

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, MARCH 4, 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.

Taleena Giffin took her oath as Administrative Assistant for the Wood County Sheriff's Office. Steve Mercer took his oath as a Civil Process Serve for the Wood County Sheriff's Office. Tyler McCloy was sworn in as Captain for Court Services for the Wood County Sheriff's Department. Kyanna Ray, Warren Moyer, Abigail Burton and Carter Agnew took their oaths as Court Services workers for the Wood County Sheriff's Department.

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., the County Commission met with Sharon Kesselring from the American Red Cross. She updated them on the organization and requested \$5,000.00. They will consider her fund request during the budget period.

At 9:44 A.M., the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by Robert K. Tebay and made unanimous by David Blair Couch, did hereby AUTHORIZE an AMENDMENT to the Wood County Purchasing Policy. Said

AMENDMENT changes the amount of \$15,000.00 to \$25,000.00 in regard the County's Ordinance Regulating Purchasing by Competitive Bids. (Order A/2907)

At 9:45 A.M., the County Commission met with representatives from the WVU Extension Office. They updated the County Commission on the 4-H Camp.

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:06 A.M.

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

A/2907

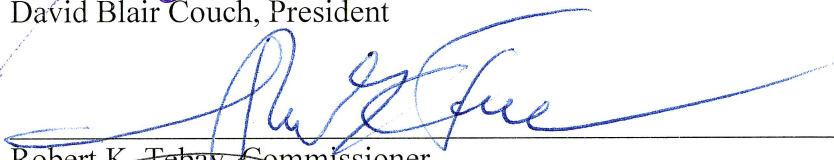
APPROVED:

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 March 4, 2024

Please Print

1.	Roger Conley
2.	Shawn Kessinger
3.	Jodi Smith
4.	Amy Allen
5.	<del>CC Bennett</del>
6.	AK Baugh
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Wood County Commission  
Agenda

March 4, 2024  
1 Court Square Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Consider raising bid limit to \$25,000.00	
	Update on American Red Cross and consider adopting a Proclamation	Sharon Kesselring
9:45 A.M.	Update on Wood County 4-H Camp	President Trustee Larry Bargeloh and Jodi Smith, WVU Extension
	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.**

**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**

MARCH 4, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE AN  
AMENDMENT TO THE COUNTY PURCHASING POLICY.

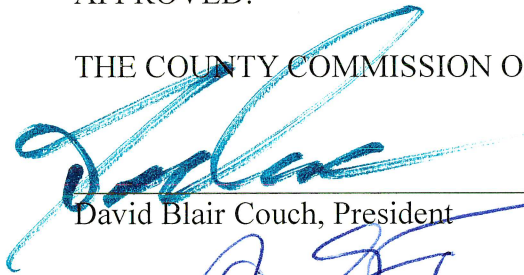
**ORDER**

On this date, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by Robert K. Tebay and made unanimous by David Blair Couch, did hereby AUTHORIZE an AMENDMENT to the Wood County Purchasing Policy. Said AMENDMENT changes the amount of \$15,000.00 to \$25,000.00 in regard the County's Ordinance Regulating Purchasing by Competitive Bids.

A copy of said Amended Purchasing Policy is attached to this Order and should be made a part thereof.

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 E. Colombo, Commissioner

A/2907

## WOOD COUNTY PURCHASING POLICY

1. Purchases shall be made by the use of the County Purchase Order system. The County Commission recognizes that from time to time issues will arise that prevent the purchasing department from obtaining a purchase order prior to making certain purchases. In the event that circumstances require such a purchase, the purchasing department shall obtain a purchase order the next business day.
2. The County Administrator's office will create purchase orders upon the request of a purchasing department, provided that the purchasing department has adequate funds for purchases. However, such purchases shall not be made until approved by the Wood County Commission. Upon obtaining said signed purchase order, the purchasing department may proceed with said purchase.
3. The following is the purchasing and procurement process: The purchasing department requests purchase orders by submitting a requisition to the County Administrator's office. The purchase order is assigned a system generated chronological number. The purchase order number is not released to the purchasing department until it has been approved by the Wood County Commission by signature. The purchase orders are then sent to the purchasing department and a copy is maintained by the County Clerk. The purchasing department then makes the purchase and matches the purchase order to the vendor invoice to create a voucher package. When vouchers are paid the voucher package is marked with the check information (check number, date and amount). The voucher package is signed by the purchasing department. A list of vouchers are approved by the County Commissioners.
4. To encourage competition, the County Commission requests that pricing from three vendors be submitted with each proposed purchase between five thousand dollars and zero cents (\$5,000.00) and twenty-four thousand nine hundred ninety-nine dollars and ninety-nine cents

