the month of June, 2016, in regard to the West Virginia Division of Criminal Justice Services Community Corrections Grant Number 16-CC-26. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 71, at Page 802 and bearing the date of July 21, 2016, at which time Stephen Gainer, 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 WVDCJS Community Corrections 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/3462

Mark Rhodes  
WOOD COUNTY 09:28:16 AM  
Instrument No 8719887  
Date Recorded 09/08/2016  
Document Type CDD  
Pages Recorded 1  
Book-Page 71-943

SEPTEMBER 8, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE  
STEPHEN GAINER, AS PRESIDENT, TO EXECUTE A  
GRANT CONTRACT AGREEMENT FOR A HIGHWAY  
SAFETY GRANT

**ORDER**

On this date, 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, did hereby AUTHORIZE Stephen Gainer, in his official capacity as President and on behalf of the County Commission, to EXECUTE a Contract Agreement for a Highway Safety Grant with the Governor's Highway Safety Program.

A copy of said Contract Agreement 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

M/3463

*Office of the County Commission of Wood County, West Virginia*

Commissioners  
Stephen Gainer  
David Blair Couch  
Robert K. Tebay



No. 1 Court Square  
Suite 203  
Parkersburg, WV 26101  
Phone 304-424-1984

September 8, 2016

Ms. Jolene Willard  
Governor's Highway Safety Program  
5707 MacCorkle Avenue, SE  
PO Box 17600  
Charleston, WV 25317-0010

Dear Ms. Willard:

RE: Grant No: F17-HS-03

Please find enclosed the Resolution and the Grant Contract Agreement for the above referenced grant for the Mid-Ohio Valley Highway Safety Safe Community Program. If you have any questions or desire any additional information, please feel free to contact Toni Tiano, program administrator, at 304-481-6409. Thank you for your assistance with this matter and for this continued grant funding which helps our region.

Sincerely,

Stephen Gainer  
President

RECEIVED 9/7/16  
EXECUTED 9/8/16  
DISBURSED 9/8/16



SEPTEMBER 8, 2016

COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

RESOLUTION

A RESOLUTION TO SIGN A GRANT CONTRACT AGREEMENT BETWEEN  
THE WV DEPARTMENT OF TRANSPORTATION, DIVISION OF MOTOR  
VEHICLES & THE WOOD COUNTY COMMISSION

Be it resolved by the Wood County Commission, Parkesburg, West Virginia that the President of the Commission, be and is hereby authorized to enter into a Contract Agreement with the West Virginia Department of Transportation, Division of Motor Vehicles for funding to continue the operation of the Mid-Ohio Valley Regional Highway Safety Program for the October 1, 2016 – September 30, 2018 period.

Dated this 8<sup>th</sup> day of September 2016.



Stephen Gainer, President  
Wood County Commission

Certified to be a true copy of a Resolution adopted at a regular meeting of the Wood County Commission held on September 8, 2016.



Mark Rhodes, County Clerk  
Wood County Commission

**GRANT CONTRACT AGREEMENT**  
**BETWEEN THE**  
**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION**  
**DIVISION OF MOTOR VEHICLES**  
**AND**  
**WOOD COUNTY COMMISSION**  
**F17-HS-03**

This **AGREEMENT**, entered into this 30<sup>th</sup> day of September 2016, by the Secretary of Administration, for and on behalf of the State of West Virginia, Department of Transportation, Division of Motor Vehicles hereinafter referred to as "DMV," and Wood County Commission hereinafter referred to as "Subgrantee."

**Whereas**, DMV is the recipient of a National Highway Traffic Safety Administration appropriation from the United States Department of Transportation, and

**Whereas**, the Subgrantee is an eligible applicant, who is desirous of receiving funds to continue the Mid-Ohio Valley Highway Safety Safe Community Program.

**Now, Therefore**, the parties hereto mutually agree as follows:

1. The Subgrantee agrees to comply with all applicable federal and state laws and rules, regulations and policies promulgated thereunder.
2. DMV agrees to assist the Subgrantee to perform such tasks and functions as set forth in the application which is attached hereto and made part hereof, hereinafter referred to as Attachment A.
3. The Subgrantee shall do, perform, and carry out in a satisfactory manner as determined by DMV all duties, tasks and functions necessary to implement the application which is hereto attached as Attachment A.
4. The Subgrantee will commence its duties under the Agreement on October 1, 2016, and to continue those services/activities until September 30, 2017. The terms of this Agreement may only be extended or modified by the mutual written agreement of the parties hereto.



