IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203 PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD THURSDAY, JUNE 28, 2018

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 minutes of June 18 and 21, 2018.

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

AGENDA AND DISCUSSION ITEMS

At 9:51 A.M., the County Commission approved the hiring of Jacob Wilcox and Karlee Sovel as part-time employees in the Assessor's Office. They also approved Glenn Tanner and Wendy Smith as full-time employees in the Wood County Day Report Center.

The County Commission authorized the E-911 Center to continue a lease for the limestone tower site. (Order M/3938)

The Probate Order in regard to the Lois Jean Lee estate was put on record on this date.

A copy is attached to these minutes and shall be made a part thereof.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/3938 and Probate Order

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:48 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 28, 2018.

Wood County Commission Meeting Held June 28, 2018

Please Print

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Wood County Commission Agenda

6/28/2018 1 Court Square, Suite 203 Parkersburg, WV 26101

Consider Request to Hire – Jacob Wilcox as part-time	
70 26	
help in the Assessor's Office - \$10.00/hr	
Consider Request to Hire – Karlee Sovel as part-time	
help in the Assessor's Office - \$10.00/hr	
Consider Request to Hire – Glen Tanner as a full-time	
Case Manager/Counselor for the Wood County Day	
Report Center - \$33,000.00/yr	
Consider Request to Hire/Reclassify – Wendy Smith	
from a full-time Roane County Case	
Manager/Counselor to a full-time Jackson County	>
Site Coordinator - \$36,000.00/yr	
Administrator's Office	Marty Seufer, County
	Administrator
County Commission Reports	
	Consider Request to Hire – Karlee Sovel as part-time help in the Assessor's Office - \$10.00/hr Consider Request to Hire – Glen Tanner as a full-time Case Manager/Counselor for the Wood County Day Report Center - \$33,000.00/yr Consider Request to Hire/Reclassify – Wendy Smith from a full-time Roane County Case Manager/Counselor to a full-time Jackson County Site Coordinator - \$36,000.00/yr Administrator's Office

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, impropers 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 28, 2018

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED THE E-911 CENTER TO CONTINUE A LEASE FOR A TOWER

ORDER

On this date, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by David Blair Couch and made unanimous by Robert K. Tebay, did hereby AUTHORIZE the Wood County E-911 Center to continue a Lease Agreement for an Emergency Communication Tower Located at The Limestone Tower Site.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

M/3938



WOOD COUNTY SHERIFF'S OFFICE

Steve Stephens, Sheriff Meagan Holden, Chief Tax Deputy 304-424-1910 304-424-1958 Fax

June 27th, 2018

To: Finance

Reference: Request to Hire

The Wood County Sheriff's Tax Office is requesting to hire Melissa Johnson as a full time employee. She will begin working on July 9, 2018 and her salary of \$23,750 will come out of line item 1-404-10-103.

Respectfully submitted,

meaganHolden

Meagan Holden Chief Tax Deputy

All

Mark knodes

JODD County 12:1

Instrument No 87

Date Recorded 06

Document Type CO

Pages Recorded 1

Pages Recorded 1



WOOD COUNTY SHERIFF'S OFFICE

Steve Stephens, Sheriff Meagan Holden, Chief Tax Deputy 304-424-1910 304-424-1958 Fax

June 27th, 2018

To: Finance

Reference: Request to Hire

The Wood County Sheriff's Tax Office is requesting to hire Sherri Jett as a full time employee. She will begin working on July 16, 2018 and her salary of \$23,750 will come out of line item 1-404-10-103.

Respectfully submitted,

Meagon Holden

Meagan Holden

Chief Tax Deputy

AM

Erroneous Assessment Application

Tax Type: Personal Property

Tax Ticket: 762231

Tax Year: 2017

Upon the application of **HODGSON EDWARD** whose address is , aggrieved by an erroneous assessment in PARKERSBURG District (05), 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. Our office recently discovered that a data entry error has occurred and would like to correct the mistake. The revised assessed value reflects an accurate assessment.

PROPERTY WAS TAXED BOTH AS REAL ESTATE AND PERSONAL PROPERTY.

