

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, DECEMBER 29, 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 9:51 A.M., the County Commission approved the hiring of Emma Cottrell as a Court Officer for the Wood County Sheriff's Department.

At 9:52 A.M., in Room 203, of the Wood County Courthouse, Parkersburg, West Virginia, upon motion of David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, 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. Robert K. Tebay, James E. Colombo and David Blair Couch, County Commissioners, met with Marty Seufer, County Administrator, and Pat LeFebure, Prosecuting Attorney. All those present proceeded to discuss the matter for which the said EXECUTIVE

SESSION was held, regarding personnel. The Commission, having concluded said discussion, the said EXECUTIVE SESSION adjourned at 10:03 A.M. (Order C/286)

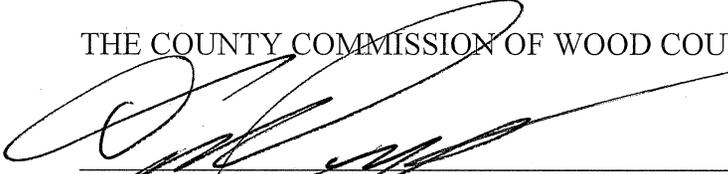
Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:04 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

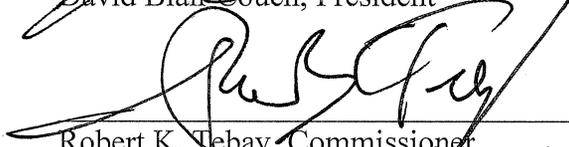
C/286, A/3226

APPROVED:

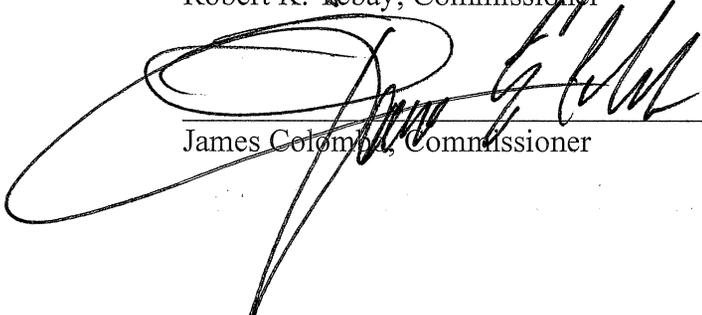
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colompa, Commissioner



Wood County Commission
Agenda

December 29, 2025
1 Court Square Suite 203
Parkersburg, WV 26101

| | | |
|-----------|--|------------------------------------|
| 9:30 A.M. | Public Comment | |
| 9:45 A.M. | Consider Request to Hire from part time to full time Emma Cottrell as a Court Officer - \$36,5000.00/yr. | |
| | | |
| | 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 December 29, 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

DECEMBER 29, 2025

| PLEASE PRINT NAME | ADDRESS |
|-------------------|---------|
| | |
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DECEMBER 29, 2025

EXECUTIVE SESSION OF THE WOOD COUNTY COMMISSION

This 29th day of December, 2025, at 9:52 o'clock A.M., in Room 203, of the Wood County Courthouse, Parkersburg, West Virginia, upon motion of David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, 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 Seufer, County Administrator, and Pat LeFebure, Prosecuting Attorney.

All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, regarding personnel.

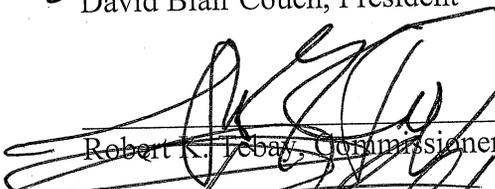
The Commission having concluded said discussion, the said EXECUTIVE SESSION adjourned at 10:03 o'clock A.M.

APPROVED:

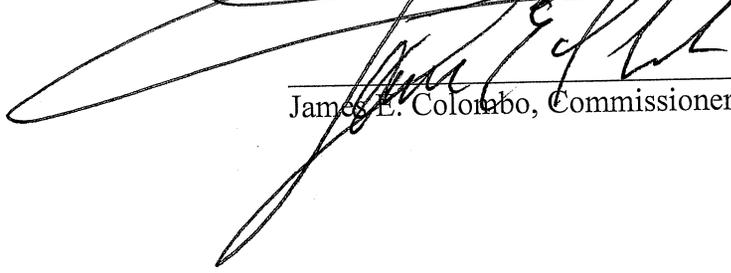
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

CW/286

Wood County
Joe Gonzales, Clerk
Instrument 88370316
12/29/2025 @ 01:28:57 PM
COUNTY COMMISSION ORDER
Book 80 @ Page 375
Pages Recorded 1

DECEMBER 29, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE A GRANT CONTRACT AGREEMENT FOR A VICTIMS OF CRIME (VOCA) GRANT.

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 AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE a Grant Contract Agreement for a Victims Advocate Grant No. 23-VA-2078 with the West Virginia Division of Administrative Services, Justice and Community Services Section. Said grant is in the amount of seventy-one thousand six hundred dollars and zero cents (\$71,600.00).