5. In consideration of the services rendered by the Subgrantee, the sum of up to \$355,250 shall be obligated by DMV and said amount shall be deemed to be the maximum compensation to be received for this agreement unless a written modification is entered into between the parties amending the Agreement.
6. It is the understanding of all parties, to this Agreement; that DMV by joining in the Agreement neither pledges, nor promises to pledge, the credit of the State of West Virginia, nor does it promise payment of the compensation hereunder from monies from the "Treasury of the State of West Virginia."
7. To be eligible for any and all payments of the grant amount, the Subgrantee shall submit a Request for Reimbursement no more frequently than once a month to DMV. Upon receipt of said request, DMV shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of Attachment A, unless written approval of modification of the budget is signed by the parties hereto. The Subgrantee shall submit both a fiscal report detailing expenditures and a narrative progress report on a monthly basis by the 20<sup>th</sup> day of the following month.
8. The Subgrantee hereby represents that it possesses the legal authority to contract for this Agreement. Furthermore that attached hereto and made a part hereof as Attachment B is a certified copy of the resolution, or motion of similar action, which the Subgrantee's governing body has clearly adopted or passed; and further, that it has directed and authorized an official representative to act in connection with this Agreement. If the Subgrantee is a State agency, the completed application signed by the agency head is sufficient.
9. The Subgrantee agrees to abide by the grant conditions, terms, assurances and certifications which are a part of Attachment A and such other special terms and conditions that DMV has set forth in Attachment C which is incorporated herein and made part hereof, if said Special Conditions are appropriate to this Agreement.
10. If, through any cause, the Subgrantee shall fail to fulfill in a necessary and proper manner his obligations under this Agreement, the DMV may withhold payments to the Subgrantee upon notice in writing, suspend, or cancel this Agreement and Attachments. The notice of withholding payments, suspension, or cancellation should set forth the DMV reasons for taking said action.
11. DMV and Subgrantee may from time to time require changes in the scope of services performed hereunder. Subgrantee agrees to submit a written request for modification prior to changing any budget line item. All such changes, including any increase or decrease in the amount of compensation hereunder or work to be performed, which are mutually agreed upon between the parties shall be in writing.
12. If for any reason funds received by DMV are suspended or terminated, in whole or in part,

funding for this agreement shall cease.

13. The Subgrantee shall within the time period prescribed by grant conditions upon the termination of the Agreement, submit to DMV a final report on forms provided by DMV. Said reports shall reflect actual costs incurred during the terms of this Agreement.
14. The parties hereto agree that notice shall be given by personal service or served when mailed certified US Mail, postage prepaid, return receipt requested to the following addresses:
  - a. Governor's Highway Safety Program  
5707 MacCorkle Avenue, SE  
Post Office Box 17600  
Charleston, West Virginia 25317-0010
  - b. **Subgrantee Mailing Address:**  
**Wood County Commission**  
**One Court Square, Suite 203**  
**Parkersburg, West Virginia 26101**
15. The Subgrantee shall hold and save DMV and its officers, agents, and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent, or representative of the Subgrantee.

**IN WITNESS WHEREOF**, the parties hereto attach their signatures representing that each is acting with full authority.



**Stephen Gainer**  
**President**  
**Wood County Commission**

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**Pat Reed**  
**Commissioner**  
**Division of Motor Vehicles**

Revised 2016

Mark Rhodes  
Wood County 09:29:46 AM  
Instrument No 8719890  
Date Recorded 09/08/2016  
Document Type CDD  
Pages Recorded 6  
Book-Page 71-944



SEPTEMBER 8, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE STEPHEN GAINER, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F16-HS-03-DOHWZ. SAID REQUEST IS IN THE AMOUNT OF \$0.00

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David Blair Couch and made unanimous by Stephen Gainer, did hereby AUTHORIZE Stephen Gainer, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F16-HS-03-DOHWZ. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of August, 2016. The Request for Reimbursement form, the Project Financial Report, and the Monthly Progress Report have been submitted.

