

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, MAY 8, 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.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission approved the hiring of Walker Riddle as a Wood County Deputy Sheriff.

At 9:49 A.M., the County Commission, upon a motion made by James E. Colombo, seconded by Robert K. Tebay and made unanimous by David Blair Couch, did hereby announce that two vacancies will exist on the Wood County Fire Board, as authorized in West Virginia State Code 7-17-6. Said vacancies are due to the terms of James Dawson (representing the Wood County Fire Association) and Terry Moore (representing the Wood County Commission) will expire on June 5, 2025. (Order A/3145)

At 10:02 A.M., in Room 203, of the Wood County Courthouse, Parkersburg, West Virginia, upon motion of David Blair Couch, seconded by Robert K. Tebay and made unanimous by James E. Colombo, County Commissioners, upon prior adjournment of the regular session, convened in EXECUTIVE SESSION upon authority granted by the West Virginia Code, Chapter

6, Article 9A, Section 4, as amended. The said Robert K. Tebay, James E. Colombo and David Blair Couch, County Commissioners met with Marty Seufer, County Administrator and Pat Lefebure, Wood County Prosecuting Attorney. All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, regarding investment of public funds. The Commission, having concluded said discussion, the said EXECUTIVE SESSION adjourned at 10:16 o'clock A.M. (Order C252)

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 David Blair Couch, on behalf of the County Commission, to sign the Progress Report in regard to the Community Corrections Grant Number 25-CC-29. The Request for Reimbursement is in the amount of thirty-three thousand four hundred one dollars and ninety-seven cents (\$33,401.97) for the month of April, 2025. 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. (Order A/3142)

Having no other scheduled appointments or further business to attend to, the County Commission adjourned at 10:21 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/3142, A/3145, C/252

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner



Wood County Commission Agenda

May 8, 2025 | 9:30 A.M.
1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Consider Request to Hire Walker D. Riddle as a Wood County Deputy Sheriff - \$48,642.30/yr.	
	Consider announcing two vacancies on the Wood County Fire Board	
	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 before 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 Meeting
Held May 8, 2025

Please Print

1.	Jamie Jacobsen- MOVRC
2.	Rick Woodyum
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MAY 8, 2025

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 25-CC-29. SAID PROGRESS REPORT IS IN THE AMOUNT OF \$33,401.97 AND IS FOR APRIL, 2025.

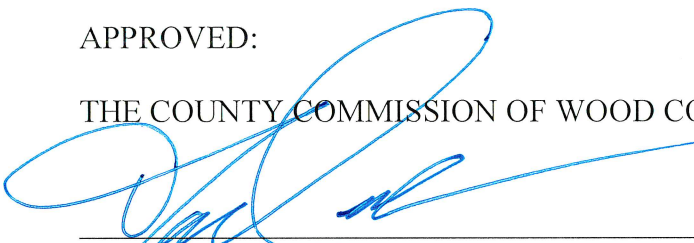
ORDER

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 David Blair Couch, on behalf of the County Commission, to sign the Progress Report in regard to the Community Corrections Grant Number 25-CC-29. The Request for Reimbursement is in the amount of thirty-three thousand four hundred one dollars and ninety-seven cents (\$33,401.97) for the month of April, 2025. 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.

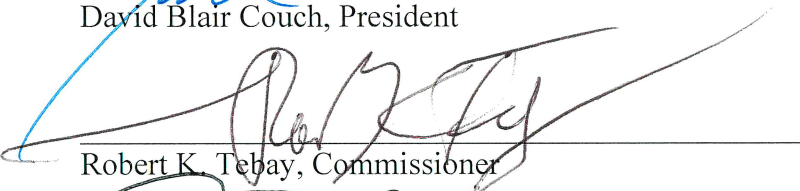
Documentation pertaining to the Community Corrections Grant is on file in the Office of the County Administrator.