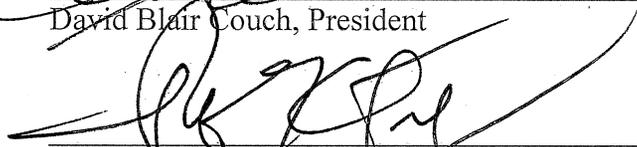
A copy of said Grant Contract Agreement is attached to this Order and should be made a part thereof.

APPROVED:

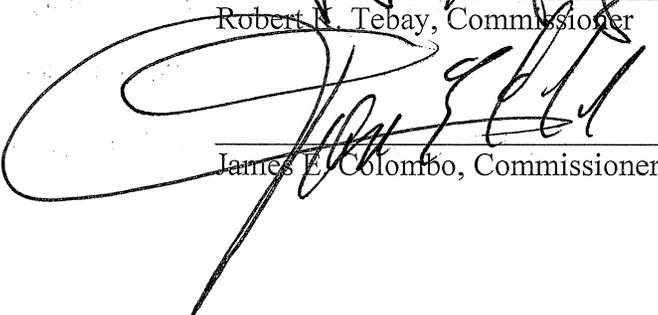
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/3226

Wood County
Joe Gonzales, Clerk
Instrument 88370312
12/29/2025 @ 01:25:15 PM
COUNTY COMMISSION ORDER
Book 80 @ Page 373
Pages Recorded 1

Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type | Check Date | Check Amount | Rec |
|----------|---------------|---------------------------------------|---------|------------|--------------|-----|
| 6006 | MONPOWER | MON POWER | REGULAR | 12/22/2025 | 6,681.80 | |
| 6007 | DOMINIONH | HOPE GAS INC. | REGULAR | 12/22/2025 | 2,101.96 | |
| 180886 | 10-42 | 10-42 TACTICAL | REGULAR | 12/22/2025 | 3,032.24 | |
| 180887 | AAP | ADVANCE AUTO PARTS | REGULAR | 12/22/2025 | 234.59 | |
| 180888 | AT&T MOBILE | AT&T MOBILITY | REGULAR | 12/22/2025 | 3,699.13 | |
| 180889 | BOSOLIND | BOSO LINDSEY A | REGULAR | 12/22/2025 | 247.32 | |
| 180890 | CAS CABLE | CAS CABLE | REGULAR | 12/22/2025 | 268.88 | |
| 180891 | CULLIGANQUEN | CULLIGAN QUENCH | REGULAR | 12/22/2025 | 129.00 | |
| 180892 | GENERALSA | GENERAL SALES CO. | REGULAR | 12/22/2025 | 1,535.97 | |
| 180893 | GLACIER | GLACIER MOUNTAIN BOTTLED WATER | REGULAR | 12/22/2025 | 21.50 | |
| 180894 | JOHNSTONE | JOHNSTONE SUPPLY | REGULAR | 12/22/2025 | 126.95 | |
| 180895 | LAMP | LAMP PESTPROOF | REGULAR | 12/22/2025 | 360.00 | |
| 180896 | LEFEPATR | PATRICK LEFEBURE | REGULAR | 12/22/2025 | 155.24 | |
| 180897 | LEXIS | RELX INC. DBA LEXISNEXIS | REGULAR | 12/22/2025 | 678.38 | |
| 180898 | LIGHTNER | LIGHTNER'S FRAME SERV | REGULAR | 12/22/2025 | 119.43 | |
| 180899 | LIPSCOMB CONS | LIPSCOMB CONSTRUCTION | REGULAR | 12/22/2025 | 4,000.00 | |
| 180900 | NMSLABS | NMS LABS | REGULAR | 12/22/2025 | 66.00 | |
| 180901 | NOLANS | NOLAN'S SERVICES LLC | REGULAR | 12/22/2025 | 1,130.62 | |
| 180902 | ONEFACE | ONE FACE LLC | REGULAR | 12/22/2025 | 249.00 | |
| 180903 | OPTIMUMB | OPTIMUM BUSINESS | REGULAR | 12/22/2025 | 154.27 | |
| 180904 | P-WCVCB | PARKERSBURG/WOOD COUNTY CONVENTION & | REGULAR | 12/22/2025 | 41,500.31 | |
| 180905 | PALMERIC | PALMER ERICA NICOLE | REGULAR | 12/22/2025 | 28.00 | |
| 180906 | PULLIN | PULLIN FOWLER FLANAGAN BROWN POE PLLC | REGULAR | 12/22/2025 | 6,600.00 | |
| 180907 | SANITARYLINEN | SANITARY LINEN | REGULAR | 12/22/2025 | 110.95 | |
| 180908 | SOFTWARES | SOFTWARE SYSTEMS INC | REGULAR | 12/22/2025 | 1,330.20 | |

