

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

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

IN RE: MINUTES OF MEETING HELD
THURSDAY, SEPTEMBER 26, 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 of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, approved minutes of September 9, 12 and 16, 2024.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., Doug Hess and representatives from the ARC met with the County Commission to ask them to proclaim October as Disability Employment Awareness month. After discussion, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by David Blair Couch and made unanimous by Robert K. Tebay, did hereby EXECUTE a PROCLAMATION regarding National Disability Employment Awareness Month (October). (Order A/3019)

At 10:00 A.M., the County Commission authorized the opening of a sealed bid for the construction of a new office at Magistrate Court. Said sealed bid was received according to a Legal Notice appearing in the Parkersburg News and Sentinel on August 30 and September 6,

2024. A sealed bid was received from 3D Construction, 430 29th Street, Bldg. A, Parkersburg, WV 26101 at a Bid Price - \$37,411.14. 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, took the bids under advisement. (Order C/217)

At 10:08 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, placed Sean Andrews, Republican, in nomination to the Wood County Civil Service Commission for Deputy Sheriffs. The unexpired term will expire June 30, 2025. (Order A/3021)

The County Commission of Wood County was in receipt of the Approval of the Request for Revision to Approved Budget from the West Virginia State Auditor, Chief Inspector Division, Charleston, West Virginia, in regard to Revision No. 1 in the General County Fund budget for the fiscal year 2024/2025. Receipt of said Approval is pursuant to an Order appearing in Order Book 79, at Page 49 and bearing the date of July 29, 2024, at which time the Request for Revision was signed by Joe Gonzales, Clerk of the Wood County Commission. (Order A/3020)

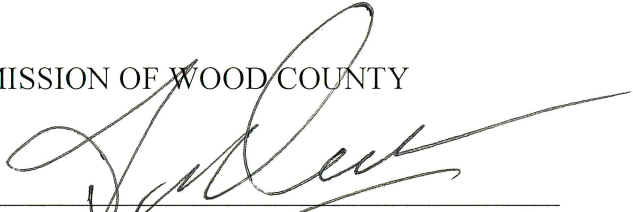
Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:29 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/3019, A/3020, A/3021, C/217

APPROVED:

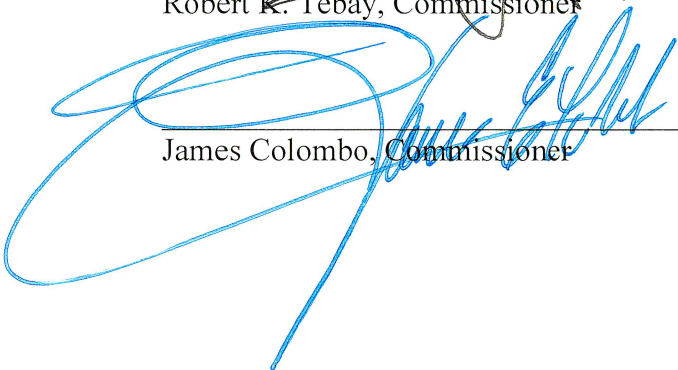
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

Wood County Commission Meeting
Held September 26, 2024

Please Print

1.	Douglas Hess - The Arc of the Moov
2.	Alexis Ullmann - The Arc of the Moov
3.	Sarah Cordell - SW Resources
4.	SCOTT BROCKNER
5.	Magan Spicer - The Arc of the Moov
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Wood County Commission
Agenda

September 26, 2024 | 9:30 A.M.
1 Court Square Suite 203
Parkersburg, WV 26101

9:30 A.M.	Consider ARC Proclamation – Disability Employment Awareness Month	Doug Hess, ARC
9:35 A.M.	Consider putting Sean Andrews in nomination to the Wood County Civil Service Commission for Deputy Sheriffs	
10:00 A.M.	Bid Opening for the new office in Wood County Magistrate Court	
	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

SEPTEMBER 26, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY EXECUTE A
PROCLAMATION IN REGARD TO NATIONAL DISABILITY
EMPLOYMENT AWARENESS MONTH.

ORDER

On this date, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by David Blair Couch and made unanimous by Robert K. Tebay, did hereby EXECUTE a PROCLAMATION regarding National Disability Employment Awareness Month (October).

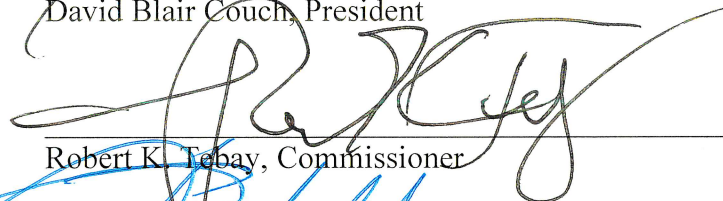
A copy of said Proclamation is attached to this Order and shall be made a part thereof.

