

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, JANUARY 29, 2026

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 of Wood County, upon a motion made by David Blair Couch, seconded by James Colombo and made unanimous by Robert K. Tebay, did hereby AUTHORIZE the Vienna Community Building, the Williamstown City Building, the Lubeck Volunteer Fire Department and the Mineral Wells Volunteer Fire Department as early Community Voting locations in Wood County to be utilized for the 2026 election cycle which includes the Primary Election in May and the General Election in November. Said authorization is pursuant to a list submitted by Joe Gonzales, County Clerk. Said locations will be open to the public for the last five (5) days of the codified early voting period. (Order A/3250)

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, did hereby APPOINT one set of Emergency Absentee Voting Commissioners for the General Election to be held on May

12, 2026. Upon the recommendation of Wood County Clerk, Joe Gonzales, Shelia Brown, Republican, and Darlene Cook-Thorn, Democrat, were appointed to serve. (Order A/3251)

At 9:34 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, did hereby APPROVE Lewis Rexroad and Stephen R. Tuck to serve as Ballot Commissioners for Wood County as submitted by Joe Gonzales, County Clerk of Wood County. The terms will last for two years beginning on February 1, 2026. Said Approval is pursuant to West Virginia State Code Section 3-1-19. (Order A/3249)

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, appointed Ronald Kestner to the Lubeck Public Service District Board. The vacancy is due to the fact that Dave Lawson's term expired on December 31, 2025. Mr. Kestner's term will expire December 31, 2031. (Order A/3247) Mr. Kestner also took his oath of office.

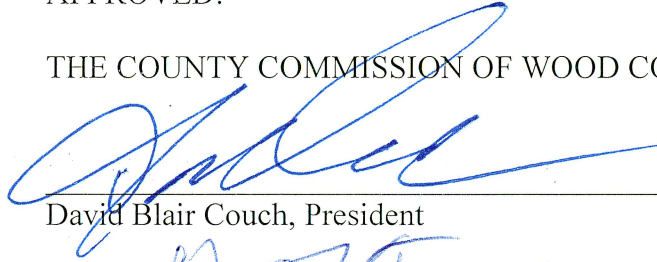
Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:07 A.M.

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

A/3241, A/3245, A/ 3246, A/3247, A/3249, A/3250, A/3251

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



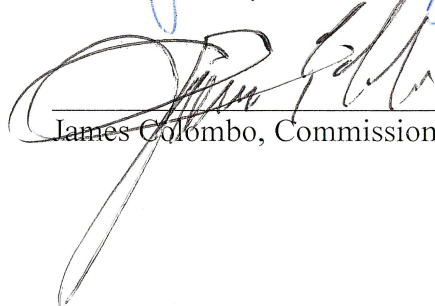
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David Blair Couch, President



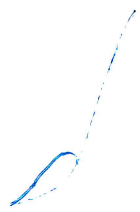
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Robert K. Tebay, Commissioner



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James Colombo, Commissioner





Wood County Commission  
Agenda

January 29, 2026  
1 Court Square Suite 203  
Parkersburg, WV 26101

|           |   |                                    |
|-----------|---|------------------------------------|
| 9:45 A.M. | Consider approving Ballot Commissioners, Early Voting Site, Community Voting Sites and Emergency Absentee Voting Policy |                                    |
| 9:50 A.M. | Consider appointing Ronald Kestner to the Lubeck PSD  |                                    |
|           | Administrator's Report  | Marty Seufer, County Administrator |
|           | County Commission Reports   |                                    |

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**Discussion, Review and Approval of expenditures and disbursements identified on Exhibit 1, hereto attached**

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**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**

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**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, impropers 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 January 29, 2026

**Please Print**

|     |  |
|-----|--|
| 1.  | Kennedy Roberts on behalf of Congressman Riley Moore |
| 2.  | Alisha Cross County Clerk                            |
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JANUARY 29, 2026

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION APPROVED AN EMERGENCY  
ABSENTEE VOTING POLICY.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by James Colombo, seconded by David Blair Couch and made unanimous by Robert K. Tebay, did hereby ORDER the adoption of an Emergency Absentee Voting Policy. West Virginia State Code §3-3-5c authorizes the County Commission to adopt a policy extending emergency absentee voting procedures in their County.

