

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA
#1 COURT SQUARE, SUITE 203
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
MONDAY, AUGUST 11, 2014

PRESENT: WAYNE DUNN, PRESIDENT
STEPHEN GAINER, COMMISSIONER
DAVID BLAIR COUCH, COMMISSIONER

At 9:30 A.M., the County Commission of Wood County met in regular session. They signed purchase orders, invoices, orders and other correspondence.

The County Commission, upon a motion duly made, seconded and passed, approved minutes of August 4, 2014.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission changes the purchasing policy for the County.
(Order A/1323)

The County Commission authorized the closing of Fort Boreman Park at 5:00 P.M. on August 16, 2014. (Order M/2862)

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/2862, M/2863, M/2864, M/2865, M/2866, M/2867, M/2868, M/2869, M/2870
and A/1323

Having no further scheduled appointments or business to attend to, the County Commission officially adjourned at 10:37 A.M.

APPROVED:

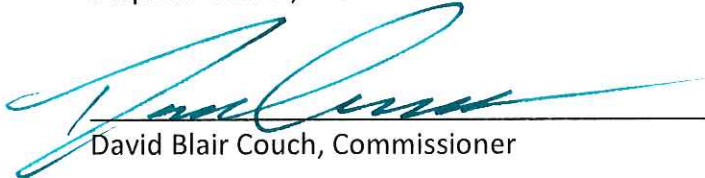
THE COUNTY COMMISSION OF WOOD COUNTY



Wayne Dunn, President



Stephen Gainer, Commissioner



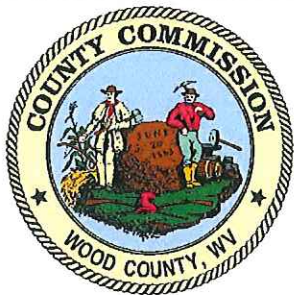
David Blair Couch, Commissioner

To listen to this meeting, please refer to DVD labeled August 11, 2014.

Wood County Commission Meeting
Held August 11, 2014

Please Print

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Wood County Commission Agenda

8/11/2014

1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Discuss and consider revisions to County Purchasing Policy	
	Administrator's Report	Marty Seuffer, County Administrator
	County Commissioner's 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

Exhibit 1

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

8/11/14
70/523

AUGUST 11, 2014

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE AN AMENDMENT
TO THE COUNTY PURCHASING POLICY.


ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Stephen Gainer, did hereby AUTHORIZE an AMENDMENT to the Wood County Purchasing Policy adopted May 30, 2013 and Amended on June 2, 2014. Said Amendment increases the purchase ceiling from one thousand five hundred dollars and zero cents (\$1,500.00) to five thousand dollars and zero cents (\$5,000.00) during the months of July, August, September, October, November, December, January, February, March and April, effective immediately. Said original purchase ceiling of one thousand five hundred dollars and zero cents (\$1,500.00) will remain in effect during the months of May and June.

A copy of said Amended Purchasing Policy is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

A/1323

8/11/14
20/523

1. Purchases shall be made by the use of the County Purchase Order system. The County Commission recognizes that from time to time issues will arise that prevent the purchasing department from obtaining a purchase order prior to making certain purchases. In the event that circumstances require such a purchase, the purchasing department shall obtain a purchase order the next business day.
2. The County Administrator's office shall issue purchase orders upon the request of a purchasing department, provided that the purchasing department has adequate funds for purchases in amounts less than one thousand five hundred dollars and zero cents (\$1,500.00) during the months of May and June. During all other months of the year, the purchase ceiling will be set at five thousand dollars and zero cents (\$5,000.00). Upon obtaining said purchasing order, the purchasing department may proceed with said purchase.
3. For purchases greater than one thousand five hundred dollars and zero cents (\$1,500.00), a request for a purchase order shall be made to the Wood County Administrator's Office. However, such purchases shall not be made until approved by the Wood County Commission. To encourage competition, the County Commission requests that pricing from three vendors be submitted with each proposed purchase between five thousand dollars and zero cents (\$5,000.00) and fourteen thousand nine hundred ninety-nine dollars and ninety-nine cents (\$14,999.99).
4. The County Finance Office is authorized to make payment on invoices submitted by a purchasing department that meet the following conditions:
 - (a) The invoice is less than one thousand five hundred dollars and zero cents (\$1,500.00).
 - (b) The corresponding budget line item has sufficient funds.
 - (c) The invoice does not exceed the original purchase order by more than ten percent.
5. This purchasing policy shall not apply to travel and related expenses. Said expenses shall be in compliance with the Travel Policy.

