

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
MONDAY, MAY 21, 2018

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

At 9:00 A.M., the County Commission of Wood County met in regular session. They signed purchase orders, invoices and other correspondence.

The County Commission, upon a motion duly made, seconded and passed, approved minutes of May 14, 2018.

The County Commission, upon a motion duly made, seconded and passed, approved Erroneous Assessment Applications in regard to personal and real property.

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., the County Commission met with Mark Schwendeman from the Schwendeman Insurance Agency to review the County insurance plans. The Commission asked that the issue be on the next agenda to set the rates for the next fiscal year.

At 10:18 A.M., James Sims met with the County Commission to request a hearing date for a potential road closing for Russell Avenue. The County Commission set the date for Monday, June 4, 2018 at 9:30 A.M. (Order M/3911)

At 10:29 A.M., the County Commission met with Pat Lefebure, Wood County Prosecuting Attorney to discuss the tower lease for the tower located behind the E-911 Center. He stated American Tower intends to continue the lease for an additional ten (10) years or they would be willing to pay an upfront cost of \$20,000.00 for an additional twenty (20) years on the lease. The County Commission agreed to allow them to continue the lease and at the end of the ten (10) year period on a month to month lease at a much higher rate.

At 10:36 A.M., Chris Whitaker, Wood County IT Director, met with the County Commission to request a purchase for a replacement backup server for the county computer system. The County Commission approved the purchase.

At 10:47 A.M., the County Commission, upon a motion duly made, seconded and passed, awarded the bid for financing vehicles for the Sheriff's Department to United Bank for a five (5) year period of time. (Order M/3910)

At 10:50 A.M., the County Commission, upon a motion duly made, seconded and passed, certified the Primary Election results. (Order A/certifyelectionPrim2018)

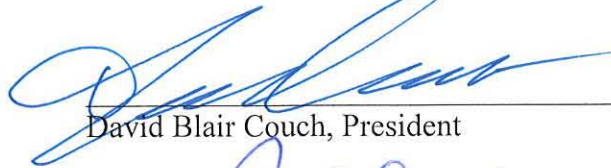
#### **ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

M/3910, M/3911, A/certifyelectionprim2018

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 11:01 A.M.

APPROVED:

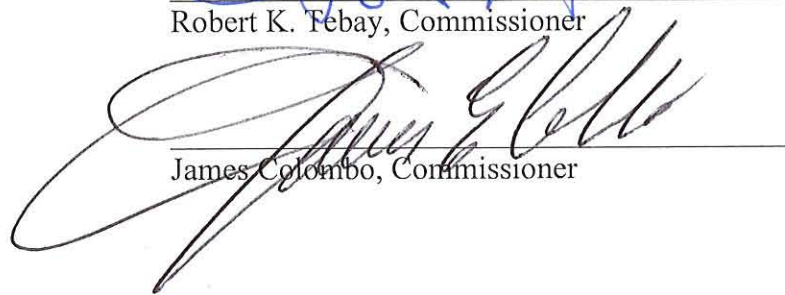
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Febay, Commissioner



James Colombo, Commissioner

To listen to this meeting, please refer to DVD labeled May 21, 2018.

Wood County Commission Meeting  
Held May 21, 2018

**Please Print**

1.	Mark Schwendeman
2.	Sheriff Steve Stephens
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Wood County Commission  
Agenda

5/21/2018

1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Discuss and consider lease for tower at E-911 Center	Pat Lefebure, Prosecuting Attorney
	Discuss Health Insurance for County employees	Mark Schwendeman
10:00 A.M.	Discuss petition to close road - Russell Avenue, Williams Taxing District	James Sims
	Discuss and consider awarding the bid for Financing for Sheriff's Department vehicles	
	Certify May 8, 2018 election results	
	Administrator's Report	Marty Seuffer, 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

MAY 21, 2018

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: CERTIFICATION OF ELECTION RESULTS FROM THE  
PRIMARY ELECTION HELD MAY 8, 2018.