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

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner



# GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

## REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	Sub-Grantee:	Wood County Commission
	Address:	One Court Square, Suite 203 Parkersburg, WV 26101
	P. O. Number	MV1603DOHWZ
	Grant Number:	F16-HS-03-DOHWZ
	FEIN Number:	556 000 417
	Funds are hereby requested to cover expenditures For the period of: 8/1/16 - 8/31/16	

### PROJECT CASH EXPENDITURES

Account Number	Amount
	\$0.00
TOTAL	\$0.00

### CERTIFICATION:

I certify that this report represents 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 for inspection at the request of the Governor's Highway Safety Program.

BY: Stephen Gainer, President  9/8/2016  
(Typed Name And Title) (Signature) (Date)  
(Authorized Official or Grant Financial Officer Only)

## GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

### ADMINISTRATIVE APPROVAL

This request is approved for the amount of: 

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

(Date)

(Director)

### Purchasing/Accounts Payable Use Only

Mark Rhodes  
Wood County 10:21:12 AM  
Instrument No 8719909  
Date Recorded 09/08/2016  
Document Type 000  
Pages Recorded 2  
Book-Page 72-1

SEPTEMBER 8, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE STEPHEN GAINER, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F16-HS-03-406. SAID REQUEST IS IN THE AMOUNT OF \$0.00

**ORDER**


On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David Blair Couch and made unanimous by Stephen Gainer, did hereby AUTHORIZE Stephen Gainer, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F16-HS-03-406. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of August, 2016. The Request for Reimbursement form, the Project Financial Report, and the Monthly Progress Report have been submitted.

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

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
Stephen Gainer, President

  
David Blair Couch, Commissioner

  
Robert K. Tebay, Commissioner

M/3465



# GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

## REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	Sub-Grantee:	<b>Wood County Commission</b>
	Address:	<b>One Court Square, Suite 203 Parkersburg, WV 26101</b>
	P. O. Number	<b>MV1603406</b>
	Grant Number:	<b>F16-HS-03-406</b>
	FEIN Number:	<b>556 000 417</b>
	Funds are hereby requested to cover expenditures For the period of: <b>8/1/16 - 8/31/16</b>	

### PROJECT CASH EXPENDITURES

Account Number	Amount
	\$0.00
TOTAL	\$0.00

### CERTIFICATION:

I certify that this report represents 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 for inspection at the request of the Governor's Highway Safety Program.

BY:

Stephen Gainer, President



9/8/2016

(Typed Name And Title)

(Signature)

(Date)

(Authorized Official or Grant Financial Officer Only)

## GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

### ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

	(Approved)	(Date)

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

(Date)

(Director)

### Purchasing/Accounts Payable Use Only

Mark Rhodes  
WOOD County 10:23:25 AM  
Instrument No 8719910  
Date Recorded 09/08/2016  
Document Type 000  
Pages Recorded 2  
Book-Page 72-3

SEPTEMBER 8, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED STEPHEN GAINER, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE COURT SECURITY GRANT NUMBER 16-CS-20. SAID REQUEST IS IN THE AMOUNT OF \$0.00

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David Blair Couch and made unanimous by Stephen Gainer, did hereby AUTHORIZE Stephen Gainer, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Court Security Grant Number 16-CS-20. Reimbursement is in the amount of zero and zero cents (\$0.00) for the month of August, 2016. In addition to the Request for Reimbursement, the Grant Progress Report, the Financial Recap and the Project Financial Reports are being submitted to the Criminal Justice Services, Charleston, West Virginia.

A copy of the Request for Reimbursement is attached to this ORDER and should be made a part thereof. Documentation pertaining to the Court Security Grant is on file in the Office of the County Administrator.

APPROVED:

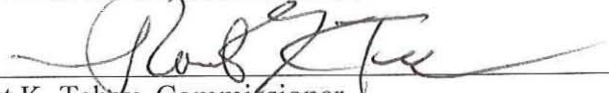
THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

<b>WEST VIRGINIA</b> <b>Division of Criminal Justice Services</b>	<b>Request for Reimbursement</b>
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<b>RECEIVED</b> <b>(For DCJS Use Only)</b>	Subgrantee:	Wood County Commission
	Address:	One Court Square, Suite 203 Parkersburg, WV 26101
	Project #:	16-CS-20
	FEIN#:	556 000 417
	Funds are hereby requested to cover expenditures	
	FROM:	8/1/16 TO: 8/31/16

