

## Wayne County Commissioners' Agenda

- Pledge of Allegiance to the Flag
- Call to Order Regular Session of August 26, 2020
- Announcement of Commissioners in Attendance
- Approval of Agenda
- Approval of minutes from August 19, 2020 through August 25, 2020

Date	Res. #	Resolution Title
8/26	2020-398	<b>Approval of County Bills</b>
8/26	2020-399	<b>Fund Transfer Approval</b>
8/26	2020-400	<b>Travel/Training Expense Approval</b>
8/26	2020-401	<b>Special Event Expense Approval</b>
8/26	2020-402	<b>Approval of Memorandum of Understanding Between the Wayne County Department of Job and Family Services (WCDJFS) and Wayne County Child Support Enforcement Agency (WCCSEA) for the Transfer of Child, Family and Adult Community and Protective Services Allocation Funds (533 Line Item and Income Maintenance Control Allocation Funds)</b>
8/26	2020-403	<b>Authorization to Execute Leases for Real Property Used or to be Used for the Purposes of Airports, Landing Fields, or Air Navigational Facilities, Including Restaurants, Parking Lots, Motels, Gasoline Service Station, Public Recreation Facilities, Public Parks, Office Buildings, Retail Stores for Merchandising or Services, and Industrial Uses Located or to be Located Thereon, or Parts Thereof Pursuant to Ohio Revised Code 307.10; and Authorization of County Administrator to Execute Leases under ORC 307.10 pursuant to ORC 305.30(G).</b>
8/26	2020-404	<b>Authorization of County Administrator to Establish and Charge Reasonable Fees for Facilities and Services Related to the Operation of an Airport, Landing Field, or other Air Navigation Facility under ORC 307.20 pursuant to ORC 305.30(K); and Authorization of County Administrator to Execute Agreements Regarding Real or Personal Property for the Maintenance and Operation of an Airport, Landing Field, or other Air Navigation Facility under ORC 307.20 pursuant to ORC 305.30(G).</b>
8/26	2020-405	<b>Approval of a Contribution Sharing Agreement Regarding the Sharing of Initial Funding of the Wayne County Land Reutilization Corporation, Subject to Potential Repayment, with the Cities of Orrville, Rittman, and Wooster, and the Wayne County Land Reutilization Corporation.</b>
8/26	2020-406	<b>Approving and Authorizing the Execution and Delivery of an Agreement and Plan with the Wayne County Land Reutilization Corporation as the County's Agency for Exercising the Powers and Performing the Duties of the County under Chapter 5722 of the Ohio Revised Code for the Reclamation, Rehabilitation, and Reutilization of Vacant, Abandoned, Tax-Foreclosed and Other Real Property in the County.</b>
8/26	2020-407	<b>Approval of Policy for Use of Procurement Cards and Authorizing a Request for Proposals for Government Procurement Card Services under ORC 301.29</b>
8/26	2020-408	<b>Agreement Authorization with Rea &amp; Associates, Inc. for the Comprehensive Annual Financial Report (CAFR)</b>
8/26	2020-409	<b>Approval of Change Order #1 to the Contract with Absolute Rehabilitation &amp; Consulting Services, Inc. for Therapy Services to residents of the Wayne County Care Center</b>
8/26	2020-410	<b>Authority to Grant an Access Easement and Right of Way to Michael Goss.</b>
8/26	2020-411	<b>Authorization of Hazard Pay for County Personnel Working in the Wayne County Care Center, Due to the COVID-19 Pandemic</b>
8/26	2020-412	<b>Authority to Execute a Letter of Intent for Potential Purchase of Solar-Generated Energy and Related Electric Consulting Agreement with the County Commissioners Association of Ohio Service Corporation (CCAOSC).</b>

# Resolution

No. 2020-398

*Board of Wayne County Commissioners*  
*Ron Amstutz    Rebecca S. Foster    Sue A. Smail*

*Adopted:* August 26, 2020

*Subject:* **Approval of County Bills**

It was moved by Commissioner Smail and seconded by Commissioner Amstutz that the following resolution be adopted:

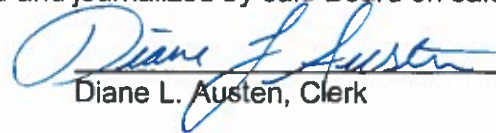
Computer run dated **August 25, 2020** for County Bills in the amount of **\$304,109.80**, Interagency Transaction/Payment **batch #6745 & 6746** in the amount of **\$326,557.17**, and any Then & Now Certificates are hereby approved for payment.

As taxing authority, the Then & Now Certificates submitted as of this date for the Board of Elections, Children Services, Department of Developmental Disabilities, Soil and Water and Veterans Services are approved for processing by the Auditor.

The vote is as follows: Ron Amstutz yea    Rebecca S. Foster yea    Sue A. Smail yea

## CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
Diane L. Austen, Clerk

# Resolution

No. 2020-399

## Board of Wayne County Commissioners

Ron Amstutz    Rebecca S. Foster    Sue A. Smail

*Adopted:* August 26, 2020

*Subject:* **Fund Transfer Approval**

It was moved by Commissioner Smail and seconded by Commissioner Amstutz that the following resolution be adopted:

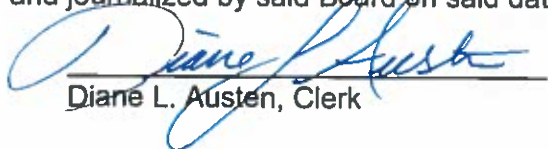
### Fund Transfers:

Department	Amount	From (Fund)	From Approp Acct	To (Fund)	To Receipt Acct
Municipal Court	\$24,261.42	Fund 020 (B20) B020B02 020.3405.02.6150. 000.000	Municipal Court Computerization Transfers	Fund 023 (B50) RB050B09 023.3400.00.4904. 000.000	Court System Computerization Transfers in Municipal Court
Court ordered transfer of computerization funds					

The vote is as follows: Ron Amstutz yea    Rebecca S. Foster yea    Sue A. Smail yea

### CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
\_\_\_\_\_  
Diane L. Austen, Clerk

# Resolution

No. 2020-400

Board of Wayne County Commissioners  
Ron Amstutz    Rebecca S. Foster    Sue A. Smail

*Adopted:* August 26, 2020

*Subject:* **Travel/Training Expense Approval**

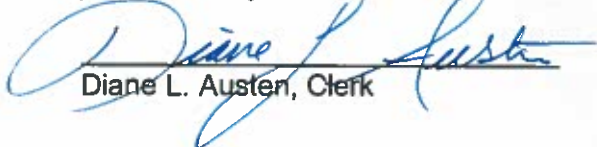
It was moved by Commissioner Smail and seconded by Commissioner Amstutz that the following resolution be adopted:

Dept./Person	Where	Date	Travel	Travel (taxable)	Seminar, Conf., Mtg., etc.
<b>Care Center</b>					
Donna Holmes	Webinar	9/29/2020	35.00	0	Preparing for Required Reporting Under CARES Act for HHS and Ohio Dept. of Medicaid Webinar
<b>Common Pleas / Adult Probation</b>					
Dominic Palmucci, Tyler Beamon, Cheryl Gerwig, Courtney Burnett	Webinar	9/23/2020	100.00	0	OJACC Virtual Symposium

The vote is as follows: Ron Amstutz yea    Rebecca S. Foster yea    Sue A. Smail yea

## CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
Diane L. Austen, Clerk

# Resolution

No. 2020-401

Board of Wayne County Commissioners  
Ron Amstutz    Rebecca S. Foster    Sue A. Smail

*Adopted:* August 26, 2020

*Subject:*    **Special Event Expense Approval**

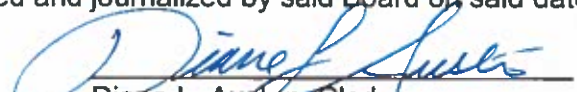
It was moved by Commissioner Smail and seconded by Commissioner Amstutz that the following resolution be adopted:

Department	Event/Purpose (items being purchased)	Date	Expenses Not to Exceed
Care Center	Darla Dawson Retirement - Acknowledgement of 34 Years of County Service (gift)	9/1/2020	189.06

The vote is as follows: Ron Amstutz yea    Rebecca S. Foster yea    Sue A. Smail yea

### CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
\_\_\_\_\_  
Diane L. Austen, Clerk

# Resolution

No. 2020-402

## Board of Wayne County Commissioners

Ron Amstutz    Rebecca S. Foster    Sue A. Smail

*Adopted:* August 26, 2020

*Subject:* **Approval of Memorandum of Understanding Between the Wayne County Department of Job and Family Services (WCDJFS) and Wayne County Child Support Enforcement Agency (WCCSEA) for the Transfer of Child, Family and Adult Community and Protective Services Allocation Funds (533 Line Item and Income Maintenance Control Allocation Funds)**

It was moved by Commissioner Smail and seconded by Commissioner Amstutz that the following resolution be adopted:

WHEREAS, the Wayne County Department of Job and Family Services (WCDJFS) and Wayne County Child Support Enforcement Agency (WCCSEA) are committed to determining and planning for the highest quality of life for the citizens of Wayne County while assuring the most efficient and effective usage of public funds; and

WHEREAS, in Wayne County, family assistance programs are provided through WCDJFS and provision of child support collection and distribution is provided through WCCSEA, and, as such, WCDJFS and WCCSEA act as separate entities within the County government structure; and

WHEREAS, pursuant to OAC 5101:9-6-12.4(D) and 501:9-6-05(H), the WCDJFS may provide a portion of its Community and Adult Protective Services and the Income Maintenance Control allocations to a stand-alone child support enforcement agency through an interagency agreement between the county family assistance agency and the child support enforcement agency that is agreed upon by the Board of County Commissioners.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Wayne County, Ohio, that:

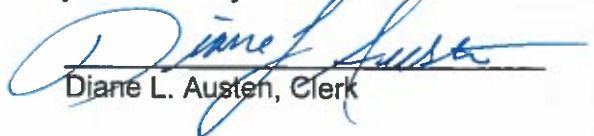
Section 1. The Board hereby approves a Memorandum of Understanding between the Wayne County Department of Job and Family Services (WCDJFS) and Wayne County Child Support Enforcement Agency (WCCSEA) for the transfer of Child, Family and Adult Community and Protective Services allocation funds, also known as 533 Line Item and Income Maintenance Control allocation funds.

Section 2. The Board is hereby authorized to execute the agreement referenced above in Section 1 and any and all documents related to said agreement. Additionally, the President of the Board and the County Administrator, on behalf of the Board, are separately and individually authorized to execute the agreement referenced above in Section 1 and any and all documents related to said agreement.

The vote is as follows: Ron Amstutz yea    Rebecca S. Foster yea    Sue A. Smail yea

### CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
Diane L. Austen, Clerk

# Resolution

No. 2020-403

## Board of Wayne County Commissioners

Ron Amstutz    Rebecca S. Foster    Sue A. Smail

*Adopted:* August 26, 2020

*Subject:* **Authorization to Execute Leases for Real Property Used or to be Used for the Purposes of Airports, Landing Fields, or Air Navigational Facilities, Including Restaurants, Parking Lots, Motels, Gasoline Service Station, Public Recreation Facilities, Public Parks, Office Buildings, Retail Stores for Merchandising or Services, and Industrial Uses Located or to be Located Thereon, or Parts Thereof Pursuant to Ohio Revised Code 307.10; and Authorization of County Administrator to Execute Leases under ORC 307.10 pursuant to ORC 305.30(G).**

It was moved by Commissioner Smail and seconded by Commissioner Amstutz that the following resolution be adopted:

WHEREAS, the Board of County Commissioners of Wayne County, Ohio own and operate the Wane County Airport; and

WHEREAS, the lease of real property used or to be used for the purposes of airports, landing fields, or air navigational facilities, including restaurants, parking lots, motels, gasoline service station, public recreation facilities, public parks, office buildings, retail stores for merchandising or services, and industrial uses located or to be located thereon, or parts thereof pursuant to Ohio Revised Code (ORC) 307.10 requires authorization by the Board of County Commissioners of Wayne County, Ohio; and

WHEREAS, pursuant to the ORC 307.09 the lease of real property used or to be used for the purposes of airports, landing fields, or air navigational facilities, including restaurants, parking lots, motels, gasoline service station, public recreation facilities, public parks, office buildings, retail stores for merchandising or services, and industrial uses located or to be located thereon, or parts thereof shall not exceed twenty-five (25) years, which the board of county commissioners may renew for one or more year, which with the primary term cannot exceed sixty years; and

WHEREAS, ORC 305.30(G) permits a County Administrator to contract on behalf of the Board of Commissioners;

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Wayne County, Ohio, that:

Section 1. The Board hereby authorizes the lease of real property used or to be used for the purposes of airports, landing fields, or air navigational facilities, including restaurants, parking lots, motels, gasoline service station, public recreation facilities, public parks, office buildings, retail stores for merchandising or services, and industrial uses located or to be located thereon, or parts thereof pursuant to ORC 307.10.

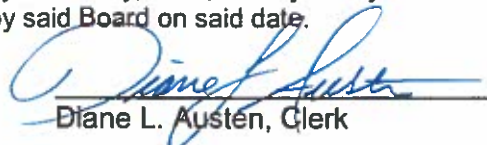
Section 2. Any lease hereby authorized shall be in compliance with ORC 307.09.

Section 3. The Board hereby authorizes the County Administrator, Patrick Herron, to execute any lease referenced above in Section 1 and subject to the limitations set forth in Section 2, and any and all documents related to said lease.

The vote is as follows: Ron Amstutz yea    Rebecca S. Foster yea    Sue A. Smail yea

### CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
Diane L. Austen, Clerk



# Resolution

No. 2020-404

## Board of Wayne County Commissioners

Ron Amstutz    Rebecca S. Foster    Sue A. Smail

*Adopted:* August 26, 2020

*Subject:* **Authorization of County Administrator to Establish and Charge Reasonable Fees for Facilities and Services Related to the Operation of an Airport, Landing Field, or other Air Navigation Facility under ORC 307.20 pursuant to ORC 305.30(K); and Authorization of County Administrator to Execute Agreements Regarding Real or Personal Property for the Maintenance and Operation of an Airport, Landing Field, or other Air Navigation Facility under ORC 307.20 pursuant to ORC 305.30(G).**

It was moved by Commissioner Smail and seconded by Commissioner Amstutz that the following resolution be adopted:

WHEREAS, the Board of County Commissioners of Wayne County, Ohio own and operate the Wane County Airport; and

WHEREAS, a board of county commissioners have the same authority with respect to airports, landing fields, and other air navigation facilities as is conferred upon municipal corporations by sections 717.01 and 719.01 of the Revised Code per Ohio Revised Code (ORC) 307.20; and

WHEREAS, under ORC 717.01(V) authority is granted to acquire real or personal property and thereon and thereof to establish, maintain, and operate "airports," "landing fields," or other "air navigational facilities" as defined by ORC 4981.01; and

WHEREAS, the Ohio Attorney General has provided Opinions that board of county commissioners, under the authority of ORC 717.01(V), have inherent power to charge reasonable fees for facilities and services, including for the comfort and accommodation of air travelers, related to the operation of an "airports," "landing fields," or other "air navigational facilities"; and

WHEREAS, the Board of County Commissioners of Wayne County, Ohio own and operate the Wane County Airport and facilities, which meet the definition provided by ORC 4981.01 of an "airports," "landing fields," or other "air navigational facilities"; and

WHEREAS, ORC 305.30(G) permits a County Administrator to contract on behalf of the Board of Commissioners; and

WHEREAS, ORC 305.30(K) permits a County Administrator to perform additional duties as the Board of Commissioners may determine.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Wayne County, Ohio, that:

Section 1. The Board hereby establishes fees at the Wayne County Airport for the facilities and services related to the operation of an airport, landing field, or air navigational facility as set forth in Exhibits A and B, attached hereto.

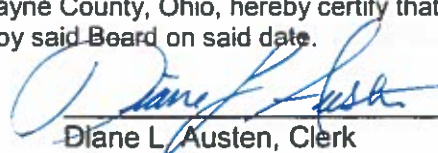
Section 2. The Board hereby authorizes the County Administrator, Patrick Herron, to manage the established fees, adjusting the fees as deemed appropriate to charge reasonable fees for facilities and services related to the operation of an airport, landing field, or air navigational facility for the Wayne County Airport.

Section 3. The Board hereby authorizes the County Administrator, Patrick Herron, to execute agreements regarding real or personal property for the maintenance and operation an airport, landing field, or other air navigation facility for the Wayne County Airport.