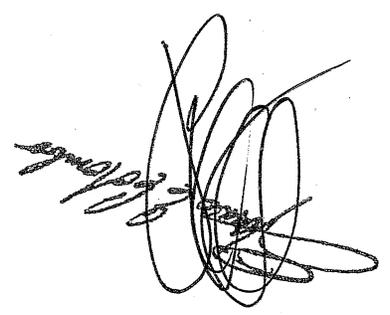
Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type | Check Date | Check Amount | Rec |
|--|-------------|------------------------------|---------|------------|--------------|-----|
| 180909 | STATE ELE | STATE ELECTRIC SUPPLY CO | REGULAR | 12/22/2025 | 723.00 | |
| 180910 | UNDEMEGA | UNDERWOOD MEGAN E. | REGULAR | 12/22/2025 | 349.69 | |
| 180911 | USBANKEQUIP | US BANK EQUIPMENT FINANCE | REGULAR | 12/22/2025 | 1,130.42 | |
| 180912 | USPS | UNITED STATES POSTAL SERVICE | REGULAR | 12/22/2025 | 244.00 | |
| 180913 | VERIZONW | VERIZON WIRELESS | REGULAR | 12/22/2025 | 82.28 | |
| 180914 | WV-LABOR | WV DIVISION OF LABOR | REGULAR | 12/22/2025 | 360.00 | |
| GENERAL FUND Bank Id 101 Totals | | | | | 77,451.13 | |

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Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type | Check Date | Check Amount | Rec |
|--------------------------------------|-------------|-----------------------------|---------|------------|--------------|-----|
| 9481 | AFFORDABLEL | AFFORDABLE LAWN WORX LLC | REGULAR | 12/22/2025 | 697.00 | |
| 9482 | AT&T MOBILE | AT&T MOBILITY | REGULAR | 12/22/2025 | 514.42 | |
| 9483 | CINTAS | CINTAS CORPORATION | REGULAR | 12/22/2025 | 171.98 | |
| 9484 | PACIFIC | PACIFIC INTERPRETERS | REGULAR | 12/22/2025 | 17.55 | |
| 9485 | USBANKEQUIP | US BANK EQUIPMENT FINANCE | REGULAR | 12/22/2025 | 264.21 | |
| 9486 | WCC | WOOD COUNTY COMMISSION | REGULAR | 12/22/2025 | 21,637.78 | |
| E-911 FUND Bank Id 107 Totals | | | | | 23,302.94 | |



[Handwritten Signature]
12/23/2025

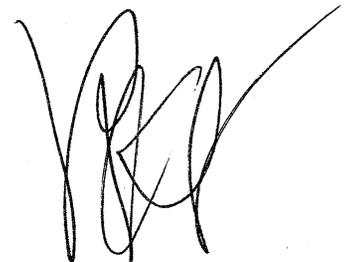
Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type | Check Date | Check Amount | Rec |
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| 3767 | AT&T MOBILE | AT&T MOBILITY | REGULAR | 12/22/2025 | 327.86 | |

HOME CONFINEMENT Bank Id 108 Totals

327.86

James E. G. G. G.



Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type | Check Date | Check Amount | Rec |
|--|--------------|----------------------------------|---------|------------|--------------|-----|
| 4432 | ATLANTIC ES | ATLANTIC EMERGENCY SOLUTIONS | REGULAR | 12/22/2025 | 15,118.78 | |
| 4433 | CAS CABLE | CAS CABLE | REGULAR | 12/22/2025 | 201.28 | |
| 4434 | DOMINIONH | HOPE GAS INC. | REGULAR | 12/22/2025 | 484.94 | |
| 4435 | ELITE PEST | ELITE PEST MANAGEMENT | REGULAR | 12/22/2025 | 125.00 | |
| 4436 | LUBECKVFD | LUBECK VOLUNTEER FIRE DEPARTMENT | REGULAR | 12/22/2025 | 1,929.29 | |
| 4437 | MONPOWER | MON POWER | REGULAR | 12/22/2025 | 295.53 | |
| 4438 | MOUNTAINSTAT | MOUNTAIN STATE SAFETY TRAINING | REGULAR | 12/22/2025 | 200.00 | |
| 4439 | VOYAGER | VOYAGER | REGULAR | 12/22/2025 | 620.52 | |
| 4440 | WEX | WEX BANK | REGULAR | 12/22/2025 | 456.28 | |
| FIRE SERVICE FEE Bank Id 120 Totals | | | | | 19,431.62 | |

Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type | Check Date | Check Amount | Rec |
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| 9353 | APP-POWER | APPALACHIAN POWER | REGULAR | 12/22/2025 | 97.17 | |
| 9354 | CRYSTAL | CRYSTAL SPRING WATER | REGULAR | 12/22/2025 | 16.00 | |
| 9355 | LAMP | LAMP PESTPROOF | REGULAR | 12/22/2025 | 128.40 | |
| 9356 | REYNOLDSDL | REYNOLDS LANDSCAPING | REGULAR | 12/22/2025 | 700.00 | |
| 9357 | TRACKGROUP | TRACK GROUP | REGULAR | 12/22/2025 | 324.00 | |
| COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals | | | | | 1,265.57 | |
| Report Totals | | | | | 121,779.12 | |