

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, AUGUST 28, 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 from August 14 and 18, 2025.

AGENDA AND DISCUSSION ITEMS

At 9:42 A.M., the County Commission signed a Proclamation declaring the month of September as Disaster Prevention Month. A copy of said Proclamation is attached to these minutes and shall be made a part thereof.

The 9:40 A.M. meeting with the Salvation Army is being rescheduled at the request of the Salvation Army.

At 9:48 A.M., the County Commission signed a Proclamation for Constitution Week. A copy of said Proclamation is attached to these minutes and shall be made a part thereof.

At 9:50 A.M., 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, reappointed Sean Andrews to the Wood County Recreation Commission. The new term will expire September 15, 2026. (Order A/3183)

At 9:52 A.M., 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 Mike Goldsberry and John Badgley in nomination for reappointment to the Wood County Recreation Commission. (Order A/3182)

The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and made unanimous by David Blair Couch, did hereby RECEIVE the Grant Award for Community Corrections Grant, No. 26-CC-28 with the West Virginia Division of Administrative Services, Justice and Community Services Section. Said Grant Award is in the amount of three hundred twenty thousand five hundred dollars and zero cents (\$320,500.00). (Order A/3181)

Having no other scheduled appointments or further business to attend to, the County Commission adjourned at 10:00 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/3181, A/3182, A/3183

APPROVED:

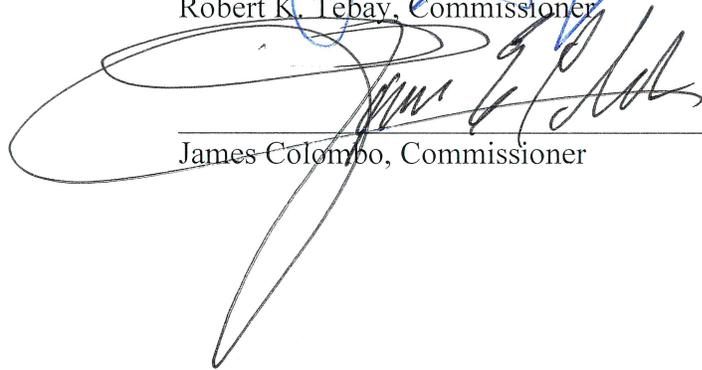
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner



Wood County Commission
Agenda

August 28, 2025, 2025 | 9:30 A.M.
1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Consider signing the Proclamation for Disaster Prevention Month	Mike Shook, Emergency Services
	Consider signing the Proclamation for Constitution Week	
9:40 A.M.	Update from the Salvation Army	Lieutenant Anthony Rowe and Captain Marjorie Rowe
	Consider reappointing Sean Andrews to the Wood County Recreation Commission	
	Consider announcing two vacancies on the Wood County Recreation Commission	
	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 August 28, 2025

Please Print

1.	<i>Mike Shook</i>
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**WOOD COUNTY COMMISSION
PROCLAMATION**

WHEREAS, disasters—whether natural (such as floods, severe storms, wildfires, or hurricanes) or man-made (such as industrial accidents or infrastructure failures)—can strike without warning, posing serious threats to life, property, and the well-being of our community; and

WHEREAS, National Preparedness Month has been officially recognized each September since 2004 by FEMA’s Ready Campaign, encouraging communities nationwide to take practical preparedness actions and

WHEREAS, County governments play a critical role in disaster resilience—by engaging citizens, promoting emergency planning, hosting training events, and partnering with local, state, and federal agencies. and

WHEREAS, the County Commission is committed to educating and empowering Wood County residents—families, businesses, schools, and nonprofits—to prepare for disasters through measures such as:

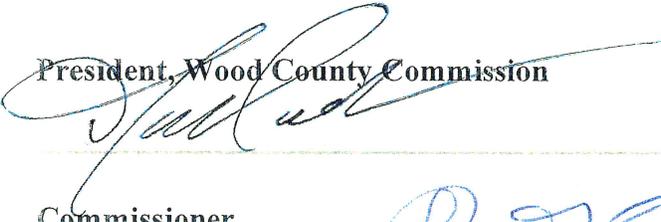
- Creating a family emergency plan and conducting practice drills;
- Assembling an emergency supply kit sufficient for at least 72 hours;
- Learning lifesaving skills including CPR, first aid, and how to shut off utilities;
- Staying informed via county emergency alerts and public information channels;
- Protecting vital documents and digital records; and
- Maintaining financial reserves for uninsured disaster costs; **NOW, THEREFORE**, we, the Wood County Commission, do hereby proclaim the month of **September 2025** as **Disaster Preparedness Month** in Wood County, and we encourage all residents and organizations to take purposeful action to bolster their emergency readiness.

