

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, NOVEMBER 10, 2025

PRESENT: DAVID BLAIR COUCH, PRESIDENT
JAMES E. COLOMBO, COMMISSIONER

ABSENT: ROBERT K. TEBAY, 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 10:00 A.M. , the County Commission opened sealed bids for the demolition of a structure located at 122 Victory Street, Parkersburg, West Virginia. Sealed bids were received according to a Legal Notice appearing in the Parkesburg News and Sentinel on October 27, 2025 and November 3, 2025. Sealed bids were received from the following:

Graham Demolition

2607 Beverly Street

Parkersburg, WV 26101

J.C. Bosley Construction, Inc

1 Bosley Avenue

Parkersburg, WV 26101

The County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and passed, did hereby AUTHORIZE said bids to be opened at 10:00 am on November 13, 2025 for review. (C/277)

At 10:17 A.M., the County Commission approved the hiring of Emma Cottrell and Caitlyn Mollohan as part-time court officers.

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:27 A.M

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

C/277

APPROVED:

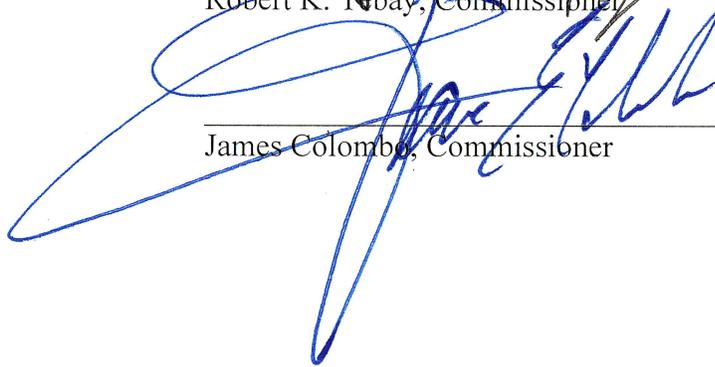
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner



Wood County Commission
Agenda

November 10, 2025
1 Court Square Suite 203
Parkersburg, WV 26101

9:30 A.M.	Public Comment	
9:45 A.M.	Consider Request to Hire Emma Cottrell as part time Court Officer – per hour \$17.54	
9:50 A.M.	Consider Request to Hire Caitlyn Mollohan as part time Court Officer – per hour \$17.54	
	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

Wood County Commission Meeting
Held November 10, 2025

Please Print

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.
17.
18.
19.
20.

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

NOVEMBER 10, 2025

PLEASE PRINT NAME	ADDRESS

November 10, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION RECEIVED SEALED BIDS FOR DEMOLITION OF A STRUCTURE LOCATED AT 122 VICTORY STREET, PARKERSBURG, WV.

ORDER

On this date, the County Commission of Wood County, at 10:00 A.M., did hereby RECEIVE the opening of a sealed bid for the demolition of a structure located at 122 Victory Street, Parkersburg, West Virginia. Sealed bids were received according to a Legal Notice appearing in the Parkesburg News and Sentinel on October 27, 2025 and November 3, 2025.

Sealed bids were received from the following:

Graham Demolition
2607 Beverly Street
Parkersburg, WV 26101

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

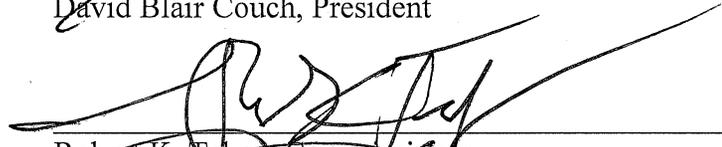
The County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and passed, did hereby AUTHORIZE said bids to be opened at 10:00 am on November 13, 2025 for review.

APPROVED:

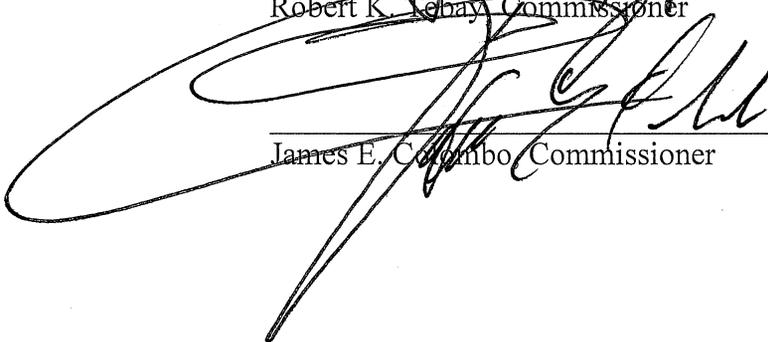
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

CW/277

Wood County
Joe Gonzales, Clerk
Instrument 88367690
11/10/2025 @ 03:40:22 PM
COUNTY COMMISSION ORDER
Book 80 @ Page 292
Pages Recorded 1