WOOD COUNTY PURCHASING POLICY

(\$24,999.99). Purchases twenty-five thousand dollars and zero cents (\$25,000.00) and over shall be based upon the county's Ordinance Regulating Purchasing by Competitive Bids.

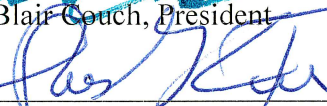
5. Invoices appearing on the Wood County Commission Approved Vendor List may be paid prior to authorization.
6. This purchasing policy shall not apply to travel and related expenses. Said expenses shall be in compliance with the Travel Policy.
7. The use of a County Purchasing Card is recognized as a form of payment. Purchases made using the Purchasing Card shall follow the purchasing policy.
8. Purchasing cards shall not be used for auction based websites. A single purchasing card shall be established through the County Administrator's Office for purchases on such sites using forms of payment such as Paypal and other similar forms of payment. Purchase orders and authorization for such purchases shall be obtained through the County Administrator's Office.

APPROVED:

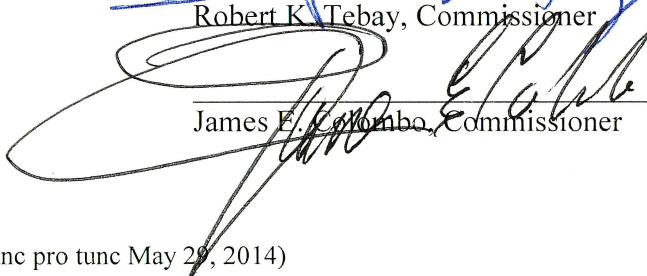
THE COUNTY COMMISSION OF WOOD COUNTY



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David Blair Couch, President



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Robert K. Tebay, Commissioner



\_\_\_\_\_  
James E. Colombo, Commissioner

Adopted May 30, 2013  
Amended June 2, 2014 (nunc pro tunc May 29, 2014)  
Amended August 11, 2014  
Amended July 13, 2017  
Amended August 10, 2017  
Amended March 22, 2018  
Amended March 4, 2024



## ORDINANCE

BE IT ORDAINED by the County Commission of Wood County, West Virginia that in accordance with the authority set forth in West Virginia Code Chapter 7, Article 1, Section 11, it hereby adopts the following relating to purchases of services and supplies by the County.

A. Competitive Bidding Required: All purchases of and contracts for supplies and contractual services, except as specifically provided herein, shall be based on competitive bids.

B. Contract Procedure: All supplies and contractual services, except as otherwise provided herein, when the estimated cost thereof exceeds \$25,000.00, shall be purchased by formal written contract from the lowest responsible bidder after due notice inviting proposals.

C. Notice Inviting Bids: A legal notice inviting bids shall be published once in at least one newspaper of general circulation in Wood County and at least five days preceding the last day set for the receiving of proposals. Such notice shall include a general description for the services to be sought or the supplies or articles to be purchased, and shall state where specifications may be secured, and the time and place for opening bids. When deemed necessary by the County Commission or the County Administrator, bid deposits shall be prescribed in the public notices inviting bids. Such deposits shall be refunded to all unsuccessful bidders.

D. Bid Opening Procedure: Bids shall be submitted, sealed, to the County Administrator and shall be identified as bids on the envelope. Bids shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received shall be posted for public inspection.

E. Rejection of Bids: The County Commission shall have the authority to reject all bids, parts of all bids, or all bids for any one or more supplies or contractual services included in the proposed contract, when the public interest will be served thereby. This statement shall appear in all invitations for bids.