The vote is as follows: Ron Amstutz yea    Rebecca S. Foster yea    Sue A. Smail yea

### CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.



Diane L. Austen, Clerk





# Wayne County Airport

OHIO

## Exhibit A

### RAMP & HANGAR FEES

ENGINE TYPE	DAILY RAMP FEE	OVERNIGHT HANGAR FEE	MONTHLY HANGAR FEE
SINGLE PISTON	\$25	\$100 + \$50 EACH ADDITIONAL NIGHT	\$250
TWIN PISTON	\$50	\$200 + \$100 EACH ADDITIONAL NIGHT	\$300
SINGLE TURBO PROP	\$75	\$300 + \$150 EACH ADDITIONAL NIGHT	\$750
TWIN TURBO PROP	\$100	\$400 + \$200 EACH ADDITIONAL NIGHT	\$1000
SMALL JET	\$100	\$400 + \$200 EACH ADDITIONAL NIGHT	\$1000
MEDIUM JET	\$150	\$600 + \$300 EACH ADDITIONAL NIGHT	\$1500
LARGE JET	\$200	\$800 + \$400 EACH ADDITIONAL NIGHT	\$2000
SMALL HELICOPTER*	\$25	\$100 + \$50 EACH ADDITIONAL NIGHT	\$250
LARGE HELICOPTER*	\$80	\$320 + \$160 EACH ADDITIONAL NIGHT	\$800
CALL OUT	\$150		
WAIT TIME PER HOUR	\$50		
BATTERY CART	\$25		

\*Wheels need to be provided to hangar helicopter.

Daily ramp fees are waived when fuel purchase is equal to or greater than the daily ramp fee.

These rates are effective October 1, 2020



# Wayne County Airport

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## OHIO

### Exhibit B

Price List as of August 26<sup>th</sup> 2020

**Jet A Fuel Retail price**

**Jet A Fuel Base price**

**Jet A Fuel Base + price**

**100LL Avgas Fuel Retail price**

**100LL Avgas Fuel Base price**

**100LL Avgas Fuel Base + price**

**Oil**

**65W            \$7.00 per qt.**

**80W            \$6.15 per qt.**

**100W          \$7.08 per qt.**

**15W -50      \$7.45 per qt.**

**20W -50      \$6.25 per qt.**

**2380           \$18.50 per qt.**

**Food and Beverage Pricing**

# Resolution

No. 2020-405

*Board of Wayne County Commissioners*  
*Ron Amstutz    Rebecca S. Foster    Sue A. Smail*

*Adopted:* August 26, 2020

*Subject:* **Approval of a Contribution Sharing Agreement Regarding the Sharing of Initial Funding of the Wayne County Land Reutilization Corporation, Subject to Potential Repayment, with the Cities of Orrville, Rittman, and Wooster, and the Wayne County Land Reutilization Corporation.**

It was moved by Commissioner Smail and seconded by Commissioner Foster that the following resolution be adopted:

WHEREAS, the Board has appointed the Wayne County Land Reutilization Corporation as the agency for the reclamation, rehabilitation, and reutilization of vacant, abandoned, tax-foreclosed or other real property in the County pursuant to division (A)(2) of Section 1724.10 of the Ohio Revised Code under Resolution 2020-343; and

WHEREAS, the Wayne County Land Reutilization Corporation requests an initial funding of \$10,000 for operational costs associated with its appointment as the agency for the reclamation, rehabilitation, and reutilization of vacant, abandoned, tax-foreclosed or other real property in the County; and

WHEREAS, the Board of County Commissioners of Wayne County, Ohio, has the authority under Section 307.78 of the Ohio Revised Code to make contributions from the general fund to establish and operate a land reutilization corporations established under ORC 1724; and

WHEREAS, Pursuant to Ohio Const. Art XVIII §3, and in light of RC 307.78 and 505.701, a municipal corporation has authority to make contributions of public money to a land reutilization corporations organized pursuant to ORC 1724, if the land reutilization corporation is appointed its agent under ORC 1724.10; and

WHEREAS, the Board of County Commissioners of Wayne County, Ohio and the Cities of Orrville, Rittman, and Wooster agree to divide the requested funding equally between the parties, subject to a potential repayment of the contributions.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Wayne County, Ohio, that:

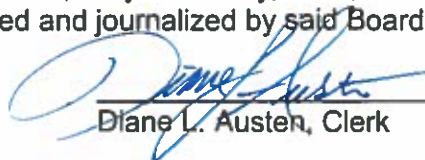
Section 1. The Board approves a Contribution Sharing Agreement regarding the sharing of initial funding of the Wayne County Land Reutilization Corporation, subject to potential repayment, with the Cities of Orrville, Rittman, and Wooster, and the Wayne County Land Reutilization Corporation.

Section 2. The Board is hereby authorized to execute the agreement referenced above in Section 1 and any and all documents related to said agreement. Additionally, the President of the Board and the County Administrator, on behalf of the Board, are separately and individually authorized to execute the agreement referenced above in Section 1 and any and all documents related to said agreement.

The vote is as follows: Ron Amstutz yea    Rebecca S. Foster yea    Sue A. Smail yea

## CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
\_\_\_\_\_  
Diane L. Austen, Clerk

# Resolution

No. 2020-406

## Board of Wayne County Commissioners

Ron Amstutz    Rebecca S. Foster    Sue A. Smail

*Adopted:* August 26, 2020

*Subject:* **APPROVING AND AUTHORIZING THE EXECUTION AND DELIVERY OF AN AGREEMENT AND PLAN WITH THE WAYNE COUNTY LAND REUTILIZATION CORPORATION AS THE COUNTY'S AGENCY FOR EXERCISING THE POWERS AND PERFORMING THE DUTIES OF THE COUNTY UNDER CHAPTER 5722 OF THE OHIO REVISED CODE FOR THE RECLAMATION, REHABILITATION, AND REUTILIZATION OF VACANT, ABANDONED, TAX-FORECLOSED AND OTHER REAL PROPERTY IN THE COUNTY.**

It was moved by Commissioner Smail and seconded by Commissioner Foster that the following resolution be adopted:

WHEREAS, the County pursuant to division (A) of Ohio Revised Code Section 5722.02 has elected to adopt and implement the procedures set forth in Ohio Revised Code Sections 5722.02 to 5722.15 to facilitate the effective reutilization of nonproductive land situated within its boundaries; and

WHEREAS, the County has caused the Wayne County Land Reutilization Corporation (the "Corporation") to be organized as a county land reutilization corporation under Ohio Revised Code Chapter 1724 to act on behalf of and cooperate with the County in exercising the powers and performing the duties of a county with respect to land reutilization under Ohio Revised Code Chapter 5722; and

WHEREAS, subdivision (A)(2) of Ohio Revised Code Section 1724.10 authorizes a county to designate a corporation organized under Ohio Revised Code Chapter 1724 as its agency for the reclamation, rehabilitation and reutilization of vacant, abandoned, tax-foreclosed or other real property in the county; and

WHEREAS, this Board has heretofore designated the Corporation as the County's agency for the reclamation, rehabilitation, and reutilization of vacant, abandoned, tax-foreclosed or other real property in the county and has heretofore directed the Corporation to prepare or cause to be prepared for approval and execution by this Board an agreement and plan between the Corporation and the County, as authorized by division (B) of Ohio Revised Code Section 1724.10 to provide for, among other things, a plan of reclamation, rehabilitation, and reutilization of vacant, abandoned, tax-foreclosed or other real property and the extent to which the Corporation will participate as the agency of the County in carrying out the plan; and

WHEREAS, pursuant to subdivision (B) of Ohio Revised Code Section 1724.10 the Corporation has prepared and has heretofore delivered the form of said agreement and plan (the "Agreement and Plan") to the Clerk of this Board for approval and execution and delivery by this Board; and

WHEREAS, the Board of Directors of the Corporation has approved the form of the Agreement and Plan and has authorized the execution and delivery of the Agreement and Plan by its Chair; and

WHEREAS, in furtherance of the purposes of reclamation, rehabilitation, and reutilization of vacant, abandoned, tax-foreclosed or other real property in the County and the exercise by the Corporation on behalf of the County of the powers of the County under Ohio Revised Code Chapter 5722 this Board now desires to approve and enter into and deliver the Agreement and Plan to accomplish the foregoing;

AND WHEREAS, the Board hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board and that all the deliberations of this Board, and of its committees, if any, which resulted in formal actions were taken in meetings open to the public, in full compliance with applicable legal requirements, including Ohio Revised Code Section 121.22.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Wayne County, Ohio, that:

Section 1. Pursuant to division (B) of Ohio Revised Code Section 1724.10, the Agreement and Plan between said Board and the Wayne County Land Reutilization Corporation, a copy of which is attached hereto as Exhibit A, be, and the same is, hereby approved.