This County Commission hereby adopts the following policy:

A person qualified to vote an absent voter's ballot as defined by West Virginia Code §3-3-1 and who is confined or expects to be confined on the day of the election in:

*Hospitals within Washington County, Ohio, Jackson County, West Virginia, and within thirty-five miles of the county seat.*

*Duly Licensed Health Care Facilities within Wood County.*

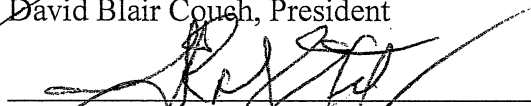
*Nursing Homes within Wood County.*

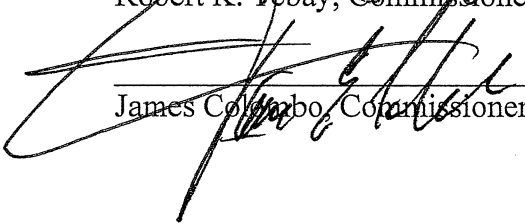
A copy of this ORDER shall be sent to the Secretary of State's Office.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

  
\_\_\_\_\_  
Robert K. Tebay, Commissioner

  
\_\_\_\_\_  
James Colombo, Commissioner

A/3241

JANUARY 29, 2026

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

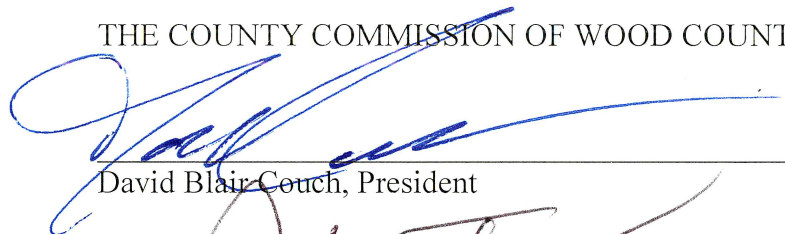
IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK IN THE AMOUNT OF \$80,125.00 IN REGARD TO COMMUNITY CORRECTIONS GRANT NO. 26-CC-28.

**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, was in receipt of a check in the amount of eighty thousand one hundred twenty-five dollars and 00/100ths (\$80,125.00) and represents reimbursement for January 1, 2026 through March 31, 2026 in regard to the Community Corrections Grant, No. 26-CC-28 with the West Virginia Division of Administrative Services, Justice and Community Services Section. A copy of said check is on file in the County Administrator's Office.

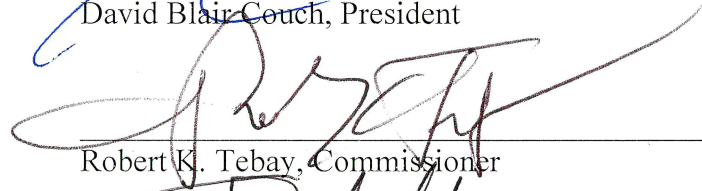
APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