APPROVED:

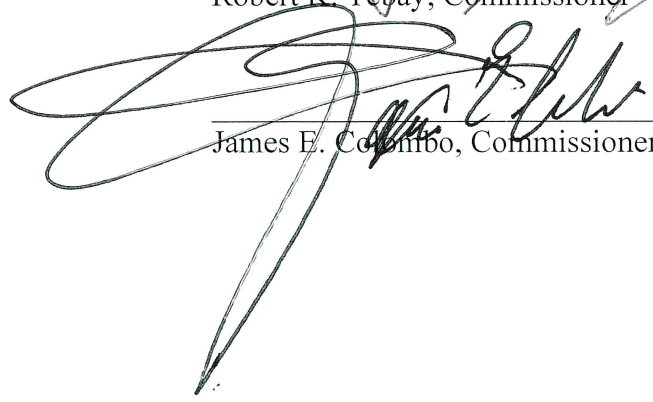
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/3142

Wood County
Joe Gonzales, Clerk
Instrument 8835694
05/08/2025 @ 03:03:10 PM
COUNTY COMMISSION ORDER
Book 79 @ Page 817
Pages Recorded 1

MAY 8, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ANNOUNCED THAT TWO
VACANCIES WILL EXIST ON THE WOOD COUNTY FIRE
BOARD.

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 announce that two vacancies will exist on the Wood County Fire Board, as authorized in West Virginia State Code 7-17-6. Said vacancies are due to the terms of James Dawson (representing the Wood County Fire Association) and Terry Moore (representing the Wood County Commission) will expire on June 5, 2025.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/3145

Wood County
Joe Gonzales, Clerk
Instrument 88356909
05/08/2025 @ 02:53:50 PM
COUNTY COMMISSION ORDER
Book 79 @ Page 864
Pages Recorded 1

May 8, 2025

EXECUTIVE SESSION OF THE WOOD COUNTY COMMISSION

This 8th day of May, 2025, at 10:02 o'clock A.M., in Room 203, of the Wood County Courthouse, Parkersburg, West Virginia, upon motion of David Blair Couch, seconded by Robert K. Tebay and made unanimous by James E. Colombo, County Commissioners, upon prior adjournment of the regular session, convened in EXECUTIVE SESSION upon authority granted by the West Virginia Code, Chapter 6, Article 9A, Section 4, as amended.

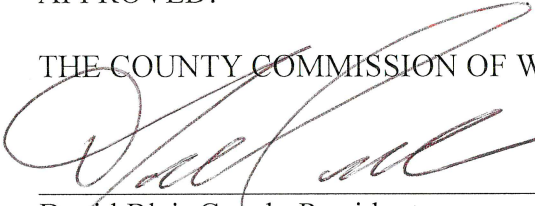
WHEREUPON, the said Robert K. Tebay, James E. Colombo and David Blair Couch, County Commissioners met with Marty Seuffer, County Administrator and Pat Lefebure, Wood County Prosecuting Attorney .

All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, regarding investment of public funds.

The Commission having concluded said discussion, the said EXECUTIVE SESSION adjourned at 10:16 o'clock A.M.

APPROVED:

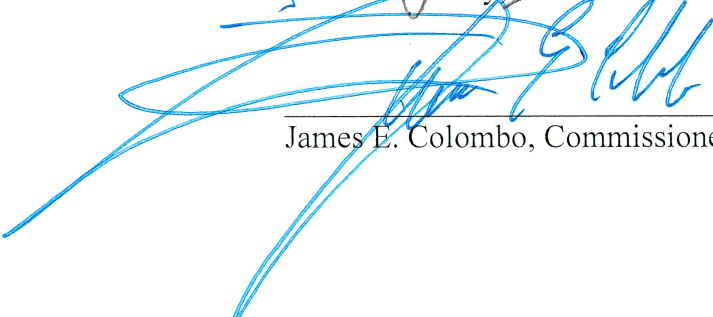
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



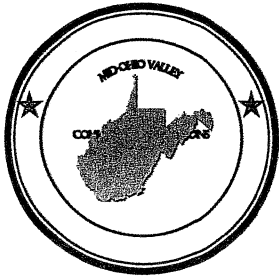
Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

CW/252

Wood County
Joe Gonzales, Clerk
Instrument 8835187
05/08/2025 @ 02:04:34 PM
COUNTY COMMISSION ORDER
Book 79 @ Page 812
Pages Recorded 1



MID-OHIO VALLEY COMMUNITY CORRECTIONS

Wood County Office: 1531 Garfield Ave, Parkersburg, WV 26101

(304)422-8570 * fax: (304)422-8579

May 8, 2025

Wood County Finance Dept

Re: Kimberly Perine

To Whom it May Concern,

Kim Perine has resigned her position as a full-time case manager at the Wood County Day Report Center effective May 14, 2025.