APPROVED:

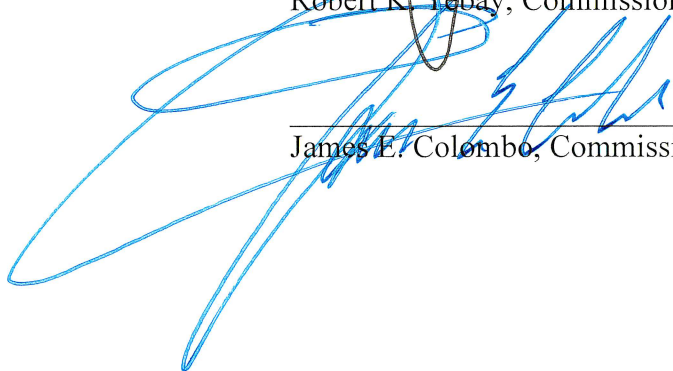
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/3019

SEPTEMBER 26, 2024

Proclamation

October 2024 is National Disability Employment Awareness Month

Whereas, the Wood County Commission has been and continues to be committed to fostering an inclusive community for people with and without disabilities;

Whereas, workplaces that welcome the talents of all people, including those with disabilities, are essential to building an inclusive community and a strong economy;

In this spirit, the Wood County Commission, West Virginia, recognizes National Disability Employment Awareness Month to raise awareness about disability employment issues and celebrate the many and varied contributions of people with disabilities. Activities during this month will reinforce the value and talent that people with disabilities bring to our workplaces and communities, affirming Parkersburg's commitment to inclusivity. This includes a training opportunity on October 11th at the Judge Black Annex on Market Street;

Whereas, The Arc of the Mid-Ohio Valley operates a Thrift Shop, a Fingerprinting service, and an Artistic Opportunity Center, providing outlets for people to sell their artwork to supplement their income. These venues offer inclusive employment and vocational training opportunities for people with and without disabilities, fostering full inclusion and participation for all, and enhancing our community by recognizing the valuable contributions people with disabilities make every day;

Whereas, The Arc of the Mid-Ohio Valley collaborates with Goodwill-SW Resources, to provide vocational and employment supports;

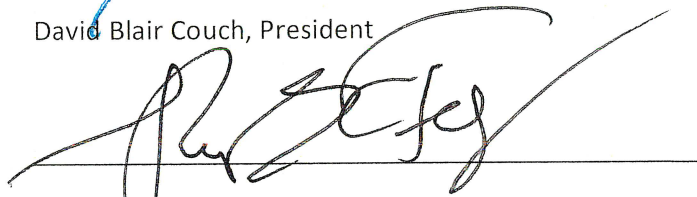
Therefore, we, the Wood County Commission, does hereby proclaim October 2024 as National Disability Employment Awareness Month. We call upon employers, schools, and other community organizations in Parkersburg, West Virginia, to observe this month with appropriate programs and activities, and to advance the important message that people with disabilities are equal to the task throughout the year.

APPROVED:

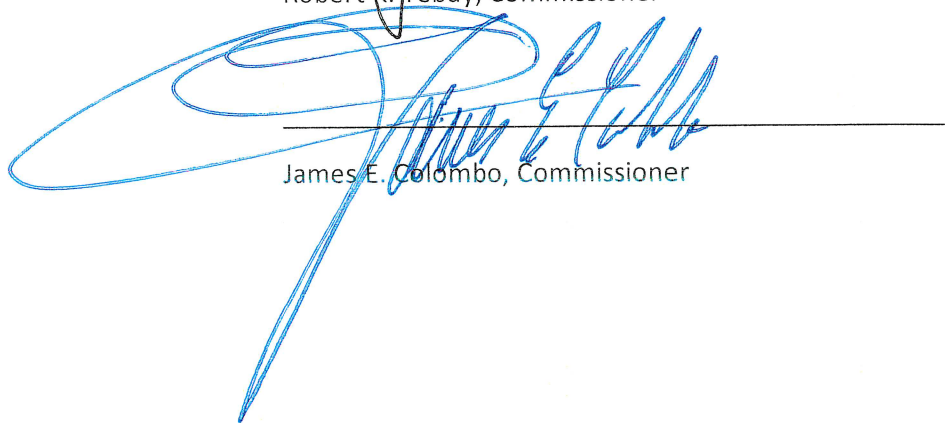
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

Wood County
Joe Gonzales, Clerk
Instrument 88342245
09/26/2024 @ 10:43:59 AM
COUNTY COMMISSION ORDER
Book 79 @ Page 260
Pages Recorded 3

SEPTEMBER 26, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF THE APPROVAL OF THE REQUEST FOR REVISION TO APPROVED BUDGET IN REGARD TO REVISION NO. 1 IN THE GENERAL COUNTY FUND BUDGET FOR THE FISCAL YEAR 2024/2025.