**ORDER**

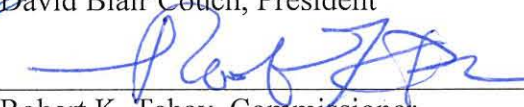
The County Commission of Wood County, sitting ex-officio, as the Board of Canvassers, reconvened to ascertain the results of the Canvass for the Primary Election held on May 8, 2018, in the County of Wood. Having carefully and impartially examined the returns of the aforesaid Election, and there being no contests pending, the Board of Canvassers, upon a motion made by James E. Colombo, seconded by David Blair Couch and passed, does hereby CERTIFY the election results and do now declare the Canvass closed. (Commissioner Tebay was not present.) The Clerk of the County Commission of Wood County is now directed to certify the results of said election to the Secretary of State, Charleston, West Virginia.

The County Commission, upon a motion made by James E. Colombo, seconded by David Blair Couch and passed, does hereby adjourn as the Board of Canvassers, sine die.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Robert K. Tebay, Commissioner

  
James E. Colombo, Commissioner

A/certify electionPrim2018

Mark Rhodes  
WOOD COUNTY 01:49:43 PM  
Instrument No 8787504  
Date Recorded 05/21/2018  
Document Type D10  
Pages Recorded 1  
Book-Page 75-103

MAY 21, 2018

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AWARDED THE BID FOR FINANCING  
OF VEHICLES TO BE USED BY WOOD COUNTY SHERIFF'S  
DEPARTMENT

**ORDER**

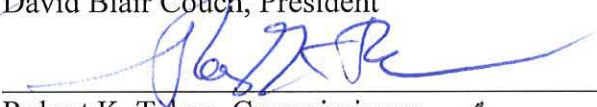
On this date, upon a motion made by James E. Colombo, seconded by David Blair Couch and passed, did hereby AWARD the bid for vehicle financing for vehicles used by the Wood County Sheriff's Department. Such sealed bids were received for review on May 17, 2018. The sole bid was awarded to:

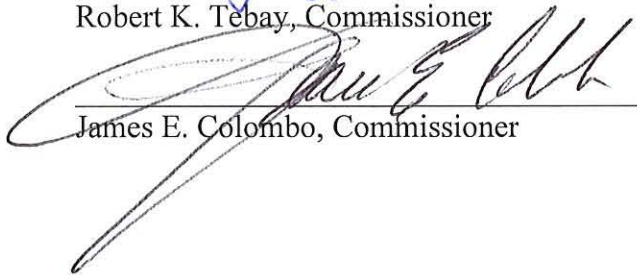
United Bank  
514 Market Street  
Parkersburg, WV 26101  
Bid – 60 months @ 3.39%

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

  
\_\_\_\_\_  
Robert K. Tebay, Commissioner

  
\_\_\_\_\_  
James E. Colombo, Commissioner

M/3910

Mark Rhodes  
WOOD County 01:55:01 PM  
Instrument No 8787507  
Date Recorded 05/21/2018  
Document Type 000  
Pages Recorded 1  
Book-Page 75-104



MAY 21, 2018

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: PETITIONER, JAMES SIMS, PRESENTED A PETITION TO CLOSE  
RUSSELL AVENUE IN WILLIAMS DISTRICT

**ORDER**

On this date came Petitioner, James Sims, and presented to the County Commission of Wood County, a Petition to close Russell Avenue in Wood County, West Virginia, Williams District.

