

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: MINUTES OF MEETING HELD
MONDAY, JANUARY 22, 1996

PRESENT: JEAN GRAPES, PRESIDENT
STEVEN A. GRIMM, COMMISSIONER
HOLMES R. SHAVER, COMMISSIONER

On this date, the County Commission met in regular session. They signed invoices and other correspondence.

On this date, the County Commission approved a Personal Property Improper for Vanus Miller - Tygart District (1995).

At 9:30 A.M., the County Commission met with Jim Duckworth from Perfection Services of West Virginia to discuss the heating and cooling of County buildings. Mr. Duckworth stated that depending on the age of a building, they have a contract in which all labor is covered (service calls, trip charges, etc.) in the price; they have a wide variety of equipment which they get a good price on and would be cost effective for the County; they have an office in Parkersburg and have six technicians local; the corporate headquarters is in Cincinnati, Ohio, but everyone that works here, lives in West Virginia; the hourly rates are \$44.00 per hour but there is also the possibility of getting a blanket coverage. The Commission asked Mr. Duckworth to put prices in writing and present it to them. More discussion took place.

At 10:00 A.M., Attorney Patrick McFarland (on behalf of the City of Williamstown) spoke to the County Commission about the Walker project in Williamstown. Mr. McFarland stated that there was a cost overrun and they are soliciting additional monies and they got an additional grant from the Appalachian Regional Commission; the cost

overrun is expected to be \$125,000.00; the ARC will match it 50-50; the City of Williamstown has \$22,000.00 in reserves but can't commit all of that, they can commit \$15,000.00 which is the estimated additional engineering cost and they have to raise an additional \$47,500.00. More discussion took place. The County Commission asked that a formal request in writing be presented.

At 10:30 A.M., the County Commission met with S.F. Greiner, Wood County Assessor to discuss the reappraisal for the County. Commissioner Grapes stated that she was startled that there was ten thousand or so letters sent out and would like to bring the County Commission up to date and what the letters were all about. Mr. Greiner stated that it wasn't quite 10,000; prior to the mailing of the letters they sent a copy to the Commission. Commissioner Grapes stated that she didn't receive one; Commissioner Grimm stated that he thought he did. Mary R. Rader stated that her office did receive a copy of the letter. Mr. Greiner stated that there were four letters that they could choose from and have the State of West Virginia send out, they chose the basic letter; they have three people manning the phones to explain the letters but people were still confused; 3,708 people received a letter because of new construction; they will appraise every three years; they are now annually adjusting values in the County. Mr. Greiner stated they are now, but it hasn't been done that way in the past; if it was gradually done then at the end of the year you don't have that tremendous jump. Mr. Grimm asked if they were able to cover the whole County annually. Rich Shaffer stated no, not to visit every

property. Commissioner Grapes asked if there was an overall increase or was it just in sections. Mr. Lucas explained what has been happening since 1991. Commissioner Grapes asked if it was correct that the whole County has not been notified yet. Mr. Lucas stated that it was correct; but for the year coming up, 1997, they are in the process of that three year cycle for Vienna, Parkersburg and Parkersburg District. Commissioner Grapes stated that she has been getting calls from taxpayers saying their taxes have doubled and tripled. Mr. Lucas stated that they conducted a cost study in 1991 in the reappraisal process, that was the last time a cost study was conducted up until March of 1995, at this time another cost study was conducted at which time it was determined that the cost of materials within Wood County had increased over 14% from 1991; part of those notifications was some of this increase because of cost of materials, even though cost of materials doesn't apply to appraisal, but it does from the standpoint from a substitutional standpoint, if you are unable to acquire something new, the next thing you can do is buy something used, but the used is going to go up in value because the new has gone up in value; that is what happened with part of these 7,000 notifications; the biggest and most significant increases in the past year has been in raw land sales throughout the County, they tracked the sales that they believed were valid sales and weren't related to family, which gave an indication of what raw land was selling for; they found significant increases in raw land. Mr. Lucas stated that the waste land rate has been reduced to approximately \$15.00 - \$20.00 instead of \$50.00. Commissioner Grimm asked if they

were annually putting the values on as you get the statistical ratios back from Charleston as to what increases have been in each area of the County. Mr. Lucas and Mr. Shaffer stated this was correct. Mr. Greiner stated that if you look at the first sentence of the State Code it says annually. Mr. Shaffer stated that he thinks that the woodland increases were due to Westvaco owning large chunks of ground. More discussion took place.