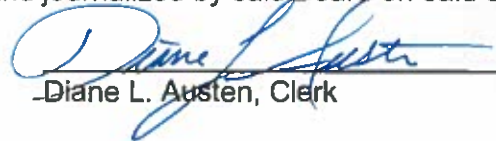
Section 2. The Clerk of the Board be and hereby is authorized and directed to certify copies of this resolution to the County Treasurer, County Administrator, County Auditor and County Prosecutor

Section 3. This Resolution shall take effect and be in force immediately upon its adoption.

The vote is as follows: Ron Amstutz nay      Rebecca S. Foster yea      Sue A. Smail yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
-Diane L. Austen, Clerk

**AGREEMENT AND PLAN**  
**OF RECLAMATION, REHABILITATION, AND REUTILIZATION OF VACANT, ABANDONED, TAX-  
FORECLOSED OR OTHER REAL PROPERTY IN WAYNE COUNTY, OHIO**

THIS AGREEMENT AND PLAN, entered into as of the \_\_\_\_\_ day of August, 2020 (collectively, the "Agreement"), by and between the County of Wayne, Ohio (the "County"), a county organized and existing under the Constitution and laws of the State of Ohio (the "State") and the Wayne County Land Reutilization Corporation (the "Corporation") a county land reutilization corporation organized and existing as a corporation not for profit under the laws of the State;

WHEREAS, in accordance with Section 1724.10(A)(2) of the Ohio Revised Code ("ORC"), the Corporation has been designated as the agency for the reclamation, rehabilitation, and reutilization of vacant, abandoned, tax-foreclosed, or other real property in the County; and

WHEREAS, the County and the Corporation desire to enter into an agreement pursuant to division (B) of Section 1724.10 of the ORC to provide for, among other things, a plan for the County of reclamation, rehabilitation, and reutilization of vacant, abandoned, tax-foreclosed, or other real property in the County; and

WHEREAS, the Corporation has prepared a plan (the "Plan") of reclamation, rehabilitation, and reutilization of vacant, abandoned, tax-foreclosed, or other real property in the County; and

WHEREAS, the Corporation and the County desire to incorporate the terms and provisions of the Plan into this Agreement so that this Agreement will embody and constitute the plan of reclamation, rehabilitation, and reutilization of vacant, abandoned, tax-foreclosed, or other real property in the County provided for under division (B) of Section 1724.10 of the ORC.

NOW, THEREFORE, the County and the Corporation do hereby agree as follows:

**ARTICLE I**  
***The Plan Generally***

**Section 1.1. The Plan Purposes Generally.** The Plan for the Corporation, as the sole agency for the County designated to carry out the Plan, shall be the following:

- a) To promote and facilitate the reclamation, rehabilitation, and reutilization of vacant, abandoned, tax-foreclosed, or other real property in the County to the fullest extent possible within the legal and fiscal limitations applicable to the Corporation;
- b) To efficiently hold and manage vacant, abandoned, or tax-foreclosed real property pending its reclamation, rehabilitation, and reutilization;

- c) To assist governmental entities and other nonprofit or for-profit persons to assemble, clear, and clear the title of vacant, abandoned, or tax-foreclosed real property;
- d) To promote economic and housing development in the County or region;
- e) To advance, encourage, and promote the industrial, economic, commercial, and civic development of a community or area of the County; and
- f) In furtherance of the preceding purposes in items a) through e), and not as a limitation on any of the powers of the Corporation under Chapter 1724 of the ORC, to exercise any and all of the powers conferred upon a county under Chapter 5722 of the ORC and any ancillary or related statutes.

Section 1.2 Intention of Parties with respect to Implementation of Plan. In connection with implementation of this Plan by the Corporation, it is the intention of the parties hereto to work cooperatively with other governmental entities and persons, especially with those that have elected to exercise the powers set forth in Chapter 5722 of the ORC in pursuit of purposes similar to those of this Plan.

Section 1.3 Compliance with Applicable Zoning and Planning Laws. Implementation of the Plan shall be effected in compliance with all zoning and planning laws applicable to the real property which is the subject of action under this Plan.

Section 1.4 Construction of Provisions of the Plan. All provisions of this Plan shall be liberally construed, subject to any limitations thereon in the ORC applicable to the Corporation or the County. If in any provision in this Agreement and Plan reference is made to "real property" without more, whether by use of such term or others of similar import, such reference shall be understood or interpreted to mean "real property within the County."

## ARTICLE II

### *Actions in Furtherance of the Plan*

Section 2.1 Furtherance of the Plan. In the furtherance of promoting and facilitating the reclamation, rehabilitation, and reutilization of vacant, abandoned, tax-foreclosed, or other real property in the County, the Corporation, as a community improvement corporation organized under and for the purposes of Chapter 1724 of the ORC and designated to act as the electing subdivision (as defined in division (F) of Section 5722.01 of the ORC) for and on behalf of the County, may exercise any or all of the powers authorized in Sections 1724.02 and 1724.10 and Chapter 5722 of the ORC, including, but not limited to the following:

- a) To purchase, receive, hold, manage, lease, lease-purchase, or otherwise acquire and to sell, convey, transfer, lease, sublease, or otherwise dispose of real property, together with such rights and privileges as may be incidental and appurtenant thereto and the use thereof;
- b) To acquire, reclaim, manage, or contract for the management of improved or unimproved and underutilized real property for the purpose of constructing industrial plans, other



business establishments, or housing thereon, or causing the same to occur, for the purpose of assembling and enhancing utilization of the real property;

- c) To serve as an agent for grant applications and the administration of grants or to make applications as principal for grants to the Corporation;
- d) To engage in code enforcement and nuisance abatement, including, but not limited to, cutting grass and weeds, boarding up vacant or abandoned structures, and demolishing condemned structures on properties which the Corporation owns or in which it has legal interest whether or not subject to a delinquent tax or assessment lien, or property for which a municipal corporation or township has contracted with the Corporation to provide code enforcement or nuisance abatement assistance;
- e) To purchase tax certificates at auction, negotiated sale or from a third party who purchased and is a holder of one or more tax certificates issued pursuant to Sections 5721.30 to 5721.43 of the ORC;
- f) To be assigned a mortgage on real property from a mortgagee in lieu of acquiring such real property subject to a mortgage;
- g) To borrow money for any of the purposes of a county land reutilization corporation by means of loans, lines of credit, or any other financial instruments or securities, including the issuance of its bonds, debentures, notes, or other evidences of indebtedness, whether secured or unsecured, and to secure the same by mortgage, pledge, deed of trust, or other lien on its property, franchises, rights, and privileges of every kind and nature or any part thereof or interest therein;
- h) To mortgage, pledge, or otherwise encumber any real property acquired by the Corporation in the furtherance of its purposes;
- i) To make loans to any person, firm, partnership, corporation, joint stock company, association, or trust for the purpose of furthering the purposes of the Corporation, and to establish and regulate the terms and conditions with respect to any such loans;
- j) To acquire nonproductive land (as defined in division (F) of Section 5722.01 of the ORC) through the exercise, and as electing subdivision on behalf of the County, of the powers set forth in Chapter 5722 of the ORC;
- k) To accept a conveyance in lieu of foreclosure of any delinquent land from the proper owners thereof and to accept from the County Auditor properties escheated to the State both before and after the execution and delivery of this Agreement;
- l) To enter into agreements with municipal corporations and townships within the boundaries of the County for implementation within such municipal corporations and townships for the purposes of the Corporation and the purposes of Chapter 5722 of the ORC;
- m) To establish data bases identifying the vacant, abandoned, tax-foreclosed and nonproductive real properties within the County which are in need of reclamation, rehabilitation, and

reutilization and to enter into agreements with municipal corporations or townships for cooperative sharing and use of such data bases;

- n) To assist municipal corporations and townships in preparing plans for acquiring vacant, abandoned or tax-foreclosed real properties within their boundaries and for the reclamation, rehabilitation and reutilization of such properties so as to return such properties to productive use and thereby to foster economic and housing growth within the County;
- o) To prepare, or to participate in or partner with post-secondary educational institutions or other entities for the preparation of studies or analyses of the causes of or contributing factors in vacancy, abandonment and tax delinquency of real property in the County and the methods and manner of reclaiming, rehabilitating and reutilizing vacant, abandoned, tax-foreclosed and nonproductive real property in the County;
- p) To partner with the State and agencies of the State in the pursuit and implementation of the purposes of the Corporation;
- q) To develop, implement and maintain programs designed to creatively revitalize property such as deconstruction and recycling of building and other materials, urban forestry, agriculture, greenhouses, green infrastructure, water retention, parks, human resource programs such as workforce development, and other job creation or vocational programs other than governmental workforce development programs and faith-based initiatives; and
- r) To take such other actions that are authorized under Ohio law and are consistent with and will facilitate the implementation of the purposes of the Corporation.

