

IN THE MATTER OF AUTHORIZING THE APPROVAL OF THE AUGLAIZE COUNTY CREDIT CARD POLICY.

The Board of County Commissioners of Auglaize County, Ohio met in regular session on the 14th day of December, 2023.

Commissioner Bambauer moved the adoption of the following:

RESOLUTION

WHEREAS, the Board of Auglaize County Commissioners desires to issue credit cards, and together with the Auglaize County Auditor, adopt a policy to govern the use thereof in accordance with Ohio Revised Code 301.27.

THEREFORE, BE IT RESOLVED that this Board of Commissioners of Auglaize County, Ohio does hereby approve the Credit Card Policy, which is incorporated herein and made part hereof, as though rewritten in full.

Commissioner Spencer seconded the Resolution and upon the roll being called, the vote resulted in the adoption of the Resolution as follows:

Adopted this
14th day of
December, 2023

BOARD OF COUNTY COMMISSIONERS
AUGLAIZE COUNTY, OHIO

John N Bergman, yes
John N. Bergman

Douglas A. Spencer, Yes
Douglas A. Spencer

David Bambauer, yes
David Bambauer

cc: Auditor
 County Administrator

CERTIFICATION

As duly appointed Clerk of the Board of County Commissioners, Auglaize County, Ohio, I do hereby certify that the attached is a true and correct copy of Resolution No. # 23-606 approved and passed by the Board of County Commissioners of Auglaize County, Ohio, on December 14, 2023.

Esther Leffel, Clerk
Board of County Commissioners
Auglaize County, Ohio

Dated: _____

Board of Commissioners Auglaize County, Ohio Credit Card Policy

Background

Credit cards are designed to make purchases in a manner that meets the needs of County government in an increasingly internet-based business environment. This program is an alternative to the traditional purchasing process and can significantly reduce the number of purchase orders and payments processed, eliminating paperwork and processing time. It is convenient for both the County and the vendor, and 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 301.27 permits counties to use credit cards. The Board of County Commissioners of Auglaize County ("Board"), with the advice of the Auglaize County Auditor ("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, after consulting with the County Auditor, determines will be sufficient for use of a credit card. The County Auditor shall develop internal accounting controls in consultation with the Auditor of State.

General Information

The credit card program is not intended to and shall not be used to avoid or bypass the competitive bid requirements of ORC 307.86. Further, the credit card program is not intended to avoid or bypass the appropriation of funds process, approval process, or payment process. Rather, the program complements the established and existing processes. Expenditures may not exceed appropriations under any circumstances. Billings for authorized purchases made within the limits of appropriated amounts will be paid using County funds.

In accordance with ORC 301.27(E)(1), items and/or services purchased through the credit card program are only for the official use of Auglaize County. The card can be used for in-store purchases as well as mail, e-mail, Internet, telephone and fax orders. It shall not 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.

The card program carries corporate (County) liability, not individual liability; however, **individual liability is imposed for inappropriate use**. Pursuant to the procedure established in ORC 301.27(J) if the Auditor determines that the cardholder has used the credit card beyond the appropriated or authorized amount or for an inappropriate or unlawful purpose, the Auditor shall immediately notify the Board. When the Board determines that the County Treasury should be reimbursed for credit card expenditures beyond the appropriated or authorized amount as provided in this policy or elsewhere in ORC 301.27, it shall give written notice to the 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, a referral will be made to local law enforcement to recover that amount from the cardholder by civil action in a court of competent jurisdiction.

The cardholder's personal credit history is not impacted in any way by participating in the program; however, the cardholder's personal credit may be examined by the Auditor in advance of issuing the card. Any derogatory findings, as determined by the Auditor and Board including, but not limited to, previous collections, delinquencies, or material outstanding balances, may preclude the issuance of a credit card.

Policies and Procedures

1. Definitions

- a. Agency
- b. Coordinator

2. Agency defined and requirements

Pursuant to ORC 301.27(D), 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 credit card held by that Agency to pay for any expense allowable under 301.27(E)(1), without submitting a monthly estimate of the employee's work-related expenses as permitted under ORC 301.27(F)(2).

3. Coordinator defined and requirements

Each Agency that participates in the credit card program will name a program coordinator. The Coordinator will be responsible for resolving disputes with merchants and reviewing and reconciling card activity for the Agency's card(s). The Coordinator will be designated when the application for the card is approved by the Board. If the Coordinator is also a cardholder, another employee must serve as an alternate coordinator to approve any transactions involving the Coordinator's card.

The Auditor will be the primary point of contact for the credit card program. The Auditor with the assistance of the Board, as applicable, will be responsible for the certification of funds, the ordering and distributing of cards, processing cardholder applications, limit adjustments, suspensions, cancellations, program compliance, troubleshooting problems encountered with card use or vendor authorization and following up on lost or stolen cards. The Auditor's office will provide training for department coordinators and cardholders.

4. Establishment of card limits

The maximum limit of credit exposure at any given time will not exceed \$250,000.

