

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, APRIL 7, 2025

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 10, 13, 17, 2025.

The oaths of office for Jordan Mills and Jeffery Jones as Deputy Sheriffs were put on record on this date.

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., there were no public comments.

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 the final drawdown for properties in the Happy Valley Flood Mitigation Project. Said drawdown is at a cost of nine hundred ninety-one dollars and thirty-three cents (\$991.33).  
(Order C/246)

At 9:45 A.M., the County Commission of Wood County, did hereby AUTHORIZE the opening of a sealed proposal for the mowing of Veterans Park. Said bid was received according to a Legal Notice appearing in the Parkersburg News and Sentinel on March 17, 2025 and March 24, 2025. A proposal was received from the following:

Exterior Property Maintenance, LLC  
673 Nicolette Drive  
Parkersburg, WV 26104  
Proposal Price - \$3,649.99 per mowing

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 RECEIVE said proposal for review. (Order A/3129)

At 10:00 A.M., the County Commission authorized the opening of sealed bids for the demolition of a structure located at 1125 Kesterson Road, Parkersburg, West Virginia. Sealed bids were received according to a Legal Notice appearing in the Parkesburg News and Sentinel on March 20, 2025 and March 27, 2025. Sealed bids were received from the following:

Graham Demolition  
2607 Beverly Street  
Parkersburg, WV 26101

Bid Price - \$8,200.00

J.C. Bosley Construction, Inc  
1 Bosley Avenue  
Parkersburg, WV 26101

Bid Price - \$7,800.00

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 bids for review. (Order C/243)

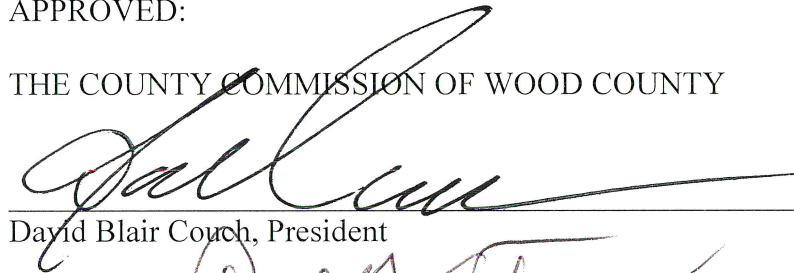
Having no other scheduled appointments or further business to attend to, the County Commission adjourned at 10:20 A.M.

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

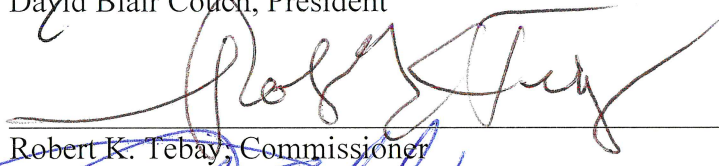
A/3129, C/243, C/246

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

Wood County Commission Meeting  
Held April 7, 2025

**Please Print**

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# The County Commission of Wood County

No. 1 Court Square, Suite 203 Parkersburg, West Virginia 26101  
(304) 424-1984



**DAVID BLAIR COUCH**  
President

**ROBERT K. TEBAY**  
Commissioner

**JAMES E. COLOMBO**  
Commissioner

## PUBLIC COMMENT PORTION OF WOOD COUNTY COMMISSION MEETINGS

### SIGN IN SHEET

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**3 MINUTES PER PERSON**

**APRIL 7, 2025**

PLEASE PRINT NAME	ADDRESS



Wood County Commission  
Agenda

April 7, 2025 | 9:30 A.M.  
1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Public Comment	
	Consider Final Drawdown for Happy Valley Flood Mitigation Grant	
9:45 A.M.	Opening Proposals for Mowing of the Veterans Park	
10:00 A.M.	Bid Opening – Removal of Home and Cleanup of Property Located at 1125 Kesterson Road, Parkersburg WV 26101	
	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 before 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

APRIL 7, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION OPENED A SEALED PROPOSAL  
FOR MOWING VETERANS PARK.