Ms. Perine will have sixty (60) hours of vacation time remaining and one hundred (100) hours of sick time remaining.

Ms. Perine worked 8 hours on May 1, 2025 and was placed on administrative, paid leave that began on May 2, 2025.

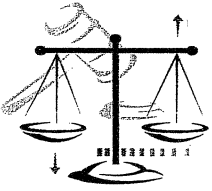
Thank you for your assistance in this matter. If you need any further information from me, please contact me at your convenience.

Sincerely,

Amy Church

Amy Church, ADC
Personnel Director,
Wood County DRC

Wood County
Joe Gonzales, Clerk
Instrument 88355186
05/08/2025 @ 02:02:36 PM
COUNTY COMMISSION ORDER
Book 79 @ Page 811
Pages Recorded 1



MID-OHIO VALLEY DAY REPORT CENTER

Wood County Office: 1531 Garfield Ave, Parkersburg, WV 26101

304-422-8570 * Fax: 304-422-8579

To: Wood County Commission

From: Amy Church, DRC Personnel Director

Date: 5/8/2025

Re: Wood County DRC Request to Hire

Please regard this notice as my request to hire Cori Kuhn-Farr as a full-time, Site Coordinator the Ritchie County location of the Wood County Day Report Center at the rate of \$40,000 per year. Ms. Kuhn-Farr lives in Harrisville and is familiar with the community and the referral services. She has worked with at-risk children up until this point, but wants to make a change to working with adults. She holds a Bachelor's Degree and open to working to gain her Alcohol and Drug Counselor Credential.

If this request is approved, she will be ready to begin her employment on June 2, 2025, as she under contract with Doddridge County Schools until May 30th.

This hiring is necessary in order fill the vacancy created by Chad Richards, whose employment was terminated on April 15, 2025.

It is my hope that you will act on this request as quickly as possible. I will be happy to provide any other information related to this matter which you might deem necessary.

RECEIVED

MAY 08

County Commission

Wood County
Joe Gonzales, Clerk
Instrument 88356172
05/08/2025 @ 01:39:35 PM
COUNTY COMMISSION
ORDER
Book 79 @ 8:39
Page Recalled

