

APPROVED: _____

DATE: _____

**MINUTES
PUTNAM COUNTY COMMISSION REGULAR SESSION
February 10, 2026**

OPENING

Commissioners C. Brian Ellis, Douglas Pierson, and R. Andrew Skidmore were present when the 9:00 a.m. meeting convened in the old courtroom by County Commission President R. Andrew Skidmore. The Pledge of Allegiance followed.

R. ANDREW SKIDMORE, COUNTY COMMISSION PRESIDENT

Commissioner Ellis made a motion to approve invoices as reflected in the edit registers as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

GENERAL BUSINESS

Commissioner Ellis made a motion to approve the January 27, 2026 Commission meeting minutes as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

ERRONEOUS ASSESSMENTS

None

COURT ORDERS APPROVED

Commissioner Ellis made a motion to approve and sign the following orders, personnel payroll changes and certifications as presented:

1. An Order to pay all full-time employees scheduled to work between 12:00pm and 4:00pm February 6, 2026 their regular rate of pay due to inclement weather as presented by the Commission Secretary

Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to approve payment of invoices and orders as presented.

1. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,768.00 to Kimberly Sizemore (Nov 2025 Invoice)
2. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$1,856.00 to Kimberly Sizemore (Dec 2025 Invoice)
3. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$90.00 to Compton Office Machine Company (September 2025 Invoice)
4. An Order to issue a check from the Putnam County Community Criminal Justice Fund (#72) in the amount of \$109.83 to Swana Lovejoy (Travel Expense)

Commissioner Pierson seconded the motion. The motion carried unanimously.

ESTATE SETTLEMENTS

The Fiduciary Supervisor Mr. Frye presented the following documents to the Commission and recommended that they be approved as presented:

Short Form Settlements: Joanne Neumeyer Sovine, Charles Claxton Coyner, Steven John Hicks, Sharon Lee Kessel, Norma Eugene Harper, Barbara Jane Harper

Long Form Settlements: None

Partial Settlements: None

Annual Accounting: None

Certificates of Completion: Rebekah A. Mitchell

Report and Notice of Fiduciary Supervisor on Order to Show Cause Against Delinquent Or Unprogressed Estate (No Good Cause Shown):
None

An Order of "Appointment List" of Actions of Fiduciary Supervisor from, January 27, 2026, through February 9, 2026

An Order to disburse the sum of \$120.00 from the Fiduciary Special Fund made payable to the State Auditor – The Inheritance Tax Administration Fund for estate tax administration fee

An Order referring the estate of Inge Renate Klein, to Harvey Peyton, Fiduciary Commissioner

A General Order to Show Cause for the Estates of Luther Jennings Whitt, Kathryn Sue Barnett, Chatherine M. Ballengee, Trudy Elaine Bailey, Bradley Atkins, Donna Lee Ashworth, Anna Ilene Arbogast, Dorothy Jean Angle, Lona J. Akers and Nancy Agee

Commissioner Ellis made a motion to approve the documents and authorize the Commission President to sign all necessary documents as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

JAMES EVERS, PUTNAM PUBLIC SERVICE DISTRICT

Mr. Evers spoke about the need for the letter of support for Putnam Public Service District.

Commissioner Ellis made a motion to approve the letter of support for the Putnam Public Service District to obtain funding for the Alternative Water Intake Project as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

DAVE TURLEY, FIRE ADMINISTRATOR

Dave Turley spoke about the benefits of transferring the ownership of the 1997 65' Pierce Ladder Truck to the Training Center.

Commissioner Ellis made a motion to approve the transfer of ownership of the 1997 65' Pierce Ladder Truck to the Training Center and authorize the Commission President to sign all necessary documents as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

LARRY FRYE, COUNTY ATTORNEY

County Attorney Larry Frye spoke about the Putnam County Gun Club Lease.

Mr. Thompson spoke about the upgrades and usage of the Putnam County Gun Club.

Commissioner Ellis made a motion to approve the Amended Lease Agreement with the Putnam County Park Gun Club, Inc. to include two tracts of real property acquired by the County Commission of Putnam County, West Virginia containing 40.02 acres, more or less as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

DAVID COLL, DIRECTOR OF PLANNING & INFRASTRUCTURE

Commissioner Ellis made a motion to open public hearing regarding Text Amendment 2025-12. Commissioner Pierson seconded the motion. The motion carried unanimously.

