

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: MINUTES OF MEETING HELD
MONDAY, JANUARY 5, 2004

PRESENT: RICK MODESITT, PRESIDENT
K.D. MERRITT, COMMISSIONER
ROBERT K. TEBAY, 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 made by Robert K. Tebay, seconded by K.D. Merritt and made unanimous by Rick Modesitt, approved minutes from October 30, 2003, November 3, 2003 and December 6, 2003.

Jack Derr was sworn in as a reappointed member of the Wood County Parks and Recreation Commission.

Larry Border, Randy Rapp, Rocky Peck, Nelson Douglass and Marlin Sams were sworn in as reappointed members of the Wood County Planning Commission.

Upon a motion made by Robert K. Tebay, seconded by K.D. Merritt and made unanimous by Rick Modesitt, did hereby ORDER that the President and President Pro Tem remain the same as the calendar year 2003. President of the Wood County Commission – Rick Modesitt (2004); President Pro Tem of the Wood County Commission – K.D. Merritt (2004); Court Terms and Hours of the Wood County Commission (2004). Upon a motion made by K.D. Merritt, seconded by Robert K. Tebay and made unanimous by Rick Modesitt, it is hereby agreed that the Commission terms are to be held on Mondays from 9:30 o'clock A.M. until 12:00 o'clock Noon and from 1:00 o'clock P.M. until 2:00 o'clock P.M. and on Thursdays from 9:30 o'clock A.M. to 12:00 o'clock Noon. All Special and Emergency

Meetings held before the Wood County Commission will be in accordance with Chapter 7, Article 1, Section 2 of the West Virginia Code. The agenda for all regularly scheduled meetings held before the Wood County Commission on their regularly scheduled meeting days will be available to the public by the posting on the doors of the Wood County Courthouse, in the Office of the County Administrator and on the Internet at woodcountywv.com.

Rick Modesitt, President of the Wood County Commission, made the following appointments to the various committees:

WOOD COUNTY RECREATION COMMISSION – RICK MODESITT

WOOD COUNTY AIRPORT AUTHORITY – K.D. MERRITT

WOOD COUNTY COMMUNITY RESOURCES, INC. – MALCOM
DOOLITTLE

WOOD COUNTY COMMISSION ON INTERGOVERNMENTAL RELATIONS
ROBERT K. TEBAY, RICK MODESITT, K.D. MERRITT

WOOD COUNTY COMMISSION ON CRIME, DELINQUENCY AND
CORRECTION – ROBERT K. TEBAY, RICK MODESITT AND K.D.
MERRITT

WOOD COUNTY PLANNING COMMISSION – RICK MODESITT

WOOD COUNTY DEVELOPMENT AUTHORITY – RICK MODESITT AND
ROBERT K. TEBAY

NORTHWESTERN AREA AGENCY ON AGING – PAUL STEWART

PARKERSBURG-WOOD COUNTY VISITORS AND CONVENTION
BUREAU – LEONE OHNOUTKA

WEST VIRGINIA EXTENSION SERVICE COMMITTEE – K.D. MERRITT

ENHANCED 911 COMMUNICATIONS ADVISORY BOARD – K.D.
MERRITT

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) – RICK MODESITT

WOOD COUNTY PARKS & RECREATION COMMISSION – K.D. MERRITT

WORK FORCE INVESTMENT ACT – ROBERT K. TEBAY AND RICK
MODESITT

FORT BOREMAN/WOOD COUNTY HISTORICAL COMMISSION –
ROBERT K. TEBAY

MID-OHIO VALLEY BOARD OF HEALTH – ROBERT K. TEBAY

WOOD COUNTY SOLID WASTE AUTHORITY – ROBERT K. TEBAY

REGION V EMS ADVISORY COMMISSION – LEE “OX” JOHNSON, JEFF
GOODE, DIANE BALDERSON, BETTY BLACKBURN, VIRGIL FLINN AND
GEORGE FOX

THE COMMISSION WILL LAY THE LEVY APRIL 20, 2004

The County Commission of Wood County, by Order duly recorded in the official records of the County Commission and pursuant to the Code of West Virginia, 1931, as amended, has created numerous boards, commissions and/or committees, and in which they hereby make appointments of members to such boards, commissions and/or committees. Therefore, the County Commission requests that a member of the following boards, commissions, and/or committees deliver meeting minutes to the County Commission, during regular session, and give a brief update at that time.

Mid-Ohio Valley Board of Health
Parkersburg/Wood County Visitors & Convention Bureau (quarterly)
Wood County Building Commission (if meeting is called)
Wood County Community Resources (quarterly)
Wood County Historic Landmark Commission (quarterly)
Wood County Parks and Recreation Commission (quarterly)
Wood County Solid Waste Authority (quarterly)
Wood County Development Authority
WWW Planning Commission

An Order was prepared regarding this matter.