BE IT FURTHER RESOLVED that Wood County will:

1. Promote public education and outreach throughout September;
2. Provide resources and guidance to support local preparedness efforts;
3. Collaborate with first responders, schools, healthcare, and business partners to enhance community resilience; and
4. Invite all Wood County stakeholders to participate in preparedness activities—such as training events, drills, and community forums—throughout the month.

IN WITNESS WHEREOF, we have hereunto set our hands this 28th day of August, 2025.

President, Wood County Commission



Commissioner



Commissioner



AUGUST 28, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

PROCLAMATION

WHEREAS, On September 17, 1787, thirty-nine men signed their names to a document that established the world's first government of the people, by the people and for the people; and

WHEREAS, September 17, 2025 marks the two-hundred-thirty-sixth anniversary signing of the Constitution of the United States of America; and

WHEREAS, this anniversary provides a historic opportunity for all Americans to remember the achievements of our founders, to reflect on the rights and privileges of citizenship and calls each of us to more active and responsible citizenship; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America, designating September 17th through September 23, as Constitution Week; and

WHEREAS, every citizen, whether by birth or naturalization, is called to participate in this observance by recognizing and committing to uphold the freedom, liberties, independence and responsibilities of citizenship guaranteed by the Constitution of the United States of America; and

THEREFORE, the County Commission of Wood County does hereby proclaim September 17 – 23, 2025 as Constitution Week; and call upon all state and local officials as well as leaders of civic, social, faith based, educational, youth, for profit and not-for-profit groups and organizations to conduct ceremonies and programs that celebrate the Constitution of the United States of America throughout Constitution Week.

SIGNED, on this 28th day of August, 2025 in the historic Wood County Courthouse, Parkersburg, Wood County, West Virginia.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

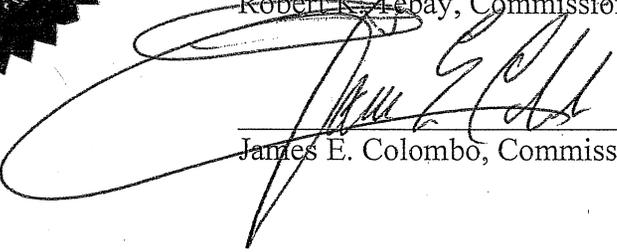




David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

AUGUST 28, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF THE
GRANT AWARD FOR COMMUNITY CORRECTIONS
GRANT NO. 26-CC-28.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and made unanimous by David Blair Couch, did hereby RECEIVE the Grant Award for Community Corrections Grant, No. 26-CC-28 with the West Virginia Division of Administrative Services, Justice and Community Services Section. Said Grant Award is in the amount of three hundred twenty thousand five hundred dollars and zero cents (\$320,500.00).

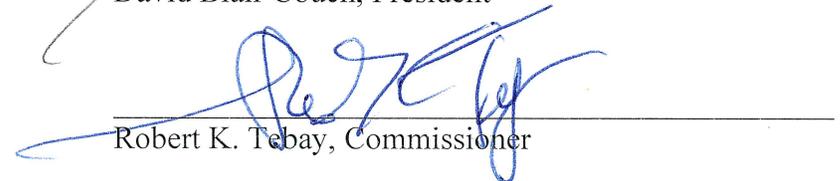
A copy of said Grant Award is attached to this Order and should be made a part thereof.