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5764	WV HOSP I	RETIREE HEALTH BENEFIT TRUST FUND	HAND	05/05/2025	21,206.00	
5765	HEALTH	HIGHMARK WEST VIRGINIA	HAND	05/05/2025	392,069.43	
5766	MONPOWER	MON POWER	REGULAR	05/05/2025	435.32	
5767	DENTAL	UNITED CONCORDIA COMPANIES, INC.	HAND	05/06/2025	1,112.65	
179847	10-42	10-42 TACTICAL	REGULAR	05/05/2025	588.96	
179848	AAP	ADVANCE AUTO PARTS	REGULAR	05/05/2025	470.96	
179849	ACTOR	THE ACTORS GUILD OF PARKERSBURG	REGULAR	05/05/2025	227.22	
179850	AMERIGAS	AMERIGAS	REGULAR	05/05/2025	129.85	
179851	ARTSBRIDG	ARTSBRIDGE	REGULAR	05/05/2025	454.43	
179852	BELL HOME	BELLEVILLE HOMECOMING	REGULAR	05/05/2025	170.41	
179853	BHFI	BLENNERHASSETT HISTORICAL FOUNDATION INC	REGULAR	05/05/2025	113.61	
179854	BLUE360	BLUE 360 MEDIA, LLC	REGULAR	05/05/2025	102.95	
179855	CACNC	CHILDREN'S ADVOCACY CENTERS OF NORTH	REGULAR	05/05/2025	490.00	
179856	CRUM G	GWEN CRUM	REGULAR	05/05/2025	330.39	
179857	CUSTOMIMAGES	CUSTOM IMAGES, LLC	REGULAR	05/05/2025	3,223.30	
179858	FRAMES ETC	Optometric Physicians	REGULAR	05/05/2025	285.00	
179859	FRONTIER	FRONTIER	REGULAR	05/05/2025	195.72	
179860	GLACIER	GLACIER MOUNTAIN BOTTLED WATER	REGULAR	05/05/2025	28.00	
179861	GOODYEAR	GOODYEAR AUTO SERVICE CENTER	REGULAR	05/05/2025	444.99	
179862	JULIA-ANN	JULIA-ANN SQUARE HISTORICAL COMM. ASSOC.	REGULAR	05/05/2025	227.22	
179863	JUST SEW	JUST SEW PEACHY	REGULAR	05/05/2025	159.00	
179864	LIFETIME	LIFETIME BENEFIT SOLUTIONS	REGULAR	05/05/2025	30.00	
179865	MARIETTAOFFIC	MARIETTA OFFICE SUPPLY	REGULAR	05/05/2025	56.00	
179866	MURRAY	MURRAY SHEET METAL	REGULAR	05/05/2025	1,204.00	
179867	NOLANS	NOLAN'S SERVICES LLC	REGULAR	05/05/2025	1,140.00	

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
179868	OIL	OIL AND GAS MUSEUM	REGULAR	05/05/2025	340.83	
179869	OPTIMUM	OPTIMUM WATER SOLUTIONS . INC.	REGULAR	05/05/2025	129.00	
179870	P-ART	PARKERSBURG ART CENTER	REGULAR	05/05/2025	340.83	
179871	P-HOMECOM	PARKERSBURG HOMECOMING	REGULAR	05/05/2025	568.04	
179872	P-WCVCB	PARKERSBURG/WOOD COUNTY CONVENTION &	REGULAR	05/05/2025	28,402.11	
179873	PMARATHON	PARKERSBURG NEWS & SENTINEL	REGULAR	05/05/2025	113.61	
179874	REGIONALJ	WV REGIONAL JAIL & CORRECTIONAL FACILITY	REGULAR	05/05/2025	229,483.65	
179875	RUNYON	RUNYON LOCK SERVICE	REGULAR	05/05/2025	845.00	
179876	SOUTHERNPA	SOUTHERN PARKING	REGULAR	05/05/2025	1,680.00	
179877	STJOSEPHLANDI	ST. JOSEPH HEALTH CENTER LLC	REGULAR	05/05/2025	18,525.00	
179878	SWC	SHERIFF OF WOOD COUNTY	REGULAR	05/05/2025	142,152.52	
179879	TAYLOR'S	TAYLOR'S TRASH REMOVAL	REGULAR	05/05/2025	921.24	
179880	TOSHIBA	TOSHIBA FINANCIAL SERVICES	REGULAR	05/05/2025	1,453.47	
179881	UNION WIL	UNION WILLIAMS PSD	REGULAR	05/05/2025	57.93	
179882	USBANKEQUIP	US BANK EQUIPMENT FINANCE	REGULAR	05/05/2025	620.51	
179883	WATERBOY	WATERBOY LLC	REGULAR	05/05/2025	37.50	
179884	WOOD CO H	WOOD COUNTY HISTORICAL & PRESERVATION	REGULAR	05/05/2025	113.61	
179885	WVIF&EXP	WV INTERSTATE FAIR & EXP	REGULAR	05/05/2025	852.06	
179886	WVSPA	WV STATE POLICE ACADEMY	REGULAR	05/05/2025	200.00	