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

Date	Managartian Mana	Class	Amount	Wass Date	Tax Class	Net Value
Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net value
07/01/2017	BILLING	2	679.56	1.564360	2	43,440
04/25/2018	PENDING EXONERATION	2	-679.56	1.564360	2	0
	Adjusted N	let Taxes	0.00	Adjus	ted Net Malue	43,440
Ha	me John		02		Han	The
L	Taxpayer		Prose	cutor	J A	Assessor
1	Rosta		Mu	11/6	Muy	bell
	commissioner		County Commis	ssion President	Cor	nmissioner
Atara	mular session of the Cour	atu Comm	ission of Wood	County West Virginia	Mald at the Cou	urthouse of said

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 exoreration on

JUN 25 Zui86

County administrates

MAY 3 1 2018 County Administrator 100 County 11:50:20 strument No 87918 Ite Recorded 06/28 cument Type CCO 1985 Recorded 1 1986 Page 75-5

Erroneous Assessment Application

Tax Type: Personal Property

Tax Ticket: 700830

Tax Year: 2017

Date

Upon the application of HODYON FINANCE INC whose address is 7303 S E LAKE RD PORTLAND, OR 97267- aggrieved by an erroneous assessment in PARKERSBURG District (05), 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. Hodyon Finanace Inc was changed to JB&B Investments prior to 7-1-15. Please see attached for details.

Tax Rate

Tax Class

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

Amount

07/01/2017	BILLING	4	147.06	3.128720	4	4,700
04/25/2018	PENDING EXONERATION	4	-147.06	3.128720	4	-4,700
	Adjusted Net	Taxes	0.00	Adjusted Ne	Value	1 0
Buh	Pettle.	(1	M		James	Jake
	Taxpayer		Prosecuto	or	Assessor	
	Rojete	6	Tel		Jour le	
	Commissioner	d	ounty Commissio	n President	Commission	er

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

MAY 3 1 2018

Transaction Type Class

JUN 25 2018

County Administrative

Mark knodes
WOOD County 11:54:10 A
Instrument No 8791864
Date Recorded 06/28/20
Document Type CCO
Pages Recorded 1
Book-Page 75-5

Erroneous Assessment Application

Tax Type: Personal Property

Tax Ticket: 600863 /

Tax Year: 2016

Upon the application of HODYON FINANCE INC whose address is 7303 S E LAKE RD PORTLAND, OR 97267- 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.

The above mentioned tax ticket is incorrect due to a clerical error. Hodyon Finance Inc was changed to JB&B Investments prior to 7-1-15. However, two tax tickets were created for the same tax year. Please see attached for details.

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	126.30	2.955500	4	4,273
04/25/2018	PENDING EXONERATION	4	-126.30	2.955500	4	-4,273
4	Adjusted	Net Taxes	0.00	Adius	sted Net Valme	0.6

Taxpayer

Prosecutor

Accorac

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 August 28.

RECEIVED

MAY 3 1 2018,

County actions are

RECEIVED

JUN 25 2018

County Administrator

Mark Rhodes
WOOD County 11:52:06
Instrument No 8791863
Date Recorded 06/29/5
Document Type CCO
Pages Recorded 1
Book—Page 75—5

Erroneous Assessment Application

Tax Type: Personal Property

Tax Ticket: 743610

Tax Year: 2017

Upon the application of RUSSELL TOD whose address is 392 MIKALA DR ROCKPORT, WV 26169-5602 aggrieved by an erroneous assessment in HARRIS District (02), 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 requires an adjustment based on the attached divorce decree. A supplemental tax ticket has been created for the (2007 Chevrolet). The tax amount and values are the same:

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	305.80	2.378800	3	12,855
04/30/2018	PENDING EXONERATION	3	-178.78	2.378800	3	-7,515
	Adjusted	Net Taxes	127.02	Adjus	ted Net Nalue	5,340

Prosecutor

ommission 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

County Administrator

RECHIVED

JUN 252018

County Administration

Erroneous Assessment Application

Tax Type: Personal Property

Tax Ticket: 762672 /

Tax Year: 2017 /

Upon the application of **KELLER CHRIS** whose address is **7082 OLD ST MARYS PIKE WAVERLY**, **WV 26184-** aggrieved by an erroneous assessment in UNION District (09), 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. The mobile home assessed on this tax ticket was sold in 2014. A supplemental tax ticket has been created for the new owner, Jeramie Sovil.