APPROVED:

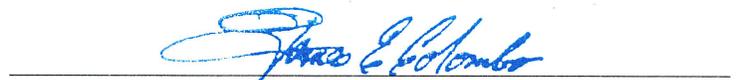
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/3181

GRANT CONTRACT AGREEMENT

BETWEEN

DIVISION OF ADMINISTRATIVE SERVICES

JUSTICE AND COMMUNITY SERVICES SECTION

AND THE

WOOD COUNTY COMMISSION

26-CC-28

This **AGREEMENT**, entered into this 14th Day of July 2025 by the Assistant Director of the Division of Administrative Services, Justice and Community Services Section, hereinafter referred to as "JCS", and the Wood County Commission, hereinafter referred to as "Grantee."

WHEREAS JCS is the recipient of Community Corrections Grant Funds from the State of West Virginia; and

WHEREAS the Grantee is an eligible applicant who is desirous of receiving funds for: These funds will be utilized for the continued operation of a community corrections program in Wood County.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. The Grantee agrees to comply with all applicable federal and state laws and rules, regulations and policies promulgated thereunder.
2. JCS agrees to assist the Grantee to perform such tasks and functions as set forth in the application, which is attached hereto and made part hereof.
3. The Grantee shall do, perform, and carry out in a satisfactory and proper manner as determined by JCS all duties, tasks, and functions necessary to implement the application which is hereto attached.
4. The Grantee will commence its duties under the Agreement on **July 1, 2025**, and shall continue those services/activities until **June 30, 2026**. The terms of this Agreement may only be extended or modified by the mutual written agreement of the parties hereto.
5. In consideration of the services rendered by the Grantee, the sum of up to **\$320,500.00** shall be obligated by JCS and said amount shall be deemed to be the maximum compensation to be received for this Agreement unless a written modification is entered into between the parties amending this Agreement.

6. It is the understanding of all parties to this Agreement that JCS by joining in the Agreement does not pledge, or promise to pledge, the credit of the State of West Virginia, nor does it promise to pay all of the compensation hereunder from monies of the Treasury of the State of West Virginia.
7. JCS has determined that the program **will** receive an upfront scheduled allocation of funds.
8. If the Grantee is not receiving an upfront scheduled allocation of funds: To be eligible for any and all payments of the grant amount, the Grantee shall submit a Request for Reimbursement of Funds once per month to JCS. Upon receipt of said request, JCS shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of the application, unless written approval of modification of the budget is signed by the parties hereto. Grantee shall submit a fiscal report detailing expenditures to JCS by the twentieth (20th) day of each month.
9. If the Grantee is receiving an upfront scheduled allocation of funds, the Grantee hereby agrees to adopt a schedule of payments dictated by JCS: To be eligible for any and all scheduled allocation of funds of the total grant amount, the Grantee shall submit a Request for Funds to JCS which adheres to the schedule of payments. Upon receipt of said request, JCS shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of the application, unless written approval of modification of the budget is signed by the parties hereto. Grantee shall submit a fiscal report detailing expenditures to JCS by the twentieth (20th) day of each month.
10. Grantee hereby represents that it possesses the legal authority to contract for this Agreement and that attached hereto and made a part hereof is a certified copy of the resolution, motion or similar action which was clearly adopted or passed by the Grantee's governing body; and further, that it has directed and authorized an official representative to act in connection with this Agreement. If the Grantee is a state agency, the completed application signed by the agency head is sufficient.
11. Grantee agrees to abide by the grant conditions, terms, assurances, and certifications which are attached and such other special terms and conditions that JCS has set forth is incorporated herein and made part hereof, if said Special Conditions are appropriate to this Agreement.
12. If, through any cause, the Grantee shall fail to fulfill in a necessary and proper manner, obligations under this Agreement, the JCS may withhold payments to the Grantee upon notice in writing, suspend, or cancel this Agreement and Attachments. The notice of withholding payments, suspension, or cancellation should set forth the JCS reasons for taking said action.
13. JCS and Grantee may from time to time require changes in the scope of services performed hereunder. Grantee agrees to submit a written request for modification prior to changing any budget line item. All such changes, including any increase or decrease in the amount of compensation hereunder or work to be performed, which are mutually agreed upon between the parties shall be in writing.