### **ARTICLE III** ***Miscellaneous***

**Section 3.1 Amendments to the Plan.** This Agreement and the Plan may be amended and supplemented from time to time provided that all such amendments and supplements shall be in writing, shall be duly approved by the Corporation and the County and shall be executed by the property officers of each.

**Section 3.2 No Prohibition on Independent Exercise of Governmental Powers.** No provision, term or covenant contained in this Agreement and Plan shall be construed as prohibiting or limiting the County from independently exercising any and all powers it may have under the Constitution or laws of the State.

**Section 3.3 Fiscal Matters.** Nothing in this Agreement and Plan shall be construed as requiring the County, and the County shall not be required, to make financial contributions to the Corporation or shall be construed as permitting the Corporation to obligate the County except as expressly set forth in this Agreement and Plan; provided, however, that nothing in this Section shall be construed as a limitation on, or a prohibition on acting pursuant to, any terms and provisions in Ohio law providing for the fiscal matters of the Corporation.

**Section 3.4 Term of Agreement.** The term of this Agreement shall commence on the date first above written and shall continue in effect thereafter unless terminated in accordance with this Section 3.4. Each of the parties to this Agreement may terminate this Agreement and Plan upon written notice to the other party setting forth the termination date of the Agreement and Plan. The termination date (the "Termination Date") specified in the notice shall not be any earlier than the first day of the calendar month that immediately succeeds the first anniversary of the giving of written notice of termination. From and after the Termination Date no further actions, agreements, contract, liabilities or obligations shall be initiated or incurred pursuant to this Agreement and Plan, but any action, agreement, contract, liability or obligation which has been commenced, entered into, initiated or incurred prior to the Termination Date shall not be affected by such termination and this Agreement and Plan shall remain in full force and effect as to any such action, agreement, contract, liability or obligation, and the Corporation shall continue as the agency of the County under this Agreement and Plan and the designation by resolution of the Corporation as agency of the County made by the Board of County Commissioners of [COUNTY NAME] County for the purposes of full performance of all such actions, agreements and contracts, liabilities or obligations.

**Section 3.5 Notices.** All written notices required to be given by one of the parties hereto to the other party under this Agreement and Plan or under any sections of the ORC that relate to the function of the Corporation as the designated agency of the County for purposes of this Agreement and Plan shall, unless otherwise specified herein or in the ORC, be deemed duly given by delivering such written notice to the following electronic mail addresses of the intended recipient party or to the following first class mail delivery address of the intended recipient party to the attention of the proper party:

**IF TO THE COUNTY:**

*First Class Mail:*

Board of Commissioners of Wayne County  
428 W. Liberty Street  
Wooster, OH 44691

*Email: [commissioners@wayneohio.org](mailto:commissioners@wayneohio.org)*

**IF TO THE CORPORATION:**

*First Class Mail:*

Wayne County Land Reutilization Corporation  
428 W. Liberty Street  
Wooster, OH 44691

*Email: \_\_\_\_\_*

Any party may change its notice address upon written notice of such change to the other party; provided, however, that non-receipt of any notice by the recipient party shall not affect the efficacy of the notice if non-receipt was caused by a change in the recipient's notice address of which such recipient had not notified the party giving notice in accordance with this Section 3.5.

IN WITNESS WHEREOF, the County and the Corporation, by their duly authorized officers, have caused this Agreement and Plan to be executed as of the day and year first above written.

WAYNE COUNTY LAND REUTILIZATION CORPORATION

By: \_\_\_\_\_

Attest:

COUNTY OF WAYNE, OHIO

By:

\_\_\_\_\_  
County Commissioner

\_\_\_\_\_  
County Commissioner

\_\_\_\_\_  
County Commissioner

Attest:

# Resolution

No. 2020-407

*Board of Wayne County Commissioners*  
*Ron Amstutz    Rebecca S. Foster    Sue A. Smail*

*Adopted:* August 26, 2020

*Subject:* **Approval of Policy for Use of Procurement Cards and Authorizing a Request for Proposals for Government Procurement Card Services under ORC 301.29**

It was moved by Commissioner Smail and seconded by Commissioner Amstutz that the following resolution be adopted:

WHEREAS, the Wayne County Board of Commissioners has determined it necessary to implement a government procurement card purchasing program as permitted by ORC 301.29; and

WHEREAS, procurement cards are designed to make small dollar purchases in a manner that reduces paperwork and processing time of often small payments to multiple vendors and is intended to supplement the traditional purchasing process and can reduce the number of payments processed; and

WHEREAS, the Wayne County Board of Commissioners, having received advice from the County Auditor, have developed policy for the use of a procurement card, attached hereto as Exhibit A, pursuant to ORC 301.29(C)(1); and

WHEREAS, the County Auditor has developed internal accounting controls in consultation with the auditor of state as required by ORC 301.29(C)(2); and

WHEREAS, the Wayne County Board of Commissioners request proposals from responsible and qualified financial institutions that are presently engaged in providing procurement card services in a manner consistent with the developed policy pursuant to ORC 301.29(C)(3).

NOW, THEREFORE, BE IT RESOLVED the Wayne County Board of Commissioners hereby adopts the developed policy for the use of procurement cards as exemplified in Exhibit A; and

BE IT FURTHER RESOLVED the Wayne County Board of Commissioners hereby authorizes the Wayne County Administrator to advertise requests for, receive, and open requests for proposals in compliance of ORC 301.29(C)(3) from interested parties for the provision of a government procurement card purchasing program.

The vote is as follows: Ron Amstutz yea    Rebecca S. Foster yea    Sue A. Smail yea

## CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
Diane L. Austen, Clerk

## Wayne County Procurement Card Program

### Background

Procurement cards are designed to make small-dollar purchases in a manner that reduces paperwork and processing time. This program is an alternative to the traditional purchasing process and can significantly reduce the number of purchase orders and payments processed. The program can also help minimize or eliminate the need for the use of personal funds reimbursed by expense report.

Benefits include an expanded list of merchants from whom purchases can be made, accelerated payment to the vendor, expedited delivery of goods, reduced paperwork, lower overall transaction processing costs per purchase, and the ability to set and control purchasing dollar limits.

### Authority

Ohio Revised Code (ORC) Section 301.29 permits counties to use procurement cards. The Board of County Commissioners, with the advice of the County Auditor, shall formulate the policy for the use of the cards. The policy, which will be adopted by the Board through resolution, shall set limits for, among other things, spending, card activity and allowable expenditures. It shall also establish administrative controls that the Board determines, after consulting with the County Auditor, will be sufficient for use of a procurement card. The County Auditor shall develop internal accounting controls in consultation with the Auditor of State.

### General Information

The procurement card program is not intended to and, pursuant to ORC 301.29(E)(3), shall not be used to avoid or bypass the competitive bid requirements of ORC 307.86. Further the procurement card program is not intended to avoid or bypass the appropriation of funds process, approval process (including Data Board approval, as applicable), or payment process. Rather, the program compliments the established and existing processes. Expenditures may not exceed appropriations under any circumstances.

Items and/or services purchased through the procurement card program are only for the official use of Wayne County. The card can be used for in-store purchases as well as mail, e-mail, Internet, telephone and fax orders. It is not and under no circumstances is to be used as an ATM (automated teller machine) card, a debit card, or for cash advances. The card is not to be used for personal or non-work-related purchases.

A "cardholder" is a full-time county employee who has been approved by an appointing authority to pay for certain work-related expenses with a procurement card. The cardholder is responsible for the security and physical custody of the card, and is accountable for all transactions made with the card. The cardholder must comply with the program's record-keeping requirements (including retention of original receipts) for the protection of both the cardholder and the County. The cardholder is also responsible for timely reconciliation of the billing statement. Cardholders, as well as other County employees, have a responsibility to report

instances of fraudulent use of a card and/or where the County's established procurement card policies and procedures are not being followed.