ORDER

On this date, the County Commission of Wood County was in receipt of the Approval of the Request for Revision to Approved Budget from the West Virginia State Auditor, Chief Inspector Division, Charleston, West Virginia, in regard to Revision No. 1 in the General County Fund budget for the fiscal year 2024/2025. Receipt of said Approval is pursuant to an Order appearing in Order Book 79, at Page 49 and bearing the date of July 29, 2024, at which time the Request for Revision was signed by Joe Gonzales, Clerk of the Wood County Commission.

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

APPROVED:

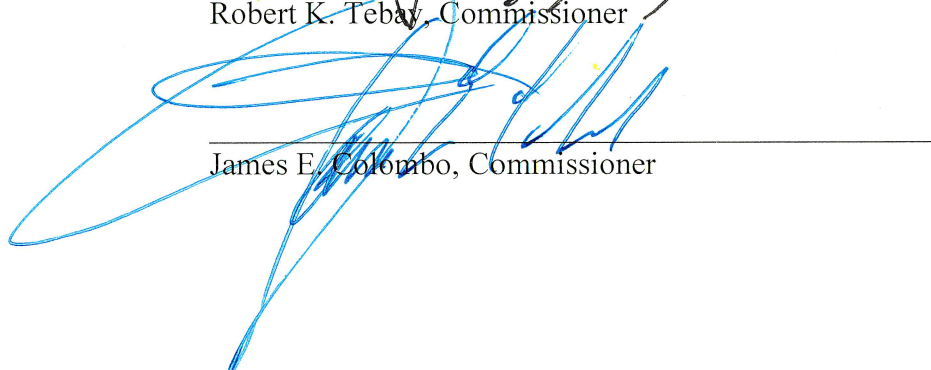
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

79/49

LGSD BR (Ver. 2023)

Ora Ash, Deputy State Auditor
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26301

Phone: 627-2415 ext. 5101 or ext. 5118

Fax: 304-340-5090

Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER

FY: 2025

Fund: 1

Rev No: 1

Pages: 2

Wood County Commission

GOVERNMENT ENTITY

Person To Contact Regarding Request:

PO Box 1474

Name: James Poling

STREET OR PO BOX

COUNTY

Phone: 304-424-1854

Government Type

Fax: 304-424-1809

Parkersburg

26101

Email: jpoling@woodcountywv.com

CITY

ZIP CODE

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
298	Assigned Fund Balance		536,926		536,926
299	Unassigned Fund Balance	900,000	1,822,606		2,722,606
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

2,359,532

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	3,406,220	1,900		3,408,120
402	County Clerk	1,227,022	465		1,227,487
403	Circuit Clerk	1,028,717	79		1,028,796
404	Sheriff-Treasurer	1,059,654	70		1,059,724
405	Prosecuting Attorney	2,067,980	5,422		2,073,402
412	Agricultural Agent	161,449	2,933		164,382
413	Elections-County Clerk	301,744	655		302,399
424	Courthouse	716,219	4,579		720,798
428	Data Processing	160,000	2,023		162,023
442	Federal Grants	500,000	4,858		504,858
444	Other Grants	25,000	158,255		183,255

NET INCREASE/(DECREASE) Expenditures

2,359,532

APPROVED BY THE STATE AUDITOR

BY: Ora Ash / Rebecca L... 09.12.24
Deputy State Auditor, Local Government Services Div. Date

Joe Stenzler
AUTHORIZED SIGNATURE OF ENTITY

07-29-2024
APPROVAL DATE

late fund balance

EXPENDITURES (CONT'D)

Wood County Commission

LGSD- BR

Wood County Commission

CONTROL NUMBER

2025

1

1

BUDGET REVISION REQUEST-SUPPLEMENT

FY

FUND

REV#

ACCOUNT NUMBER	ACCOUNT CATEGORY	PREVIOUSLY APPROVED AMOUNT	INCREASE	DECREASE	REVISED AMOUNT
460	County Clerk Operations		30,802		30,802 ✓
696	Transfer to Financial Stabilization Fund		1,822,634		1,822,634 ✓
700	Sheriff-Law Enforcement	5,796,979	20,138		5,817,117 ✓
900	Parks & Recreation	390,606	236,779		627,385 ✓
986	County Commission	700,000	67,940		767,940 ✓
	#N/A				
	#N/A				
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	#N/A				
NET INCREASE/(DECREASE) Expenditures (this page)					2,178,293