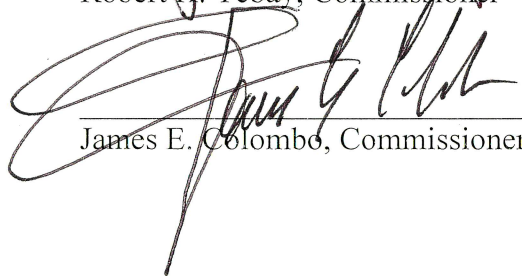
\_\_\_\_\_

David Blair Couch, President



\_\_\_\_\_

Robert K. Tebay, Commissioner



\_\_\_\_\_

James E. Colombo, Commissioner

A/3245

TOTAL OF INVOICE (S) : \$80,125.00

VENDOR CODE: 000000212365

WARRANT # : 1007799484 W.AMT: \$80,125.00 DATE: 01/16/2026

CHECK DESCRIPTION

26-CC-28 1/1/26 - 3/31/26

INVOICE NUMBER

26CC2820263

NET AMOUNT

\$80,125.00

Wood County  
Joe Gonzales, Clerk  
Instrument 88372288  
01/29/2026 @ 12:07:44 PM  
COUNTY COMMISSION ORDER  
Book 80 @ Page 414  
Pages Recorded 2

Unless the VC code starts with MV, log on Vendor Self Service at www.wvoasis.gov. If you need additional payment detail, please contact BRYAN ARTHUR, 304-558-2350X43428.

REMOVE DOCUMENT ALONG THIS PERFORATION

CTL# 40036937

THIS WARRANT HAS MULTIPLE SECURITY FEATURES TO DETECT FRAUD AND COUNTERFEITING  
VOID UNLESS PRESENTED FOR PAYMENT WITHIN SIX MONTHS

State of West Virginia

STATE WARRANT # 1007799484

PAYEE WOOD CO COMMISSION

01/16/2026

\*\*\*\*\*\$80,125.00\*\*

WEST VIRGINIA TREASURY

STATE TREASURER

*Jamie Park*

STATE AUDITOR

*Mark A. King*

1007799484

0519023221

5270537822

JANUARY 29, 2026

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FOR \$6,338.87, WHICH REPRESENTS REIMBURSEMENT REGARDING THE VICTIMS OF CRIME ASSISTANCE (VOCA) GRANT NUMBER 25-VA-076 FOR SEPTEMBER, 2025.

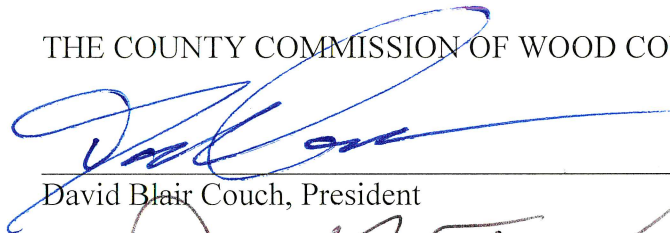
**ORDER**

On this date, the County Commission of Wood County was in receipt of a check for six thousand three hundred thirty-eight dollars and eighty-seven cents (\$6,338.87), which represents reimbursement for September, 2025 regarding the Justice Assistance Grant Number 25-VA-076. Receipt of said check is pursuant to an Order appearing in Order Book 80, at Page 291 and bearing the date of October 23, 2025.

Documentation pertaining to the Victims of Crime Advocate Grant is in the Office of the County Administrator.

APPROVED:

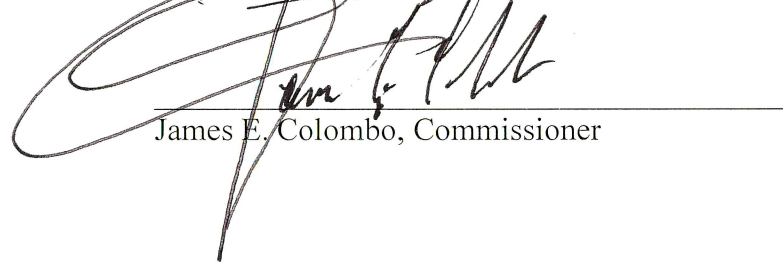
THE COUNTY COMMISSION OF WOOD COUNTY

A blue ink signature of David Blair Couch, written in a cursive style, positioned above a horizontal line.

David Blair Couch, President

A black ink signature of Robert K. Tebay, written in a cursive style, positioned above a horizontal line.

