

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203
PARKERSBURG, WV 26101

IN RE: MINUTES OF SPECIAL MEETING HELD
MONDAY, JUNE 5, 2017

PRESENT: DAVID BLAIR COUCH, PRESIDENT
ROBERT K. TEBAY, COMMISSIONER
JAMES COLOMBO, COMMISSIONER

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

The County Commission, upon a motion duly made, seconded and passed, approved an Erroneous Assessment Applications in regard to personal property. Copies are attached to these minutes and shall be made a part thereof.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission discuss the estate of Judith Radcliff with Greg Bradshaw.

At 9:56 A.M., the County Commission approved the hiring of Alesha Smith as a part-time employee in the E-911 Center.

At 9:57 A.M., the County Commission announced two vacancies on the Wood County Civil Service Commission. (Order A/1756)

At 10:37 A.M., the County Commission announced a vacancy on the Wood County Airport Authority. They also placed Bill Richardson Jr. in nomination for reappointment. (Order A/1757)

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/1756, A1757, A/1758

Having no further scheduled appointments or business to attend to, the County Commission adjourned at approximately 11:21 A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President

Robert K. Tebay, Commissioner

James Colombo, Commissioner

To listen to this meeting, please refer to DVD labeled June 5, 2017.

Wood County Commission Meeting
Held June 5, 2017

Please Print

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Wood County Commission
Agenda

6/5/2017

1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Estate of Judith Radcliff – discuss appointment of Executor	Greg Bradshaw
	Consider Request to hire Alesha Smith as a part-time Telecommunicator for E-911 - \$12.69/hr	
	Announce vacancy on the Wood County Civil Service Commission for Deputy Sheriffs (Bar Association and County Commission appointments)	
	Announce vacancy on the Wood County Airport Authority (Richardson, Jr.)	
	Announce vacancy on the Parkersburg and Wood County Public Library Board (Stone)	
	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

JUNE 5, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

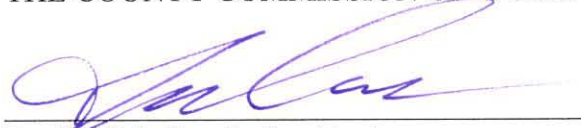
IN RE: THE COUNTY COMMISSION ANNOUNCED THAT TWO
VACANCIES EXIST ON THE WOOD COUNTY CIVIL SERVICE
COMMISSION FOR DEPUTY SHERIFFS.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, announced that two vacancies exist on the Wood County Civil Service Commission for Deputy Sheriffs. Said vacancies are due to the fact that the terms of George (Chip) Chandler, Democrat representing the Bar Association and Sean Andrews, Republican representing the Wood County Commission, will expire June 30, 2017. Said vacancies are 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 terms will expire June 30, 2021.

APPROVED:


THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/1756

Mark Rhodes
WOOD County 02:46:23 PM
Instrument No 8752773
Date Recorded 06/05/2017
Document Type CDD
Pages Recorded 1
Book-Page 73-223

JUNE 5, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ANNOUNCED THAT A VACANCY WILL EXIST ON THE WOOD COUNTY AIRPORT AUTHORITY. THEY ALSO PUT BILL RICHARDSON, JR. IN NOMINATION FOR REAPPOINTMENT.

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 James E. Colombo, announced that a vacancy will exist on the Wood County Airport Authority. Said vacancy is due to the fact that Bill Richardson, Jr.'s term expires June 30, 2017. 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 June 30, 2022. Mr. Richardson is a Democrat.

The County Commission, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and made unanimous by James E. Colombo, placed Bill Richardson, Jr. in nomination for reappointment.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Robert K. Tebay, Commissioner


James E. Colombo, Commissioner

A/1757

Mark Rhodes
WOOD County 02:38:23 PM
Instrument No 8752756
Date Recorded 06/05/2017
Document Type CDD
Pages Recorded 1
Book-Page 73-222

JUNE 5, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ADOPTED A RESOLUTION IN
REFERENCE TO BUDGET REVISION NO. 2 IN THE GENERAL
COUNTY FUND BUDGET FOR THE FISCAL YEAR 2016/2017.


ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and made unanimous by David Blair Couch, adopted a Resolution in reference to Budget Revision No. 2 in the General County Fund Budget for the fiscal year 2016/2017. The Request for Revision to the Approved Budget, being submitted to the West Virginia State Auditor - Chief Inspector Division, Charleston, West Virginia, was signed by Stephen Gainer, President of the Wood County Commission.

A copy of the Resolution and Request for Revision are attached to this Order and should be made a part thereof.