The card program carries corporate (County), not individual liability; however, **individual liability is imposed for inappropriate use**. Pursuant to the procedure established in ORC 301.29(G)(4), if the County Auditor determines that the cardholder has used the procurement card beyond the appropriated or authorized amount or for an inappropriate or unlawful purpose, the County Auditor shall immediately notify the Board of County Commissioners. When the Board determines that the County Treasury should be reimbursed for procurement card expenditures beyond the appropriated or authorized amount as provided in this policy or ORC 301.29, it shall give written notice to the County Auditor, the appointing authority who authorized the card, and the cardholder. If within thirty (30) days after issuance of this written notice, the County Treasury is not reimbursed for the full amount shown on the written notice, the Prosecuting Attorney shall recover that amount from the cardholder by civil action in any court of appropriate jurisdiction.

The cardholder's personal credit history is not impacted in any way by participating in the program, and credit checks are not done on individual cardholders. Billings for authorized purchases made within the limits of appropriated amounts will be paid using County funds.

### **Definitions**

#### **1. Agency**

Pursuant to ORC 301.29(F)(2), an Agency shall be any County elected official, the Board of a County Agency, or any agency that utilizes the County Auditor as its fiscal agent. The Agency may apply to the Board of County Commissioners for authorization to have an employee under its authority use a procurement card held by that Agency to pay for specific classes of work-related expenses or to use a specific procurement card for any work-related expenses, as further defined herein, without submitting a monthly estimate of the employee's work-related expenses. The Agency must first adopt a formal policy concerning use of the procurement card that is specific to its needs. Copies of such policies shall be provided to the Board and the Auditor.

#### **2. Coordinator**

The procurement card program names the Budget/Grant Administrator from the County Commissioners Office as the program coordinator. The Coordinator will be responsible for resolving disputes with merchants and reviewing and reconciling card activity for the agency's card(s). As the Coordinator is also the only cardholder, the County Administrator of the County Commissioner's Office will serve as an alternate coordinator to approve any transactions involving the Coordinator's card.



## **Policies and Procedures**

### **1. Selection of the procurement card issuer.**

The procurement card provider will be selected consistent with the procedure outlined in ORC 301.29(C)(3) and the County's competitive bid process. As part of the evaluation process, the contractor's ability to support the County will be assessed in the following areas:

- Maximum practical use of the procurement card to make low-dollar value, high-volume purchases of goods and services as well as to pay for travel-related expenses
- Maximum return to the County in the form of a rebate/revenue-sharing/travel awards program
- Minimal cost (such as no annual fees, no interest charged on current balances and minimal fixed fees, transaction fees and late payment charges)
- A comprehensive loss/disaster recovery plan
- Internet-based/online program administration including workflow processes for card application, approval, suspension and cancellation; maintenance of cardholder profiles; control of approved merchant commodity codes; transaction reporting; account review and reconciliation
- Standard and custom reporting capabilities
- Support for the County's 1099 reporting requirements
- Ability to directly upload transactional data into the County's accounting system
- Ability for the County to pay the card issuer electronically
- Outstanding customer service through a toll-free, 24 hour, 365 day-a-year telephone number
- Recognizable card including County's name, logo and phrase "For Official Use Only – Tax Exempt" printed on the face, and a toll-free customer service telephone number printed on the back

The Board of County Commissioners shall determine upon the advice of the County Auditor and the County Treasurer whether to contract with any one or more issuers that submit a timely proposal that meets the needs of the County. No contract should be entered by the Board until the Board through resolution adopts these or other guidelines, either of which shall be consistent with ORC 301.29(C)(1) and (2) and shall set the intent for and policy for use of the procurement cards. After such guidelines have been adopted and an issuer has been selected, a written contract will be signed between the Board and the successful bidder. The agreement will include fee schedules, processing procedures, and rights and responsibilities of both parties.

### **2. Agencies' policies.**

The Board of County Commissioners is not currently authorizing Agency cards beyond a single card which will be issued to the Budget/Grant Administrator from the County Commissioners Office and is subject to this Policy.

**3. Designation of the program contact and agency coordinators.**

The procurement card program names the Budget/Grant Administrator from the County Commissioners Office as the program coordinator. The Coordinator will be responsible for resolving disputes with merchants and reviewing and reconciling card activity for the agency's card(s). As the Coordinator is also the only cardholder, the County Administrator of the County Commissioner's Office will serve as an alternate coordinator to approve any transactions involving the Coordinator's card.

**4. Establishment of card limits.**

Individual procurement cards are subject to the following maximum limits:

- |   |          |
|---|----------|
| 1. Daily spending per card:                 | \$5,000  |
| 2. Monthly spending per card:               | \$10,000 |
| 3. Single transaction limit:                | \$5,000  |
| 4. Daily number of transactions per card:   | 10       |
| 5. Monthly number of transactions per card: | 50       |

Purchases may not be split to bypass the single transaction limit.

Through the cardholder application process, agencies will define limits for specific cardholders, not to exceed the limits established above.

**5. Designation of allowed/prohibited transactions.**

The card may be appropriately used to purchase the following:

- Subscriptions, books, video tapes
- Office supplies
- Office equipment
- Computer supplies, software, and office equipment
- Building maintenance materials and supplies
- Authorized seminar & travel expenses, including sales tax for dine in meals and lodging tax, if hotel will not accept the county's sales tax exemption
- Postage

The card may not be used to pay for the following:

- Capital equipment
- Entertainment/Recreation
- Adult publications/entertainment
- Alcoholic beverages
- Services that are 1099 eligible
- Long-distance telephone charges

- Any merchant, product, or service normally considered inappropriate by County standards
- Gratuity (tips).

ATM, cash advances, and all other cash-related transactions are strictly prohibited.

No late charges or finance charges shall be permitted as allowable expenses.

Through the cardholder application process, agencies will define allowed merchant commodity codes for specific cardholders within the parameters established above.

Any use of a procurement card outside of or inconsistent with the above defined appropriate uses will be considered an unauthorized use of the card unless the procedures outlined in ORC 301.29 are followed (ie: nature and estimate of amount of purchase are submitted and pre-approved by the Board of County Commissioners).

**6. Sales and use tax Purchases made with the County procurement card are tax-exempt.**

Except as otherwise noted elsewhere in this policy, purchases made with the County procurement card are tax-exempt. The name of the County agency and the words "tax-exempt" will be on each card.

If tax is charged inappropriately, the agency should present a tax exemption certificate to the vendor, and receive a credit for the unnecessary tax.

**7. Application for procurement card and subsequent profile changes.**

The Coordinator and alternate Coordinator will prepare the application, obtain written approval of the proposed cardholder, and forward it to the Board of County Commissioners for their approval. Consistent with sections 4 and 5 above, the application will specify monetary and transaction limits, as well as approved merchant commodity codes for the individual cardholder.

After the application is approved, the Commissioners' office will submit the application to the card issuer who will assign a card number. The card will be issued in the designated individual's name, with the appointing authority's or Board of a County Agency's name clearly indicated as the buyer on the card.

Once a card has been issued, an agency may later wish to modify the card's limits such as adding approved merchant commodity codes or raising the daily dollar limit. Any changes or updates to a cardholder's name, spending limits, or merchant commodity codes should be initiated by the Coordinator or alternate Coordinator, and submitted to the Board of County Commissioners for their approval.

**8. Cardholder acknowledgment and responsibilities.**

The cardholder is responsible for the physical custody of the card, and for maintaining confidentiality of all information relating to the card such as the account number and expiration

date. The card is not to be loaned to anyone or used by anyone except the officer or employee to whom it was issued.

A cardholder is responsible for any and all improper, fraudulent, or inappropriate use of the card. Use of a county procurement card for any use other than an authorized or permitted use allowed under ORC 309.29(B) is a violation of law for purposes of ORC 2913.21.

No late charges or finance charges shall be permitted as allowable expenses.

Individual liability is imposed for inappropriate use. Pursuant to the procedure established in ORC 301.29(G)(4), if the County Auditor determines that the cardholder has used the procurement card beyond the appropriated or authorized amount or for an inappropriate or unlawful purpose, the County Auditor shall immediately notify the Board of County Commissioners. When the Board determines that the County Treasury should be reimbursed for procurement card expenditures beyond the appropriated or authorized amount as provided in ORC 301.29 or this policy, it shall give written notice to the County Auditor, the appointing authority who authorized the card, and the cardholder. If within thirty (30) days after issuance of this written notice, the County Treasury is not reimbursed for the full amount shown on the written notice, the Prosecuting Attorney shall recover that amount from the cardholder by civil action in any court of appropriate jurisdiction.