Pursuant to Chapter 11, Article 3, Section 24 of the Code of the State of West Virginia, of 1931, as amended, upon a motion made by K.D. Merritt, seconded by Robert K. Tebay and made unanimous by Rick Modesitt, THE COUNTY COMMISSION OF WOOD

COUNTY, announced that they will meet for the purpose of reviewing and equalizing the assessments made by the Assessor of the said County of Wood, for the year 2004 as follows: The session on Monday, February 2, 2004, shall begin at 1:00 P.M. and continue until 2:00 o'clock P.M., the sessions on Tuesday, February 3, 2004 and Wednesday, February 4, 2004, Thursday, February 5, 2004, and Friday, February 6, 2004, shall begin at 10:00 o'clock A.M. and continue until 12:00 o'clock Noon. Sessions will also be available by appointment through the County Administrator's Office, if needed, beginning on the 12th day of February, 2004, (Saturdays and Sundays excepted) on regularly scheduled Commission meetings (Mondays and Thursdays) beginning at 10:00 o'clock A.M. and continuing through 12:00 o'clock Noon (Thursday, February 12, 2004 and Monday, February 16, 2004, are holidays and the Commission will not be in session) and concluding at 12:00 o'clock Noon on the 27th day of February, 2004, for the purpose of hearing any and all complaints of taxpayers as to the assessments placed upon his or her property by the Assessor. The County Commission shall proceed to examine and review the property books and shall add on the books, the names of persons, the value of personal property and descriptions and value of all real estate liable to assessments, which were omitted by the Assessor. They shall correct all errors in the names of persons, in the description of value of property and they shall cause to be done whatever else may be necessary to make the valuation comply with the provisions of this Chapter; but, in no case, shall any questions of classification or taxability be considered or reviewed. IF ANY PERSON FAILS TO APPLY FOR RELIEF IN THIS MATTER, HE SHALL HAVE WAIVED HIS RIGHT TO ASK FOR CORRECTION IN HIS ASSESSMENT LIST FOR THE CURRENT YEAR, AND SHALL NOT, THEREAFTER, BE PERMITTED TO QUESTION THE CORRECTNESS OF HIS LIST AS FINALLY FIXED BY THE COUNTY

COMMISSION, EXCEPT ON APPEAL TO THE CIRCUIT COURT. A Legal Notice in regard to this matter will be in The Parkersburg News and The Parkersburg Sentinel on January 12, 2004 and January 19, 2004. An Order was prepared regarding this matter.

At 10:30 A.M., the County Commission met with Ginny Conley, Prosecuting Attorney.

At 10:44 A.M., the County Commission, upon a motion made by K.D. Merritt, seconded by Robert K. Tebay and made unanimous by Rick Modesitt, went into Executive Session at the request of Ginny Conley, Prosecuting Attorney. Said Executive Session was called under the authority and provisions of Chapter 6, Article 9A, Section 4, Number 9, of the West Virginia Code of 1931, as amended. Mary Rader, County Administrator, was also present. They adjourned the Executive Session at 11:11 A.M.

After discussion, Ms. Conley presented a revised contract from Mr. Brammer, she reviewed it and issues were discussed during the Executive Session; the cap on the project was previously 9% of the construction costs and now it is 8.75% of the initial construction bid; they also designated Adam Krason as the ZMM representative; any additional costs outside of the original construction contract and the original architect contract would have to be approved by this Commission; in the original contract the fees provided in the contract were set forth for twelve months are now extended to eighteen months so that the fees the county is provided are good for eighteen months from the date of the signing of the contract; any instruments of service (drawings) will now be provided to the Commission. The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by K.D. Merritt and passed, did hereby AUTHORIZE Rick Modesitt, in his official capacity as President and on behalf of the County Commission, to EXECUTE the Abbreviated Standard

Form of Agreement by and between the County Commission of Wood County, Wood County, WV, and ZMM, Inc., Charleston, WV, in regard to Architectural Services to be provided in the renovation of the Judge Donald F. Black Courthouse Annex. Such Annex is the eastern portion of the Towne Square Building recently purchased by the County Commission of Wood County, and will house a portion of the Assessor's Office personnel, the Sheriff's Tax Office personnel, the Prosecuting Attorney's personnel and the Family Court Judges for Wood County. An Order was prepared regarding this matter. Adam Krason and Steve Brammer from ZMM were present.