There were no public comments.

Commissioner Ellis made a motion to close public hearing regarding Text Amendment 2025-02. Commissioner Pierson seconded the motion. The motion carried unanimously.

Text Amendment 2025-12 - Criteria #1 – Will the proposed amendment protect and promote the public health, safety, convenience, morals, and general welfare:

Commissioner Ellis voted yes stating: The good people of the Putnam County Planning Commission voted to recommend this text amendment as presented.

Commissioner Pierson voted yes stating: He agrees with Commissioner Ellis's comments.

Commissioner Skidmore voted yes stating: It makes sense for a truck stop to be a Permitted Principal Use within the Highway Interchange Zoning District

Text Amendment 2025-12 - Criteria #2 – Is the amendment consistent in achieving the objectives for the adopted Comprehensive Plan, US 35 Corridor Management Plan, and the Teays Valley Land Use Plan:

Commissioner Ellis voted yes stating: For the same reasons stated above.

Commissioner Pierson voted yes stating: For the same reasons stated above.

Commissioner Skidmore voted yes stating: The permitted principal uses agree with the US 35 Corridor Plan.

Commissioner Ellis made a motion to approve the Text Amendment 2025-12 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to open public hearing regarding Text Amendment 2025-13. Commissioner Pierson seconded the motion. The motion carried unanimously.

There were no public comments.

Commissioner Ellis made a motion to close public hearing regarding Text Amendment 2025-13. Commissioner Pierson seconded the motion. The motion carried unanimously.

Text Amendment 2025-13 - Criteria #1 – Will the proposed amendment protect and promote the public health, safety, convenience, morals, and general welfare:

Commissioner Ellis voted yes stating: The amendment clarifies the definition.

Commissioner Pierson voted yes stating: Commissioner Pierson agrees with Commissioner Ellis's comments

Commissioner Skidmore voted yes stating: The definition is specific to the zoning ordinance and keeps the use as a Special Permit Use within the Highway Interchange District.

Text Amendment 2025-13 - Criteria #2 – Is the amendment consistent in achieving the objectives for the adopted Comprehensive Plan, US 35 Corridor Management Plan, and the Teays Valley Land Use Plan:

Commissioner Ellis voted yes stating: The amendment clarifies the definition.

Commissioner Pierson voted yes stating: Commissioner Pierson agrees with Commissioner Ellis's comments.

Commissioner Skidmore voted yes stating: The use is now specific and defined.

Commissioner Ellis made a motion to approve the Text Amendment 2025-13 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

None

TIM HANNA, COUNTY MANAGER

Commissioner Ellis made a motion to issue a check from the Putnam County Opioid Settlement Fund (#40-980-2-30.0) in the amount of \$2,015.00 payable to Recovery Point of Huntington, Inc. for Putnam County Beds for the month of January 2026 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the Putnam County Building Fund (#044-425-2-23.0) in the amount of \$9,362.00 payable to BPI, Inc. for pay application #3 on the Putnam County Courtroom Renovation Project as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to issue a check from the General County Fund (#001-442-5-67.8) in the amount of \$182,523.42 payable to the Pillar Innovations, LLC for Payment Application #2 of the Putnam County Emergency Generator Replacement Project as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

BOARD APPOINTMENT

Commissioner Ellis made a motion to re-appoint Tony Hodge to serve on the Putnam County Board of Zoning Appeals, effective February 10, 2026 with a term to expire on January 1, 2029 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

Commissioner Ellis made a motion to re-appoint Jessie Parker Jr., to serve on the Putnam County Board of Zoning Appeals, effective February 10, 2026 with a term to expire on January 1, 2029 as presented. Commissioner Pierson seconded the motion. The motion carried unanimously.

ADJOURN

At 9:30 a.m. on Tuesday, February 10, 2026, having no further business, Commissioner Ellis made a motion and Commissioner Pierson seconded to adjourn the regular session of the County Commission until Tuesday, February 24, 2026, at 5:00 p.m.

Respectfully submitted,

Melissa Smith
Executive Assistant