

Wayne County Commissioners' Agenda

- Pledge of Allegiance to the Flag
- Call to Order Regular Session of March 23, 2022
- Announcement of Commissioners in Attendance
- Approval of Agenda
- Approval of minutes from March 16, 2022 through March 22, 2022
- **Proclamation Presentation:** Bonnie Alfred's Retirement

Date	Res. #	Resolution Title
3/23	2022-154	Approval of County Bills
3/23	2022-155	Approval of County Home Bills
3/23	2022-156	Appropriation Transfer Approval
3/23	2022-157	Fund Transfer Approval
3/23	2022-158	Appropriation of Funds Authorization
3/23	2022-159	Personnel Change Approval
3/23	2022-160	Travel/Training Expense Approval
3/23	2022-161	Special Event Expense Approval
3/23	2022-162	Authorization of Acceptance of the 2022 Ohio Pet Fund Grant
3/23	2022-163	Approval of Grant Application with FAA & ODOT for Apron Repair at the Wayne County Airport (3-39-0093-027-2022)
3/23	2022-164	Approval of Vehicle Purchase from Pallotta Ford Lincoln and Authorization of Trade-in on Behalf of the Wayne County Sheriff
3/23	2022-165	Award Contract to Melway Paving Co., Inc. for 2022 Linear Grading Contract
3/23	2022-166	Award of Contracts for Various Materials and Supplies for the Wayne County Engineer - 2022 Liquid Asphalt
3/23	2022-167	Award Contract to Kokosing Construction Company, Inc. for East Lincoln Way Resurfacing (WAY-CR030A-11.18; PID 106288)
3/23	2022-168	Award Contract to Melway Paving Company, Inc. for Eastern Road and Gates Street Resurfacing (WAY-CR150-3.47 and CR209-0.00; PID 115299)
3/23	2022-169	Approval of Stantec Consulting Services Inc. Professional Service Agreement for Wayne County Hazard Mitigation Plan Update
3/23	2022-170	Authorization to Enter into an Administrative Contract with Community Action Wayne Medina for a Community Development Block Grant (CDBG) from the Ohio Dept. of Development (ODOD) [Grant No. B-F-21-1CZ (4.1)]
3/23	2022-171	Award of Contract to Issuer of Government Procurement Card Services, Contract Intent, and Guidelines under ORC 301.29(C)(3)

Resolution

No. 2022-154

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

Adopted: March 23, 2022

Subject: **Approval of County Bills**

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


Computer run dated March 22, 2022 for County Bills in the amount of \$278,671.97;
Interagency Transaction/Payment batch #7577 & 7578 in the amount of \$51,904.67; 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. 2022-155

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

Adopted: March 23, 2022

Subject: **Approval of County Home Bills**

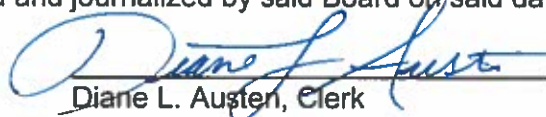
It was moved by Commissioner Foster and seconded by Commissioner Smail that the following resolution be adopted:

Computer run dated **March 22, 2022** for County Home Bills in the amount of **\$11,837.27**, Interagency Transaction/Payment **batch #7576** in the amount of **\$3,651.84**, and any Then & Now Certificates are hereby approved for payment.

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. 2022-156

Board of Wayne County Commissioners

Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: March 23, 2022

Subject: **Appropriation Transfer Approval**

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


The following appropriation amounts are to be transferred by the Wayne County Auditor.

Job & Family	To transfer appropriations where needed			
\$20,000.00	From	WIOA - DLW	H002-H21	027.0174.06.5931.000.000
	To	Work Support Local Funds	H002-H40	027.0174.06.5940.000.000

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. 2022-157

Board of Wayne County Commissioners

Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: March 23, 2022

Subject: **Fund Transfer Approval**

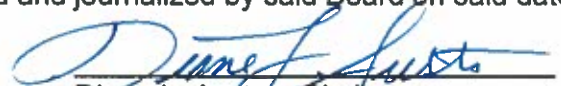
It was moved by Commissioner Foster and seconded by Commissioner Smail that the following resolution be adopted:

Department	Amount	From (Fund)	From Approp Acct	To (Fund)	To Receipt Acct
DD	\$600,000.00	Fund 33(S3) Board of DD	S003S48 Transfers 033.6300.06.6150. 000.000	Fund 106(T2) Residential Services	T002B04 Transfers In 106.6300.00.4904. 000.000
To meet match responsibilities					

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. 2022-158

Board of Wayne County Commissioners

Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: March 23, 2022

Subject: **Appropriation of Funds Authorization**

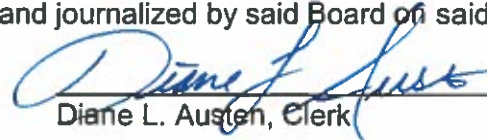
It was moved by Commissioner Foster and seconded by Commissioner Smail that the following resolution be adopted:

Board of Elections	\$79,363.00	Election Grant Expenses	T015-T11	203.2600.01.5932.000.000
To account for grant funds received from the Secretary of State for the Spring election				

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. 2022-159

Board of Wayne County Commissioners

Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: March 23, 2022

Subject: **Personnel Change Approval**

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

Department	Name	Title	Effective Date	Status Change
Care Center	Tammie Townsend	STNA	5/9/2022	New hire
Care Center	Carol Dheel	LPN	4/11/2022	New hire
Care Center	Peggy Hatten	STNA	4/11/2022	New hire
Care Center	Adrienne Trubachik	Environmental Services		Candidate never started
Dog Shelter	Steve Black	Dep. Dog Warden	3/17/2022	Resigned

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. 2022-160

Board of Wayne County Commissioners

Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: March 23, 2022

Subject: Travel/Training Expense Approval


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

Dept./Person	Where	Date	Travel	Travel (taxable)	Seminar, Conf., Mtg., etc.
Care Center					
Judy Beichler	Columbus	5/10-16/2022	274.00	0	Dementia Webinar & OHCA Conv.
Child Support					
Michael Jewell, Tara Hand, Colleen Majeski, Shayne Oehlhof, Victoria Lockhart, April Simms, Debra Boyer, Samantha Burns, Kelsey Brubaker, Elizabeth Meininger, Karen Waddell	Virtual	4/25-26/2022	525.00	0	OCDA Spring Conf.
Shayne Oehlhof	Virtual Hartville Virtual Hartville	3/21/2022 6/13/2022 9/19/2022 12/12/2022	<i>Updated locations to prev. approved travel on 2021-656</i>		OCDA Dist. Mtgs.
Clerk of Courts / Title Dept.					
Tim Neal, Greg Bolek, Lori Eggeman, Diana Charbonneau	Lewis Center	4/21/2022	0	0	OCCA Title Seminar
Common Pleas	Lewis Center	4/12/2022	125.00	0	2022 Ohio Judicial Conf. Court Technology Conf.
Olivia Boyer					
Public Defender					
Rodney Baca	Virtual	7/15-22/2022	75.00	0	17 th OH Youth Leadership Summit
Lisa Brown	Virtual	7/15-22/2022	75.00	0	17 th OH Youth Leadership Summit
Recorder					
Jane Carmichael	Dublin	4/19/2022	100.00	0	Ohio Recorder's Spring Cont. Ed.

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. 2022-161

Board of Wayne County Commissioners

Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: March 23, 2022

Subject: **Special Event Expense Approval**

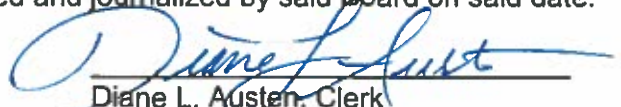
It was moved by Commissioner Foster and seconded by Commissioner Smail that the following resolution be adopted:

Department	Event/Purpose (items being purchased)	Date	Expenses Not to Exceed
Clerk of Courts	Wayne County Fair – Community Education (booth fee; recycling fee; tickets; gift basket)	9/10-15/2022	698.00
Dog Shelter	Wayne County Fair – Public Awareness (booth fee; backdrop; misc.)	9/10-15/2022	1,200.00
Engineer	Wayne County Fair – Community Education (booth fee; backdrop; tickets; printed materials)	9/10-15/2022	750.00
Juv. & Probate Ct.	Wayne County Fair – to increase public awareness (space and tent rental; 12 additional tickets)	9/10-15/2022	361.00