After discussion, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by K.D. Merritt and made unanimous by Rick Modesitt, does hereby AUTHORIZE the EXECUTION of an AGREEMENT by and between the County Commission of Wood County, Images of West Virginia, Inc. and MS Consultants, Inc. at such time as the original AGREEMENT has been sent to the County Commission of Wood County. The County Commission of Wood County is in possession of a Draft copy of such Agreement at this time. Such Agreement does hereby employ Images of West Virginia, Inc. and MS Consultants, Inc. to undertake investigation and implementation work to pursue funding opportunities for projects such as the establishment of storm water management systems for areas of Wood County. The Consultants, Images of West Virginia, Inc. and MS Consultants, Inc., shall be paid from grant funding or other funding sources procured at the rate set forth in SECTION 4 – FEE PAYMENT of the aforementioned AGREEMENT. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by K.D. Merritt, seconded by Robert K. Tebay and made unanimous by Rick Modesitt, did hereby

AUTHORIZE the EXECUTION of an AGREEMENT by and between the County Commission of Wood County, Wood County, WV, and The Burdette Group, Vienna, WV, in regard to monitoring and providing strategic assistance on West Virginia legislative or agency issues which effect those interests of the County Commission of Wood County. For the performance of such services, the County Commission of Wood County does hereby agree to pay The Burdette Group the amount of one thousand one hundred dollars and 00/100ths cents (\$1,100.00) per month for a total of thirteen thousand two hundred dollars and 00/100ths cents (\$13,200.00) per year. The aforementioned AGREEMENT commences on January 1, 2004 and terminates on December 1, 2004. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by K.D. Merritt and made unanimous by Rick Modesitt, did hereby ORDER that the bid be let for a four-wheel drive vehicle for the Prosecuting Attorney. At such time as bid specifications have been completed, a Legal Notice shall appear in both local newspapers, The Parkersburg News and The Parkersburg Sentinel, as a Class II Legal Notice. The new four-wheel drive vehicle will replace the 2000 Jeep Cherokee currently being utilized by the Prosecuting Attorney and the said 2000 Jeep will be transferred to the Wood County Home Confinement Program Office upon delivery of the new vehicle. An Order was prepared regarding this matter.

At 11:00 A.M., the County Commission met with Steven Grimm, Assessor and Attorney Richard Hayhurst to discuss Tax Increment Financing. After discussion, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by K.D. Merritt and made unanimous by Rick Modesitt, did hereby REQUEST Attorney Richard A. Hayhurst to present a proposal for what he feels might be the course of action for the County

Commission of Wood County and the Assessor of Wood County to proceed with in regard to the districts proposed by the City of Parkersburg under the Tax Increment Financing Program. The County Commission of Wood County is concerned about the lack of growth of the tax base in such districts by the County of Wood and the Board of Education for Wood County if such projects proposed by the City of Parkersburg were to be approved. Such Tax Increment Financing Programs could be for a period of thirty (30) years. The said motion further stated that Attorney Hayhurst is to include his fees in regard to said proposal. An Order was prepared regarding this matter.

At 1:30 P.M., the County Commission interviewed Harold Carr, Bridgette Goetsch, John McGrath, K.C. Linder and Steven Parks for the vacant position of Enforcement/Compliance Officer.

Terry L. Brown, Director of Wood County Emergency Services/E-9-1-1, presented to the County Commission of Wood County, a New Road Name Request Form from Les Halfhill to name the road to his residence, to the entrance of Chateau Hills and South Park Villa. The said Request does not interfere with the scheduled readdressing and mapping for the E-9-1-1 Master Street Addressing Guide. Les Halfhill requested the road be names FRIES PARKWAY. The road to be known as FRIES PARKWAY provides access to the aforementioned residence and apartment complexes as stated in Mr. Halfhill's Request Form. The road to be known as FRIES PARKWAY is located off Marrtown Road parallel to Route 68 in Lubeck Taxing District, Tax Map 80, Parcel Number 000I. The request by Les Halfhill is in accordance with Chapter 7, Article 1, Section 3 of the Code of West Virginia, 1931, as amended, which deals, in part, with the County Commission naming or renaming thereof of roads, ways, streets, avenues, drives and the like to assure uniform, nonduplicative conversion

of all rural routes to city-type addressing on a permanent basis. The County Commission does hereby find that the said request, made in writing, by Les Halfhill, and the approval from the Wood County Emergency Services/E-9-1-1, is in proper form and is hereby ORDERED to be filed. NOW, THEREFORE, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by K.D. Merritt and made unanimous by Rick Modesitt, does hereby ORDER that the aforementioned road be named FRIES PARKWAY. The County Commission does further ORDER that a copy of the ORDER, along with the New Road Name Request Form, be certified by the Clerk of the County Commission for entry in the Office of the Clerk of the County Commission. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion duly made, seconded and passed, did hereby ORDER that the Order appearing in Order Book 65, at Page 573 and bearing the date of July 31, 2003 be VOIDED. The aforementioned ORDER is in regard to the Juvenile Justice and Delinquency Prevention Grant Number 02-JJV-079.

