

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, JUNE 24, 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.

The County Commission, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, approved an Erroneous Assessment application in regard to personal property. A copy is attached and shall be made a part thereof.

AGENDA AND DISCUSSION ITEMS

At 9:52 A.M., the County Commission, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, appointed Richard Hayhurst to the Parkersburg/Wood County Public Library Board. Mr. Hayhurst's term will expire June 30, 2029. (Order A/2969) Mr. Hayhurst's Oath of Office is attached to these minutes.

At 9:53 A.M., the County Commission approved the hiring of Tanna Gilchrist as an employee in the Circuit Clerk's Office.

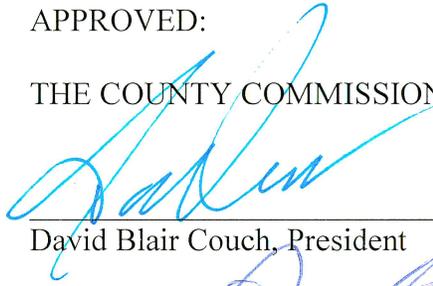
Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:00 A.M. to tour possible locations for the Health Department.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

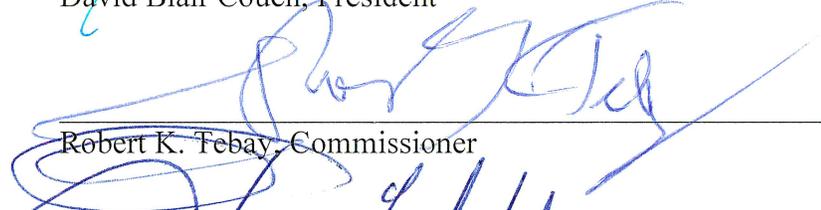
A/2969

APPROVED:

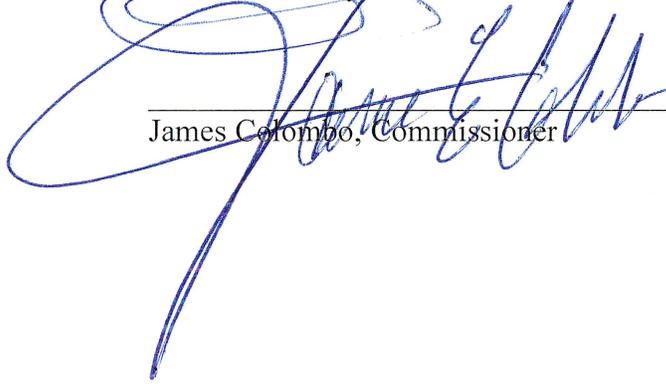
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

Wood County Commission Meeting
Held June 24, 2024

Please Print

1.	JOSEPH F. VAN METER 304-481-6586
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Wood County Commission
Agenda

June 24, 2024 | 9:30 A.M.
1 Court Square Suite 203
Parkersburg, WV 26101

9:30 A.M.	Consider appointing Richard Hayhurst to the Parkersburg/Wood County Public Library Board	
	Consider request to hire Tanna Gilchrist as a full time Deputy Circuit Clerk - \$33,000.00/yr.	
10:00 A.M.	Tour Possible Health Department relocation buildings	
	Administrator's Report	Marty Seufer, County 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

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

WOOD COUNTY COMMISSION

ERRONEOUS ASSESSMENT APPLICATION

Tax Type: **Personal**
Tax Ticket: **407755**
Tax Year: **2023**

Upon the application of **HICKS LAURY A** whose address is **2301 CAPITAL DR PARKERSBURG, WV 26101** aggrieved by an erroneous assessment in **2301 CAPITAL DR PARKERSBURG, WV 26101**, in the County of Wood, for the **2023** tax year. *CITY DISTRICT*

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2023** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the affected tax year, the Sheriff shall allow a credit on future taxes payable.

2007 Honda was not owned 7/1/22.

All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of Wood County

Assessment Table

Tax Value Table

Class	Original	Reduction	New
1	0	0	0
2	0	0	0
4	12840	2775	10065

Class	Original	Reduction	New
1	.00	.00	.00
2	.00	.00	.00
4	379.40	81.98	297.42

Laury Hicks

Taxpayer

304. 991. 9632

[Signature]

Prosecutor

[Signature]

Assessor

[Signature]

Commissioner

[Signature]

County Commission President

[Signature]

Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on June 24, 2024.

May 17, 2024 - MC

RECEIVED

JUN 07 2024

County Commission

County Commission

JUN 17 2024

RECEIVED

Wood County
Joe Gonzales, Clerk
Instrument 8836100
06/24/2024 @ 10:06:57 AM
COUNTY COMMISSION ORDER
Book 78 @ Page 723
Pages Recorded 1

JUNE 24, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION APPOINTED RICHARD HAYHURST TO THE PARKERSBURG/WOOD COUNTY PUBLIC LIBRARY BOARD.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, appointed Richard Hayhurst to the Parkersburg/Wood County Public Library Board.