F. Award of Contract: Contracts shall be awarded to the lowest responsible bidder. In determining the lowest responsible bidder, in addition to price, the County Commission shall consider:

- (1) The ability, capacity and skill of the bidder to perform the contract or provide the services required;
- (2) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- (3) The quality of performance of other contracts or services;
- (4) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the services; and,

- (5) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.

G. Resident Vendor Preference: In accordance with the legislative intent of the provisions of West Virginia Code Chapter 5A, Article 3, Section 37, a resident vendor which has maintained its headquarters or principal place of business within Wood County, West Virginia, continuously for four years immediately preceding the date on which the bid is submitted, or a vendor who has an affiliate or subsidiary which employs a minimum of one hundred County residents, shall be allocated a preference to the extent the vendor's bid does not exceed the lowest qualified bid from a non-resident vendor by more than two and one-half percent of the latter bid, if the vendor has made written claim for the preference at the time the bid was submitted.

H. Award to Other than Low Bidder: When the award is not given to the lowest bidder, a full and complete statement of the reasons for placing the order elsewhere shall be prepared by the County Commission and filed with other papers relating to the transaction.

I. Open Market Procedures: All purchases of supplies and contractual services of less than the estimated value of \$25,000.00, shall be made in the open market, without newspaper advertisement, and without observing the procedure prescribed for the awarding of contracts involving sums in excess of \$25,000.00. All such open market purchases shall, whenever possible, be based upon at least three competitive bids, and shall be awarded to the lowest responsible bidder in accordance with the provisions hereof. The County Administrator, or his designee, shall solicit bids by direct mail requests to perspective members and/or by telephone. The County Administrator shall keep a record of all open market orders and the bids submitted in competition, and such records shall be open to public inspection.

J. Emergency Purchases:

1. By County Administrator: In case of an apparent emergency which requires immediate purchase of supplies or contractual services, the County Administrator shall be empowered to secure by open market procedure, as herein set forth, at the lowest obtainable price, any supplies or contractual services, regardless of the amount of the expenditure. A full report of the circumstances of an emergency purchase shall be filed by the County Administrator with the County Commission and shall be entered in the Minutes of the Commission, and shall be open to public inspection.

2. By Department Heads: In case of an actual emergency, the head of any department may purchase directly any supplies whose immediate procurement is essential to prevent delays in the work of the using department or agency, or which may vitally affect the life, health or convenience of residences. The department head shall send to the County Commission a full written report of the circumstances of the emergency, and shall be open to public inspection.

K. Financial Interests in Contracts Prohibited: Any purchase order or contract within the purview of this Ordinance in which any member of the County Commission, the County Administrator, or any officer or employee of the County is financially interested, directly or indirectly, shall be void, except that before the execution of a purchase order or contract the County Commission has the authority to waive compliance with this section when it finds that such action is in the best

interests of the County, and shall state the reasons therefore which shall be open to public inspection.

L. Rules and Regulations: The County Administrator may make and enforce such additional rules and regulations, not inconsistent herewith, as may be necessary providing that all such rules and regulations shall first be approved by the County Commission.

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 E. Colombo, Commissioner

Adopted: January 5, 2012

Amended: March 4, 2024

Wood County  
Joe Gonzales, Clerk  
Instrument 88328090  
03/04/2024 @ 09:35:12 AM  
COUNTY COMMISSION ORDER  
Book 78 @ Page 308  
Pages Recorded 6

STATE OF WEST VIRGINIA  
COUNTY OF WOOD

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TO -WIT:

I, Carter Agnew 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 Court Services for the Wood County Sheriff 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 the County Commission of Wood County, West Virginia,  
this 4<sup>th</sup> day of March, 2024.



County Commission of Wood County

Wood County  
Joe Gonzales, Clerk  
Instrument 88327733  
03/04/2024 @ 09:10:40 AM  
COUNTY COMMISSION ORDER  
Book 78 @ Page 304  
Pages Recorded 1

STATE OF WEST VIRGINIA  
COUNTY OF WOOD

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TO -WIT:

I, Abigail Burton 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 Court Services for the Wood County Sheriff 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.

Abigail Burton

Subscribed and sworn to, before the County Commission of Wood County, West Virginia,  
this 4<sup>th</sup> day of March, 2024.

