

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: MINUTES OF MEETING HELD
MONDAY, AUGUST 17, 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 minutes of July 30, 2009.

At 10:00 A.M., the County Commission discussed a purchasing card and credit card policy. Jamie Six, County Clerk and Mark Rhodes, Mr. Six's assistant were in attendance. Commissioner Couch read a policy he had drawn up. After discussion, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Rick Modesitt and made unanimous by Wayne Dunn, did hereby AUTHORIZE a Purchasing CARD Policy to be instituted immediately for all offices of Wood County. The policy is as follows:

The issuance of any Purchasing Cards must be authorized by the Wood County Commission if payment is to be made by County funds. Travel Purchasing Cards will be requisitioned, per normal requisition policy, and issued to the traveler. These cards will then be notated by the Commission Office as to who signed the card out, what department, and for how long. Upon return of the Travel Purchasing Card, all receipts must be returned with a travel statement. Purchase Order payments must notate on the purchase order itself that it was paid for utilizing a Purchasing Card. Any and all charges over \$100.00 without prior requisition/purchase order number will be the responsibility of the person that made that purchase. This policy is not only for the County issued cards, but for personal cards used to make county purchases. Only in the event of an emergency purchase will

those charges be allowed. A Purchasing Card is a method of payment of goods and services, not to be used to circumvent the WV State Auditors Approved method of purchasing. This Purchasing Card Policy is an addition to the Purchasing Policy adopted by the Wood County Commission on July 24, 2008. An Order was prepared regarding this matter.

At 10:29 A.M., the County Commission met with Dennie Huggins, Chief Tax Deputy and Assistant Jeff Mace, who reported to the Commission on tax collections to date. Mr. Huggins stated the collections this year are down less than one percent compared to last year. He further stated they have switched to a new tax from this year that has saved money on printing and also cut their print time down from eight days to three days.

At 10:39, in Room 203, of the Wood County Courthouse, Parkersburg, West Virginia, upon motion of Rick Modesitt seconded by Wayne Dunn and made unanimous by David Blair Couch, 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, Sections 4, as amended: WHEREUPON, the said David Blair Couch, one of the Commissioners, Rick Modesitt, President of said Commission, and Wayne Dunn, Commissioner met with Marty Seufer, County Administrator. All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, being covered by the West Virginia Code Chapter 6, Article 9A-4, Section 2-(9), of 1931, as amended. The Commission having concluded said discussion, the said EXECUTIVE SESSION adjourned at 11:01 o'clock A.M. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Rick Modesitt and made unanimous by Wayne Dunn, did hereby AUTHORIZE the Wood County Administrator to obtain three (3) quotes for commercial real estate

appraisal services. Said services are for the H.J. Hintgen building which is being considered by the commission as a possible location for the proposed Wood County Justice Center. 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 AUTHORIZE the Wood County Administrator, Marty Seufer, to contact representatives from the investment firm Crews & Associates, Charleston, West Virginia, and Resource Consultants and Developers, Inc. (RCDI), Parkersburg, West Virginia. The Administrator was directed to schedule them in for a meeting with the Commission regarding financial discussions relating to the proposed Wood County Justice Center. 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



David Blair Couch, Commissioner



Wayne Dunn, Commissioner

To listen to this meeting, please refer to CD labeled August 17, 2009.

Wood County Commission Meeting
Held August 17, 2009

Please Print

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