14. If for any reason funds received by JCS are suspended or terminated, in whole or in part, funding for this Agreement shall cease.
15. Grantee shall within the time period prescribed by grant conditions upon the termination of the Agreement, submit to JCS a final report on forms provided by JCS. Said reports shall reflect actual costs incurred or expended during the terms of this Agreement.
16. The parties hereto agree that notice shall be given electronically to the appropriate agency email addresses.
17. The Grantee shall hold and save JCS and its officers, agents, and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent, or representative of the Grantee. This clause is not applicable to West Virginia state agencies, commissions, authorities, or boards.

IN WITNESS WHEREOF, the parties hereto attach their signatures representing that each is acting with full authority.



David Blair Couch
President
Wood County Commission

Bradley Bailey
Assistant Director
Justice and Community Services

Wood County
Joe Gonzales, Clerk
Instrument 88362354
09/28/2025 @ 11:37:12 AM
COUNTY COMMISSION ORDER
Book 80 @ Page 193
Pages Recorded 4

AUGUST 28, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

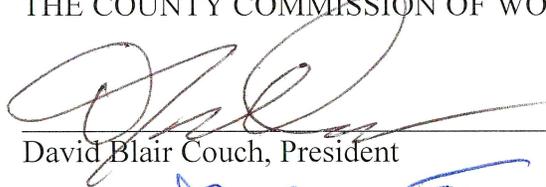
IN RE: THE COUNTY COMMISSION ANNOUNCED THAT TWO VACANCIES EXIST ON THE WOOD COUNTY RECREATION COMMISSION.

ORDER

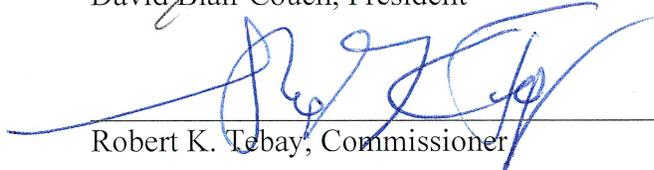
On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, announced that two vacancies exist on the Wood County Recreation Commission. Said vacancies are due to the fact that the term of Mike Goldsberry expired September 15, 2024 and John Badgley's term will expire September 15, 2025.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/3182

Wood County
Joe Gonzales, Clerk
Instrument 88362341
08/28/2025 @ 10:28:45 AM
COUNTY COMMISSION ORDER
Book 00 @ Page 185
Pages Recorded 1

AUGUST 28, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION REAPPOINTED SEAN ANDREWS
TO THE WOOD COUNTY RECREATION COMMISSION.

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, reappointed Sean Andrews to the Wood County Recreation Commission. The new term will expire September 15, 2026.

APPROVED:

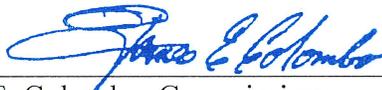
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



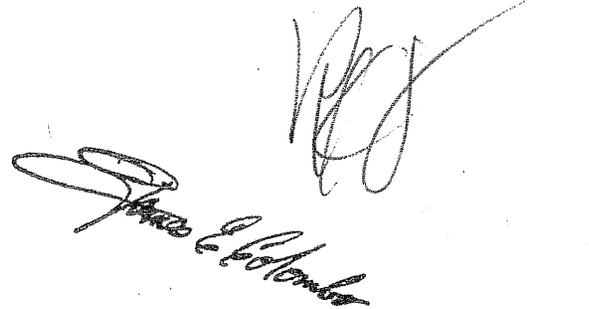
James E. Colombo, Commissioner

A/3183

Wood County
Joe Gonzales, Clerk
Instrument: 88362337
08/28/2025 @ 10:17:20 AM
COUNTY COMMISSION ORDER
BOOK 80 @ Page 185
Pages Recorded: 1

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
4252 ^	CAS CABLE	CAS CABLE	REGULAR	08/22/2025	201.63	
4253	DOMINIONH	HOPE GAS INC.	REGULAR	08/22/2025	33.68	
FIRE SERVICE FEE Bank Id 120 Totals					<u>235.31</u>	



