

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: MINUTES OF MEETING HELD  
THURSDAY, APRIL 23, 2009

PRESENT: RICK MODESITT, PRESIDENT  
DAVID BLAIR COUCH, COMMISSIONER  
WAYNE DUNN, COMMISSIONER

On this date, the County Commission met in regular session. They signed purchase orders, invoices and other correspondence.

The County Commission, upon a motion duly made, seconded and passed, approved Erroneous Assessment Applications in regard to real property for William J. Cullen – Parkersburg District (2006, 2007 & 2008).

The County Commission, upon a motion duly made, seconded and passed, approved Erroneous Assessment Applications in regard to personal property for Donald G. Jackson – Parkersburg City District (2008); Larry A. Sims – Slate District (2008) and for Joshua Kirk – Lubeck District (2008).

At 9:48 A.M., Jamie Six, Clerk of the County Commission and his assistant, Mark Rhodes addressed the Commission regarding the purchasing process. A copy of their suggestions is attached to these minutes.

At 10:30 A.M., the County Commission signed a proclamation for CEOS.

At 10:45 A.M. Tom Smith, Sheriff's Department, addressed the Commission regarding a Justice Assistance Grant Program. After discussion, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimously by Rick Modesitt, did hereby AUTHORIZE Rick Modesitt, in his official capacity as President Pro Tem and on behalf of the County Commission, to EXECUTE the Applications for the Justice Assistance Grant for the Wood County Sheriff's Department. Said

Grant Application is with the United States Department of Justice. The aforementioned Grant Application and pertinent documentation pertaining to the aforementioned Grant Application are on file in the Office of the County Administrator. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Rick Modesitt, announced that a vacancy exists on the Wood County Community Corrections Committee. Said vacancy is due to the fact that Dave Schaffer, Public at Large, resigned his position effective April 23, 2009 due to residency requirements and is further pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Boards and Authorities. Mr. Schaffer's term was due to expire on December 31, 2009. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Rick Modesitt, did hereby withdraw an offer of employment to Mr. Michael Simmons and AUTHORIZE Jason Wharton, Wood County Prosecuting Attorney, to contact Mr. Simmons regarding said employment withdrawal as Director of the Wood County Day Report Center. The Commission further AUTHORIZED The Wood County Community Corrections Board to advertise for the position of director. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Rick Modesitt and passed, did hereby AUTHORIZE Marty Seuffer, in his official capacity as Wood County Administrator and on behalf of the County Commission, to EXECUTE two (2) Verification forms for Complaints seeking Decrees for the sale of lands.

Said forms were presented by C. Blaine Myers, Jr. and regard Demolition liens on properties owned by John H. Flinn and Dale E. Modesitt. An Order was prepared regarding this matter.

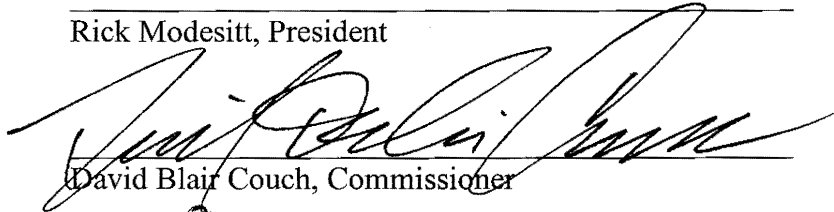
The County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of one hundred fourteen thousand eight hundred forty dollars and zero cents (\$114,840.00) which represents reimbursement to Wood County for Drawdown Number One (1) in regard to the Claywood Park Public Service District – Riser Ridge Water Extension Small Cities Block Grant Number 08SCBG0058. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 68, at Page 524 and bearing the date of April 6, 2009 at which time Rick Modesitt, in his official capacity as President, and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Drawdown #1. Documentation pertaining to the above mentioned Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

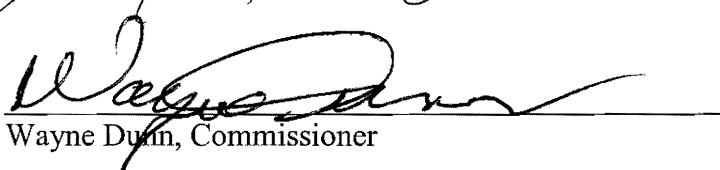
Having no further scheduled appointments or business to attend to, the County Commission adjourned.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

\_\_\_\_\_  
Rick Modesitt, President

  
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David Blair Couch, Commissioner

  
\_\_\_\_\_  
Wayne Dunn, Commissioner

To listen to this meeting, please refer to DVD labeled April 23, 2009.

## Purchase Order Procedures

1. When the Administrator's Office receives a requisition or request for a purchase order, all information should be input in the purchase order screen in the budgetary software. No funds are encumbered until this step is completed, and you immediately know if there are funds available for the purchase.
2. If funds are not available, the amount will show up in red. The column "Budget Left" displays the remaining balance after that entry. If funds are not available, it should be noted on the purchase order to inform the County Commissioners. It should also be noted if a budget revision to cover the deficit is pending.
3. The column "Remaining Amount" will display the amount until an invoice is applied against the purchase order. If you order 50 items and receive 25, the remaining amount will show the balance until the entire amount is invoiced.
4. If shipping is an unknown amount, you can leave the amount blank but complete the line item and description fields. Finance will fill in the amount when received.
5. Purchase order date will be the next Commission date when the purchase order is presented to the County Commission for approval.
6. After two County Commissioners affix their signatures, the person requesting the purchase order will receive a copy of the approved purchase order. The original will be forwarded to the Finance Office.
7. When invoices are received, Finance will attach the approved purchase order and send it down for the County Commission President/President Pro Tem to sign.
8. A purchase order is closed after when all encumbered funds have been expended or when told by the purchasing party the final invoice has been received.

Wood County Commission Meeting  
Held April 23, 2009

Please Print

1.	ANNA Hendershot
2.	Lucille Stoke
3.	Udely Hogsett
4.	Paula Strawder
5.	Tom Smith
6.	John Rockhold <del>##</del>
7.	Lori Vincent
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