**ORDER**


On this date, the County Commission of Wood County, at 9:45 A.M., did hereby  
AUTHORIZE the opening of a sealed proposal for the mowing of Veterans Park. Said bid was  
received according to a Legal Notice appearing in the Parkersburg News and Sentinel on March  
17, 2025 and March 24, 2025. A proposal was received from the following:

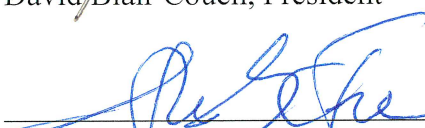
Exterior Property Maintenance, LLC  
673 Nicolette Drive  
Parkersburg, WV 26104  
Proposal Price - \$3,649.99 per mowing

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 RECEIVE  
said proposal for review.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

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

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

A/3129

Wood County  
Joe Gonzales, Clerk  
Instrument 88352972  
04/07/2025 @ 09:59:47 AM  
COUNTY COMMISSION ORDER  
Book 79 @ Page 729  
Pages Recorded 1



APRIL 7, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION OPENED SEALED BIDS FOR  
DEMOLITION OF A STRUCTURE LOCATED AT 1125  
KESTERSON ROAD, PARKERSBURG, WV.

**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 demolition of a structure located at 1125  
Kesterson Road, Parkersburg, West Virginia. Sealed bids were received according to a Legal  
Notice appearing in the Parkesburg News and Sentinel on March 20, 2025 and March 27, 2025.  
Sealed bids were received from the following:

Graham Demolition  
2607 Beverly Street  
Parkersburg, WV 26101

Bid Price - \$8,200.00

J.C. Bosley Construction, Inc  
1 Bosley Avenue  
Parkersburg, WV 26101


Bid Price - \$7,800.00

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 bids  
for review.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

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

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

CW/243

Wood County  
Joe Gonzales, Clerk  
Instrument 88352966  
04/07/2025 @ 09:29:41 AM  
COUNTY COMMISSION ORDER  
Book 79 @ Page 727  
Pages Recorded 1

APRIL 7, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED THE FINAL  
DRAWDOWN OF PROPERTIES IN THE HAPPY VALLEY FLOOD  
MITIGATION PROJECT.

O R D E R

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 the final drawdown of properties in the Happy Valley Flood Mitigation Project. Said drawdown is at a cost of nine hundred ninety-one dollars and thirty-three cents (\$991.33).

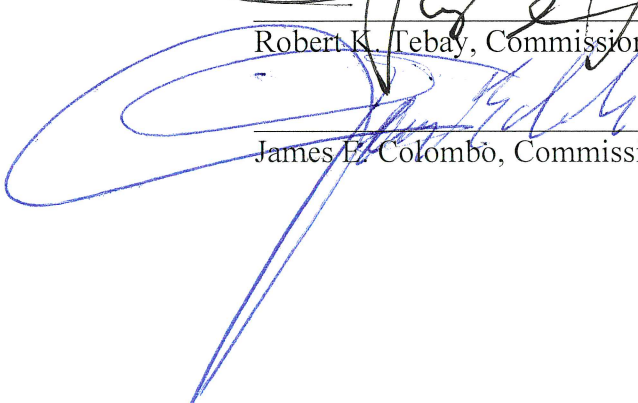
A copy of said drawdown is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

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

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

CW/246

# The County Commission of Wood County

No. 1 Court Square, Suite 203 Parkersburg, West Virginia 26101  
(304) 424-1984



**DAVID BLAIR COUCH**  
President

**ROBERT K. TEBAY**  
Commissioner

**JAMES E. COLOMBO**  
Commissioner

April 7, 2025

Ms. Amberlea Perks  
Mitigation Project Officer  
WV Emergency Management Division  
1700 MacCorkle Ave, SE, 6th Floor  
Charleston, WV 25314

Re: Wood Co. Commission – Happy Valley Flood Mitigation Project  
FEMA-DR-4273-WV-0091

Dear Ms. Perks,

The Wood County Commission requests a total reimbursement of \$991.33 for Project Management fees associated with the Happy Valley Flood Mitigation Project.