GENERAL FUND Bank Id 101 Totals

851,732.12

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
9262	FRONTIER	FRONTIER	REGULAR	05/05/2025	1,774.79	
9263	JANI-SOUR	JANI-SOURCE	REGULAR	05/05/2025	283.37	
9264	NOE OFFIC	NOE OFFICE EQUIPMENT	REGULAR	05/05/2025	137.62	
9265	TOSHIBA	TOSHIBA FINANCIAL SERVICES	REGULAR	05/05/2025	208.98	
9266	TOTALID	TOTAL ID SOLUTIONS	REGULAR	05/05/2025	722.00	
9267	WVDTL	WV DRUG TESTING LABORATORIES, INC	REGULAR	05/05/2025	70.00	
E-911 FUND Bank Id 107 Totals					3,196.76	

James E. Colombo
RF

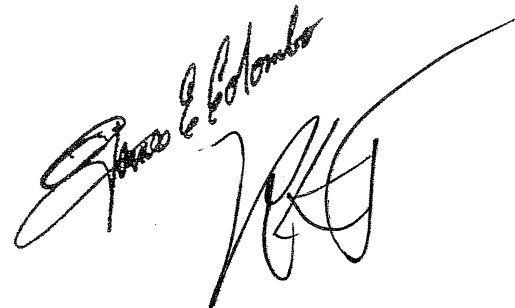
Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3741	WVDTL	WV DRUG TESTING LABORATORIES, INC	REGULAR	05/05/2025	592.00	
HOME CONFINEMENT Bank Id 108 Totals					592.00	

James E. Colombo
[Signature]

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
4061	ARMSTRONG GR	ARMSTRONG	REGULAR	05/05/2025	43.53	
4062	ATLANTIC ES	ATLANTIC EMERGENCY SOLUTIONS	REGULAR	05/05/2025	173.00	
4063	DOMINIONH	HOPE GAS INC.	REGULAR	05/05/2025	127.37	
4064	FRONTIER	FRONTIER	REGULAR	05/05/2025	191.97	
4065	LUBECKPSD	LUBECK PUBLIC SERVICE DISTRICT	REGULAR	05/05/2025	347.92	
4066	MONPOWER	MON POWER	REGULAR	05/05/2025	38.21	
4067	SECKMAN	SECKMAN PEST CONTROL	REGULAR	05/05/2025	410.00	
4068	UNION WIL	UNION WILLIAMS PSD	REGULAR	05/05/2025	244.66	
4069	WASTE M	WASTE MANAGEMENT OF WV INC	REGULAR	05/05/2025	48.41	
4070	WOODCOFIR	WOOD COUNTY FIRE FIGHTER'S ASSOCIATION	REGULAR	05/05/2025	1,000.00	
FIRE SERVICE FEE Bank Id 120 Totals					2,625.07	



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
9139	CRYSTAL	CRYSTAL SPRING WATER	REGULAR	05/05/2025	16.00	
9140	DICKWARNER	WARNER PROFESSIONAL BUILDING	REGULAR	05/05/2025	1,095.00	
9141	DOMINIONH	HOPE GAS INC.	REGULAR	05/05/2025	321.26	
9142	HARRLISA	HARRIS LISA D	REGULAR	05/05/2025	131.00	
9143	JACKSON COUNT	JACKSON COUNTY PROPERTIES. LLC	REGULAR	05/05/2025	1,030.00	
9144	LANCE	PHYLISS LANCE	REGULAR	05/05/2025	550.00	
9145	MONPOWER	MON POWER	REGULAR	05/05/2025	1,594.51	
9146	MOUNTAINEERG	MOUNTAINEER GAS COMPANY	REGULAR	05/05/2025	214.24	
9147	PHARCHEM	PHARMCHEM INC	REGULAR	05/05/2025	273.49	
9148	SPENCER W	CITY OF SPENCER WATERWORKS	REGULAR	05/05/2025	31.44	
9149	WASTE M	WASTE MANAGEMENT OF WV INC	REGULAR	05/05/2025	74.61	
9150	WCC	WOOD COUNTY COMMISSION	REGULAR	05/05/2025	1,725.00	
COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals					7,056.55	

Shane E. Colombo
[Signature]

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
711	E911	WV ENHANCED 911 COUNCIL	REGULAR	05/05/2025	75,000.00	