On this date, the County Commission of Wood County was in receipt of a check in the amount of nine hundred thirty-nine dollars and thirty-two cents (\$939.32) from the State of West Virginia of which the amount of five hundred ninety-six dollars and 00/100ths cents (\$596.00) represents reimbursement to the County for expenses incurred during the months of September, October and November, 1995 in regard to the Drug Control and System Improvement Grant Number 95-DC-050. Receipt of said check is pursuant to an Order appearing in Order Book 56, at Page 358 and bearing the date of December 18, 1995 at which time the Request for Reimbursement was signed by Jean Grapes, President of the Wood County Commission. All documentation pertaining to the said Drug Control and System Improvement Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

On this date, the County Commission of Wood County was in receipt of a check in the amount of nine hundred thirty-nine dollars and thirty-two cents (\$939.32) from the State of West Virginia of which the amount of three hundred forty-three dollars and thirty-two cents (\$343.32) represents reimbursement to the County for expenses

incurred during the month of November, 1995 in regard to the Drug Control and System Improvement Grant Number 95-DC-025. Receipt of said check is pursuant to an Order appearing in Order Book 56, at Page 359 and bearing the date of December 18, 1995 at which time the Request for Reimbursement was signed by Jean Grapes, President of the Wood County Commission. All documentation pertaining to the said Drug Control and System Improvement Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.


On this date, the County Commission of Wood County, upon a motion made by Holmes R. Shaver, seconded by Steven A. Grimm and passed, did hereby AUTHORIZE Jean Grapes, in her official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Comprehensive Highway Safety Grant Number 96HS-09. Expenditures in the amount of seven thousand seven hundred sixty-two dollars and twenty-seven cents (\$7,762.27) were made by the County during the period of October 1, 1995 through December 31, 1995 which represents payment of contractual services provided by grant consultants, Tiano-Knopp Associates, Inc. and travel/training expenses of said grant consultants. In addition to the Request for Reimbursement, the Grant Progress Report and the Project Financial Report are being submitted to the Criminal Justice and Highway Safety Office, Charleston, West Virginia. All documentation pertaining to the said Comprehensive Highway Safety Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

On this date, the County Commission of Wood County was in receipt of the Statement of Account for the Reserve Fund from Bank One, West Virginia, Charleston; Charleston, West Virginia in regard to the Berkeley, Boone, Fayette, Hancock, Harrison, Jackson, Jefferson, Lincoln, Logan, McDowell, Marion, Marshall, Mason, Mingo, Monogalia, Morgan, Ohio, Pleasants, Summers, Tyler, Upshur, Wetzel, Wood, Wyoming and the City of Wheeling, West Virginia Single Family Mortgage Revenue Bonds, 1983 Series A. The said Statement of Account is for the period of September 16, 1995 through December 31, 1995. All documentation pertaining to the said Single Family Mortgage Revenue Bonds is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

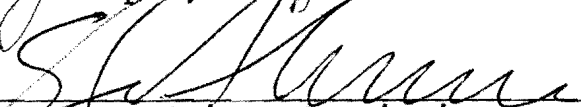
Having no further business to attend to or scheduled appointments, the County Commission adjourned at 4:00 P.M.

Approved:

THE COUNTY COMMISSION OF WOOD COUNTY



Jean Grapes, President



Steven A. Grimm, Commissioner



Holmes R. Shaver, Commissioner

Example Letter 1

NOTICE OF INCREASE IN ASSESSMENT

ASSESSOR OF _____ COUNTY
ADDRESS _____
ADDRESS _____

PROPERTY OWNER

XXX
XXX
XXX
XXX

DATE

For minutes
of 1/22/96

PARCEL ID:
LEGAL DESCRIPTION:

DEAR TAXPAYER:

IN ACCORDANCE WITH CHAPTER 11, ARTICLE 3, SECTION 2A OF THE WEST VIRGINIA CODE, I AM HEREWITH NOTIFYING YOU THAT YOUR CURRENT PROPERTY ASSESSMENT FOR THE FORTHCOMING YEAR IS \$ZZ.ZZZ,ZZZ. THIS REPRESENTS AN INCREASE IN ASSESSED VALUE.

IF YOU BELIEVE AN ADJUSTMENT IN THE ASSESSED VALUE IS NECESSARY, YOU SHOULD CONTACT THE COUNTY COMMISSION SITTING AS A BOARD OF REVIEW AND EQUALIZATION.

ASSESSOR OF _____ COUNTY
PHONE:

Example Letter 2

NOTICE OF INCREASE IN ASSESSMENT

ASSESSOR OF _____ COUNTY
ADDRESS _____
ADDRESS _____

PROPERTY OWNER

XXX
XXX
XXX
XXX

DATE

PARCEL ID:
LEGAL DESCRIPTION:

DEAR PROPERTY OWNER

THE PROPERTY TAX ASSESSMENT OF THE ABOVE DESCRIBED REAL ESTATE, HAS INCREASED.

THE ASSESSMENT FOR THE FORTHCOMING YEAR IS \$ZZ,ZZZ,ZZZ.

THIS TAX ASSESSMENT REPRESENTS 60% OF THE APPRAISED VALUATION AS REQUIRED BY WEST VIRGINIA LAW 11-1C-7.

THE APPRAISED VALUE OF YOUR PROPERTY MAY BE DETERMINED BY DIVIDING THE ASSESSMENT (ABOVE) BY SIXTY PERCENT (60%).

PERSONS CLAIMING HOMESTEAD EXEMPTION BENEFITS SHOULD DEDUCT THE EXEMPT AMOUNT (\$20,000) FROM THE VALUE SHOWN.

