

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA
317 MARKET STREET
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
THURSDAY, APRIL 29, 2021

PRESENT: DAVID BLAIR COUCH, PRESIDENT
ROBERT K. TEBAY, COMMISSIONER
JAMES E. 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 made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, approved minutes of March 15, April 15, 19, 22 and 26, 2021.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission upon a motion made by David Blair Couch, seconded by Robert K. Tebay and made unanimous by James E. Colombo, authorized funds in the Hotel Occupancy Tax for fiscal year 2020/2021 that were reduced as a result of the COVID-19 pandemic, be disbursed to recipients of said tax. (Order M/4294)

At 9:35 A.M., the County Commission met with Celeste Ridgway, Wood County Circuit Clerk. She requested upgrades to her office in regard to desks and carpet. The County Commission, upon a motion made by David Blair Couch, seconded by James E. Colombo and

made unanimous by Robert K. Tebay, authorized sealed bids to be obtained for an update of the Office equipment. (Order M/4295)

At 9:41 A.M., the County Commission, upon a motion made by James E. Colombo, seconded by David Blair Couch and made unanimous by Robert K. Tebay, opened and received sealed bids for the demolition and cleanup of property located at 109 Crawford Street and 111 Crawford Street, Parkersburg, WV. Bids were received from Graham Demolition in the amounts of \$4,800.00 per property. (Orders A/2385 and A/2386)

At 9:44 A.M., the County Commission, upon a motion made by Robert K. Tebay, seconded by David Blair Couch and made unanimous by James E. Colombo, appointed Tasha Hewitt, representing the Wood County Deputy Association, to the Wood County E-9-1-1 Advisory Board. (Order A/2387)

At 9:45 A.M., Mark Schwendeman from the Schwendeman Agency met with the County Commission to discuss the insurance programs for the county employees.

At 10:30 A.M., the County Commission approved the hiring of Mark McCain and Christopher Dickerson as E-911 employees.

Having no scheduled appointments or business to attend to, the County Commission adjourned at 10:46 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

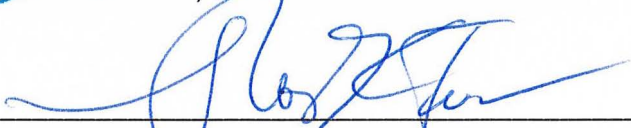
A/2385, A/2386, A/2387, A/2390, A/2391, M/4294, M/4295, M/4296

APPROVED:

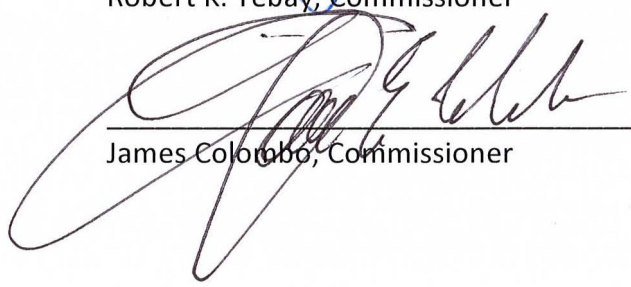
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner

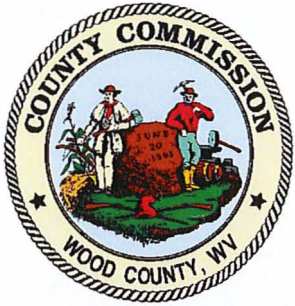


James Colombo, Commissioner

Wood County Commission Meeting
Held April 29, 2021

Please Print

1.	<i>Sarah Robinson</i>
2.	<i>Robert Smith</i>
3.	<i>Mark Schwendeman</i>
4.	<i>Kaitlyn Kidd</i>
5.	
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Wood County Commission
Agenda

04/29/2021
9:30 A.M.

317 Market Street
Parkersburg, WV 26101

9:30 A.M.	Discuss shortfall in Hotel Occupancy Tax for current fiscal year	
	Discuss possible remodel of Circuit Clerk's Office	Celeste Ridgway, Circuit Clerk
	Open sealed bids for demolition of 109 and 111 Crawford Street, Parkersburg	Sarah Robinson, County Compliance Officer
	Consider appointing Tasha Hewitt to the Wood County E-911 Advisory Board	
	Consider request to hire Mark A. McCain, part-time 911 telecommunicator - \$12.00/hour	
	Consider request to hire Christopher A. Dickerson, full-time 911 telecommunicator - \$29,034.72/yr	
9:45 A.M.	Discuss County insurance programs	Mark Schwendeman, Schwendeman Agency
	Administrator's Report	Marty Seufer, Administrator
	County Commission Reports	