APPROVED:

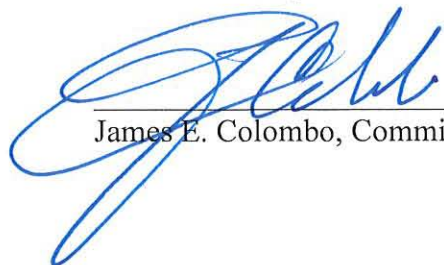
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner



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

MARK RHODES
COUNTY CLERK

PHONE: 304-424-1850

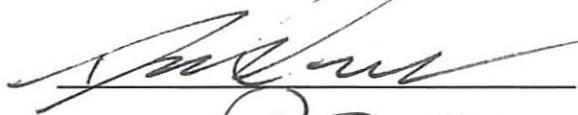
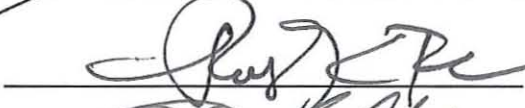
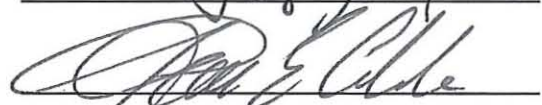
RESOLUTION

At a regular session of the county commission, held June 5, 2017 the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Wood. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the county commission does hereby direct the General county budget be revised **PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS**, as shown on Fund 1 Budget Revision Number 2, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by Robert K. Tebay and seconded by James E. Colombo and made unanimous by David Blair Couch, the vote thereon was as follows:

	<input checked="" type="radio"/> Yes	or	No
	<input checked="" type="radio"/> Yes	or	No
	<input checked="" type="radio"/> Yes	or	No

WHEREUPON, David Blair Couch, declared said resolution be, and the same is, hereby adopted as so stated above, and the President authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

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

REQUEST FOR REVISION TO APPROVED BUDGET

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

CONTROL NUMBER
FY: 2016-2017
Fund: 1
Rev. No. 2
Pages: 3

Wood County Commission

GOVERNMENT ENTITY

Person To Contact Regarding Request:

Name: **Mark Rhodes**Phone: **304-424-1892**Fax: **304-424-1809**

PO Box 1474

STREET OR PO BOX

Parkersburg

26102

CITY

ZIP CODE

COUNTY

Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
301-01	Property Tax Current Year	11,841,219	600,000		12,441,219
301-09	Redemption from State Auditor	15,000	6,200		21,200
301-90	Property Tax - Excess Levy	496,842	73,964		570,806
304	Property Transfer Tax	400,000	11,000		411,000
317	Licenses	10,000	5,720		15,720
323	State Grants	500,000	147,228		647,228
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			1,675,191		

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

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)


ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	2,678,972	27,537		2,706,509
402	County Clerk	1,003,396	34,200		1,037,596
403	Circuit Clerk	703,160	24,425		727,585
404	Sheriff-Treasurer	735,325	9,000		744,325
405	Prosecuting Attorney	1,294,087	58,960		1,353,047
407	Assessor's Valuation Fund	706,796	51,614		758,410
408	Statewide Computer Network	72,400	3,866		76,266
412	Agricultural Agent	125,136	1,101		126,237
413	Elections-County Clerk	241,065		59,000	182,065
415	Magistrate Court	4,200	1,800		6,000
424	Courthouse	417,954	111		418,065
428	Data Processing	104,721	5,000		109,721
NET INCREASE/(DECREASE) Expenditures			1,675,191		

APPROVED BY THE STATE AUDITOR

BY:

Deputy State Auditor, Local Government Services Div.

Date



 AUTHORIZED SIGNATURE
OF ENTITY

 APPROVAL
DATE

LGSD: BR

Wood County Commission

CONTROL NUMBER

2016-2017

1

2

BUDGET REVISION REQUEST-SUPPLEMENT-REVENUES			FY	FUND	REV #
ACCOUNT	ACCOUNT	PREVIOUSLY			REVISED
NUMBER	CATEGORY	APPROVED AMOUNT	INCREASE	DECREASE	AMOUNT
324	Other Grants		30,000		30,000
329	Sheriff's Service of Process	30,000	3,000		33,000
331	County Clerk's Earnings	312,000	15,691		327,691
340	Rents & Concessions	76,000	50		76,050
361	Fines, Fees & Court Costs	13,000	4,800		17,800
362	Regional Jail Operations Partial Reim.	175,000	46,916		221,916
365	Interest Earned	1,000	3,200		4,200
366	Miscellaneous Revenue	6,000	26,020		32,020
370	Gaming Income	40,000	1,200		41,200
373	Video Lottery	200,000	15,000		215,000
382	Refunds/Reimbursements (External Sources)	150,000	18,588		168,588
397	Payroll Reimbursements	2,035,247	115,000		2,150,247
398	Transfers from Rainy Day Funds	750,000	500,000		1,250,000
399	Transfers Assessor's Valuation Fund	706,796	51,614		758,410
	#N/A				
	#N/A				
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	#N/A				
NET INCREASE/(DECREASE) Revenues (THIS PAGE)					831,079

