

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
THURSDAY, OCTOBER 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 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.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission met with Rick Woodyard, Wood County E-911 Director, to discuss a computer aided dispatch software system. Mr. Woodyard stated they need a new system that would cost in the neighborhood of \$35,000.00 a year for service and an initial cost in the neighborhood of \$175,640.00. He stated Wirt County has agreed to split the cost with Wood County. The County Commission asked that Mr. Woodyard proceed to explore whether or not the Commission needs to go out to bid, as this may be on a Government Services Administration contract. He further stated they are continuing to expand radio coverage with the County for Emergency Services first responders.

At 10:00 A.M., the County Commission met with Attorney Vance Golden. Mr. Golden was applying for a road maintenance for the entirety of Maple Drive and the norther portion of Beckwith Avenue in Mullenix Subdivision Section Two in Union District. He stated there are fourteen homes that are currently located on the road that are not subject to the existing homeowner's Association and he would like to add those homes into the association. The County Commission, upon a motion duly made, seconded and passed, authorized a continuance of this hearing. (Order M/3762-A)

At 11:18 A.M., the County Commission authorized advertisement for sealed bids for County property located at 77 Coolidge Street.

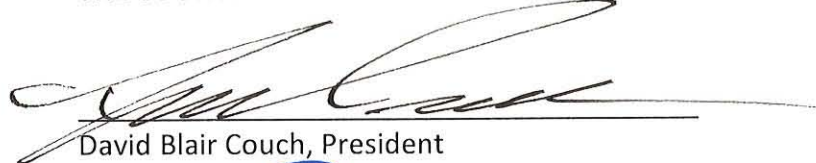
ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/3762-A

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 11:23 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 October 5, 2017.

Wood County Commission Meeting
Held October 5, 2017

Please Print

1.	Rick Woodyard	
2.	Denise Haught	(304) 464-5058
3.	Judy Gates	(304) 464-5087
4.	ROBIN JAKUBIK	304-850-4355
5.	GENE JAKUBIK	
6.	Kevin Kratzer	304-615-3812
7.	Amanda Atkinson	304-916-0100
8.	Charles Dean II	304-966-8005
9.	Jeff Freed	304-482-5986
10.	Vance Golden	
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		



Wood County Commission
Agenda

10/5/2017

1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Discuss Computer Aided Dispatch (CAD) software system	Rick Woodyard, E-911 Director
10:00 A.M.	Discuss Petition to establish Road Maintenance for the Entirety of Maple Drive and the Northerly Portion of Beckwith Avenue – Mullenix Subdivision Section Two, Union District	Vance Golden, Attorney
	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

OCTOBER 5, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY A
CONTINUANCE OF A HEARING TO ESTABLISH A ROAD
MAINTENANCE ASSOCIATION

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 James E. Colombo, did hereby AUTHORIZE a continuance of a hearing to establish a Road Maintenance Association for the entirety of Maple Drive and the Northerly portion of Beckwith Avenue in Mullenix Subdivision, section Two, Union District.

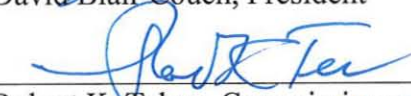
Said hearing is set for Monday, December 4, 2017 at 10:00 A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

M/3762-A

Mark Rhodes
WOOD County 09:33:56 AM
Instrument No 8766546
Date Recorded 10/05/2017
Document Type CDD
Pages Recorded 1
Book-Page 75-823

Wood County Commission

Erroneous Assessment Application

Tax Type: **Personal Property**

Tax Ticket: **762960**

Tax Year: **2017**

Upon the application of **PIERCE PAUL** whose address is **72 ONWARD RD WILLIAMSTOWN, WV 26187-** aggrieved by an erroneous assessment in **WILLIAMS District (12)**, in the County of Wood, for the **2017** 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 **2017** 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.

The above mentioed tax ticket is incorrect due to a clerical error. Our office recently discovered inforamtion that subsequently reduces the value of the mobile home on this tax ticket. The revised assessed value reflects an accurate assessment.

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
07/01/2017	BILLING	2	41.46	1.189400	2	3,486
09/06/2017	PENDING EXONERATION	2	-26.26	1.189400	2	-2,208
Adjusted Net Taxes			15.20	Adjusted Net Value		1,278

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 09/05/2017.