CAPITAL RESERVE Bank Id 247 Totals 75,000.00

Report Totals 940,202.70



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
179872	P-WCVCB	PARKERSBURG/WOOD COUNTY CONVENTION &	VOID	05/07/2025	(28,402.11)	X
179887	ACTOR	THE ACTORS GUILD OF PARKERSBURG	REGULAR	05/07/2025	40.67	
179888	ARTSBRIDG	ARTSBRIDGE	REGULAR	05/07/2025	81.35	
179889	BELL HOME	BELLEVILLE HOMECOMING	REGULAR	05/07/2025	30.51	
179890	BHFI	BLENNERHASSETT HISTORICAL FOUNDATION INC	REGULAR	05/07/2025	20.34	
179891	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR	05/07/2025	9,507.88	
179892	JULIA-ANN	JULIA-ANN SQUARE HISTORICAL COMM. ASSOC.	REGULAR	05/07/2025	40.67	
179893	OIL	OIL AND GAS MUSEUM	REGULAR	05/07/2025	61.01	
179894	P-ART	PARKERSBURG ART CENTER	REGULAR	05/07/2025	61.01	
179895	P-HOMECOM	PARKERSBURG HOMECOMING	REGULAR	05/07/2025	101.69	
179896	P-WCVCB	PARKERSBURG/WOOD COUNTY CONVENTION &	REGULAR	05/07/2025	5,084.36	
179897	PMARATHON	PARKERSBURG NEWS & SENTINEL	REGULAR	05/07/2025	20.34	
179898	WOOD CO H	WOOD COUNTY HISTORICAL & PRESERVATION	REGULAR	05/07/2025	20.34	
179899	WOOD CO P	WOOD COUNTY PARKS & REC. COMM.(MOUNTWOOD PARK)	REGULAR	05/07/2025	1,830.37	
179900	WVIF&EXP	WV INTERSTATE FAIR & EXP	REGULAR	05/07/2025	152.53	
179901	P-WCVCB	PARKERSBURG/WOOD COUNTY CONVENTION &	REGULAR	05/07/2025	28,402.11	
GENERAL FUND Bank Id 101 Totals					17,053.07	

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
9268	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR	05/07/2025	198.29	

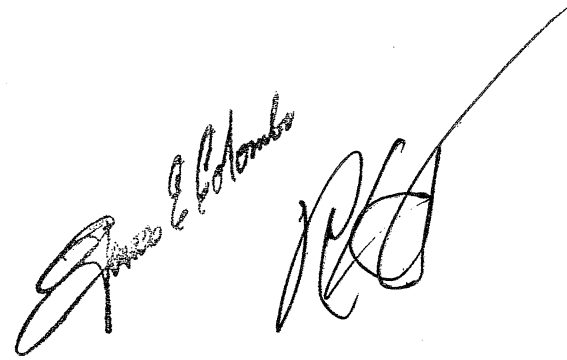
E-911 FUND Bank Id 107 Totals

198.29

James E. Colombo
RHS

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
4071	EASTWOOD	EASTWOOD VOLUNTEER FIRE DEPT	REGULAR	05/07/2025	2,214.60	
4072	MWVFD	MINERAL WELLS VFD	REGULAR	05/07/2025	2,528.13	
FIRE SERVICE FEE Bank Id 120 Totals					4,742.73	



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
8783	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR	05/07/2025	598.81	

ASSESSOR'S VALUATION Bank Id 156 Totals

598.81

Check Register Report for Wood County Commission

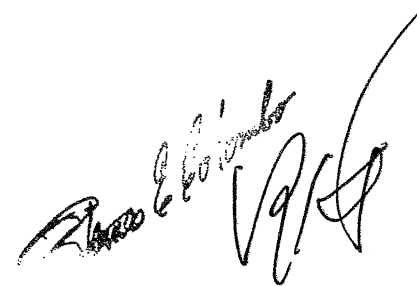
Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
9151	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR	05/07/2025	178.12	

COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals

178.12

Report Totals

22,771.02

A handwritten signature in black ink, appearing to be "R. E. ...", is located in the bottom right corner of the page.