It appearing proper to the County Commission of Wood County, upon a motion duly made by David Blair Couch, seconded by James E. Colombo and passed, the aforementioned Petition, along with a copy of the tax map reflecting the said unimproved and unused right-of-way, is hereby ORDERED filed and this matter is hereby set for hearing on the 4<sup>th</sup> day of June, 2018 at 9:30 o'clock A.M. in Room 203 of the Wood County Courthouse, Parkersburg, West Virginia. The Petitioner shall cause Notice of said Public Hearing to be published and served as required by law.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

  
\_\_\_\_\_  
Robert K. Tebay, Commissioner

  
\_\_\_\_\_  
James E. Colombo, Commissioner

M/3911

Mark Rhodes  
Wood County 01:56:48 PM  
Instrument No 8787508  
Date Recorded 05/21/2018  
Document Type 000  
Pages Recorded 1  
Book-Page 75-105

# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Personal Property**

Tax Ticket: **756817** ✓

Tax Year: **2017** ✓

Upon the application of **GELPI RACHEL** whose address is **518 55TH ST VIENNA, WV 26105-3216** aggrieved by an erroneous assessment in VIENNA District (10), in the County of Wood, for the **2017** tax year.

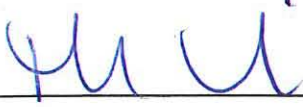
The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2017** tax year.

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.

The taxpayer reported a 2007 Ford and a 2015 Subaru when in fact the Ford had been traded for the Subaru. Please exon tax ticket 756817. Thank You

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	431.82	3.112120	4	13,875 ✓
08/23/2017	PENDING EXONERATION	4	-78.90	3.112120	4	-2,535
Adjusted Net Taxes			352.92	Adjusted Net Value		11,340 ✓

  
Taxpayer  
Phone - 304-203-0498

  
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 May 21, 2018

RECEIVED  
MAY 02 2018  
County Administrator

RECEIVED  
MAY 04 2018  
County Administrator

RECEIVED  
MAY 18 2018  
County Administrator

Mark Rhodes  
WOOD County 01:58:13 PM  
Instrument No 8787509  
Date Recorded 05/21/2018  
Document Type CDD  
Pages Recorded 1  
Book-Page 75-106

By: Don Grimm

Application Printed On

Wednesday, August 23, 2017 2:52 pm



# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Real Estate**

**Description**

TCT 28.75-A WOOD COUNTY RT 7

Tax Ticket: **45536** ✓

Tax Year: **2014** ✓

Upon the application of **MARLOW KEITH A L/EST** whose address is **6112 WALKER RD WALKER, WV 26180-3557** aggrieved by an erroneous assessment in WALKER District (11) Map 610 Parcel 00A40000, in the County of Wood, for the **2014** tax year.

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

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

**HOUSE WAS ASSESSED ON THE WRONG PARCEL DUE TO CLERICAL ERROR. THIS TAX BILL SHOULD BE LAND ONLY.**

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

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2014	BILLING	2	456.90	1.105200	2	41,340. ✓
04/05/2018	PENDING EXONERATION	2	-122.02	1.105200	2	-11,040
Adjusted Net Taxes			334.88	Adjusted Net Value		30,300 ✓

Map 610 Parcel 00A40000

*X. Doug Kirmey*  
Taxpayer

*[Signature]*  
Prosecutor

*[Signature]*  
Assessor

*[Signature]*  
Commissioner

*[Signature]*  
County Commission President

*[Signature]*  
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on *May 21, 2018*

RECEIVED  
MAY 04 2018

County

RECEIVED  
MAY 18 2018

County Administrator

Mark Rhodes  
WOOD County 02:01:08 PM  
Instrument No 8787511  
Date Recorded 05/21/2018  
Document Type CDD  
Pages Recorded 1  
Book-Page 75-107

By: Teresa Murray

Application Printed On

Thursday, April 5, 2018 11:16 am

# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Real Estate**

Description

TCT 28.75-A WOOD COUNTY RT 7

Tax Ticket: **45611**

Tax Year: **2015**

Upon the application of **MARLOW KEITH A L/EST** whose address is **6112 WALKER RD WALKER, WV 26180-3557** aggrieved by an erroneous assessment in WALKER District (11) Map 610 Parcel 00A40000, 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.