RECEIVED

SEP 25 2017

County Administration

RECEIVED

OCT 02 2017

County Administration

Mark Rhodes
WOOD County 09:24:40 AM
Instrument No 8766541
Date Recorded 10/05/2017
Document Type CDD
Pages Recorded 1
Book-Page 73-818

By: Stacey Fleak

Application Printed On

Wednesday, September 6, 2017 11:54 am

Wood County Commission

Erroneous Assessment Application

Tax Type: **Personal Property**

Tax Ticket: **702050** ✓

Tax Year: **2017** ✓

RECEIVED

SEP 18 2017

Ryan LLC

Upon the application of **TOYOTA LEASE TRUST** whose address is **19001 S WESTERN AVE TORRANCE, CA 90509**- aggrieved by an erroneous assessment in **VIENNA District (10)** , in the County of Wood, for the **2017** 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 **2017** 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 A 2015 TOYOTA CAMRY (4T1BF1FKXFU098697) WAS REPORTED, WHEN IN FACT THE LESSEE LIVES IN CALIFORNIA. 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
07/01/2017	BILLING	4	6,358.66	3.112120	4	204,319 ✓
09/08/2017	PENDING EXONERATION	4	-264.70	3.112120	4	-8,505
Adjusted Net Taxes			6,093.96	Adjusted Net Value		195,814 ✗


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 October 5, 2017

REC

SEP 25 2017

County Administrator

SEP 26 2017

County Administrator

RECEIVED

OCT 02 2017

County Administrator

Mark Rhodes
WOOD County 09:25:59 AM
Instrument No 8766542
Date Recorded 10/05/2017
Document Type CDD
Pages Recorded 1
Book-Page 75-819

By: Sarah Edelen

Application Printed On

Friday, September 8, 2017 4:14 pm

Wood County Commission

Erroneous Assessment Application

Tax Type: **Real Estate**

Tax Ticket: **31068** ✓

Tax Year: **2017** ✓

Description

UND 1/2 INT OGM 6 TCTS AGGREG
ATING 112-A 98-P MORE OR LESS
TYGART CREEK & SUGAR CAMP

Upon the application of **MATHENY JEFFREY & HELEN** whose address is **113 MINERAL WELLS HTS MINERAL WELLS, WV 26150-** aggrieved by an erroneous assessment in SLATE District (06) Map 9999 Parcel 00410027, in the County of Wood, for the **2017** 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 **2017** tax year.

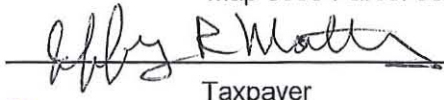
If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

DUE TO A CLERICAL ERROR THIS TICKET WAS CREATED WHEN ROBERT MATHENY ONLY HAD LIFE ESTATE IN THE PROPERTY. HE PASSED AWAY JUNE 18, 2015.

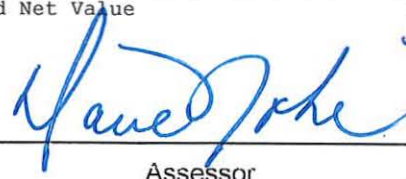
All of which is ordered to be certified to the Auditor of the State of West virginia and the Sheriff of WOOD County


Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2017	BILLING	3	33.08	2.378800	3	1,390
06/21/2017	PENDING EXONERATION	3	-33.08	2.378800	3	-1,390
			Adjusted Net Taxes			Adjusted Net Value
			0.00			0

Map 9999 Parcel 00410027

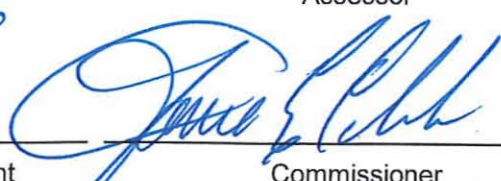

Taxpayer


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 October 5, 2017

RECEIVED

SEP 27 2017

County Administrator

RECEIVED

OCT 02 2017

County Administrator

Mark Rhodes
WOOD County 09:27:21 AM
Instrument No 8766543
Date Recorded 10/05/2017
Document Type CDD
Pages Recorded 1
Book-Page 73-820

By: Don Grimm

Application Printed On

Wednesday, June 21, 2017 2:50 pm

Wood County Commission

Erroneous Assessment Application

Tax Type: **Real Estate**

Description

7 CHERRYWOOD ADN

Tax Ticket: **23557**

Tax Year: **2017**

Upon the application of **OLIVER JOSEPH R** whose address is **3803 BROAD ST PARKERSBURG, WV 26104-1233** aggrieved by an erroneous assessment in PARKERSBURG District (05) Map 24 Parcel 00C70000, in the County of Wood, for the **2017** 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 **2017** tax year.