Wood County
 Joe Gonzales, Clerk
 Instrument 88342386
 09/26/2024 @ 09:10:49 AM
 COUNTY COMMISSION ORDER
 Book 79 @ Page 265
 Pages Recorded 5

SEPTEMBER 26, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION PLACED SEAN ANDREWS, REPUBLICAN, IN NOMINATION TO THE WOOD COUNTY CIVIL SERVICE COMMISSION FOR DEPUTY SHERIFFS.

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, placed Sean Andrews, Republican, in nomination to the Wood County Civil Service Commission for Deputy Sheriffs. The unexpired term will expire June 30, 2025.

APPROVED:

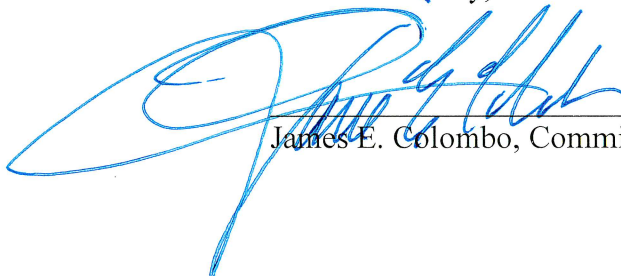
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/3021

Wood County
Joe Gonzales, Clerk
Instrument 88342986
09/26/2024 @ 11:59:50 AM
COUNTY COMMISSION ORDER
BOOK 79 @ Page 282
Pages Recorded 1

SEPTEMBER 26, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION OPENED A SEALED BID FOR A NEW OFFICE AT THE MAGISTRATE COURT BUILDING.

ORDER

On this date, the County Commission of Wood County, at 10:00 A.M., did hereby AUTHORIZE the opening of a sealed bid for the Construction of a new office at Magistrate Court. Said sealed bid was received according to a Legal Notice appearing in the Parkersburg News and Sentinel on August 30 and September 6, 2024. A sealed bid was received from the following:

1. 3D Construction
430 29th Street, Bldg. A
Parkersburg, WV 26101
Bid Price - \$37,411.14

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, did hereby RECEIVE said bid for review.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner

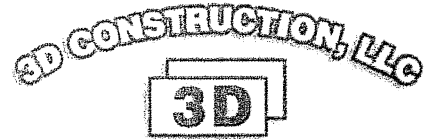


James E. Colombo, Commissioner

0/217
~~1/2019~~

3D Construction LLC
430 29th Street
Building A
Parkersburg, WV 26101
3dconstructionwv.com

Proposal



Phone: 304-916-1365
Fax: 304-863-8545

Proposal: K1059
Date: 9/13/2024

To: Wood County Commission Attn: Dear Sir 1 Court Square Suite 205 Parkersburg, WV 26101	Project: MC VIAR
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Salesperson		
Bennie Kerns		

Scope of Work

We 3D Construction are most pleased to submit this proposal to provide all material, labor, supervision to perform the following items.

- To demo existing cabinets and sink. Create an opening for a new door.
- To frame new wall for V/IAR 132 and install owner provided level 4 ballistic panels.
- To supply and install Level 3 black powder coated aluminum frame window 60"x48".
- Includes countertop electronic intercom, UL3 Glass Clad Polycarbonate Glazing.
- Includes 16"x11" level 3 Deal Tray.
- To install new drywall, finish, and paint both sides of new wall.
- To supply and install new Formica countertop with a standard finish as shown on the provided drawing.
- To supply and install new standard door and frame to match existing as close as possible.

Exclusions

This proposal is based on work performed during normal working hours Monday-Friday 7:00am to 3:30pm excluding holidays and does not include premium time.
The owner must provide a place for our trash truck for construction waste.
The owner must provide a place for our company truck close to project.
If plumbing runs through new door opening and must be rerouted it will be an extra.
There is now HVAC or Sprinkler work covered in this quote.
Proposal is valid for a period of 30 days from the date listed above.

Proposal Total:	37,411.14
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Acceptance	
Accepted by:	_____
Title:	_____
Date:	_____

Wood County
Joe Gonzales, Clerk
Instrument 88342242
09/26/2024 @ 10:38:10 AM
COUNTY COMMISSION ORDER
Book 79 @ Page 258
Pages Recorded 2