James C. Colombaro

Check Register Report for Wood County Commission

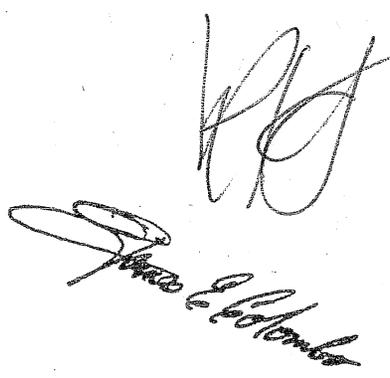
Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
9254	LAMP	LAMP PESTPROOF	REGULAR	08/22/2025	128.40	
9255	VERIZONW	VERIZON WIRELESS	REGULAR	08/22/2025	237.51	
COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals					365.91	
Report Totals					36,238.31	

[Handwritten Signature]

[Handwritten Signature]

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3753	AT&T MOBILE	AT&T MOBILITY	REGULAR	08/22/2025	322.80	
3754	WVDTL	WV DRUG TESTING LABORATORIES. INC	REGULAR	08/22/2025	495.00	
HOME CONFINEMENT Bank Id 108 Totals					<u>817.80</u>	



Handwritten signature and date: *[Signature]*
August 26, 2025

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
9354	GARCJAMI	GARCIA JAMIE L	REGULAR	08/22/2025	95.72	
9355	JANI-SOUR	JANI-SOURCE	REGULAR	08/22/2025	304.61	
E-911 FUND Bank Id 107 Totals					<u>400.33</u>	

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Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
180380	10-42	10-42 TACTICAL	REGULAR	08/22/2025	293.37	
180381	AAP	ADVANCE AUTO PARTS	REGULAR	08/22/2025	9,710.63	
180382	AT&T MOBILE	AT&T MOBILITY	REGULAR	08/22/2025	3,710.77	
180383	CAS CABLE	CAS CABLE	REGULAR	08/22/2025	262.88	
180384	CRYSTAL	CRYSTAL SPRING WATER	REGULAR	08/22/2025	38.75	
180385	CWS	CWS	REGULAR	08/22/2025	132.01	
180386	EASTON PR	EASTON PRINTING COMPANY	REGULAR	08/22/2025	115.00	
180387	GENERALSA	GENERAL SALES CO.	REGULAR	08/22/2025	2,847.09	
180388	GRAND POINTE	GRAND POINTE CONFERENCE CENTER	REGULAR	08/22/2025	6,750.00	
180389	INSIGHT	INSIGHT PUBLIC SECTOR INC	REGULAR	08/22/2025	2,366.20	
180390	IPCT	IPC TECHNOLOGIES, INC.	REGULAR	08/22/2025	262.50	
180391	MURRAY	MURRAY SHEET METAL	REGULAR	08/22/2025	1,585.58	
180392	ODEPOT	ODP BUSINESS SOLUTIONS, LLC	REGULAR	08/22/2025	263.27	
180393	OPTIMUMB	OPTIMUM BUSINESS	REGULAR	08/22/2025	154.27	
180394	SAFELITEA	SAFELITE AUTO GLASS	REGULAR	08/22/2025	1,043.15	
180395	SANITARYLINEN	SANITARY LINEN	REGULAR	08/22/2025	847.45	
180396	VERIZONW	VERIZON WIRELESS	REGULAR	08/22/2025	81.91	
180397	WEBESYDN	WEBER SYDNEY	REGULAR	08/22/2025	233.94	
180398	WEX	WEX BANK	REGULAR	08/22/2025	120.09	
180399	WHITETAILE	WHITETAILE TREE SERVICE	REGULAR	08/22/2025	3,500.00	
180400	ZIRKLE	EMMA ZIRKLE, ERO	REGULAR	08/22/2025	100.10	
GENERAL FUND Bank Id 101 Totals					34,418.96	

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5880	DOMINIONH	HOPE GAS INC.	REGULAR	08/25/2025	237.71	
5881	MONPOWER	MON POWER	REGULAR	08/25/2025	12,494.94	
GENERAL FUND Bank Id 101 Totals					12,732.65	
Report Totals					12,732.65	