SHOULD YOU HAVE REASON TO DISAGREE WITH THIS ASSESSMENT, YOU MAY REQUEST AN INFORMAL REVIEW BY THE ASSESSOR'S OFFICE OR THE COUNTY COMMISSION, ALL OF WHICH MUST BE COMPLETED BY THE LAST THURSDAY, IN FEBRUARY. APPEAL FORMS MAY BE OBTAINED AT THE ADDRESS ABOVE.

NAME OF ASSESSOR _____
ASSESSOR OF _____ COUNTY
PHONE (304) _____

Example Letter 3

NOTICE OF INCREASE IN ASSESSMENT

ASSESSOR OF _____ COUNTY
ADDRESS _____
ADDRESS _____

PROPERTY OWNER

XXX
XXX
XXX
XXX

DATE:

PARCEL ID:
LEGAL DESCRIPTION:

DEAR PROPERTY OWNER

IN ACCORDANCE WITH CHAPTER 11, ARTICLE 3, SECTION 2A OF THE WEST VIRGINIA CODE, I AM HEREWITH NOTIFYING YOU THAT YOUR CURRENT REAL PROPERTY ASSESSMENT FOR THE FORTHCOMING YEAR IS \$ZZ.ZZZ,ZZZ.

THIS ASSESSED VALUE REPRESENTS 60% OF THE APPRAISED MARKET VALUE AS REQUIRED BY WEST VIRGINIA CODE CHAPTER 11 ARTICLE 1C.

PERSONS CLAIMING HOMESTEAD EXEMPTION BENEFITS SHOULD DEDUCT THE EXEMPT AMOUNT (\$20,000) FROM THE VALUE SHOWN.

AFTER REVIEWING THE ABOVE VALUE IF YOU BELIEVE A MISTAKE HAS BEEN MADE YOU MAY CONTACT THE ASSESSOR'S OFFICE BEFORE THE 1ST OF FEBRUARY.

_____ COUNTY ASSESSOR
ADDRESS _____
ADDRESS _____

IF YOU WANT TO APPEAL THE ABOVE VALUE YOU SHOULD CONTACT THE COUNTY COMMISSION FOR A HEARING TO BE HELD BETWEEN THE 1ST AND 15TH OF FEBRUARY.

COUNTY COMMISSION
ADDRESS _____
ADDRESS _____
PHONE _____

Example Letter 4

NOTICE OF INCREASE IN ASSESSMENT

.....COUNTY ASSESSOR
ADDRESS.....
ADDRESS.....
PHONE.....

.....COUNTY COMMISSION
ADDRESS.....
ADDRESS.....
PHONE.....

PROPERTY OWNER

XXX
XXX
XXX
XXX

DATE:

PARCEL ID:

Dear Property Owner:

IN ACCORDANCE WITH CHAPTER 11, ARTICLE 3, SECTION 2A OF THE WEST VIRGINIA CODE, I AM HEREWITH NOTIFYING YOU THAT YOUR CURRENT REAL PROPERTY ASSESSMENT FOR THE FORTHCOMING YEAR IS \$ZZ,ZZZ,ZZZ.

THIS ASSESSED VALUE REPRESENTS 60% OF THE APPRAISED MARKET VALUE AS REQUIRED BY WEST VIRGINIA CODE CHAPTER 11 ARTICLE 1C. THE APPRAISED VALUE OF YOUR PROPERTY CAN BE DETERMINED BY DIVIDING THE ABOVE VALUE BY 60% OR .60.

THIS IS NOT THE AMOUNT OF TAXES YOU WILL BE PAYING. YOUR PROPERTY TAX BILL IS DETERMINED BY THE LEVY RATES AGAINST THE ASSESSED VALUE. THE ASSESSOR DETERMINES THE ASSESSED VALUE AND THE LEVY RATES ARE DETERMINED BY THE LEGISLATURE (FOR THE BOARD OF EDUCATION), THE COUNTY COMMISSION AND THE MUNICIPALITIES. LEVY RATES FOR THE NEW YEAR ARE NOT AVAILABLE UNTIL APRIL OR MAY.

PERSONS CLAIMING HOMESTEAD/DISABILITY EXEMPTION BENEFITS SHOULD DEDUCT \$20,000 FROM THE TOTAL ASSESSED VALUES OF ALL ELIGIBLE PROPERTIES.

IF YOU BELIEVE THE ABOVE VALUE TO BE A FAIR ASSESSMENT, NO ACTION IS REQUIRED ON YOUR PART. IF YOU FEEL A MISTAKE HAS BEEN MADE, YOU MAY CONTACT THE ASSESSOR'S OFFICE BEFORE THE 1ST OF FEBRUARY.

IF YOU WANT TO APPEAL THE ABOVE VALUE ON OR AFTER FEBRUARY 1ST, YOU SHOULD CONTACT THE COUNTY COMMISSION FOR A HEARING TO BE HELD DURING THE MONTH OF FEBRUARY.