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, 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

APRIL 29, 2021

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION OPENED SEALED BIDS FOR
DEMOLITION AND CLEAN UP OF PROPERTY LOCATED AT 109
CRAWFORD ST, PARKERSBURG

ORDER

On this date, the County Commission of Wood County, at 9:30 A.M., did hereby AUTHORIZE the opening of sealed bids for demolition and clean up of property located at 109 Crawford St., Parkersburg. Said sealed bids were received pursuant to a Legal Notice appearing in the Parkersburg News and Sentinel on April 16, 2021 and April 23, 2021. Sealed bids were received from the following:

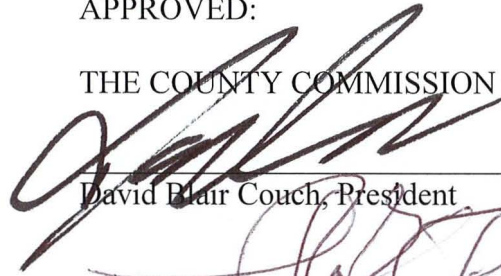
1. Graham Demolition
2607 Beverly St.
Parkersburg, WV 26101

Bid Price - \$4,800.00

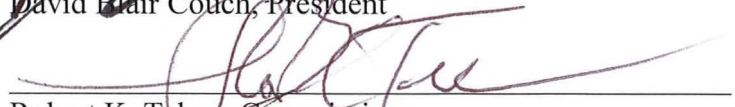
The County Commission of Wood County, upon a motion made by James E. Colombo, second by David Blair Couch and made unanimous by Robert K. Tebay did hereby RECEIVE said bids for review.

APPROVED:

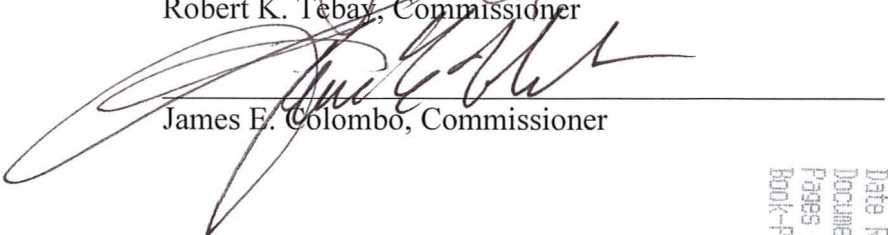
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2385

Mark Rhodes
WOOD County 03:56:18 PM
Instrument No 88249367
Date Recorded 04/29/2021
Document Type 000
Pages Recorded 1
Book-Page 75-132

APRIL 29, 2021

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION OPENED SEALED BIDS FOR
DEMOLITION AND CLEAN UP OF PROPERTY LOCATED AT 111
CRAWFORD ST, PARKERSBURG

ORDER

On this date, the County Commission of Wood County, at 9:30 A.M., did hereby AUTHORIZE the opening of sealed bids for demolition and clean up of property located at 111 Crawford St., Parkersburg. Said sealed bids were received pursuant to a Legal Notice appearing in the Parkersburg News and Sentinel on April 16, 2021 and April 23, 2021. Sealed bids were received from the following:

1. Graham Demolition
2607 Beverly St.
Parkersburg, WV 26101

Bid Price - \$4,800.00


The County Commission of Wood County, upon a motion made by James E. Colombo, second by David Blair Couch and made unanimous by Robert K. Tebay did hereby RECEIVE said bids for review.

APPROVED:

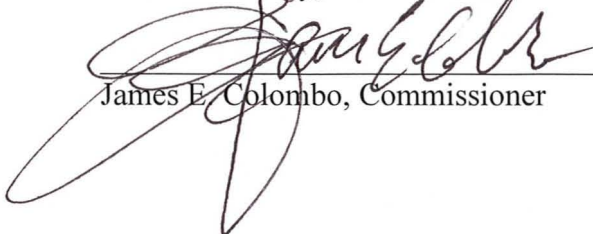
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2386

Mark Rhodes
WOOD County 03:58:26 PM
Instrument No 88249371
Date Recorded 04/29/2021
Document Type 000
Pages Recorded 1
Book-Page 75-132

APRIL 29, 2021

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION APPOINTED TASHA HEWITT TO THE WOOD COUNTY 9-1-1 ADVISORY BOARD.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David Blair Couch and made unanimous by James E. Colombo, appointed Tasha Hewitt, representing the Wood County Deputy Association, to the Wood County 9-1-1 Advisory Board.