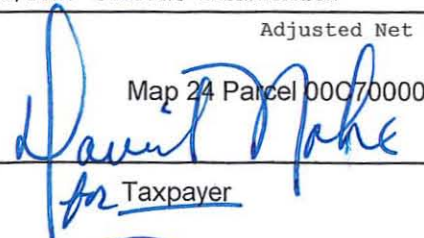
If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

THE ABOVE MENTIONED TAX TICKET IS INCORRECT DUE TO A CLERICAL ERROR. JOSEPH R OLIVER WAS INCORRECTLY ASSESSED IN THE WRONG TAX CLASS. THE REVISED TAX AMOUNT REFLECTS AN ACCURATE ASSESSMENT .

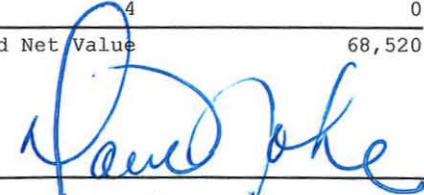
All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of WOOD County


Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2017	BILLING	4	2,143.80	3.128720	4	68,520
08/28/2017	PENDING EXONERATION	4	-1,071.90	3.128720	4	0
Adjusted Net Taxes			1,071.90	Adjusted Net Value		68,520

Map 24 Parcel 00C70000


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 October 5, 2017

OCT 02 2017

County Administrator

SEP 27 2017

County Administrator

Mark Rhodes
WOOD County 09:29:25 AM
Instrument No 8766544
Date Recorded 10/05/2017
Document Type CDD
Pages Recorded 1
Book-Page 73-821

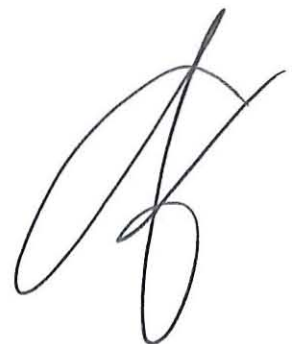
Application Printed On

By: Connie Mcatee

Tuesday, September 26, 2017 3:02 pm

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
2397	WV DEPUTY	WV DEPUTY SHERIFF'S RETIREMENT	REGULAR	09/30/2017	29,265.50	
2398	WV RETIRE	WV PUBLIC EMP RETIREMENT	REGULAR	09/30/2017	82,128.27	
GENERAL FUND Bank Id 101 Totals					111,393.77	
Report Totals					111,393.77	



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
2389	FSA	TASC	REGULAR	09/29/2017	2,788.25	
2390	CHILD	CHILD SUPPORT ENF DIV	REGULAR	09/29/2017	671.88	
2391	EMPOWER	EMPOWER RETIREMENT	REGULAR	09/29/2017	45.00	
2392	IRS-PAY	INTERNAL REVENUE SERVICE	REGULAR	09/29/2017	81,056.29	
2393	OH ST TX	TREASURER OF STATE OF OHIO	REGULAR	09/29/2017	378.21	
2394	OH ST TX	TREASURER OF STATE OF OHIO	REGULAR	09/29/2017	396.63	
2395	WV ST TX	WV STATE TAX COMM-INCOME	REGULAR	09/29/2017	24,404.69	
2396	MONPOWER	MON POWER	REGULAR	09/29/2017	1,937.02	
163840	AMERICAN	AFLAC	REGULAR	09/29/2017	117.34	
163841	COPFEE	CITY OF PARKERSBURG	REGULAR	09/29/2017	2,021.66	
163842	GREAT LAKES	GREAT LAKES HIGHER ED. GUARANTY CORPORATION	REGULAR	09/29/2017	132.69	
163843	NRS	NATIONWIDE RETIREMENT SOLUTIONS	REGULAR	09/29/2017	1,865.00	
163844	PHEAA	PHEAA	REGULAR	09/29/2017	401.13	
163845	PUBLIC DE	ONE COMMUNITY FEDERAL CREDIT UNION	REGULAR	09/29/2017	10,683.00	
163846	WASHINGTONH	WASHINGTON NATIONAL INSURANCE CO.	REGULAR	09/29/2017	1,787.02	
163847	WESTERNSO	WESTERN & SOUTHERN LIFE	REGULAR	09/29/2017	306.36	
163848	WESTFIELD	LINCOLN FINANCIAL GROUP	REGULAR	09/29/2017	29.00	
163849	WVLOAN	WV CONSOLIDATED PUBLIC RETIREMENT BOARD	REGULAR	09/29/2017	166.50	
163851	COPFEE	CITY OF PARKERSBURG	REGULAR	09/29/2017	4,048.74	
163852	IRS-PAY	INTERNAL REVENUE SERVICE	REGULAR	09/29/2017	81,056.29	X
163852	IRS-PAY	INTERNAL REVENUE SERVICE	VOID	09/29/2017	(81,056.29)	X

