

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, SEPTEMBER 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., there were no public comments.

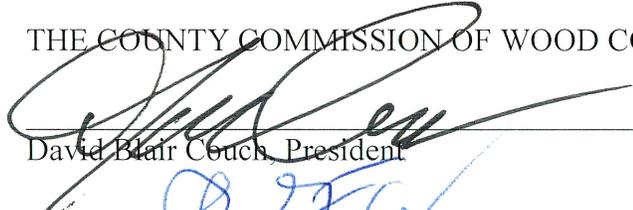
At 9:36 A.M., the County Commission adjourned to Mountwood Park to tour the facility.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

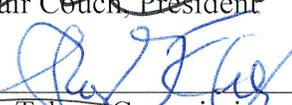
No Orders

APPROVED:

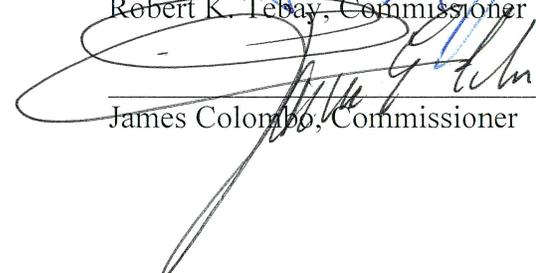
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner



Wood County Commission
Agenda

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

9:30 A.M.	Public Comment	
10:00 A.M.	Tour Mountwood Park	
	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 September 8, 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

3 MINUTES PER PERSON

SEPTEMBER 8, 2025

PLEASE PRINT NAME	ADDRESS

WOOD COUNTY



SHERIFF'S OFFICE

Camille Waldron, Chief Tax Deputy
(304) 424-1910
(304) 424-1958 fax

319 Market Street
P.O. Box 1985
Parkersburg, W.Va. 26101

R.L. Woodyard, Sheriff

September 8, 2025

Wood County Commission
#1 Court Square
Parkersburg, WV 26101

Re: Resignation Notice

Dear Commissioners:

Please be advised that April Burdette emailed me a letter of resignation on September 5th, 2025, effective at the close of the day on September 30, 2025. April is currently on vacation and will remain on vacation through the end of her employment in the Tax Office. Her last day of employment will conclude September 30, 2025.

At the conclusion of her last day April should receive a full pay plus **7 Hrs 00 Min** earned vacation pay.

Respectfully,

Camille S Waldron
Chief Tax Deputy

RECEIVED
SEP 08 2025
County Commission
Wood County
Joe Gonzalez, Clerk
Instrument 88363183
09/08/2025 @ 11:56:06 AM
COUNTY COMMISSION ORDER
BOOK 80 OF 199 199
Page Recorded 1

WOOD COUNTY



SHERIFF'S OFFICE

Camille Waldron, Chief Tax Deputy
(304) 424-1910
(304) 424-1958 fax

319 Market Street
P.O. Box 1985
Parkersburg, W.Va. 26101

R.L. Woodyard, Sheriff

September 8, 2025

Wood County Commission
#1 Court Square
Parkersburg, WV 26101

Re: Resignation Notice

Dear Commissioners:

Please be advised that Michelle Ahart emailed me a letter of resignation on August 26th, 2025, effective at the close of the day on September 26, 2025. Michelle will be on vacation effective September 22, 2025 through and including her last day of employment in the Tax Office. Her last day of employment will conclude September 26, 2025.

At the conclusion of her last day Michelle should receive compensation for **71 Hrs 30 Min**, this is minus 16.5 hours (16 hrs for Sep 29 & 30 and 30 min short of 40 hours vacation time for her last week).

Respectfully,

Camille S Waldron
Chief Tax Deputy

RECEIVED
SEP 08 REC'D
County Commission

Wood County
Joe Gonzales, Clerk
Instrument 8835184
09/08/2025 @ 11:57:08 AM
COUNTY COMMISSION ORDER
Book 80 @ Page 200
Pages Recorded 1