After the card is issued, the cardholder and the agency coordinator will meet with the Auditor's office to acknowledge receipt of the card and to assure that the cardholder understands the intent of the program and agrees to adhere to the policy and guidelines established by the Commissioners as well as those established by the cardholder's appointing authority. The cardholder will be required to sign a written acknowledgment of receipt of the card and understanding of the applicable policies. The Auditor's office will retain the signed acknowledgment and will forward a copy to the appointing authority or Board of a County Agency.

## **9. Making purchases; record-keeping.**

### **a. Purchase orders.**

An encumbrance must be established for each purchase through a purchase order. The purchase order amount shall not exceed the monetary and transaction limits established for the card and projected spending. This helps ensure that expenditures do not exceed available appropriations.

### **b. Original receipts.**

When making a purchase, the cardholder shall obtain and retain the original receipt. Every effort should be made to ensure that the receipt contains the vendor's name, date of purchase, itemized description of purchase, per unit price and extended price. The cardholder will match and attach receipts to billing statements as part of the account reconciliation. A cardholder will be held personally liable for missing receipts and may be required to reimburse the county for those billed purchases for which a receipt is not or cannot be produced.

**c. Internet, telephone and fax purchases.**

Procurement cards may be used to purchase goods over email, the internet, telephone, or fax. These purchases must be evidenced by written order confirmation along with an original itemized receipt or invoice.

**i. Internet Purchases**

When using the Internet, the cardholder must make sure the web site where the card information is being placed is secure and that all account numbers are encrypted while being passed electronically. A cardholder can determine if the web site address is secure in two ways:

- a. An Internet web site is secure when the address changes from <http://www> to <https://www>. The “s” stands for secure.
- b. The symbol resembling a “lock” will appear at the bottom of the browser. The “lock” symbol signifies that the web site is secure and that all card numbers will be encrypted when passed.

Cardholders will be held responsible for all orders placed, even those with vendors that turn out not to be legitimate businesses.

The cardholder should inform the vendor that the purchase will be paid through the County procurement card and that the purchase is tax exempt. The cardholder should also ensure the vendor will comply with the requirements of items c (above), and e and f (below).

**d. Declined attempts.**

The procurement card will be declined if one of the embedded limits is exceeded, if the merchant commodity code is blocked, if the card issuer has a security concern because of a spending pattern, or, sometimes if the “bill to” address does not match the “ship to” address. The Coordinator should be notified if a purchase is denied.

**e. Agent, acceptance or service fees.**

Some companies charge an agent, acceptance or service fee in order to process a credit card charge. If the fee is disclosed upfront, the allowable dollar limit on the fee is five percent of the total bill, not to exceed \$25.00. If the fee is not disclosed upfront, the fee needs to be disputed immediately, regardless of the fee amount. If the purchase is being made on state term or countywide contract, the vendor is prohibited from charging additional fees for use of a procurement card. The Coordinator and/or Auditor’s office should be notified immediately of this breach of contract.

**f. Vendor invoices.**

The card issuer will pay the vendor and the County will pay the card issuer. Vendors should not invoice the cardholder for purchases made with the procurement card. However, the cardholder must always receive an itemized receipt or order confirmation.

**g. Purchasing log.**

Each cardholder will maintain a purchasing log. The log records the transaction date, vendor name, the merchandise purchased, dollar value of sale, how the order was placed (via Internet, phone, fax, mail or in person) and state term, countywide or individual contract number (if applicable). A separate line is required for each purchase. The receipt for each purchase must be stapled to the log to expedite reconciliation with the billing statement. The log must be reviewed and signed by a supervisor or someone designated by the appointing authority. Cardholders cannot review and authorize their own purchasing logs.

**h. Monitoring card activity.**

Certain County employees, such as the County Administrator, the County Auditor's staff, and the Coordinator will have access to view and monitor card activity. This review can occur at any time.

**i. Refunds & returns.**

The Coordinator is responsible for contacting the merchant when merchandise purchased with the Purchasing Card is not acceptable (incorrect, damaged, defective, etc.) and for arranging a return for credit or an exchange.

If merchandise is returned for credit, the Cardholder is responsible for obtaining a credit receipt from the merchant and retaining that receipt with the supporting documentation for that purchase. RECEIVING CASH OR CHECKS TO RESOLVE A CREDIT IS PROHIBITED. THE VENDOR MUST CREDIT THE ACCOUNT. If merchandise is to be exchanged, the Cardholder is responsible for returning the merchandise to the merchant and obtaining a replacement as soon as possible. Documentation showing the proper resolution of the exchange is to be retained with the supporting documentation for that purchase.

**10. Account reconciliation and payment of procurement card billing.**

Each cardholder or Coordinator will receive a statement identifying all transactions made during the billing cycle. The cardholder will reconcile the statement's accuracy against the purchasing log and receipts. Payment cannot be made until the cardholder confirms receipt of the goods or services. A quote or backorder notice is not substantive evidence of the occurrence of the transaction.

The appointing authority or their designee is responsible for reviewing the log for the appropriateness of purchases made with the card and for approving each statement for each cardholder under their supervision. The approval must be evidenced by the approver's signature. Once approved for payment, the agency must submit the original statement, purchasing log and supporting receipts to the County Auditor's office. The County Auditor will issue payment, either by warrant or electronically.

Timely completion of the reconciliation is imperative to avoid interest charges. The reconciliation process must be completed within five business days of receiving the cardholder statement. If this time frame cannot be met for any reason, the Coordinator must notify the County Auditor's office.

There may be occasions when an item on the billing statement does not match the purchasing log entry and/or retained receipt. For instance, the amount may be incorrect. Under such circumstances the inaccuracy must be investigated to attempt reconciliation.

**11. Returns, credits and dispute resolution.**

Sometimes, there is a problem with a purchased item or service. Examples include, but are not limited to, broken merchandise, the billed amount does not match the quote, the billed amount includes sales tax, the statement contains a charge not recognized by the cardholder, or the statement contains duplicate charges from a vendor. In these instances, the cardholder should try to resolve the dispute with the supplier or merchant. If the purchased item needs to be returned to the supplier for any reason, a credit should be given to the procurement card account. The Coordinator should be notified so they can verify that the credit appears on a subsequent statement. The cardholder cannot accept cash or a rain check instead of a vendor credit.

If the dispute cannot be resolved, the cardholder should contact the Auditor's office who will work with the card issuer to resolve the dispute.

**12. Late fees or finance charges.**

No late fees or finance charges shall be paid unless authorized by the Board of County Commissioners.

**13. Lost or stolen cards.**

If the card is lost or stolen, the cardholder must notify the card issuer immediately. Upon receipt of the phone call, further use of the card will be blocked. Prompt action will reduce the liability for fraudulent charges. The cardholder must confirm the phone call by written notification to the card issuer via mail or fax, with copies to the Coordinator and the County Auditor's office. The date and time of the phone report of the lost or stolen card should be included in the written notification. The Auditor's office will initiate issuance of a replacement card.

**14. Suspension or cancellation of card.**

When and if necessary, the Coordinator will initiate suspension or cancellation of the card, and will notify the Board of County Commissioners and the County Auditor that such action has been taken. Cardholders who terminate their employment or whose job duties change and no longer include purchasing must surrender the card immediately. The Coordinator will cut canceled cards in half. Cardholders on extended leave or reassignment may have their card suspended. Intentional use of the card for personal purchases or for purchases made in violation of County policy will result in immediate card cancellation.

**15. Penalties for improper use of card.**



The card is to be used only by the cardholder to pay for authorized, work-related expenses. The cardholder is not allowed to lend the card to someone else. The card may not be used to pay for personal transactions. Improper use of the card can be considered misappropriation of County funds. This may result in disciplinary action up to and including termination of employment. Improper use can result in revoking the card. In addition, the cardholder is personally liable for payment of improper purchases, and subject to criminal prosecution.