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. 2022-162

Board of Wayne County Commissioners

Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: March 23, 2022

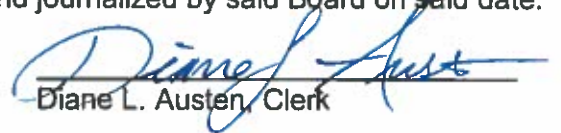
Subject: **Authorization of Acceptance of the 2022 Ohio Pet Fund Grant**

It was moved by Commissioner Foster and seconded by Commissioner Smail that authorization is hereby granted for acceptance of the 2022 Ohio Pet Fund Grant to assist with the spay/neuter program at the Wayne County Dog Shelter in the amount of \$2,500.00

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. 2022-163

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

Adopted: March 23, 2022

Subject: **Approval of Grant Application with FAA & ODOT for Apron Repair at the Wayne County Airport (3-39-0093-027-2022)**

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

WHEREAS, the Board of County Commissioners, Wayne County, Ohio (Board) proposes repair of the Wayne County Airport apron at an estimated cost of \$87,000.00 with an anticipated start date of repair to be in September 2022; and

WHEREAS, the Board desires to apply for federal grant assistance through FAA which would cover \$78,300.00 of the proposed project; and

WHEREAS, the Board desires to apply for state grant assistance through ODOT which would cover \$4,350.00 of the proposed project; and

WHEREAS, the remaining \$4,350.00 will be local county share.

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

Section 1. The Board approves Application to FAA for request of Federal Funds for Wayne County Airport apron repair with an estimated total award of \$78,300.00.

Section 2. The Board approves Application to ODOT for request of State Funds for Wayne County Airport apron repair with an estimated total award of \$4,350.00.

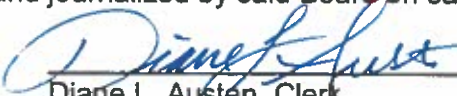
Section 3. The Board is hereby authorized to execute the applications referenced above in Section 1 & 2 and any and all documents related to said applications.

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

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. 2022-164

Board of Wayne County Commissioners

Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: March 23, 2022

Subject: **Approval of Vehicle Purchase from Pallotta Ford Lincoln and Authorization of Trade-in on Behalf of the Wayne County Sheriff**

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

WHEREAS, the Wayne County Sheriff requests purchase of 2 vehicles from Pallotta Ford Lincoln; and

WHEREAS, the Wayne County Sheriff requests trade-in of 2 vehicles to Pallotta Ford Lincoln that are no longer needed or fit for public use; and

WHEREAS, ORC 307.12(G) permits the Board of County Commissioners (Board), upon resolution that a county owned vehicle is not needed, or is unfit for public use, to sell the vehicle to the person or firm from which it proposes to purchase other vehicles for a credit against the purchase price of the other vehicles; and

WHEREAS, the Board owns the vehicles used for the benefit of the Wayne County Sheriff and the Board may enter into an agreement to purchase equipment and services at a cost of fifty thousand dollars or less per ORC 307.86.

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

Section 1. The Board, pursuant to 307.12(G), hereby finds the following vehicle(s) not to be needed or unfit for public use and approves the following purchase and trade-in allowance.

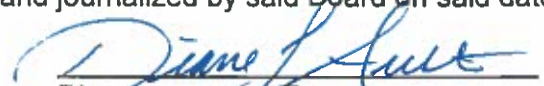
Purchase Price	Trade-in Credit	Balance after Trade-in
\$23,000.00 2019 Ford Police Responder Hybrid Sedan	(\$4,500.00) 2009 Mercury Marquis 2MEHM75V39X619645	\$19,500.00
\$19,000.00 2017 Utility Police Interceptor	(\$18,000.00) 2009 Chevrolet Suburban 1GNGK56K19R203719	

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; County Administrator; Clerk of the Board; and Kylee Terwilliger, Admin. Acct., 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. 2022-165

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

Adopted: March 23, 2022

Subject: **Award Contract to Melway Paving Co., Inc. for 2022 Linear Grading Contract**