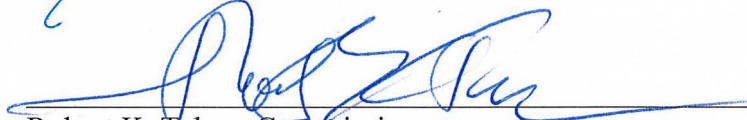
Her term will expire April 30, 2022.

APPROVED:

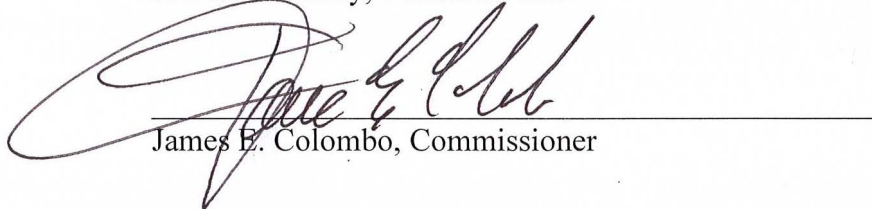
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2387

Mark Rhodes
WOOD COUNTY 11:33:34 AM
Instrument No 88250418
Date Recorded 04/29/2021
Document Type 000
Pages Recorded 1
Book-Page 75-133

APRIL 29, 2021

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE
SHORTFALL IN THE HOTEL OCCUPANCY TAX TO BE
DISBURSED TO RECIPIENTS

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Robert K. Tebay, and made unanimous by James E. Colombo, did hereby AUTHORIZE funds in the Hotel Occupancy Tax for fiscal year 2020/2021 that were reduced as a result of the COVID-19 pandemic, be disbursed to recipients of said tax.

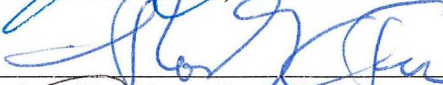
A copy of the Disbursement Schedule is attached to this Order and should be made a part thereof.

APPROVED:

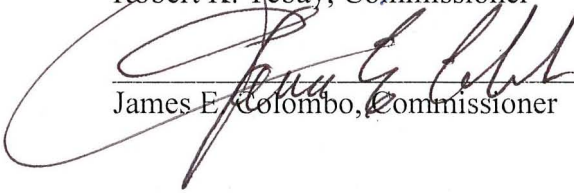
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

M/4294

	<i>Short</i>
Actors Guild of Parkersburg	1,623.83
Artsbridge	3,247.64
Belleville Homecoming	1,247.33
Blennerhasset Historical Foundation	811.90
Fort Boreman Park	16,322.72
Julia-Ann Square Historical	1,623.83
Oil & Gas Museum	2,435.72
Parkersburg Art Center	2,435.72
Pksbg News/Sentinel Half Marathon	811.90
Parkersburg Homecoming	4,060.67
Parkersburg Wood Co CVB	129,297.50
Smoot Theater	4,079.05
Mountwood Park	46,547.10
Veterans Museum	1,786.21
Wood County Historical	811.90
W V Interstate Fair	6,118.79
Veterans Park	12,121.57
	235,383.38

Mark Rhodes
 JUDG County 09:36:16 AM
 Instrument No 88250295
 Date Recorded 04/29/2021
 Document Type 000
 Pages Recorded 2
 Book-Page 75-133

APRIL 29, 2021

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED BIDS FOR AN
UPGRADE OF OFFICE EQUIPMENT IN THE CIRCUIT CLERK'S
OFFICE

ORDER

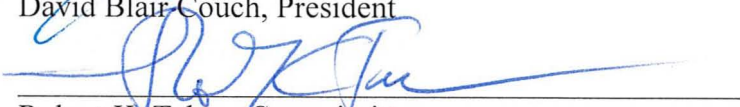
On this date, upon a motion by David Blair Couch, seconded by James E. Colombo, and made unanimous by Robert K. Tebay, the County Commission of Wood County, did hereby AUTHORIZE sealed bids to be obtained for an upgrade of office equipment in the Wood County Circuit Clerk's Office. Said bids come upon the recommendation of Wood County Circuit Clerk, Celeste Ridgway.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

M/4295

Mark Rhodes
WOOD County 10:30:16 AM
Instrument No 88250364
Date Recorded 04/29/2021
Document Type 000
Pages Recorded 1
Book-Page 75-133

APRIL 29, 2021

EXECUTIVE SESSION OF THE WOOD COUNTY COMMISSION

This 29th day of April, 2021, at 10:43 o'clock A.M., in the Fort Boreman Conference Room, of the Judge Donald F. Black Annex, Parkersburg, West Virginia, upon motion of David Blair Couch, seconded by Robert K. Tebay, and made unanimous by James E. Colombo, the County Commission, upon prior adjournment of the regular session, convened in EXECUTIVE SESSION upon authority granted by the West Virginia Code, Chapter 6, Article 9A, Section 4, as amended:

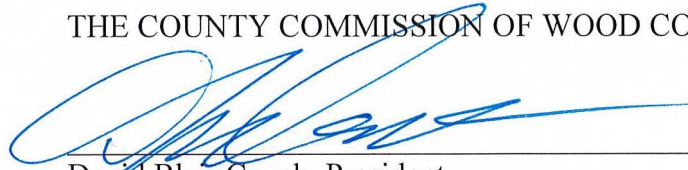
WHEREUPON, David Blair Couch, President of the Commission, Robert K. Tebay and James E. Colombo, met with Pat Lefebure, Wood County Prosecuting Attorney and Wood County Administrator, Marty Seufer.

All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, being a personnel matter.

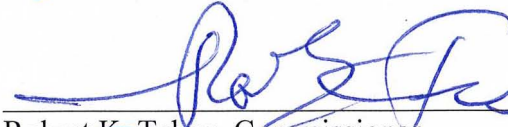
The Commission having concluded said discussion, the said EXECUTIVE SESSION adjourned at 10:56 o'clock A.M.

APPROVED:

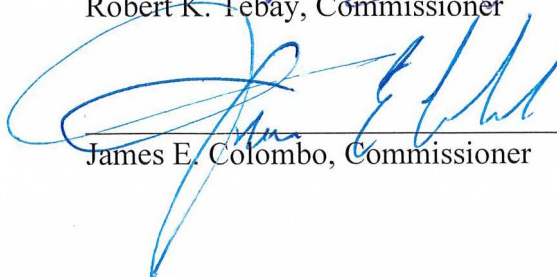
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

Mark Rhodes
WOOD COUNTY 04:30:37 AM
Instrument No 88252870
Date Recorded 04/29/2021
Document Type 020
Pages Recorded 1
Book-Page 75-135

Request to Hire County Employee

Elected Official/Department Head Director Date: 04/27/2021

New Employee Name: Christopher A Dickerson

Position to be filled: Full Time Telecommunicator Weekly hours to be worked: 48/36

Starting Salary: \$29034.72 / Annually ; \$1209.78 /Bi-Mo Insurance Benefits: Yes X No

Do you have funding for this salary in your budget? Yes X No Start date: 05/16/2021

Line item salary will be paid out of: 1-712-10-184

Background Check Completed: Yes X No References Checked: Yes X No

Special Abilities for this job: He is currently a Telecommunicator for WVSP therefore already trained, high test scores

Person to be replaced: Teresa Kerns Previous salary paid for this position: \$38,184.33 /Ann

Related to any current Wood County employee: Yes No X Name:

R Woody
Elected Official/Department Head Signature

All requests must be submitted to the Wood County Commission seven (7) days in advance.

Date Received in Commission Office APR 27 2021 Date Reviewed by Commission 4/29/21

Accepted Denied

Additional Information Required

VP
CF
Pages Recorded 1
Book-Page 75-132
Document Type 000
Date Recorded 04/27/2021
Instrument No 88249362
Wood County 03:52:52 PM
Mark Rhodes

Request to Hire County Employee

Elected Official/Department Head _____ Director _____ Date: 04/27/2021

New Employee Name: Mark A. McKain

Position to be filled: PartTime Telecommunicator Weekly hours to be worked: Varies

Starting Salary: \$12.00 /Hr Insurance Benefits: Yes _____ No X

Do you have funding for this salary in your budget? Yes X No _____ Start date: 05/01/2021

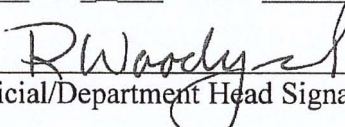
Line item salary will be paid out of: 1-712-10-109

Background Check Completed: Yes X No _____ References Checked: Yes X No _____

Special Abilities for this job: High test scores, He worked as a Law Enforcement Officer so has background in this field

Person to be replaced: Wesley Hall Previous salary paid for this position: \$12.00/Hr

Related to any current Wood County employee: Yes _____ No X Name: _____


Elected Official/Department Head Signature

All requests must be submitted to ~~the~~ **RECEIVED County Commission seven (7) days in advance.**


APR 27 2021

Date Received in Commission Office _____
COUNTY ADMINISTRATOR

Date Reviewed by Commission 4/29/21

Accepted _____ Denied _____

Additional Information Required _____



Mark Rhodes
WOOD County 03:54:25 PM
Instrument No 88249364
Date Recorded 04/27/2021
Document Type 000
Pages Recorded 1
Book-Page 75-132