This request for reimbursement is under the following FEMA grant FEMA-DR-4273-WV-0091 for the following services:

Project Management  
Mid-Ohio Valley Regional Council= \$991.33

Should you have any questions, please contact Jamie Jacobsen with the Mid-Ohio Valley Regional Council at (304) 716-5949.

Sincerely,

A handwritten signature in dark ink, appearing to read "David Couch", is written over a faint, circular official stamp. The signature is fluid and cursive.

David Blair Couch, President  
Wood County Commission

# WV Emergency Management Division Reimbursement Request Cover Sheet

Date	4/3/2025
Program	Hazard Mitigation
DR#	DR-4273
Subrecipient Name	City of Spencer
PW or Project#	FEMA-DR-4273-WV-0091
Project Title	Wood Co Com Happy Valley Flood Mit Proj
OASIS DOC ID#	

			Non-Federal Amount	
Req#	Total Amount	Federal Amount	State Amount	Local Amount
6	\$ 991.33	\$ 743.50	\$ 247.83	
Total OASIS DOC Amount				

Additional Explanation:	Program management fees
Request Justification per EO 14222: include details of what costs are being reimbursed and the general purpose of the project as well as any other pertinent information	Labor, Fringe, Indirect, Travel

\*Green sections are to be completed by the Finance team and Blue sections are to be completed by the Program team.



Regional Council  
PO BOX 247  
PARKERSBURG WV 26101-0247

Inv#	INV00000000003270
Date	5/31/2024
Page	1

**Bill To:**

WOOD COUNTY COMMISSION  
NO. 1 COURT SQUARE  
SUITE 203  
PARKERSBURG, WV 26101

**Ship To:**

WOOD COUNTY COMMISSION  
NO. 1 COURT SQUARE  
SUITE 203  
PARKERSBURG, WV 26101

Purchase Order No.		Customer ID		Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
HVHAZARDMIT#25		WOOD01				Net 30	5/31/2024	0
Ordered	Shipped	B/O	Item Number	Description	Discount	Unit Price	Ext. Price	
1	1	0	LABOR	LABOR (A)	\$0.00	\$194.81	\$194.81	
1	1	0	FRINGES	FRINGES	\$0.00	\$53.53	\$53.53	
1	1	0	INDIRECT	INDIRECT (A x .53)	\$0.00	\$103.25	\$103.25	
				HAPPY VALLEY HAZARD MITIGATION PROJECT OVERSIGHT AND MANAGEMENT MAY 2024				
							<b>Subtotal</b>	\$351.59
							<b>Misc</b>	\$0.00
							<b>Tax</b>	\$0.00
							<b>Freight</b>	\$0.00
							<b>Trade Discount</b>	\$0.00
							<b>Total</b>	\$351.59

DANA TACKETT 304-422-4993

Invoice	INV00000000003295
Date	6/30/2024
Page	1

P.O. Box 247 • 709 Market Street • Parkersburg WV 26101  
Phone: (304) 422-4993 • Fax: (304) 422-4998

[www.movrc.org](http://www.movrc.org) Ship To:

**Bill To:**

WOOD COUNTY COMMISSION  
NO. 1 COURT SQUARE  
SUITE 203  
PARKERSBURG, WV 26101

WOOD COUNTY COMMISSION  
NO. 1 COURT SQUARE  
SUITE 203  
PARKERSBURG, WV 26101

Purchase Order No.		Customer ID		Salesperson ID		Shipping Method		Payment Terms		Req Ship Date		Master No.	
HVHAZARDMIT#26		WOOD01						Net 30		6/30/2024		0	
Ordered	Shipped	B/O	Item Number	Description				Discount	Unit Price	Ext. Price			
1	1	0	LABOR	LABOR (A)				\$0.00	\$312.50	\$312.50			
1	1	0	FRINGES	FRINGES				\$0.00	\$85.50	\$85.50			
1	1	0	INDIRECT	INDIRECT (A x .53)				\$0.00	\$165.63	\$165.63			
				HAPPY VALLEY HAZARD MITIGATION									
				PROJECT OVERSIGHT AND MANAGEMENT									
				JUNE 2024									