**PROJECT CASH EXPENDITURES**

CATEGORY	AMOUNT
16-CS-20	\$-0-
TOTAL	\$-0-

**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, Wood County Commission  
 TYPED NAME & TITLE  
 (Authorized Official or Grant Financial Officer ONLY)

*Stephen Gainer* 9/8/16  
 SIGNATURE DATE

DCJS USE ONLY	
<b>ADMINISTRATIVE APPROVAL:</b>  This request is approved in the amount of \$ _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span>Initials</span> <span>Date</span> </div> Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.  <div style="display: flex; justify-content: space-between;"> <div>           _____  <b>Date</b> </div> <div>           _____  <b>Program Accountant</b> </div> </div>	

Mark Rhodes  
 WOOD County 10:25:19 AM  
 Instrument No 8719911  
 Date Recorded 09/09/2016  
 Document Type CDD  
 Pages Recorded 2  
 Book-Page 72-5



SEPTEMBER 8, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE STEPHEN GAINER, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F16-HS-03-408. SAID REQUEST IS IN THE AMOUNT OF \$0.00

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David Blair Couch and made unanimous by Stephen Gainer, did hereby AUTHORIZE Stephen Gainer, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F16-HS-03-408. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of August, 2016. The Request for Reimbursement form, the Project Financial Report, and the Monthly Progress Report have been submitted.

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

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

# GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

## REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)

Sub-Grantee: **Wood County Commission**

Address: **One Court Square, Suite 203  
Parkersburg, WV 26101**

P. O. Number **MV1603408**

Grant Number: **F16HS-03-408**

FEIN Number: **556 000 417**

Funds are hereby requested to cover expenditures  
For the period of: **8/1/16 - 8/31/16**

### PROJECT CASH EXPENDITURES

Account Number	Amount
	<b>\$0.00</b>
<b>TOTAL</b>	<b>\$0.00</b>

### CERTIFICATION:

I certify that this report represents 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 for inspection at the request of the Governor's Highway Safety Program.

BY: **Stephen Gainer, President** *Stephen Gainer* **9/8/2016**

(Typed Name And Title)  
(Authorized Official or Grant Financial Officer Only)

(Signature)

(Date)

## GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

### ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

	(Approved)	(Date)

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

(Date)

(Director)

### Purchasing/Accounts Payable Use Only

Mark Rhodes  
Wood County 10:27:00 AM  
Instrument No 8719912  
Date Recorded 09/08/2016  
Document Type CDO  
Pages Recorded 2  
Book-Page 72-7

SEPTEMBER 8, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE STEPHEN GAINER, AS PRESIDENT, TO EXECUTE A REQUEST FOR REIMBURSEMENT THROUGH THE WEST VIRGINIA COURTHOUSE FACILITIES IMPROVEMENT FUND FOR THE COURTHOUSE DOOR PROJECT.

**ORDER**

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, did hereby AUTHORIZE Stephen Gainer, as President, and on behalf of the County Commission, to EXECUTE a Reimbursement Request for sixty-two thousand one hundred fifty-nine dollars and twenty-six cents (\$62,159.26) from the West Virginia Courthouse Facilities Improvement Fund. Said Grant Funds were used to repair the entryways and install new doors on the Historic Wood County Courthouse.

A copy of said Reimbursement Request is attached to this ORDER and should be made a part thereof. Information relating to the West Virginia Courthouse Facilities Improvement Fund 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/3468



<b>WEST VIRGINIA Courthouse Facilities Improvement Authority</b>	<b>13<sup>th</sup> Cycle - Request for Reimbursement</b>
RECEIVED	<b>Funds Recipient: Wood County Commission</b>
	<b>Address: One Court Sq., Parkersburg, WV 26101</b>
	<b>Application #: CFIA.STRU2015</b>
	<b>Grant ID #: 12cycWood54</b>
	<b>FEIN #: 556 000 417</b>
	<b>Funds are hereby requested to cover expenditures FROM: 1/1/15 TO: 8/31/16</b>

**VENDOR INFORMATION** - Please list below all invoices associated with this request for reimbursement. List the vendor name, the date received, the invoice number and the check number in this column. Attach a copy herein of the corresponding vendor invoice(s) marked "paid" and proof of payment for services (copy of county check).