Robert K. Tebay, Commissioner

A black ink signature of James E. Colombo, written in a cursive style, positioned above a horizontal line.

James E. Colombo, Commissioner

DEPT: DIVISION OF ADMINISTRATIVE SERVICES  
TOTAL OF INVOICE(S) : \$6,338.87  
CHECK DESCRIPTION  
25-VA-076 9/1/25 - 9/30/25

WARRANT #: 1007799483  
VENDOR CODE: 000000212365  
INVOICE NUMBER  
25VA076202412  
W.AMT: \$6,338.87  
DATE: 01/16/2026

WOOD COUNTY  
Joe Gonzales, Clerk  
Instrument 8837229  
01/29/2026 @ 04:44 PM  
COUNTY COMMISSION ORDER  
BOOK 80 @ PAGE 416  
NET AMOUNT  
\$6,338.87  
Recorded 2  
20191  
5346.70

Unless the VC code starts with MV, log on Vendor Self Service at www.wvcase.gov. If you need additional payment detail, please contact BRYAN ARTHUR, 304-558-2350x43428.

REMOVE DOCUMENT ALONG THIS PERFORATION

CTL # 40036936

THIS WARRANT HAS MULTIPLE SECURITY FEATURES TO DETECT FRAUD AND COUNTERFEITING  
VOID UNLESS PRESENTED FOR PAYMENT WITHIN SIX MONTHS

State of West Virginia  
STATE WARRANT # 1007799483

01/16/2026

\*\*\*\*\*\$6,338.87\*\*

PAYEE WOOD CO COMMISSION

WEST VIRGINIA TREASURY

STATE TREASURER

Janet Park

STATE AUDITOR

Mel a. King

1007799483

051902322

527053782

JANUARY 29, 2026

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION APPOINTED RONALD KESTNER  
TO THE LUBECK PUBLIC SERVICE DISTRICT BOARD.


**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, appointed Ronald Kestner to the Lubeck Public Service District Board. The vacancy is due to the fact that Dave Lawson's term expired on December 31, 2025.

Mr. Kestner's term will expire December 31, 2031.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



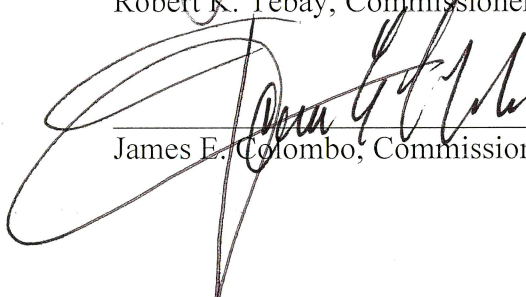
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David Blair Couch, President



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Robert K. Tebay, Commissioner



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James E. Colombo, Commissioner

A/3247

Wood County  
Joe Gonzales, Clerk  
Instrument 88372290  
01/29/2026 @ 12:13:04 PM  
COUNTY COMMISSION ORDER  
BOOK 80 @ Page 418  
Pages Recorded 1

JANUARY 29, 2026

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY APPROVE LEWIS REXROAD AND STEPHEN R. TUCK TO SERVE AS BALLOT COMMISSIONERS FOR WOOD COUNTY AS SUBMITTED BY JOE GONZALES, CLERK OF WOOD COUNTY.


**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, did hereby APPROVE Lewis Rexroad and Stephen R. Tuck to serve as Ballot Commissioners for Wood County as submitted by Joe Gonzales, County Clerk of Wood County. The terms will last for two years beginning on February 1, 2026.