Mr. Hayhurst's term will expire June 30, 2029.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2969

Wood County
Joe Gonzales, Clerk
Instrument 88336519
06/24/2024 @ 10:09:05 AM
COUNTY COMMISSION ORDER
Book 78 @ Page 778
Pages Recorded 1

Before the County Commission of Wood County, West Virginia

In re:

OATH OF OFFICE FOR
RICHARD A. HAYHURST AS
MEMBER, BOARD OF TRUSTEES,
PARKERSBURG AND WOOD COUNTY PUBLIC LIBRARY

State of West Virginia,
County of Wood, to-wit:

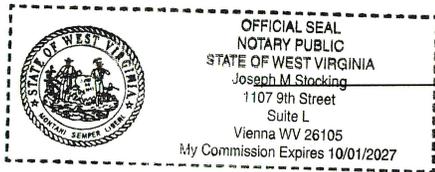
I, **RICHARD A. HAYHURST**, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of West Virginia and that I will faithfully discharge the duties of Member of the Board of Trustees of Parkersburg and Wood County Public Library to the best of my skill and judgment, **SO HELP ME GOD.**



Richard A. Hayhurst

Taken, subscribed and sworn to before me this, the 24th day of June, 2024,

by **RICHARD A. HAYHURST.**


Notary Public

WOOD COUNTY
JOB: 00721957 - LIBR
Instrument: 8836464
06/24/2024 @ 08:39:27 AM
COUNTY COMMISSION ORDER
BOOK 78 @ PAGE 768
Pages Recorded: 1

WOOD COUNTY

(304) 424-1834
(304) 424-1832 fax



SHERIFF'S OFFICE

401 Second Street Suite# 11
Parkersburg, W.Va. 26101

R.L. Woodyard, Sheriff

G.M. Deem, Chief Deputy

June 21, 2024

Wood County Commission

Keegan Bush has resigned his position as a Home Confinement Officer for the Wood County Sheriff's Office effective June 19, 2024. He has 64 hours of sick time remaining. He also has 88 hours of Vacation hours that will need to be paid.

Sincerely,

R L Woodyard, Sheriff

RECEIVED
JUN 24 2024
County Commission

Wood County
Joe Gonzalez, Clerk
Instrument 88336105
06/24/2024 @ 10:25:36 AM
COUNTY COMMISSION ORDER
Book 78 @ Page 746
Pages Recorded 1



County of Wood

CELESTE RIDGWAY
CIRCUIT CLERK
cridgway@woodcountywv.com

OFFICE OF THE CIRCUIT CLERK
Wood County Judicial Building - Room #133
#2 Government Square
Parkersburg, WV 26101-5353

Phone: 304-424-1700
FAX: 304-424-1804

June 18, 2024

Dear Honorable Commissioners:

I am requesting to be placed on the Commission Meeting Agenda for 06/24/24. I will be requesting to hire Tanna Gilchrist to fill a vacancy for full time positions in my office. I am asking for a starting salary of \$33,000.00. The salary will be paid out of the 24/25 Wood County Circuit Budget, line item # 1-403-10-103.

Sincerely,

Celeste Ridgway, Circuit Clerk

Wood County
Joe Gonzales, Clerk
Instrument 8836102
06/24/2024 @ 10:16:28 AM
COUNTY COMMISSION ORDER
Book 78 @ Page 724
Pages Recorded 1



County of Wood

CELESTE RIDGWAY
CIRCUIT CLERK
cridgway@woodcountywv.com

OFFICE OF THE CIRCUIT CLERK
Wood County Judicial Building - Room #133
#2 Government Square
Parkersburg, WV 26101-5353

Phone: 304-424-1700
FAX: 304-424-1804

June 18, 2024

Dear Honorable Commissioners:

This letter is to inform you that Deborah Jacks last day will be June 29,2024. She is retiring and worked in the capacity as a part time employee in the Circuit Clerk's office.

Sincerely,

A handwritten signature in cursive script that reads "Celeste Ridgway".

Celeste Ridgway, Circuit Clerk

CC: Finance

A large, stylized handwritten signature, possibly belonging to a commissioner, consisting of several overlapping loops and a long horizontal stroke.

Wood County
Joe Gonzales, Clerk
Instrument: 88336110
06/24/2024 @ 10:43:22 AM
COUNTY COMMISSION ORDER
Book 78 @ Page 747
Pages Recorded 1