

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
MONDAY, SEPTEMBER 9, 2019

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.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., Charles Hughes attended today's meeting and the County Commission, upon a motion duly made, seconded and passed, appointed Charles Hughes, Jr. as Wood County Survey to fill the unexpired term of Paul K. Marshall. (Order M/4163)

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:17 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/4163

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

Wood County Commission Meeting  
Held September 9, 2019

Please Print

1. STEPHEN SMITH
2. Charles Hughes
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Wood County Commission  
Agenda

9/9/2019

1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Consider appointing Charles F. Hughes, Jr. to fill the unexpired term of County Surveyor	
	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 9, 2019

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY APPOINT  
CHARLES F. HUGHES, JR. AS WOOD COUNTY  
SURVEYOR

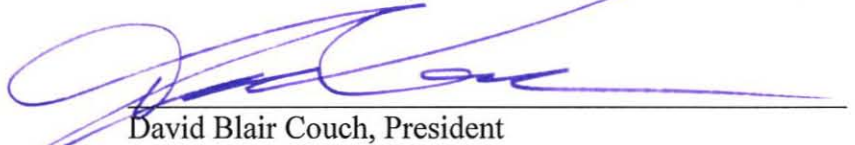
**ORDER**

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, did hereby APPOINT Charles F. Hughes, Jr. as Wood County Surveyor to fill the unexpired term of Paul K. Marshall. Said vacancy occurred as per a letter of resignation submitted on June 24, 2019 by Mr. Marshall. Said unexpired term ends on December 31, 2020.

A copy of said resignation letter is 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

M/4163

June 24, 2019

Wood County Commission  
Wood County Court House  
Parkersburg, WV 26101

**Re: Retirement Paul K. (Kim) Marshall, Wood County Surveyor**

Gentlemen:

This letter is to inform the Wood County Commission (WCC) that effective June 30, 2019 I will be retiring as Wood County Surveyor. At the time of my election, I was humbled and also honored, that the citizens of Wood County would again elect me as their County Surveyor after being out of office for 26 years while pursuing other business and career interests. My wife Sandie and I have decided it is time for a new chapter in our lives and will be leaving the area and therefore unable to serve as Wood County Surveyor. When elected I fully intended to serve a full term but the Lord opened up another path for Sandie and me. My father served as County surveyor from 1956 until 1980. I previously served as County surveyor from 1980 until 1992. Between us we served in 6 different decades and in two different centuries.

Along with this letter of retirement, I am submitting a letter of recommendation from the Little Kanawha Regional Chapter of the West Virginia Society of Professional Surveyors recommending on a unanimous vote that Charles F. Hughes be appointed to fill my unexpired term.

It has been an honor to serve the citizens of Wood County and I pray for continued growth, prosperity, and God's blessing on the area.

Respectfully,



Paul K. (Kim) Marshall

Mark Rhodes  
Wood County 10:14:07 AM  
Instrument No 88183397  
Date Recorded 09/09/2019  
Document Type 000  
Pages Recorded 2  
Book-Page 75-59

# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Personal Property**

Tax Ticket: **915782**

Tax Year: **2019**

Upon the application of **ERNEST DOUGLAS** whose address is **1300 55TH ST VIENNA, WV 26105-** aggrieved by an erroneous assessment in VIENNA District (10), in the County of Wood, for the **2019** 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 **2019** 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 personal property assessed on this tax ticket is not correct. The revised assessed value and subsequent 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
07/01/2019	BILLING	4	732.40	3.033700	4	24,142
08/06/2019	PENDING EXONERATION	4	-224.10	3.033700	4	-7,387
Adjusted Net Taxes			508.30	Adjusted Net Value		16,755

*Ernest Douglas*  
Taxpayer  
Phone # (304) 640-6499

*[Signature]*  
Prosecutor

*David J. [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 Sept. 9, 2019

RECEIVED  
SEP 04 2019  
County Administrator

RECEIVED  
SEP 06 2019  
County Administrator

Mark Rhodes  
WOOD County 09:30:00 AM  
Instrument No 88183365  
Date Recorded 09/09/2019  
Document Type 000  
Pages Recorded 1  
Book-Page 75-59