Said Approval is pursuant to West Virginia State Code Section 3-1-19.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



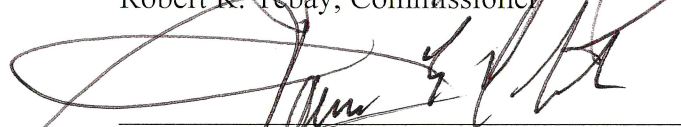
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David Blair Couch, President



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Robert K. Tebay, Commissioner



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James E. Colombo, Commissioner

A/3249

Wood County  
Joe Gonzales, Clerk  
Instrument 88372296  
01/29/2026 @ 12:19:16 PM  
COUNTY COMMISSION ORDER  
Book 90 @ Page 421  
Pages Recorded 1

JANUARY 29, 2026

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE VIENNA COMMUNITY BUILDING, THE WILLIAMSTOWN CITY BUILDING, THE LUBECK VOLUNTEER FIRE DEPARTMENT AND THE MINERAL WELLS VOLUNTEER FIRE DEPARTMENT AS EARLY COMMUNITY VOTING PRECINCTS FOR THE 2026 VOTING CYCLE.

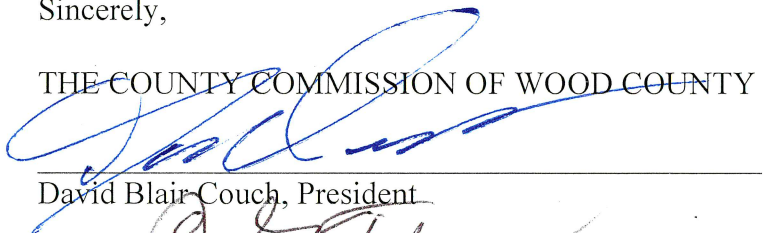
**ORDER**

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James Colombo and made unanimous by Robert K. Tebay, did hereby AUTHORIZE the Vienna Community Building, the Williamstown City Building, the Lubeck Volunteer Fire Department and the Mineral Wells Volunteer Fire Department as early Community Voting locations in Wood County to be utilized for the 2026 election cycle which includes the Primary Election in May and the General Election in November. Said authorization is pursuant to a list submitted by Joe Gonzales, County Clerk.

Said locations will be open to the public for the last five (5) days of the codified early voting period.

Sincerely,

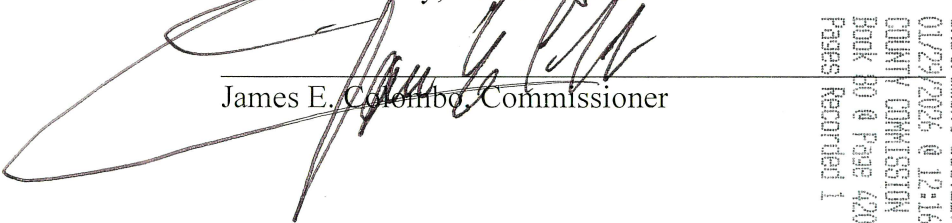
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/3250

WOOD COUNTY  
Joe Gonzales, Clerk  
Instrument 88372293  
01/29/2026 @ 12:16:14 PM  
COUNTY COMMISSION ORDER  
BOOK 16 @ Page 420  
Pages Recorded 1

JANUARY 29, 2026

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY APPOINT ONE SET  
OF EMERGENCY ABSENTEE VOTING COMMISSIONERS FOR  
THE GENERAL ELECTION TO BE HELD ON MAY 12, 2026.

**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, did hereby APPOINT one set of Emergency Absentee Voting Commissioners for the General Election to be held on May 12, 2026. Upon the recommendation of Wood County Clerk, Joe Gonzales, Shelia Brown, Republican, and Darlene Cook-Thorn, Democrat, were appointed to serve.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

  
\_\_\_\_\_  
Robert K. Tebay, Commissioner

  
\_\_\_\_\_  
James E. Colombo, Commissioner

A/3251

Wood County  
Joe Gonzales, Clerk  
Instrument 88372291  
01/29/2026 @ 12:14:06 PM  
COUNTY COMMISSION ORDER  
Book 00 @ Page 419  
Pages Recorded 1



**Office of the Wood County Clerk**

Wood County Courthouse  
1 Court Square  
P.O. Box 1474  
Parkersburg, WV 26102-1474

**Joe Gonzales**  
County Clerk

Phone: 304-424-1850

January 26, 2026

Wood County Commission  
Wood County Courthouse  
1 Court Square  
Parkersburg WV 26101

Dear Commissioners:

The Republican Executive Committee Chairperson Scot Heckert has recommended Lewis Rexroad and the Democrat Executive Committee Chairperson Jeff-Fox has recommended Stephen R. Tuck as Ballot Commissioners.

