

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

NO. 1 COURT SQUARE, SUITE 203  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
MONDAY, FEBRUARY 5, 2024

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.

#### **AGENDA AND DISCUSSION ITEMS**

At 10:00 A.M., the County Commission sat as the Board of Review and Equalization. At this time Bob Astorg challenged his property value for the former McKinley School. Said property is in the name of Summit Road, LLC and is located at 1130 19<sup>th</sup> Street Parkersburg, WV 26101. A copy of his Petition for Review is attached to these minutes and shall be made a part thereof.

At 10:02 A.M., Wood County E-911 Director, Mike Shook, asked to purchase a time stamp clock for the Center. The County Commission authorized the purchase since it went out to bid and no bids were received.

At 10:05 A.M., the County Commission approved the hiring of Tracie Allen as an employee of the Day Report Center.

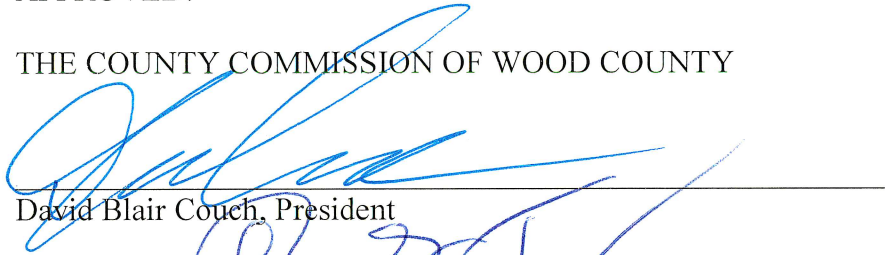
Having no scheduled appointments or further business to attend to, the County Commission adjourned at 10:40 A.M. as the County Commission and at 12:00 Noon as the Board of Review and Equalization.

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

A/2900, C/182

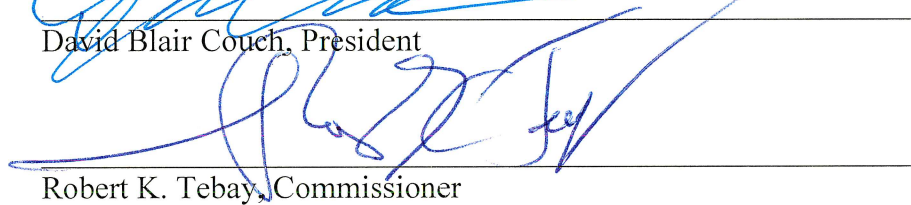
APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



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David Blair Couch, President



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Robert K. Tebay, Commissioner



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James Colombo, Commissioner

Wood County Commission Meeting  
Held February 5, 2024

**Please Print**

1. <i>Dean Cottrell</i>
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Wood County Commission  
Agenda

February 5, 2024  
1 Court Square Suite 203  
Parkersburg, WV 26101

9:30 A.M	Consider Request to Hire Tracie Allen as Case Manager/Counselor for DRC-\$40,000.00/yr	
10:00 A.M	Board of Review and Equalization	
	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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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.



**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**

**PETITION FOR REVIEW OF PROPERTY APPRAISAL**  
THIS COMPLAINT WILL NOT BE REVIEWED UNLESS FILLED OUT IN DETAIL  
ANY PETITION FILED WITH THE ASSESSOR MUST BE FILED WITHIN 8 DAYS OF RECEIVING A NOTIFICATION OF INCREASE

**Filed with:** State Tax Commissioner \_\_\_\_\_ Assessor of Wood County County 2/5/2024 Date

**Complainant:** Bob Astorg Mailing Address: 432 60th St, Vienna WV 26105 Phone: \_\_\_\_\_

Type of Property: Residential \_\_\_\_\_ Commercial  Industrial \_\_\_\_\_ Natural Resources \_\_\_\_\_ Real  Personal \_\_\_\_\_  
Account #: \_\_\_\_\_

Type of Complaint: Valuation  Classification \_\_\_\_\_

Property Assessed in the Name of: Summit Road LLC

Address of Property: 1130 19th St, Parkersburg, WV 26101

District 05 Map 62 Parcel A Acres 1.62 Description 19th St and St Mary's Ave

Purchase Price \$ N/A Date of Purchase 11/29/2021 Property Insured for: \$ \_\_\_\_\_  
Appraised Value Current Year \$ \$291,500.00 Appraised Value Prior Year \$ \$2,317,700.00 Complainant's Value \$ \_\_\_\_\_  
Do you have a recent appraisal? Y \_\_\_\_\_ N  If yes, what is the amount of the appraisal \$ \_\_\_\_\_ Date of Appraisal \_\_\_\_\_

**REASON AND BASIS FOR COMPLAINT**

Please state the reason and basis for this complaint. In order to be considered the complainant must provide substantial information that justifies the complainant's opinion of value or classification.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

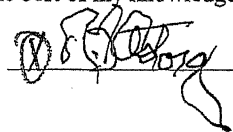
**Cost Data:** Replacement Cost or Cost to Build or Rebuild the Property \$ \_\_\_\_\_ True and Actual Value of the Land \$ \_\_\_\_\_

**Income Data:** Attach income and expense data relating to the property for the three most recent consecutive fiscal years.