EXPENDITURES (CONT'D)

Wood County Commission

LGSD: BR

Wood County Commission

CONTROL NUMBER 2016-2017

1

2

BUDGET REVISION REQUEST-SUPPLEMENT

FY

FUND

REV#

ACCOUNT	ACCOUNT	PREVIOUSLY			REVISED
NUMBER	CATEGORY	APPROVED AMOUNT	INCREASE	DECREASE	AMOUNT
443	State Grants	500,000	72,228		572,228
444	Other Grants		30,000		30,000
696	Transfer to Financial Stabilization Fund		500,000		500,000
699	Contingencies	205,770		156,270	49,500
704	Regional Jail	2,000,000	628,000		2,628,000
705	Home Confinement	244,749	47,000		291,749
707	Investigative Services	9,600	300		9,900
712	Communication Center	1,750,291	115,000		1,865,291
716	Dog Warden/Humane Society	231,348	9,652		241,000
731	Community Based Corrections Program	270,531	272,082		542,613
900	Parks & Recreation	322,484	50		322,534
916	Library	815,603	73,964		889,567
986	County Commission	100,000		75,429	24,571
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures (this page)					1,516,577

Mark Rhodes
 Wood County 02:35:53 PM
 Instrument No 8752748
 Date Recorded 06/05/2017
 Document Type CDD
 Pages Recorded 5
 Book-Page 73-217

Wood County Commission

Erroneous Assessment Application

Tax Type: **Personal Property**

Tax Ticket: **609616**

Tax Year: **2016**

Upon the application of **HEARN SCOTT A** whose address is **605 RIVERSIDE DR SAINT MARYS, WV 26170**- 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 MR. HEARN REPORTED VEHICLES IN WOOD COUNTY AND PLEASANTS COUNTY. MR. HEARN LIVES IN PLEASANTS COUNTY. PLEASE EXONERATE. 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	15.52	2.955500	4	525	
05/17/2017	PENDING EXONERATION	4	-15.52	2.955500	4	-525	
Adjusted Net Taxes			0.00	Adjusted Net Value			0

Scott Hearn
Taxpayer
PHONE # 304-483-9191

[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 June 5, 2017

REC'D

MAY 31 2017

County Administrator

RECEIVED

JUN 02 2017

County Administrator

Mark Rhodes
WOOD County 02:48:06 PM
Instrument No 8752774
Date Recorded 06/05/2017
Document Type CDD
Pages Recorded 1
Book-Page 73-224

By: *Art* Michell Cole

Application Printed On

Wednesday, May 17, 2017 10:39 am

Wood County Commission

Erroneous Assessment Application

Tax Type: **Personal Property**

Tax Ticket: **605316**

Tax Year: **2016**

Upon the application of **LAWRENTZ JOHN S** whose address is **374 CLUB DR WASHINGTON, WV 26181-6300** aggrieved by an erroneous assessment in **LUBECK District (03)**, 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 1998 FORD RANGER WAS REPORTED WHEN IN FACT IT HAD BEEN SOLD PRIOR TO 7/1/2015. TAXPAYER HAD A 1995 FORD RANGER IN WHICH A SUPPLEMENTAL TAX TICKET FOR THE 1995 FOR RANGER WAS MADE TICKET NUMBER 80007382. 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	76.14	2.206800	3	3,450
05/24/2017	PENDING EXONERATION	3	-21.86	2.206800	3	-990
Adjusted Net Taxes			54.28	Adjusted Net Value		2,460

John Laurentz
Taxpayer

(304-588-0273)

[Signature]

Prosecutor

David Nohe

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 June 5, 2017

RECEIVED

MAY 31 2017

County Administration

RECEIVED

JUN 02 2017

County Administration

Mark Rhodes
WOOD County 02:49:57 PM
Instrument No 8752775
Date Recorded 06/05/2017
Document Type CDD
Pages Recorded 1
Book-Page 73-225

By: Erica Mercer

Application Printed On

Wednesday, May 24, 2017 12:01 pm