The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by Rick Modesitt and made unanimous by K.D. Merritt, reappointed Larry Border, Nelson Douglass, Rocky Peck, Randall Rapp, Marlin Sams and Robert Stephens to the Wood County Planning Commission. Said announcement is pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, which deals with the procedure policy for appointments to boards and authorities. Their new terms will expire December 31, 2006. An Order was prepared regarding this matter.

Pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Boards and Authorities,

the County Commission of Wood County upon a motion made by Robert K. Tebay, seconded by K.D. Merritt and made unanimous by Rick Modesitt, placed Andy Swearingen in nomination for reappointment to the Wood County Parks and Recreation Commission (Mountwood Park). An Order was prepared regarding this matter.

Pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Boards and Authorities, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by K.D. Merritt and made unanimous by Rick Modesitt, reappointed Steve W. Nicely and Melvin B. Smith to the Fort Boreman Historical Park Commission. Their new terms will expire December 31, 2007.

Pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Boards and Authorities, the County Commission of Wood County upon a motion made by K.D. Merritt, seconded by Robert K. Tebay and made unanimous by Rick Modesitt, placed Charles Cross in nomination for reappointment to the Wood County Parks and Recreation Commission (Mountwood Park). An Order was prepared regarding this matter.

The County Commission of Wood County was in receipt of the New Pledged Security Notification from Wachovia Bank (United National Bank), Parkersburg, West Virginia, which has pledged securities as a County Depository. The New Pledged Security Notification reflects four hundred fifty thousand dollars and 00/100ths cents (\$450,000.00) Federal Home Loan Mortgage Corp Multiclass Mtg Partn CTFS GTD Series 2678, Cusip Number 31395J7M3, 4% interest with a maturity date of May 15, 2021. An Order was prepared regarding this matter.

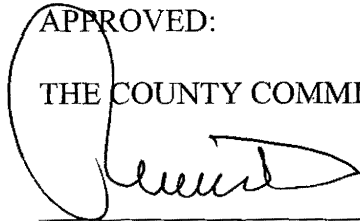
The County Commission of Wood County was in receipt of the Pledged Security Release Notification from Wachovia Bank (United National Bank), Parkersburg, West Virginia, which has pledged securities as a County Depository. The Pledged Security Release Notification reflects three hundred fifty thousand dollars and 00/100ths cents (\$350,000.00) in United States Treasury Bonds, Cusip Number 912810DW5, 7.25% interest with a maturity date of May 15, 2016. An Order was prepared regarding this matter.

The County Commission of Wood County was in receipt of the Pledged Security Release Notification from Wachovia Bank (United National Bank), Parkersburg, West Virginia, which has pledged securities as a County Depository. The Pledged Security Release Notification reflects one hundred thousand dollars and 00/100ths cents (\$100,000.00) in United States Treasury Bonds, Cusip Number 912810DW5, 7.25% interest with a maturity date of May 15, 2016. An Order was prepared regarding this matter.

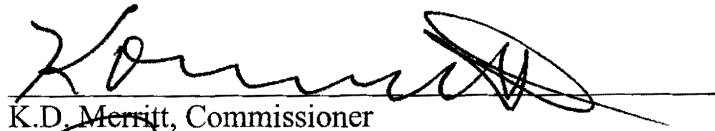
Having no further scheduled appointments or business to attend to, the County Commission adjourned at approximately 4:00 P.M.

APPROVED:

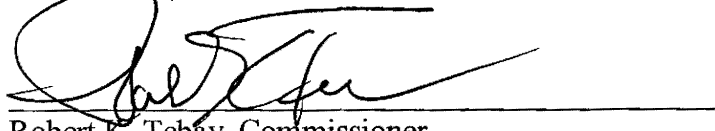
THE COUNTY COMMISSION OF WOOD COUNTY



Rick Modesitt, President



K.D. Merritt, Commissioner



Robert K. Tebay, Commissioner

PURCHASE ORDERS APPROVED ON JANUARY 5, 2004

29341	Broadwaters Motorcar	28.68
30892	Miller Communications	357.00
31138	Office Depot	297.68
31144	Chapman Printing	349.81
31172	Broadwaters Motorcar	63.10

To listen to these minutes, please listen to Tape #302 and Tape #303.

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January 5, 2003

1. ADAM KRASON - ZMM
2. STEVE BRAUNER - ZMM
3. C.J. Johnson
4. S.F. Green SWC
5. BOB BROCK - WCHFS
6. Ginny Conly Pros. office
Richard A. Hampton - Atty

Harold Carr	interview
Bridgette Goetch	interview
John McGee	INTERVIEW
K.C. LINDER	INTERVIEW
Steven L. Parks	Interview