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

			A CONTRACTOR OF THE PARTY OF TH			
07/01/2017	BILLING	2	69.94	1.189400	2	5,880
05/03/2018	PENDING EXONERATION	2	-69.94	1.189400	2	-5,880
	Adjusted	Net Taxes	0.00	Adjus	sted Net Value	000
						200
An C	A					X
huston	the Leller		Oh		Way	el/the
	Taxpayer		Pros	ecutor		Assessor
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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

County Commission President

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Commissioner

Date Transaction Type Class Amount

JUN 17 ZU18 J

JUN 25 2018

Tax Rate

Tax Class

County Administrator

County Administrator

1000 County 11:57:58 A
Instrument No 8791867
Nate Recorded 06/28/20
Ocument Type CCO
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Vages Recorded 75-5

Commissioner

Erroneous Assessment Application

Tax Type: Personal Property

Tax Ticket: 623480

Tax Year: 2016

Upon the application of **KELLER CHRIS** whose address is **7082 OLD ST MARYS PIKE WAVERLY**, **WV 26184-** 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.

The above mentioned tax ticket is incorrect due to a clerical error. The mobile home assessed on this tax ticket was sold in 2014. A supplemental tax ticket has been created for the new owner, Jeramie Sovil.

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	2	64.88	1.103400	2	5,880
05/03/2018	PENDING EXONERATION	2	-64.88	1.103400	2	-5,880
	Adjusted	Net Taxes	0.00	Adjus	sted Net Value	0

Mistophy Keller 304-1099-9084

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

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County Administrate

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County Administra

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JUN 25-2018

County Administrator

Mark Khodes

WOOD County 12:01:0

Instrument No 87918

Date Recorded 06/28

Document Type CCO

Pages Recorded 1

Book-Page 75-5

Erroneous Assessment Application

Tax Type: Real Estate

Description

Tax Ticket: 48212 /

PT LOT 208 & 207 VIENNA IMPR COS ADN CONT .193-A

Tax Year: 2017

Upon the application of MILLER RODNEY whose address is 3403 RIVER RD VIENNA, WV 26105-aggrieved by an erroneous assessment in WILLIAMS District (12) Map 481 Parcel 00160000, 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 TAX TICKET IS INCORRECT DUE TO A CLERICAL ERROR. TAXPAYER WAS INCORRECTLY ASSESSED IN THE WRONG TAX CLASS THE PROPERTY IS NOT A RENTAL. THE REVISED TAX AMOUNT REFLECTS AN ACCURTE 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	3	1,752.70	2.378800	3	73,680
04/16/2018	PENDING EXONERATION	3	-876.36	2.378800	3	0
	Adjusted	Net Taxes	876.34	Adjus	sted Net Value	73,680

Map 481 Parcel 00160000

Taypayar

Prosecutor

Accoreo

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 _

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County administrator

JUN 11 2018 0

County aproximation

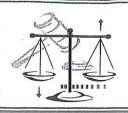
RECHVED

JUN 25 2018

County Administrator

Mark Rhodes

WOOD County 12:04:
Instrument No 8791
Date Recorded 06/2
Document Type COD
Pages Recorded 1
Book-Page 75-5



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

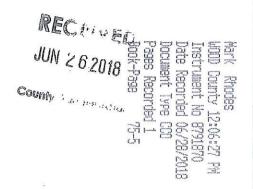
From: Hernando Escandón, DRC Director He

Date: 6/26/18

Re: Wood County DRC Request to Hire

Please regard this notice as my request to hire Glen Tanner as a full-time case manager/counselor for our Wood County site at an annual salary of \$33,000. If this request is approved, Mr. Tanner is available to begin his employment with the DRC on July 2, 2018.

The request to hire Mr. Tanner is precipitated by the need to replace Kelsey Preston, who recently submitted her resignation as full-time case manager/counselor. I will be happy to provide any other information which you deem necessary in order to act on this request as quickly as possible.