By: Don Grimm



# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Real Estate**

**Description**  
TYGART FLATS.  
9/10-A

Tax Ticket: **34036** /

Tax Year: **2019** /

Upon the application of **DUNN WAYNE** whose address is **968 CHESTERVILLE RD MINERAL WELLS, WV 26150-** aggrieved by an erroneous assessment in TYGART District (08) Map 200 Parcel 00D10000, in the County of Wood, for the **2019** 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 **2019** 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. MR DUNN was incorrectly assessed in the wrong tax class. The property is not a rental. 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
07/01/2019	BILLING	3	742.58	2.300400	3	32,280
09/03/2019	PENDING EXONERATION	3	-371.30	2.300400	3	0
			Adjusted Net Taxes			Adjusted Net Value
			371.28			32,280

Map 200 Parcel 00D10000

*[Signature]*  
Taxpayer

*[Signature]*  
Prosecutor

*[Signature]*  
Assessor

(304) 489-1929  
*[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 Sept 9, 2019

**RECEIVED**

SEP 04 2019

County Administrator

**RECEIVED**

SEP 06 2019

County Administrator

Mark Rhodes  
WOOD County 09:31:07 AM  
Instrument No 88183357  
Date Recorded 09/09/2019  
Document Type 000  
Pages Recorded 1  
Book-Page 75-59

# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Real Estate**

**Description**

2.53-A WV HWY RT 47& 1/2 ALL  
MINERAL RIGHTS

Tax Ticket: **752** ✓

Tax Year: **2019** ✓

Upon the application of **D & D RENTALS LLC** whose address is **PO BOX 148 DAVISVILLE, WV 26142-** aggrieved by an erroneous assessment in **CLAY District (01) Map 330 Parcel 00R10000**, in the County of Wood, for the **2019** 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 **2019** tax year.

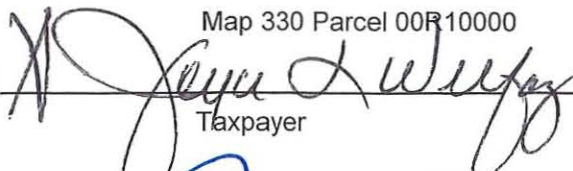
If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

**THE ABOVE TAX TICKET IS INCORRECT. THE R1 PARCEL IS NOT AN INCOME DRIVEN PROPERTY. MRS. WILFONG HAS SIGNED AN AFFIDAVIT STATING THE PROPERTY IS ONLY FOR PERSONAL USE. THE NEW AMOUNT REFLECTS THE CORRECT TAX CLASS.**

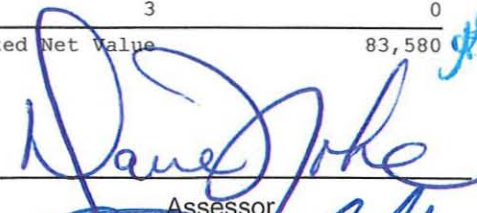
All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2019	BILLING	3	1,922.68	2.300400	3	83,580
08/27/2019	PENDING EXONERATION	3	-961.34	2.300400	3	0
			Adjusted Net Taxes			Adjusted Net Value
			961.34			83,580

Map 330 Parcel 00R10000

  
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 Sept 9 2019

RECEIVED

SEP 04 2019

County Administrator

RECEIVED

SEP 05 2019

County Administrator

Mark Rhodes  
WOOD County 09:32:20 AM  
Instrument No 8818359  
Date Recorded 09/09/2019  
Document Type 000  
Pages Recorded 1  
Book-Page 75-59

# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Real Estate**

**Description**

#28 LOGAN HGTS ADN

Tax Ticket: **21734** ✓

Tax Year: **2019** ✓

Upon the application of **MARTIN MICHAEL D** whose address is **1105 WEST VIRGINIA AVE PARKERSBURG, WV 26104-1729** aggrieved by an erroneous assessment in PARKERSBURG District (05) Map 30 Parcel 01120000, in the County of Wood, for the **2019** 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 **2019** 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. THE PROPERTY AT 905 33RD STREET IS NOT A RENTAL MR. MARTINS GRANDSON LIVES IN HOME. THE NEW VALUE REFLECTS THE CORRECT TAX CLASS AMOUNT.**

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
07/01/2019	BILLING	4	909.52	3.043920	4	29,880
08/27/2019	PENDING EXONERATION	4	-454.76	3.043920	4	0
			Adjusted Net Taxes			Adjusted Net Value
			454.76			29,880

Map 30 Parcel 01120000

*X Carolyn A. Martin*

Taxpayer  
(304) 422-4329

Prosecutor

*Dave Spoke*

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 Sept 9, 2019

RECEIVED

SEP 04 2019

County Administrator

RECEIVED

SEP 06 2019

County Administrator

Mark Rhodes  
WOOD County 09:53:15 AM  
Instrument No 88183370  
Date Recorded 09/09/2019  
Document Type 000  
Pages Recorded 1  
Book-Page 75-59

By: Connie Mcatee

Application Printed On

Tuesday, August 27, 2019 3:03 pm

# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Personal Property**

Tax Ticket: **905951** ✓

Tax Year: **2019** ✓

Upon the application of **STUMP ROGER D** whose address is **85 PAUL ST WASHINGTON, WV 26181-** aggrieved by an erroneous assessment in **LUBECK District (03)**, in the County of Wood, for the **2019** 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 **2019** 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. (Roger Stump) assessment card was incorrect for (2019) The revised assessed value reflects an accurate assessment.** *DIDN'T OWN 07 TOYOTA*

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
07/01/2019	BILLING	3	500.06	2.300400	3	21,738
08/05/2019	PENDING EXONERATION	3	-45.56	2.300400	3	-1,980
			Adjusted Net Taxes			Adjusted Net Value
			454.50			19,758

*Roger D. Stump*

Taxpayer

*[Signature]*

Prosecutor

*[Signature]*

Assessor

*PHONE #*

*[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 *Sept 9, 2019*

**RECEIVED**

SEP 04 2019

County Administrator

**RECEIVED**

SEP 08 2019

County Administrator

Mark Rhodes  
WOOD County 09:34:12 AM  
Instrument No 88183371  
Date Recorded 09/09/2019  
Document Type 000  
Pages Recorded 1  
Book-Page 75-59

By: Don Grimm

Application Printed On

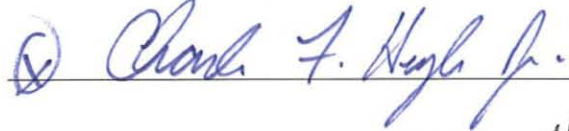
Monday, August 5, 2019 12:56 pm

STATE OF WEST VIRGINIA  
COUNTY OF WOOD

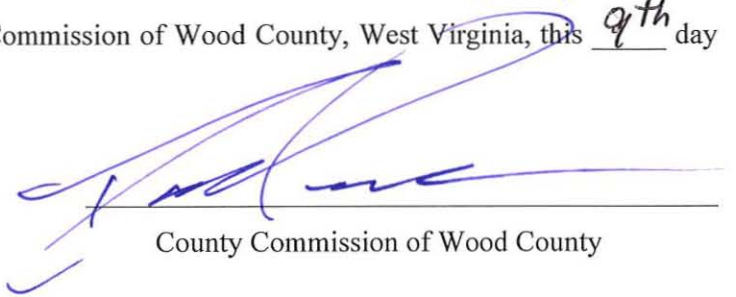
}

TO -WIT:

I, CHARLES F. HUGHES, JR., do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of UNEXPIRED TERM OF COUNTY SURVEYOR in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.