**Market Data:** List below the true and actual value of three comparable properties in the same geographic area.

- 1 Appraised to High-Purchase Price
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

I do hereby certify that the above statements are true to the best of my knowledge and ability and that all questions on this petition pertaining to the property have been answered.

  
Signature of Complainant

Wood County  
Joe Gonzales, Clerk  
Instrument 88326338  
02/05/2024 @ 11:23:33 AM  
COUNTY COMMISSION ORDER  
Book 78 @ Page 259  
Pages Recorded 1

FEBRUARY 5, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED DAVID BLAIR COUCH TO SIGN THE PROGRESS REPORT IN REGARD TO THE COMMUNITY CORRECTIONS GRANT NUMBER 24-CC-29. SAID PROGRESS REPORT IS IN THE AMOUNT OF \$23,658.48.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by David Blair Couch and passed, did hereby AUTHORIZE David Blair Couch, on behalf of the County Commission, to sign the Progress Report in regard to the Community Corrections Grant Number 24-CC-29. The Request for Reimbursement is in the amount of twenty-three thousand six hundred fifty-eight thousand dollars and forty-eight cents (\$23,658.48) for the month of November, 2023. A Financial Recap Page, Project Financial Report, Time Sheets for the employees of the Wood County Day Report Center and the Monthly Progress Reports have been submitted.

Documentation pertaining to the Community Corrections Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

A/2900

Wood County  
Joe Gonzales, Clerk  
Instrument 88326413  
02/05/2024 @ 02:39:58 PM  
COUNTY COMMISSION ORDER  
Book 78 @ Page 265  
Pages Recorded 1

FEBRUARY 5, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$80,125.00 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE WV DIVISION OF CRIMINAL JUSTICE SERVICES COMMUNITY CORRECTIONS GRANT 24-CC-29.

ORDER

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of eighty thousand one hundred twenty-five dollars and zero cents (\$80,125.00) which represents reimbursement to Wood County for expenses incurred during the months of January through March, 2024, in regard to the West Virginia Division of Criminal Justice Services Community Corrections Grant Number 24-CC-29.

Documentation pertaining to the WVDCJS Community Corrections Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



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



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



\_\_\_\_\_  
James M. Colombo, Commissioner

182/CW



DEPT: DIVISION OF ADMINISTRATIVE SERVICES  
TOTAL OF INVOICE(S): \$80,125.00

WARRANT #: 1006888630 W.AMT: \$80,125.00  
VENDOR CODE: 00 0000212365 DATE: 01/26/2024

CHECK DESCRIPTION	INVOICE NUMBER	NET AMOUNT
24-CC-29 1/1/24 - 3/31/24	24CC2920233	\$80,125.00

Unless the VC code starts with MV, log on Vendor Self Service at [www.wvoasis.gov](http://www.wvoasis.gov). If you need additional payment detail, Please contact BRYAN ARTHUR, 304-558-2350X43428.

Learn more about the launching of your new State-wide accounting system (wvoasis), visit us at [www.wvoasis.gov](http://www.wvoasis.gov)

REMOVE DOCUMENT ALONG THIS PERFORATION

CTL# 39119707

THIS WARRANT HAS MULTIPLE SECURITY FEATURES TO DETER FRAUD AND COUNTERFEITING  
VOID UNLESS PRESENTED FOR PAYMENT WITHIN SIX MONTHS

# State of West Virginia

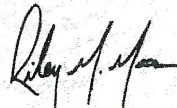
STATE WARRANT # 1006888630


01/26/2024

PAYEE WOOD CO COMMISSION

\*\*\*\*\*\$80,125.00\*\*

WEST VIRGINIA TREASURY

  
STATE TREASURER

  
STATE AUDITOR

⑈ 1006888630⑈ ⑆ 05 190 23 22 ⑆ 5 2705378 2 2⑈



Wood County  
Joe Gonzalez, Clerk  
Instrument 88326410  
02/05/2024 @ 02:11:36 PM  
COUNTY COMMISSION ORDER  
Book 78 @ Page 260  
Pages Recorded 2

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5310	HEALTH	HIGHMARK WEST VIRGINIA	REGULAR	02/01/2024	362,988.25	
5311	MONPOWER	MON POWER	REGULAR	02/01/2024	2,385.05	
GENERAL FUND Bank Id 101 Totals					<u>365,373.30</u>	
Report Totals					<u>365,373.30</u>	

*James E. Colwell*