GENERAL FUND Bank Id 101 Totals

133,236.41


Report Totals

133,236.41

Items Selected For Payment Report

Fund 7 Ck Date 10/03/2017

<u>Vendor Number</u>	<u>Vendor Name</u>	<u>Invoice Numb</u>	<u>P.O. Number</u>	<u>Doc Date</u>	<u>Due Date</u>	<u>Amount</u>
GEN CO FD	GENERAL COUNTY FUNDS	09292017		10/3/2017	10/3/2017	160,046.09
				Vendor Total		160,046.09
				Grand Total		160,046.09

A large, stylized handwritten signature in black ink, located in the bottom right corner of the page. The signature appears to be a cursive representation of a name, possibly "V. R. H. S.", with a long, sweeping underline.

Items Selected For Payment Report

Fund 56 Ck Date 10/03/2017

<u>Vendor Number</u>	<u>Vendor Name</u>	<u>Invoice Numb</u>	<u>P.O. Number</u>	<u>Doc Date</u>	<u>Due Date</u>	<u>Amount</u>
GEN CO FD	GENERAL COUNTY FUNDS	09292017A		10/3/2017	10/3/2017	56,033.97
				Vendor Total		56,033.97
				Grand Total		56,033.97



Check Register Report for Wood County Commission

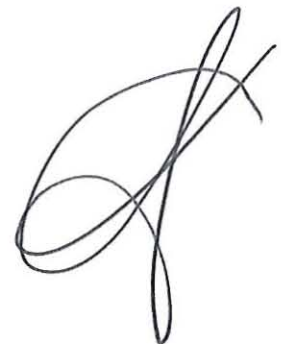
Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1064	LEADS	LEADSONLINE	REGULAR	10/03/2017	3,133.00	

THE SPECIAL LAW ENFORCEMENT Bank Id 173 Totals

3,133.00

Report Totals

719,199.29



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
6703	AAP	ADVANCE AUTO PARTS	REGULAR	10/03/2017	67.86	
6704	MONPOWER	MON POWER	REGULAR	10/03/2017	1,069.89	
6705	MOUNTAINEERG	MOUNTAINEER GAS COMPANY	REGULAR	10/03/2017	33.44	
6706	ODEPOT	OFFICE DEPOT	REGULAR	10/03/2017	55.99	
6707	RICOH	RICOH USA INC	REGULAR	10/03/2017	478.02	
6708	TIANO	TIANO-KNOPP ASSOC., INC.	REGULAR	10/03/2017	417.00	
COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals					2,122.20	

A large, stylized handwritten signature in black ink, located in the bottom right corner of the page. The signature is cursive and appears to be a combination of initials and a full name.

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3384	WORKINGMA	WORKINGMAN'S STORE	REGULAR	10/03/2017	13.50	

HOME CONFINEMENT Bank Id 108 Totals

13.50



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
6955	AAP	ADVANCE AUTO PARTS	REGULAR	10/03/2017	222.75	
6956	AVTEC	AVTEC, INC.	REGULAR	10/03/2017	45,185.40	
6957	MAHONE TI	MAHONE TIRE CO	REGULAR	10/03/2017	503.80	
6958	POWERPHONE	POWERPHONE, INC.	REGULAR	10/03/2017	1,194.00	
6959	SUDDENLINKD	SUDDENLINK	REGULAR	10/03/2017	252.20	
6960	GEN CO FD	GENERAL COUNTY FUNDS	REGULAR	10/03/2017	160,046.09	
E-911 FUND Bank Id 107 Totals					<u>207,404.24</u>	