 \_\_\_\_\_

Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 9<sup>th</sup> day of September, 2019.

 \_\_\_\_\_  
County Commission of Wood County



Mark Rhodes  
WOOD County 09:35:20 AM  
Instrument No 88183372  
Date Recorded 09/09/2019  
Document Type COO  
Pages Recorded 1  
Book-Page 75-59



## MID-OHIO VALLEY DAY REPORT CENTER

Wood County Office: 1531 Garfield Ave, Parkersburg, WV 26101

304-422-8570 \* Fax: 304-422-8579

September 9, 2019

Wood County Commission  
Parkersburg, WV

Re: Request to Hire,

Dear Commissioners

Please regard this notice as my request to re-classify Taylor Bowen as a full-time General Service Worker for the Jackson County Day Report Center. Taylor was hired as a part time General Service Worker in August of 2018 at the Jackson County site. Since that time Taylor has done an exceptional job in the operations of that facility. Taylor would replace Christian Bavlle who was terminated from full time employment in August 2019. However Taylor will not be classified as a case manager until she receives her Bachelor's Degree in December 2019. We would request a salary of \$27,500. If this request is approved, it will be effective immediately.

It is my hope that you will act on this request as quickly as possible to provide needed services to Jackson County DRC.

I will be happy to provide any other information related to this matter which you might deem necessary.

Respectfully,

*Amy Church*

Amy Church  
Director of Personnel  
Wood County Day Report Center

RECEIVED  
SEP 09 2019  
County Administrator

Hark Rhodes  
Wood County 10:16:20 AM  
Instrument No 88183398  
Date Recorded 09/09/2019  
Document Type 000  
Pages Recorded 1  
Book-Page 75-59



## MID-OHIO VALLEY DAY REPORT CENTER

Wood County Office: 1531 Garfield Ave, Parkersburg, WV 26101

**304-422-8570 \* Fax: 304-422-8579**

September 9, 2019

Wood County Commission  
Parkersburg, WV

Re: Request to Hire,

Dear Commissioners

Please regard this notice as my request to re-classify Lisa Harris as a full- time General Service Worker for the Wood County Day Report Center. Lisa was hired as a part time General Service Worker in March 2019 at the Wood County site. Since the addition of the Pleasants County DRC and their need for part time help and Lisa's close proximity to that county, Lisa would split her time between the Wood County DRC and the Pleasants County DRC. We would request a salary of \$27,500. If this request is approved, it will be effective immediately.

It is my hope that you will act on this request as quickly as possible to provide needed services to Pleasants County DRC and continue services at the Wood County DRC.

I will be happy to provide any other information related to this matter which you might deem necessary.

Respectfully,

*Amy Church*

Amy Church  
Director of Personnel  
Wood County Day Report Center

RECEIVED

SEP 09 2019

County Administration

Mark Rhodes  
WOOD County 10:17:53 AM  
Instrument No 88183399  
Date Recorded 09/09/2019  
Document Type 030  
Pages Recorded 1  
Book-Page 75-59

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
7518	GEN CO FD	GENERAL COUNTY FUNDS	REGULAR	09/04/2019	146,418.63	

E-911 FUND Bank Id 107 Totals

146,418.63

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1392	COMMUNITY	COMMUNITY BANK	REGULAR	09/05/2019	19,597.30	
1393	FRONTIER	FRONTIER	REGULAR	09/05/2019	219.44	
1394	LUBECKPSD	LUBECK PUBLIC SERVICE DISTRICT	REGULAR	09/05/2019	206.20	
1395	LUBECKVFD	LUBECK VFD	REGULAR	09/05/2019	32.30	
1396	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR	09/05/2019	872.00	
1397	RYANALES	ALESHIA RYAN	REGULAR	09/05/2019	1,000.00	
<b>FIRE SERVICE FEE Bank Id 120 Totals</b>					21,927.24	
<b>Report Totals</b>					21,927.24	



*[Handwritten Signature]*  
*[Handwritten Initials]*