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

Successful Bidder Name:

Melway Paving Co., Inc.
7571 State Route 83
Holmesville, OH 44633

Purpose: **2022 Linear Grading Contract - Linear grading (berm cutting) of 124.98 lane miles of County Highways in East Union, Salt Creek, and Franklin Townships**

Cost: Not to Exceed \$114,230.00

Effective Date: March 23, 2022

Unsuccessful Bidder(s):

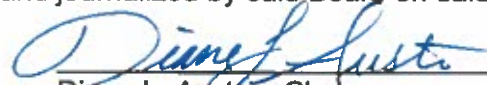
Kokosing Construction Company, Inc.
606 N. Main St.
Mansfield, OH 44902
Bid: \$158,980.00

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Wayne County, Ohio, that: The Board is hereby authorized to execute the awarded contract and any and all documents related to said awarded contract for the 2022 Linear Grading Contract not to exceed the amounts listed above to the successful bidder. Additionally, the President of the Board and the County Administrator, on behalf of the Board, are separately and individually authorized to execute the awarded contract referenced herein and any and all documents related to said awarded contract.

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. 2022-166

Board of Wayne County Commissioners

Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: March 23, 2022

Subject: **Award of Contracts for Various Materials and Supplies for the Wayne County Engineer - 2022 Liquid Asphalt**

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

WHEREAS, the Wayne County Engineer currently requires various materials and supplies in order to successfully carry out multiple functions of his office, specifically liquid asphalt; and

WHEREAS, the County Administrator, on behalf of the Board of County Commissioners of Wayne County, Ohio, advertised for, received, and opened bids for the purchase of said materials in accordance with Resolution 2022-10; and

WHEREAS, the attached tabulation lists all entities from which bids were received; and

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

Section 1. The Board hereby awards contracts for the purchase of 2021 Liquid Asphalt to the following:

Asphalt Materials, Inc. 13925 State Route 7 Marietta, Ohio 45750	Sarver Paving Co. 1208 Masters Avenue Ashland, Ohio 44805
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Section 2. That the unit pricing is identified in the Bid Tabulation, attached hereto, and identifies via color coding the primary and secondary vendors for each line item, effective as of the date of this Resolution.

Section 3. The Board hereby rejects and does not award a contract to the following:


N/A

Section 4. 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

WAYNE COUNTY COMMISSIONERS
 428 WEST LIBERTY ST
 WOOSTER OH 44691

Sarver Paving Co.
 1208 Masters Avenue
 Ashland, Ohio 44805
 P: 567-203-3997
 E: crak@sarverpaving.com

Asphalt Materials, Inc
 13925 State Route 7
 Marietta, Ohio 45750
 P: 740-374-5100
 F: 740-374-5912
 E: john.kelly@asphalt-materials.com

EXHIBIT A
 Liquid Asphalt Bid Tab

BID OPENED: March 15, 2022 @ 2:00 P.M.
 Primary Vendor

ITEM	GRADE	DESCRIPTION OF MATERIAL	PRICE PER GALLON		PRICE PER GALLON		PRICE PER GALLON	
			IF DELIVERED	IF PICKED UP	IF DELIVERED	IF PICKED UP	IF DELIVERED	IF PICKED UP
1	SEALING	AE-90G			\$2.205	\$2.09		
2	SEALING	CRS-2P			\$2.565	\$2.45		
3	SEALING	HFRS-2P						
4	SEALING	HFRS2	\$2.22	\$2.10	\$2.205	\$2.09		
5	SEALING	CRS-2			\$2.205	\$2.09		
6	SEALING	MC-30, MC-70, OR MC-250	\$3.80	\$3.65	\$3.675	\$3.50		
7	SEALING	MC-3000 OR MC-800			\$3.275	\$3.10		
8	SEALING	SS-1	\$2.22	\$2.10	\$2.265	\$2.15		
9	SEALING	TRACKLESS	\$3.50	\$3.40	\$2.365	\$2.25		
10	MIXING	AE-300G			\$2.45	\$2.30		
11	MIXING	ADDITIONAL (SPECIFY)*			\$3.775	\$3.60		
		DEMURRAGE CHARGES						
		FREE HOURS		PRICING TABLE (AFTER FREE HOURS)				
			2 HOURS	\$75.00				
					1 HOUR	\$100.00		