According to WV Code §3-1-19, and as Clerk of the County Commission, I am appointing Lewis Rexroad to serve as the Republican Ballot Commissioner and Stephen R. Tuck as the Democrat Ballot Commissioner. The appointed position lasts for two years beginning on February 1, 2026.

Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Joe Gonzales".

Joe Gonzales, Clerk  
Wood County Commission

A large, stylized handwritten signature in black ink, likely belonging to Stephen R. Tuck, one of the appointed ballot commissioners.



**Office of the Wood County Clerk**

Wood County Courthouse  
1 Court Square  
P.O. Box 1474  
Parkersburg, WV 26102-1474

**Joe Gonzales**  
County Clerk

Phone: 304-424-1850

January 26, 2026

Wood County Commission  
Wood County Courthouse  
1 Court Square  
Parkersburg WV 26101

Dear Commissioners:

According to WV Code §3-3-5, please appoint one set of Emergency Absentee Voting Commissioners for the Statewide Primary Election to be held May 12, 2026. Please appoint, Shelia Brown, Republican, and Darlene Cook-Thorn, Democrat, to take on this responsibility.

Thank you for your prompt attention to this matter.

Sincerely,

A handwritten signature in cursive script that reads "Joe Gonzales".

Joe Gonzales, Clerk  
Wood County Commission

JG/ac

A handwritten signature in cursive script, appearing to be "JG/ac".

A long, flowing handwritten signature in cursive script, likely belonging to one of the recipients mentioned in the letter.

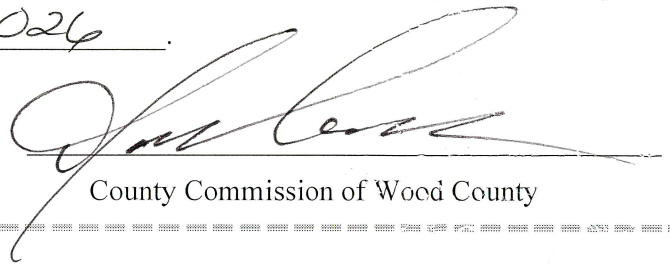
STATE OF WEST VIRGINIA  
COUNTY OF WOOD }

TO -WIT:

I, Ronald Kestner, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of Lubeck Public Service District Board Member in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.



Subscribed and sworn to, before the County Commission of Wood County, West Virginia,  
this 29<sup>th</sup> day of JANUARY, 2026.



County Commission of Wood County

Wood County  
Joe Gonzales, Clerk  
Instrument 88371711  
01/29/2026 @ 01:39:12 PM  
COUNTY COMMISSION ORDER  
Book 80 @ Page 403  
Pages Recorded 1



**Wood County  
Central Telecommunications  
Center  
Wood County, WV E911  
Homeland Security and Emergency  
Management**



January 28, 2026

Wood County Commission  
#1 Court Square  
Parkersburg, WV 26101

Dear Commissioners:

This letter is to advise you that Rachael Shriver has resigned her position as a Part – Time Telecommunicator effective January 26, 2026. She is not due a final paycheck.