DANA TACKETT 304-422-4993

Regional Council  
PO BOX 247  
PARKERSBURG WV 26101-0247

Invoice	INV00000000003430
Date	12/31/2024
Page	1

**Bill To:**

WOOD COUNTY COMMISSION  
NO. 1 COURT SQUARE  
SUITE 203  
PARKERSBURG, WV 26101

**Ship To:**

WOOD COUNTY COMMISSION  
NO. 1 COURT SQUARE  
SUITE 203  
PARKERSBURG, WV 26101

Purchase Order No.		Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
HVHAZARDIT #27		WOOD01			Net 30	12/31/2024	0
Ordered	Shipped	B/O	Item Number	Description	Discount	Unit Price	Ext. Price
1	1	0	LABOR	LABOR (A)	\$0.00	\$40.18	\$40.18
1	1	0	FRINGES	FRINGES	\$0.00	\$6.59	\$6.59
1	1	0	INDIRECT	INDIRECT (A x .53)	\$0.00	\$21.30	\$21.30
1	1	0	TRAVEL	TRAVEL	\$0.00	\$8.04	\$8.04

DANA TACKETT 304-422-4993

Subtotal	\$76.11
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$76.11

Wood County  
Joe G. ...  
Instr ...  
04/07/2025 @ 11:51:50 PM  
COUNTY COMMISSION (KOR)  
Book 19 of Page 757  
Pages Recorded 6

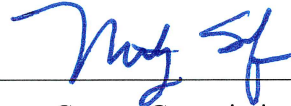
STATE OF WEST VIRGINIA  
COUNTY OF WOOD }

TO -WIT:

I, Jordan Mills 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 Deputy 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 April, 2025.



County Commission of Wood County

Wood County  
Joe Gonzales, Clerk  
Instrument 88352748  
04/07/2025 @ 12:38:39 PM  
CLINTY COMMISSION ORDER  
Book 79 @ Page 721  
Pages Recorded 1

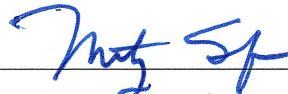
STATE OF WEST VIRGINIA  
COUNTY OF WOOD }

TO -WIT:

I, Jeffery Jones 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 Deputy 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 April, 2025.



County Commission of Wood County

Wood County  
Joe Gonzales, Clerk  
Instrument 88352749  
04/07/2025 @ 12:40:25 PM  
COUNTY COMMISSION ORDER  
Book 79 @ Page 722  
Pages Recorded 1

## Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5730	DENTAL	UNITED CONCORDIA COMPANIES. INC.	HAND	04/02/2025	1,112.65	
5731	DENTAL	UNITED CONCORDIA COMPANIES. INC.	HAND	04/02/2025	1,167.70	
5732	WV HOSP I	RETIREE HEALTH BENEFIT TRUST FUND	HAND	04/02/2025	21,721.00	
179721	VISION	VISION SERVICE PLAN (WV)	REGULAR	04/02/2025	3,401.91	

PAYROLL FUND Bank Id 101 Totals

27,403.26

*James E. Colombo*

*[Signature]*

## Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
8775	GEN CO FD	GENERAL COUNTY FUNDS	REGULAR	04/02/2025	114,233.87	

ASSESSOR'S VALUATION Bank Id 156 Totals	114,233.87
Report Totals	363,189.70

*James E. Colombo*

*[Signature]*

## Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
9238	GEN CO FD	GENERAL COUNTY FUNDS	REGULAR	04/02/2025	221,552.57	

E-911 FUND Bank Id 107 Totals

221,552.57

A handwritten signature in black ink, appearing to read "James E. Colombo", is written over a large, faint, curved line that spans across the lower half of the page.