6. The use of a County Purchasing Card is recognized as a form of payment. Purchases made using the Purchasing Card shall follow the purchasing policy.
7. Purchasing cards shall not be used for auction based websites. A single purchasing card shall be established through the County Administrator's Office for purchases on such sites using forms of payment such as Paypal and other similar forms of payment. Purchase orders and authorization for such purchases shall be obtained through the County Administrator's Office.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President
Stephen Gainer, Commissioner
David Blair Couch, Commissioner

Adopted May 30, 2013
Amended June 2, 2014 (nunc pro tunc May 29, 2014)
Amended August 11, 2014

8/11/14
70/523

AUGUST 11, 2014

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA


IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE
CLOSING OF FORT BOREMAN HISTORICAL PARK AT 5:00 PM
ON AUGUST 16, 2014.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by Wayne Dunn and made unanimous by David Blair Couch, did hereby AUTHORIZE the closing of The Fort Boreman Historical Park at 5:00 pm on August 16, 2014. Said closing is upon the request of The West Virginia State Fire Marshall. The Parkersburg Homecoming Committee will be sponsoring a fireworks display on the evening of August 16, 2014. The park will re-open with normal hours on August 17, 2014.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2862

8/11/14
70/523

AUGUST 11, 2014

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$1,505.55 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F14-HS-03-405B.

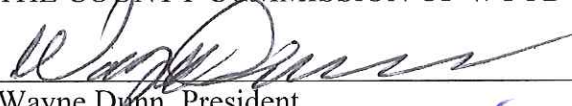
ORDER

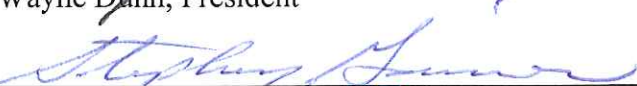
On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of one thousand five hundred five dollars and fifty-five cents (\$1,505.55) represents reimbursement to Wood County for expenses incurred during the month of May, 2014, in regard to the Governor's Highway Safety Program Grant Number F14-HS-03-405B. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 70, at Page 496 and bearing the date of June 16, 2014 at which time Wayne Dunn, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2863

8/11/14
70/523

AUGUST 11, 2014

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$15.89 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F14-HS-03-406.

ORDER

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of fifteen dollars and eighty-nine cents (\$15.89) which represents reimbursement to Wood County for expenses incurred during the month of May, 2014, in regard to the Governor's Highway Safety Program Grant Number F14-HS-03-406. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 70, at Page 492 and bearing the date of June 5, 2014 at which time Wayne Dunn, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2864

8/11/14
70/524

AUGUST 11, 2014

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$1,591.38 OF WHICH \$181.20 REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F14-HS-03-2011.


ORDER

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of one thousand five hundred ninety-one dollars and thirty-eight cents (\$1,591.38) of which one hundred eighty-one dollars and twenty cents (\$181.20) represents reimbursement to Wood County for expenses incurred during the month of May, 2014, in regard to the Governor's Highway Safety Program Grant Number F14-HS-03-2011. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 70, at Page 501 and bearing the date of June 19, 2014 at which time Wayne Dunn, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2865

8/11/14
70/524

AUGUST 11, 2014

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$17,367.98 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F14-HS-03-402.

ORDER

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of seventeen thousand three hundred sixty-seven dollars and ninety-eight cents (\$17,367.98) which represents reimbursement to Wood County for expenses incurred during the month of May, 2014, in regard to the Governor's Highway Safety Program Grant Number F14-HS-03-402. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 70, at Page 502 and bearing the date of June 19, 2014 at which time Wayne Dunn, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2866

AUGUST 11, 2014

8/11/14
70/524

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$6,569.81 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F14-HS-03-154.


ORDER


On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of six thousand five hundred sixty-nine dollars and eighty-one cents (\$6,569.81) which represents reimbursement to Wood County for expenses incurred during the month of May, 2014, in regard to the Governor's Highway Safety Program Grant Number F14-HS-03-154. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 70, at Page 502 and bearing the date of June 19, 2014 at which time Wayne Dunn, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2867

AUGUST 11, 2014

8/11/14
70/524

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$1,196.17 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F14-HS-03-410.

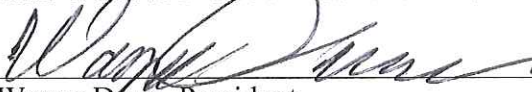
ORDER

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of one thousand one hundred ninety-six dollars and seventeen cents (\$1,196.17) which represents reimbursement to Wood County for expenses incurred during the month of May, 2014, in regard to the Governor's Highway Safety Program Grant Number F14-HS-03-410. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 70, at Page 496 and bearing the date of June 16, 2014 at which time Wayne Dunn, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2868

AUGUST 11, 2014

8/11/14
70 1529

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$4,644.34 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F14-HS-03-405e.


ORDER

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of four thousand six hundred forty-four dollars and thirty-four cents (\$4,644.34) which represents reimbursement to Wood County for expenses incurred during the month of May, 2014, in regard to the Governor's Highway Safety Program Grant Number F14-HS-03-405e. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 70, at Page 497 and bearing the date of June 16, 2014 at which time Wayne Dunn, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2869

AUGUST 11, 2014

8/11/14
70/525

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY EXECUTE A RESOLUTION THAT AUTHORIZED WAYNE DUNN, AS PRESIDENT, TO EXECUTE AN ACCEPTANCE LETTER FOR A WV DIVISION OF CULTURE AND HISTORY GRANT.