# Resolution

No. 2020-408

Board of Wayne County Commissioners  
Ron Amstutz    Rebecca S. Foster    Sue A. Smail

*Adopted:* August 26, 2020

*Subject:* Agreement Authorization with Rea & Associates, Inc. for the Comprehensive Annual Financial Report (CAFR)

It was moved by Commissioner Smail and seconded by Commissioner Amstutz that the following resolution be adopted:

Name: Rea & Associates, Inc.  
694 East Washington Street  
P.O. Box 485  
Medina, OH 44258-0485  
Phone: 330-722-8222  
Fax: 330-722-7104

Purpose: Wayne County Comprehensive Annual Financial Report (CAFR) for years ending December 31, 2020-2022 (3-year agreement)

Cost: Estimated \$42,000 for 2020, \$43,680 for 2021, and \$45,400 for 2022.

Effective Date: August 26, 2020

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Wayne County, Ohio, that:


Section 1. The Board confirms the objective and scope of engagement for Rea & Associates to prepare the annual Basic Financial Statements and related notes of the County for the Wayne County Comprehensive Annual Financial Report (CAFR) for years ending December 31, 2020-2022 which are estimated as stated above.

Section 2. The Board is hereby authorized to execute the agreement referenced above in Section 1 and any and all documents related to said agreement. Additionally, the President of the Board and the County Administrator, on behalf of the Board, are separately and individually authorized to execute the agreement referenced above in Section 1 and any and all documents related to said agreement.

The vote is as follows: Ron Amstutz yea    Rebecca S. Foster yea    Sue A. Smail yea

## CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
Diane L. Austen, Clerk

# Resolution

No. 2020-409

*Board of Wayne County Commissioners*  
*Ron Amstutz    Rebecca S. Foster    Sue A. Smail*

*Adopted:* August 26, 2020

*Subject:* **Approval of Change Order #1 to the Contract with Absolute Rehabilitation & Consulting Services, Inc. for Therapy Services to residents of the Wayne County Care Center**

It was moved by Commissioner Smail and seconded by Commissioner Amstutz that the following resolution be adopted:

Name: Absolute Rehabilitation & Consulting Services, Inc.

Purpose: **Therapy Services to residents of the Wayne County Care Center**  
Change Order #1 – Add personnel required to those listed in Schedule B of the contract due to Covid-19 Pandemic.


Item	Description	Price per Hour
7	Non-therapy related assistance provided by Physical Therapy Assistant(s)	\$30.00
8	Non-therapy related assistance provided by Occupational Therapy Assistant(s)	\$30.00

Additionally, the President of the Board and the County Administrator, on behalf of the Board, are separately and individually authorized to execute any and all necessary documents related to said change order.

The vote is as follows: Ron Amstutz yea    Rebecca S. Foster yea    Sue A. Smail yea

## CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
\_\_\_\_\_  
Diane L. Austen, Clerk

# Resolution

No. 2020-410

## Board of Wayne County Commissioners

Ron Amstutz    Rebecca S. Foster    Sue A. Smail

*Adopted:* August 26, 2020

*Subject:* Authority to Grant an Access Easement and Right of Way to Michael Goss.

It was moved by Commissioner Smail and seconded by Commissioner Amstutz that the following resolution be adopted:

WHEREAS, property owner Michael Goss owns Parcel 1 and Parcel 2, listed jointly as Parcel Number 21-00286.000; and

WHEREAS, Parcel number 21-00317.002, which is owned by the Wayne County Commissioners, is situated between Parcel 1 and Parcel 2; and

WHEREAS, Michael Goss requests the right to use as driveway/access and easement and right of way only over Commissioner's property for access to Parcel 1 or 2 from the other.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Wayne County, Ohio, that:

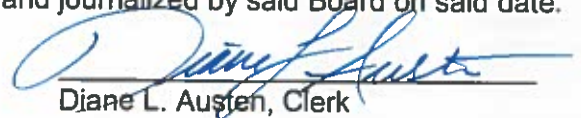
Section 1. The Board (Grantor) hereby grants an Easement and Right of Way to Michael Goss (Grantee) to provide driveway/access to Grantee's property situated in the Township of Congress, County of Wayne and State of Ohio, and being in the Northeast Corner of the Northwest Quarter of Section 1, Township 21, Range 14, being part of the land recorded in official record volume 373 page 315 of the Wayne County records.

Section 2. The Board is hereby authorized to execute the agreement referenced above in Section 1 and any and all documents related to said agreement. Additionally, the President of the Board and the County Administrator, on behalf of the Board, are separately and individually authorized to execute the agreement referenced above in Section 1 and any and all documents related to said agreement.

The vote is as follows: Ron Amstutz yea    Rebecca S. Foster yea    Sue A. Smail yea

### CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
Diane L. Austen, Clerk

# Resolution

No. 2020-411

## Board of Wayne County Commissioners

Ron Amstutz    Rebecca S. Foster    Sue A. Smail

*Adopted:* August 26, 2020

*Subject:* **Authorization of Hazard Pay for County Personnel Working in the Wayne County Care Center, Due to the COVID-19 Pandemic**

It was moved by Commissioner Smail and seconded by Commissioner Amstutz that the following resolution be adopted:

WHEREAS, Coronavirus Disease 2019 (COVID-19) is a fast-spreading respiratory virus, causing a global pandemic and catastrophic illness and death for thousands of people around the world and the United States of America; and

WHEREAS, the Board of County Commissioners of Wayne County, Ohio, per Resolution 2020-132, has declared a State of Emergency in Wayne County, Ohio due to the COVID-19 pandemic; and

WHEREAS, the Wayne County Care Center may necessitate the opening of a COVID Unit due to heightened exposure to COVID-19 when providing services to individuals who have tested positive or may test positive and require isolation; and

WHEREAS, the Board of County Commissioners of Wayne County, Ohio, are desirous of providing employees of the Wayne County Care Center with hazard pay at times when there is heightened exposure to COVID-19

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Wayne County, Ohio, that:

Section 1.    The Board hereby approves of temporary hazard pay for employees who are working directly in the Wayne County Care Center facility during periods where the COVID Unit is open.

Section 2.    The available temporary hazard pay will be as follows:

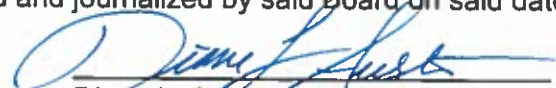
1. An additional \$5.00 per hour for employees whose shift is in the COVID Unit of the Wayne County Care Center facility.
2. An additional \$2.50 per hour for employees whose shift is outside the COVID Unit, but still at the Wayne County Care Center facility.

Section 3.    The temporary hazard pay will apply while the COVID Unit of the Wayne County Care Center is open and will cease when the COVID Unit is closed, or until the declared State of Emergency in Wayne County, Ohio due to the COVID-19 pandemic has been rescinded, whichever is earlier.

The vote is as follows: Ron Amstutz yea    Rebecca S. Foster yea    Sue A. Smail yea

### CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
Diane L. Austen, Clerk

# Resolution

No. 2020-412

*Board of Wayne County Commissioners*  
*Ron Amstutz    Rebecca S. Foster    Sue A. Smail*

*Adopted:* August 26, 2020

*Subject:* **Authority to Execute a Letter of Intent for Potential Purchase of Solar-Generated Energy and Related Electric Consulting Agreement with the County Commissioners Association of Ohio Service Corporation (CCAOSC).**

It was moved by Commissioner Smail and seconded by Commissioner Amstutz that the following resolution be adopted:

WHEREAS, the County Commissioners Association of Ohio (CCAO), through its subsidiary County Commissioners Association of Ohio Service Corporation (CCAOSC), has developed energy purchasing programs for the benefit of Ohio Counties; and

WHEREAS, CCAOSC has potential opportunities to purchase energy generated by utility scale solar facilities; and

WHEREAS, the Board has determined that the County's participation in such a program may result in cost savings for the County and its facilities, and wishes to participate in the potential opportunity.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Wayne County, Ohio, that:

Section 1.     The Board approves the Letter of Intent for potential purchase of solar-generated energy and related electric consulting with the County Commissioners Association of Ohio Service Corporation (CCAOSC).

Section 2.     The Board is hereby authorized to execute the agreement referenced above in Section 1 and any and all documents related to said agreement. Additionally, the President of the Board and the County Administrator, on behalf of the Board, are separately and individually authorized to execute the agreement referenced above in Section 1 and any and all documents related to said agreement.

The vote is as follows: Ron Amstutz yea    Rebecca S. Foster yea    Sue A. Smail yea

## CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

  
Diane L. Austen, Clerk