**HOUSE WAS ASSESSED ON THE WRONG PARCEL DUE TO CLERICAL ERROR. THIS TAX BILL SHOULD BE LAND ONLY.**

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	2	241.16	1.104200	2	21,840
04/05/2018	PENDING EXONERATION	2	-121.90	1.104200	2	-11,040
Adjusted Net Taxes			119.26	Adjusted Net Value		10,800

Map 610 Parcel 00A40000

*X Doug Krumm*  
Taxpayer

*[Signature]*  
Prosecutor

*[Signature]*  
Assessor

*absent*  
Commissioner

*[Signature]*  
County Commission President

*[Signature]*  
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on May 21, 2018

RECEIVED  
MAY 04 2018

County Administrator

RECEIVED  
MAY 18 2018

County Administrator

Mark Rhodes  
WOOD County 02:02:38 PM  
Instrument No 8787513  
Date Recorded 05/21/2018  
Document Type CDD  
Pages Recorded 1  
Book-Page 75-108

By: Teresa Murray

Application Printed On

Thursday, April 5, 2018 11:07 am



# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Real Estate**

Description

TCT 28.75-A WOOD COUNTY RT 7

Tax Ticket: **45661**

Tax Year: **2016**

Upon the application of **MARLOW KEITH A L/EST** whose address is **6112 WALKER RD WALKER, WV 26180-3557** aggrieved by an erroneous assessment in WALKER District (11) Map 610 Parcel 00A40000, 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.

**HOUSE WAS ASSESSED ON THE WRONG PARCEL DUE TO CLERICAL ERROR. THIS TAX BILL SHOULD BE LAND ONLY.**

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	244.30	1.103400	2	22,140
04/05/2018	PENDING EXONERATION	2	-125.14	1.103400	2	-11,340
Adjusted Net Taxes			119.16	Adjusted Net Value		10,800

Map 610 Parcel 00A40000

*X Doug King*  
Taxpayer

*Om*  
Prosecutor

*Dane Nohe*  
Assessor

*absent*  
Commissioner

*[Signature]*  
County Commission President

*[Signature]*  
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on May 21, 2018

RECEIVED

MAY 04 2018

County Administrator

RECEIVED

MAY 18 2018

County Administrator

Mark Rhodes  
WOOD County 02:04:27 PM  
Instrument No 8787515  
Date Recorded 05/21/2018  
Document Type CDD  
Pages Recorded 1  
Book-Page 75-109

By: Teresa Murray

Application Printed On

Thursday, April 5, 2018 11:04 am

# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Real Estate**

**Description**

TCT 28.75-A WOOD COUNTY RT 7

Tax Ticket: **45719**

Tax Year: **2017**

Upon the application of **MARLOW KEITH A L/EST** whose address is **6112 WALKER RD WALKER, WV 26180-3557** aggrieved by an erroneous assessment in WALKER District (11) Map 610 Parcel 00A40000, 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.

**HOUSE WAS ASSESSED ON THE WRONG PARCEL DUE TO CLERICAL ERROR. THIS TAX BILL SHOULD BE LAND ONLY.**

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	267.62	1.189400	2	22,500	
04/05/2018	PENDING EXONERATION	2	-139.16	1.189400	2	-11,700	
Adjusted Net Taxes			128.46	Adjusted Net Value			10,800

Map 610 Parcel 00A40000

*[Signature]*  
Taxpayer

*[Signature]*  
Prosecutor

*[Signature]*  
Assessor

*[Signature]*  
Commissioner

*[Signature]*  
County Commission President

*[Signature]*  
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on May 21, 2018

RECEIVED

MAY 04 2018

County Auditor

RECEIVED

MAY 18 2018

County Administrator

Mark Rhodes  
WOOD County 02:05:38 PM  
Instrument No 8787517  
Date Recorded 05/21/2018  
Document Type 000  
Pages Recorded 1  
Book-Page 75-110

Application Printed On

Thursday, April 5, 2018 11:02 am

By: Teresa Murray