[Signature]

County Commission of Wood County

Wood County  
Joe Gonzales, Clerk  
Instrument 88327732  
03/04/2024 @ 09:08:58 AM  
COUNTY COMMISSION ORDER  
Book 78 @ Page 303  
Pages Recorded 1

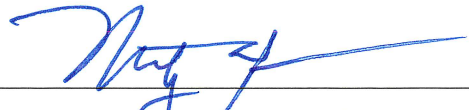
STATE OF WEST VIRGINIA  
COUNTY OF WOOD }

TO -WIT:

I, Warren Moyer 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 Court Services for the Wood County Sheriff 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 the County Commission of Wood County, West Virginia, this 4<sup>th</sup> day of March, 2024.



County Commission of Wood County

Wood County  
Joe Gonzales, Clerk  
Instrument 88327730  
03/04/2024 @ 08:53:23 AM  
COUNTY COMMISSION ORDER  
Book 78 @ Page 301  
Pages Recorded 1

STATE OF WEST VIRGINIA  
COUNTY OF WOOD }

TO -WIT:

I, Kyanna Ray 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 Court Services for the Wood County Sheriff 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.

Kyanna Ray

Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this 4<sup>th</sup> day of March, 2024.

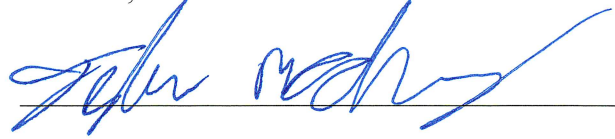
[Signature]  
County Commission of Wood County

Wood County  
Joe Gonzales, Clerk  
Instrument 88327729  
03/04/2024 @ 08:51:24 AM  
COUNTY COMMISSION ORDER  
Book 78 @ Page 300  
Pages Recorded 1

STATE OF WEST VIRGINIA  
COUNTY OF WOOD }

TO -WIT:

I, Tyler McCloy 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 Captain for Court Services for the Wood County Sheriff 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 the County Commission of Wood County, West Virginia, this 4<sup>th</sup> day of March, 2024.



County Commission of Wood County

Wood County  
Joe Gonzales, Clerk  
Instrument 88327727  
03/04/2024 @ 08:47:52 AM  
COUNTY COMMISSION ORDER  
Book 78 @ Page 298  
Pages Recorded 1

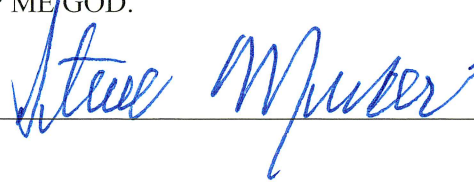


STATE OF WEST VIRGINIA  
COUNTY OF WOOD

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TO -WIT:

I, Steve Mercer 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 Civil Process Wood County Sheriff 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.

  
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Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this 4<sup>th</sup> day of March, 2024.

  
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County Commission of Wood County

Wood County  
Joe Gonzales, Clerk  
Instrument 89327728  
03/04/2024 @ 08:49:59 AM  
COUNTY COMMISSION ORDER  
Book 78 @ Page 299  
Pages Recorded 1

STATE OF WEST VIRGINIA  
COUNTY OF WOOD

} TO -WIT:

I, Talenna Giffin 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 Administrative Assistant Wood County Sheriff 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.

Talenna Giffin

Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this 4<sup>th</sup> day of March, 2024.

[Signature]  
County Commission of Wood County

Wood County  
Joe Gonzales, Clerk  
Instrument 98327731  
03/04/2024 @ 09:55:30 AM  
COUNTY COMMISSION ORDER  
Book 79 @ Page 302  
Pages Recorded 1

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5337	MONPOWER	MON POWER	REGULAR	02/28/2024	2,164.53	

GENERAL FUND Bank Id 101 Totals 2,164.53

Report Totals 2,164.53

A large, stylized 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
3447	BECKCARO	BECKETT CAROLYN J.	REGULAR	02/28/2024	1,000.00	

FIRE SERVICE FEE Bank Id 120 Totals 1,000.00

Report Totals 1,000.00

A large handwritten signature, possibly 'W. J. Beck', is written in the lower right quadrant of the page. Below the signature is a large, stylized checkmark.