* Permacoat 250 Premium Patch Mix

Resolution

No. 2022-167

Board of Wayne County Commissioners

Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: March 23, 2022

Subject: Award Contract to Kokosing Construction Company, Inc. for East Lincoln Way Resurfacing (WAY-CR030A-11.18; PID 106288)

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

Name:

Kokosing Construction Company, Inc.
606 N. Main St.
Mansfield, OH 44902

Purpose: East Lincoln Way Resurfacing (WAY-CR030A-11.18; PID 106288)

Cost: Not to Exceed \$1,296,810.90

Effective Date: March 23, 2022

Unsuccessful Bidder(s):

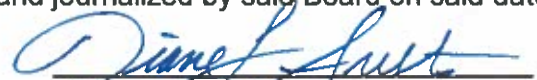
Melway Paving Co., Inc. 7571 State Route 83 Holmesville, OH 44691 Bid: \$1,335,495.85	Sarver PavingCo. 1208 Masters Ave. Ashland, OH 44805 Bid: \$1,540,702.34	Karvo Companies, Inc. 4524 Hudson Dr. Stow, OH 44224 Bid: \$1,468,000.00
Barbicas Construction Co., Inc. 124 Darrow Road, Ste. 1 Akron, OH 44305 Bid: \$1,603,172.40	Chagrin Valley Paving Inc. 17290 Munn Road Chagrin, Falls, OH 44023 Bid: \$1,493,469.00	Ronyak Paving, Inc. 14376 N. Cheshire St. Burton, OH 44021 Bid: \$1,416,459.00

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Wayne County, Ohio, that: The Board is hereby authorized to execute the awarded contract and any and all documents related to said awarded contract for the East Lincoln Way Resurfacing (WAY-CR030A-11.18; PID 106288) not to exceed \$1,296,810.90 to Kokosing Construction Company, Inc. Additionally, the President of the Board and the County Administrator, on behalf of the Board, are separately and individually authorized to execute the awarded contract referenced herein and any and all documents related to said awarded contract.

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. 2022-168

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

Adopted: March 23, 2022

Subject: **Award Contract to Melway Paving Company, Inc. for Eastern Road and Gates Street Resurfacing (WAY-CR150-3.47 and CR209-0.00; PID 115299)**

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

Name:

Melway Paving Co., Inc.
7571 State Route 83
Holmesville, OH 44691

Purpose: Eastern Road and Gates Street Resurfacing (WAY-CR150-3.47 and CR209-0.00; PID 115299)

Cost: Not to Exceed \$657,761.45

Effective Date: March 23, 2022

Unsuccessful Bidder(s):

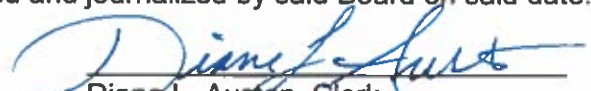
Kokosing Construction Company, Inc. 606 N. Main St. Mansfield, OH 44902 Bid: \$742,535.70	Northstar Asphalt, Inc. 7345 Sunset Strip, NW North Canton, OH 44720 Bid: \$713,606.00	Karvo Companies, Inc. 4524 Hudson Dr. Stow, OH 44224 Bid: \$778,853.20
Superior Paving & Materials Inc. 5945 Whipple Ave., NW North Canton, OH 44720 Bid: \$715,913.70	Chagrin Valley Paving Inc. 17290 Munn Road Chagrin, Falls, OH 44023 Bid: \$717,122.50	Ronyak Paving, Inc. 14376 N. Cheshire St. Burton, OH 44021 Bid: \$778,361.50
Barbicas Construction Co., Inc. 124 Darrow Road, Ste. 1 Akron, OH 44305 Bid: \$731,985.40		

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Wayne County, Ohio, that: The Board is hereby authorized to execute the awarded contract and any and all documents related to said awarded contract for the Eastern Road and Gates Street Resurfacing (WAY-CR150-3.47 and CR209-0.00; PID 115299) not to exceed \$657,761.45 to Melway Paving Company, Inc. Additionally, the President of the Board and the County Administrator, on behalf of the Board, are separately and individually authorized to execute the awarded contract referenced herein and any and all documents related to said awarded contract.