Total Dollar  
Amount of  
Each Invoice

Grae-Con - 7/20/16 - 16F66 - 161141	\$39,301.30
Grae Con - 7/30/16 - 16G74 - 161182	\$21,528.21
Grae Con - 8/31/16 - 16H58 - 161218	\$5,143.49
ZMM - 10/31/15 - 201568-1 - 159317	\$1,050.00
ZMM - 11/30/15 - 201568 - 2 - 159456	\$1,675.51
ZMM - 12/31/15 - 201568-3 - 159630	\$1,674.19

SEE PAGE TWO

**FUNDS RECIPIENT REIMBURSEMENT REQUEST:**

This request is in the amount of \$ \_\_\_\_\_

Initials Date

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

9/8/2016

*Stephanie L. Davis*

Date

Authorized Official

**CFIA USE ONLY CERTIFICATION:**

I certify that this report presents expenditures of funds for the period covered and for the total project budget to date, made in accordance with the approved application for this funding program.

BY: Melissa K. Smith, Executive Director

TYPED NAME & TITLE  
(Authorized Official or Financial Officer Only.)

SIGNATURE

DATE

<b>WEST VIRGINIA Courthouse Facilities Improvement Authority</b>	<b>13<sup>th</sup> Cycle - Request for Reimbursement</b>
RECEIVED	<b>Funds Recipient: Wood County Commission</b>
	<b>Address: One Court Sq., Parkersburg, WV 26101</b>
	<b>Application #: CFIA.STRU2015</b>
	<b>Grant ID #: 12cycWood54</b>
	<b>FEIN #: 556 000 417</b>
	<b>Funds are hereby requested to cover expenditures FROM: 1/1/15 TO: 8/31/16</b>

**VENDOR INFORMATION** - Please list below all invoices associated with this request for reimbursement. List the vendor name, the date received, the invoice number and the check number in this column. Attach a copy herein of the corresponding vendor invoice(s) marked "paid" and proof of payment for services (copy of county check).

ZMM -1/31/16 - 201568-4 - 159770

\$4,269.44

ZMM - 2/29/16 - 201568-5 - 159904

\$1,504.05

ZMM - 3/31/16 - 201568-6 - 160109

\$721.33

ZMM - 4/30/16 - 201568-7 - 160685

\$592.07

ZMM - 6/30/16 - 201568-8 - 160984

\$239.48

**TOTAL**

**\$77,699.07**

Total Dollar  
Amount of  
Each Invoice

**FUNDS RECIPIENT REIMBURSEMENT REQUEST:**

This request is in the amount of \$ \$62,159.26

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

September 8, 2016

*Stephen Gaine*

Date

Authorized Official

**CFIA USE ONLY CERTIFICATION:**

I certify that this report presents expenditures of funds for the period covered and for the total project budget to date, made in accordance with the approved application for this funding program.

BY: Melissa K. Smith, Executive Director

TYPED NAME & TITLE

(Authorized Official or Financial Officer Only.)

SIGNATURE

DATE

Mark Rhodes  
WOOD County 10:28:28 AM  
Instrument No 8719913  
Date Recorded 09/08/2016  
Document Type 000  
Pages Recorded 3  
Book+Page 72-9



LDC

## Wood County Commission

## Erroneous Assessment Application

Tax Type: **Real Estate**

## Description

LOT #29 J W DUDLEY ADN 50X125

Tax Ticket: **23985**Tax Year: **2015**

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 **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.

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

*(EXON DOESN'T SHOW CORRECT CLASS)*

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	4	621.00	2.957120	4	21,000
08/17/2016	PENDING EXONERATION	4	-310.50	2.957120	4	0
Adjusted Net Taxes			310.50	Adjusted Net Value		21,000

Map 54 Parcel 00180000

*Fred Pence*  
Taxpayer

*John Blum*  
Prosecutor

*Rich Shaffer*  
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 8, 2016

RECEIVED

AUG 22 2016

County Administrator

RECEIVED

AUG 30 2016

County Administrator

Mark Rhodes  
WOOD County 10:55:55 AM  
Instrument No 871931  
Date Recorded 09/08/2016  
Document Type 000  
Pages Recorded 1  
Book-Page 72-14

Application Printed On

Wednesday, August 17, 2016 2:04 pm

By: Teresa Murray