C	heck No 2615	Vendor Id DENTAL	Vendor Name RENAISSANCE	Type REGULAR	Check Date 06/26/2018	Check Amount 1,391.01	Rec
	2616	MONPOWER	MON POWER	REGULAR	06/26/2018	1,634.70	
	166050	AAP	ADVANCE AUTO PARTS	REGULAR	06/26/2018	202.49	
	166051	CARWREX	CARWREX COLLISION CENTER	REGULAR	06/26/2018	217.00	
	166052	DEBARR	DEBARR TRUCKING CO. INC.	REGULAR	06/26/2018	86.16	
	166053	DOMINIONH	DOMINION HOPE .	REGULAR	06/26/2018	26.75	
	166054	DONNELLON	DONNELLON MCCARTHY ENTERP	REGULAR	06/26/2018	237.27	
	166055	GENERALSA	GENERAL SALES CO.	REGULAR	06/26/2018	1,538.54	
	166056	JONECARO	JONES CAROLE S.	REGULAR	06/26/2018	204.96	
	166057	KEARLARR	KEARNS LARRY DEAN	REGULAR	06/26/2018	8.01	
	166058	LEXIS	LEXIS NEXIS	REGULAR	06/26/2018	168.10	
	166059	MAHONE TI	MAHONE TIRE CO	REGULAR	06/26/2018	680.00	
	166060	MYERS SEP	MYERS SEPTIC	REGULAR	06/26/2018	275.00	
	166061	NOLANS	NOLAN'S SERVICES LLC	REGULAR	06/26/2018	7,948.47	
	166062	ODEPOT	OFFICE DEPOT	REGULAR	06/26/2018	101.54	
	166063	PCM-G	PCMG	REGULAR	06/26/2018	1,116.83	
	166064	RICOH	RICOH USA INC	REGULAR	06/26/2018	935.45	
	166065	S W RESOU	S W RESOURCES	REGULAR	06/26/2018	5,428.22	
	166066	S/WGRAPHI	S/W RESOURCES	REGULAR	06/26/2018	25.00	
	166067	TAYLOR'S	TAYLOR'S TRASH REMOVAL	REGULAR	06/26/2018	235.86	1
	166068	TRAVSTEV	TRAVIS STEVEN W.	REGULAR	06/26/2018	159.00	K/Ca
	166069	USBANKEQUIP	US BANK EQUIPMENT FINANCE	REGULAR	06/26/2018	467,00	
	166070	VERIZONW	VERIZON WIRELESS	REGULAR	06/26/2018	60.37	M
	166071	WALMART	WALMART	REGULAR	06/26/2018	127.70	17
							1 /

GENERAL FUND Bank Id 101 Totals

23,275.43

Check No Vendor Id Vendor Name Type Check Date Check Amount Rec
Report Totals 23,275.43

Check No Vendor Id Vendor Name Type Check Date Check Amount Rec 7163 PACIFIC PACIFIC INTERPRETERS REGULAR 06/26/2018 25.35

E-911 FUND Bank Id 107 Totals

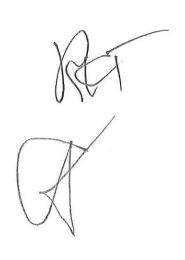
25.35

R.J.

Check No 3426	Vendor Id BIINCORP	Vendor Name BI INCORPORATED	Type REGULAR	Check Date 06/26/2018	Check Amount 5,794.70	Rec
3427	MOVDRC	MID-OHIO VALLEY DAY REPORT CENTER	REGULAR	06/26/2018	719.50	
		HOME CONFINE	MENT Bank Id	108 Totals	6,514.20	

RKT

Che	ck No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
	6942	ESCAHERN	ESCANDON HERNANDO	REGULAR	06/26/2018	43.87	
	6943	GENERALSA	GENERAL SALES CO.	REGULAR	06/26/2018	256.42	
	6944	LEMONICO	LEMON NICOLE B.	REGULAR	06/26/2018	43.87	
	6945	MONPOWER	MON POWER	REGULAR	06/26/2018	198.57	
	6946	TOWNKEVI	TOWNSEND JR. KEVIN A.	REGULAR	06/26/2018	40,66	
COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals						583-39	



Check No Vendor Id Vendor Name Type Check Date Check Amount Rec
660 MILLER CO MILLER COMMUNICATIONS IN REGULAR 06/26/2018 7,590.00

CAPITAL RESERVE Bank Id 247 Totals 7,590.00

Report Totals

36,353.67

RAI