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
2399	MONPOWER	MON POWER	REGULAR	10/03/2017	22,110.55	
163853	BAKER L	LYNDE BAKER	REGULAR	10/03/2017	642.95	
163854	CRUM G	GWEN CRUM	REGULAR	10/03/2017	310.29	
163855	CSSI	CSSI	REGULAR	10/03/2017	37,449.00	
163856	CWS	CWS	REGULAR	10/03/2017	9.99	
163857	FPS	FPS BUILDING & DEVELOPMENT, INC	REGULAR	10/03/2017	8,844.00	
163858	HARLOW S	STACY HARLOW	REGULAR	10/03/2017	126.00	
163859	HEALTH	HIGHMARK WEST VIRGINIA	REGULAR	10/03/2017	279,742.20	
163860	HEAVENLY HAM	THE HONEY BAKED HAM COMPANY	REGULAR	10/03/2017	164.41	
163861	LIFE	DEARBORN NATIONAL	REGULAR	10/03/2017	1,242.94	
163862	LOWES	LOWE'S COMPANIES, INC.	REGULAR	10/03/2017	457.17	
163863	MABC	MID-ATLANTIC BUSINESS COMMUNICATIONS	REGULAR	10/03/2017	881.60	
163864	MID OHIO H	MID OHIO VALLEY HEALTH DEPT	REGULAR	10/03/2017	15,000.00	
163865	MOUNTAINEERC	MOUNTAINEER CUSTOM CARTRIDGE	REGULAR	10/03/2017	4,953.00	
163866	MYERS SEP	MYERS SEPTIC	REGULAR	10/03/2017	250.00	
163867	NOLANS	NOLAN'S SERVICES LLC	REGULAR	10/03/2017	7,948.47	
163868	ODEPOT	OFFICE DEPOT	REGULAR	10/03/2017	186.34	
163869	P-LIBRARY	PARKERSBURG & WOOD COUNTY PUBLIC LIBRARY	REGULAR	10/03/2017	65,427.25	
163870	P-WCVCB	PARKERSBURG/WOOD COUNTY CONVENTION &	REGULAR	10/03/2017	1,323.00	
163871	PCM-G	PCMG	REGULAR	10/03/2017	165.00	
163872	PULLIN	PULLIN FOWLER & FLANAGAN PLLC	REGULAR	10/03/2017	285.00	
163873	RICOH	RICOH USA INC	REGULAR	10/03/2017	237.56	
163874	SMITH JODI	JODI SMITH	REGULAR	10/03/2017	311.89	
163875	TIANO	TIANO-KNOPP ASSOC., INC.	REGULAR	10/03/2017	3,384.35	
163876	TIANO M	TIANO-KNOPP ASSOC, INC.	REGULAR	10/03/2017	405.54	



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
163877	UNION WIL	UNION WILLIAMS PUBLIC SE	REGULAR	10/03/2017	291.85	
163878	USBANKEQUIP	US BANK EQUIPMENT FINANCE	REGULAR	10/03/2017	455.00	
163879	VALLEY SU	VALLEY SUPPLY COMPANY	REGULAR	10/03/2017	128.73	
163880	VIENNA PU	VIENNA PUBLIC LIBRARY	REGULAR	10/03/2017	15,577.50	
163881	VISION	VISION SERVICE PLAN (WV)	REGULAR	10/03/2017	3,591.85	
163882	WORKINGMA	WORKINGMAN'S STORE	REGULAR	10/03/2017	400.00	
163883	WOVA	WOVA	REGULAR	10/03/2017	250.00	
163884	WTAP	WTAP	REGULAR	10/03/2017	50.00	
GENERAL FUND Bank Id 101 Totals					472,602.93	
Report Totals					472,602.93	



**CENTRAL TELECOMMUNICATIONS CENTER
OF WOOD COUNTY, WEST VIRGINIA
SERVING WIRT COUNTY**

**Wood County, West Virginia Office
of Emergency Management**

October 4, 2017

Wood County Commission
#1 Court Square
Parkersburg, WV 26101

Re: Transitioning Part Time Employee to Full Time

Dear Commissioners:

Please make the following change to the payroll for the October 15, 2017 pay period.

Patrick Smith is being transitioned from part time to full time status as of the October 15, 2017 pay period. He should be paid the regular dispatcher wages of \$29,034.72 annually or \$1209.78 bi-monthly and this should be taken from line item 1-712-10-184.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "R. Woodyard".

Rick Woodyard
Director
Central Telecommunications Center

A handwritten signature in blue ink, possibly reading "R. Smith".

A large, stylized handwritten signature in blue ink, possibly reading "L. Smith".

Mark Rhodes
WOOD County 09:31:22 AM
Instrument No 8766545
Date Recorded 10/05/2017
Document Type CSD
Pages Recorded 1
Book-Page 73-822