ORDER

On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch, and made unanimous by Wayne Dunn, did hereby AUTHORIZE Wayne Dunn, in his official capacity as President and on behalf of the County Commission, to EXECUTE the FY2015 Acceptance Letter Invoice for a Sternwheel Festival Grant (#FF15-451) through the West Virginia Division of Culture and History.

A copy of said Acceptance Letter is attached to this ORDER and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2870

8/14/14
201525



Acceptance Letter Invoice

Fairs & Festivals Grant Award

Fiscal Year 2015

**I am aware of a Fairs and Festivals Grant Appropriation of \$2,475.00 for:
Sternwheel Festival / Wood Co Commission**

1 Court Sq-Suite 203
Parkersburg, WV 26101

I accept this appropriation, and understand and agree to the terms outlined on the enclosed Instruction Sheet and State Agency Grant Awards Accountability Requirement (SAGA) sheet. I understand that all expenditures from the grant must be in support of programs occurring between July 1, 2014 through June 30, 2015 (Fiscal Year 2015).

Under penalty of law for false swearing (WV Code §61-5-3), Sternwheel Festival / Wood Co Commission certifies that by signing this grant agreement that Sternwheel Festival / Wood Co Commission and all related parties have filed all reports for state grants received as required under WV Code §12-4-14.

Signature (please sign in BLUE ink)

August 11, 2014
Date Signed

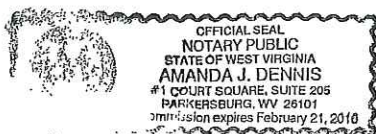
Wayne Dunn
Print Name

President
Print Title

STATE OF WEST VIRGINIA
COUNTY OF

Wood

I, Amanda J. Dennis, a notary public in and for said state, do hereby certify that Wayne Dunn whose name is signed to the writing above, has this day acknowledged the same before me.



Given under my hand this 11th day of August, 2014

My Commission expires

February 21, 2016

Notary Public

Event must take place in the following months (Fiscal Year 2015) - CIRCLE MONTH OF EVENT:

July 14 * Aug 14 * Sept 14 * Oct 14 * Nov 14 * Dec 14 * Jan 15 * Feb 15 * Mar 15 * Apr 15 * May 15 * June 15

Check if event is ongoing (Year Round)

For DCH use only:

I certify that payment should be issued in accordance with the appropriation designated in the FY2014-2015 Division of Culture and History budget.

Division of Culture and History

Date

AMOUNTS DUE:

Due Now \$

Special Handle

For DCH use only:

V 000000212365

G FF15-451

1500000743

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ACT: 12200

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
156073	WCSWA	WOOD COUNTY SOLID WASTE AUTHORITY	REGULAR	08/05/2014	401.46	
156074	WILLIAMS SUZ	SUZANNE WILLIAMS	REGULAR	08/05/2014	270.00	
156075	WORKINGMA	WORKINGMAN'S STORE	REGULAR	08/05/2014	79.00	
156076	WV HOSP I	RETIREE HEALTH BENEFIT TRUST FUND	REGULAR	08/05/2014	15,905.00	
GENERAL FUND Bank Id 101 Totals					<u>73,352.04</u>	
Report Totals					<u>73,352.04</u>	

Free *PM*

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1514	WATERS R	ROBIN WATERS	REGULAR	08/05/2014	25.50	

MAGISTRATE COURT Bank Id 105 Totals

25.50

Report Totals

25.50

For PM

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5601	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR	08/05/2014	1,173.62	
5602	GEN CO FD	GENERAL COUNTY FUNDS	REGULAR	08/05/2014	58,452.55	
ASSESSOR'S VALUATION Bank Id 156 Totals					<u>59,626.17</u>	
Report Totals					<u>59,626.17</u>	



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5928	BABCOCK FENCI	BABCOCK FENCE COMPANY	REGULAR	08/05/2014	4,480.00	
5929	DEAN'S	DEAN'S SCREENS INK	REGULAR	08/05/2014	66.50	
5930	DOMINIONH	DOMINION HOPE	REGULAR	08/05/2014	262.36	
5931	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR	08/05/2014	238.14	
5932	GEN CO FD	GENERAL COUNTY FUNDS	REGULAR	08/05/2014	137,668.18	
5933	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR	08/05/2014	175.00	
5934	NOE OFFIC	NOE OFFICE EQUIPMENT	REGULAR	08/05/2014	263.99	
5935	ODEPOT	OFFICE DEPOT	REGULAR	08/05/2014	593.56	
5936	PHSI	PURE WATER FINANCE	REGULAR	08/05/2014	59.00	
5937	WV ENHANC	WV ENHANCED 9-1-1 COUNCIL	REGULAR	08/05/2014	232.60	

E-911 FUND Bank Id 107 Totals

144,039.33

Report Totals

144,039.33

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3112	CARQUEST	CARQUEST	REGULAR	08/05/2014	170.70	

HOME CONFINEMENT Bank Id 108 Totals

170.70

Report Totals

170.70