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. 2022-169

Board of Wayne County Commissioners

Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: March 23, 2022

Subject: **Approval of Stantec Consulting Services Inc. Professional Service Agreement for Wayne County Hazard Mitigation Plan Update**

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

WHEREAS, Stantec Consulting Services Inc. (Stantec), has prepared a Professional Service Agreement for Wayne County Hazard Mitigation Plan Updates, at the request of the Wayne County Emergency Management Agency; and

WHEREAS, the Service Agreement, is for services estimated to be completed by January 31, 2023 at a total cost of \$24,902.00; and

WHEREAS, the Board of County Commissioners may enter into an agreement to purchase equipment and services at a cost of fifty thousand dollars or less per ORC 307.86.

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

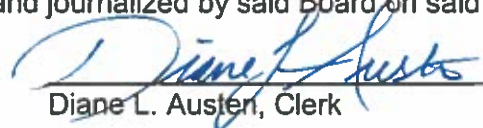
Section 1. The Board hereby accepts the Professional Service Agreement for Wayne County Hazard Mitigation Plan Updates, at the request of the Wayne County Emergency Management Agency, as prepared by Stantec Consulting Services Inc. at a cost of \$24,902.00 to be completed by January 31, 2023;

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. 2022-170

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

Adopted: March 23, 2022

Subject: **Authorization to Enter into an Administrative Contract with Community Action Wayne Medina for a Community Development Block Grant (CDBG) from the Ohio Dept. of Development (ODOD) [Grant No. B-F-21-1CZ (4.1)]**

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

WHEREAS, Wayne County has received and accepted a Community Development Block Grant (CDBG), from the Ohio Department of Development (ODOD) Office of Community Development (OCD).

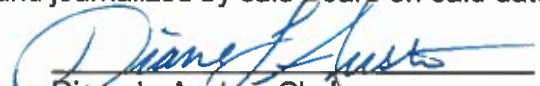
NOW, THEREFORE, BE IT RESOLVED by the Board of Wayne County Commissioners that the Administrative Contract with the following agency is hereby approved.

Community Action Wayne Medina	Transportation	\$111,200.00
	Grant No. B-F-21-1CZ (4.1)	

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. 2022-171

Board of Wayne County Commissioners

Ron Amstutz Rebecca S. Foster Sue A. Smail

Adopted: March 23, 2022

Subject: **Award of Contract to Issuer of Government Procurement Card Services, Contract Intent, and Guidelines under ORC 301.29(C)(3)**

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

WHEREAS, the Wayne County Board of Commissioners authorized the Wayne County Administrator to advertise requests for proposals in compliance of Ohio Revised Code (ORC) 301.29(C)(3) from interested parties, including the required contract provisions, for the issuance of a government procurement card purchasing program as evidenced by Resolution No. 2021-606, dated November 10, 2021; and

WHEREAS, requirements for a procurement card issuer were established the under Exhibit A of the above referenced Resolution, pursuant to ORC 301.29(C)(1); and

WHEREAS, the Wayne County Board of Commissioners determined it necessary to implement a government procurement card purchasing program for the procurement of goods for which funds have been properly appropriated; and

WHEREAS, Wayne County received timely proposals for government purchase card services from the following respondents:

Huntington National Bank 41 S. High St. Columbus, OH 43215	Elan Financial Services 901 Marquette Ave. Minneapolis, MN 55402
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WHEREAS, after review of the proposals, Huntington National Bank has been deemed the top ranked respondent for the provision of a government procurement card purchasing program.

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

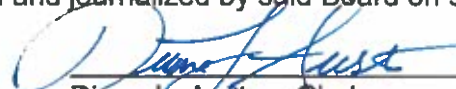
Section 1. The Board hereby awards a contract to an issuer of Government Procurement Card Services, under ORC 301.29(C)(3) to Huntington National Bank.

Section 2. The Board is hereby authorized to negotiate and execute any required agreements and documents in relation to the award as referenced above in Section 1 and any and all documents related to said agreement. Additionally, the President of the Board, on behalf of the Board, is 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 Recused

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.