Respectfully,

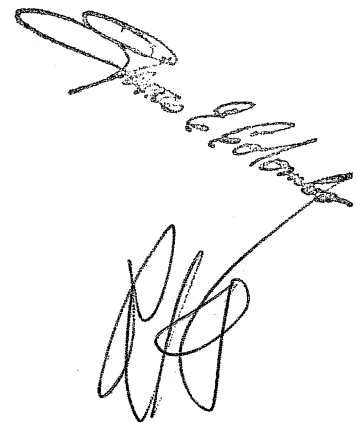
Dale R. McEwen, Director,  
Central Telecommunications Center

Wood County  
Joe Gonzales, Clerk  
Instrument 88371927  
01/29/2026 @ 02:36:03 PM  
COUNTY COMMISSION ORDER  
Book 80 @ Page 407  
Pages Recorded 1

911 Core Rd  
Parkersburg, WV 26104

# Check Register Report for Wood County Commission

| Check No                               | Vendor Id | Vendor Name                              | Type    | Check Date | Check Amount | Rec |
|--|-----------|--|---------|------------|--------------|-----|
| 6036                                   | HEALTH    | HIGHMARK WEST VIRGINIA                   | HAND    | 01/22/2026 | 10,754.73    |     |
| 6037                                   | HEALTH    | HIGHMARK WEST VIRGINIA                   | HAND    | 01/22/2026 | 5,224.87     |     |
| 6038                                   | HEALTH    | HIGHMARK WEST VIRGINIA                   | HAND    | 01/22/2026 | 10,851.52    |     |
| 6039                                   | DENTAL    | UNITED CONCORDIA COMPANIES. INC.         | HAND    | 01/22/2026 | 1,529.57     |     |
| 6040                                   | DENTAL    | UNITED CONCORDIA COMPANIES. INC.         | HAND    | 01/22/2026 | 1,774.17     |     |
| 6041                                   | DENTAL    | UNITED CONCORDIA COMPANIES. INC.         | HAND    | 01/22/2026 | 1,946.39     |     |
| 6042                                   | DOMINIONH | HOPE GAS INC.                            | REGULAR | 01/23/2026 | 2,023.15     |     |
| 6043                                   | MONPOWER  | MON POWER                                | REGULAR | 01/23/2026 | 2,735.49     |     |
| 181013                                 | P-LIBRARY | PARKERSBURG & WOOD COUNTY PUBLIC LIBRARY | REGULAR | 01/22/2026 | 12,269.44    |     |
| <b>GENERAL FUND Bank Id 101 Totals</b> |           |  |         |            | 49,109.33    |     |
| <b>Report Totals</b>                   |           |  |         |            | 49,109.33    |     |



**STATEWIDE PRIMARY ELECTION**

**Tuesday, May 12, 2026**

*Election Day Voting Hours 6:30 A.M. to 7:30 P.M.*

**COURTHOUSE EARLY VOTE LOCATION** - (Beginning the 13<sup>th</sup> day before the election)

MAIN LOCATION – April 21<sup>st</sup> through May 9<sup>th</sup>  
**Judge Black Annex**  
315 Market Street, Parkersburg

**COMMUNITY VOTING SITE LOCATIONS** - (Beginning the 7<sup>th</sup> day before the election)

LOCATION #1 – May 5<sup>th</sup> through May 9<sup>th</sup>  
**Williamstown City Building**  
100 W 5<sup>th</sup> Street, Williamstown

LOCATION #3 – May 5<sup>th</sup> through May 9<sup>th</sup>  
**Mineral Wells VFD**  
1695 Elizabeth Pike, Mineral Wells

LOCATION #2 – May 5<sup>th</sup> through May 9<sup>th</sup>  
**Vienna Community Building**  
1301 34<sup>th</sup> Street, Vienna

LOCATION #4 – May 5<sup>th</sup> through May 9<sup>th</sup>  
**Lubeck VFD**  
1340 Harris Highway, Parkersburg

**All locations are open regular business hours:**

Monday through Friday 8:30 A.M to 4:30 P.M. and Saturdays 9:00 A.M. to 5:00 P.M.