Individual credit cards are subject to the following maximum limits, as determined by the Board upon initial approval of the card:

Range

1. Card Limit \$500 to \$20,000
2. Daily spending per card: \$500 to \$20,000
3. Monthly spending per card: \$500 to \$20,000
4. Single transaction limit: \$20,000
5. Daily number of transactions per card: 10
6. Monthly number of transactions per card: 50

Exception: Pre-approval by the County Administrator and County Auditor, or their respective designee, is required for any purchase or use in excess of an established limit.

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

Pursuant to ORC 301.27(E)(1), credit card purchases are allowable for:

- The purchase of any work-related item
- The purchase serves a public purpose

By further example, the following is a non-exclusive list of allowable items:

- Office Supplies, furniture and equipment
- Meals, including reasonable gratuity not to exceed 20%
- Computer supplies
- Building maintenance materials and supplies
- Authorized travel expenses including sales tax for dine in meals and lodging tax, if hotel will not accept the county's sales tax exemption.
- Room Service (requires an itemized breakdown/billing)
- Fuel purchases approved as part of travel expenses
- Capital equipment with express written permission provided by the Board of County Commissioners
- Information Technology hardware, software, and technical support, as permitted by the Board and its policies
- Postage
- Recurrent subscriptions and advertising
- Items related to wards in the care of the State of Ohio
- Items allowable and used in the ordinary course of business as permitted under ORC 301.27(E)(1).

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

- Services that are 1099 eligible
- Entertainment/recreation
- Adult publications/entertainment
- Alcoholic beverages
- Any merchant, product, or service normally deemed not consistent with county policy or the Ohio Revised Code

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

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

Purchases cannot be used in any manner to circumvent competitive bidding requirements for purchases and contracts as determined by the Ohio Revised Code.

In the event an Agency does not have its own credit card, either the Commissioners' Office or Auditor's Office may make a purchase on its credit card on behalf of another Agency. The Agency must have a purchase order opened prior to any purchase being made. Additionally, this arrangement must be approved by the County Administrator prior to any purchase being made.

Any use of a credit 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 301.27(J) are followed.

6. Virtual Cards

A virtual card is a card for either one-time use or a card tied to a specific set of purchases for on-going use over a defined time period. With the approval of the County Auditor, virtual cards may be created for use in the routine payment of bills previously entered in the finance system. With the approval of the County Administrator and County Auditor, virtual cards may be created for any on-line purchases, with limits following those outlined in Section 4.

7. Sales and use tax

Except as otherwise noted elsewhere in this policy, purchases made with the County credit card are tax-exempt. The name of the County and the words "tax-exempt" should 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.

8. Application for credit card and subsequent profile changes

The Coordinator will prepare the application, obtain written approval of the proposed cardholder, approval from the Agency head or board, and forward it to the County Administrator for his/her pre-approval. Consistent with sections 4 and 5 above, the application will specify any new or modified monetary and transaction limits for the individual cardholder.

After the application is pre-approved by the County Administrator, the Auditor will review the application for compliance with program limits, may inquire of the cardholder's credit, and recommend either approval or denial to the Board.

-OR- if in the name of the Agency and not a cardholder

After the application is pre-approved by the County Administrator, the Auditor will review the application for compliance with program limits and recommend either approval or denial to the Board.

The Board will then act by resolution approving any new cards or modifications to existing cards. Upon approval by the Board, the Auditor's office will have a new card issued or act on any modifications.

9. 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.

A cardholder is responsible for any and all improper, fraudulent, or inappropriate use of the card. Use of a county credit card for any use other than an authorized or permitted use allowed under ORC 301.27(E)(1) is a violation of law for purposes of ORC 2913.21, in accordance with 301.27(K).

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

10. Making purchases; record-keeping

a. Purchase orders

An encumbrance in the name of the card issuer must be established for each card through a purchase order. The purchase order amount should be set based on 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 forward to the Auditor 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 present or cannot be produced.**

c. Email, internet, telephone and fax purchases

Credit 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.

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:

- (1) An Internet web site is secure when the address changes from <http://www> to <https://www>. The “s” stands for secure.
- (2) 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 credit 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 credit card will be declined if one of the embedded limits is exceeded, 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 and Auditor 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 credit card. The Coordinator and Auditor’s office should be notified immediately of this breach of contract.

f. Vendor invoices

The card issuer will pay the vendor and the Auditor will pay the card issuer. Vendors should not invoice the cardholder for purchases made with the credit 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 email, internet, phone, fax, mail or in person). 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

The Auditor shall serve as administrator for the credit card program with the County Administrator having similar access and approval rights. Elected officials, department heads, Coordinators, and cardholders shall have viewing access for their respective area and cards, if desired.

11. Account reconciliation and payment of credit 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 Agency head or its 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 Auditor. The County Auditor will issue payment, either by warrant or electronically, to the card issuer.

Timely completion of the reconciliation by the Coordinator is imperative to avoid interest charges and late fees. 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 Auditor.

12. 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 Coordinator or 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 credit card account. The Coordinator should be notified so they can verify that the credit appears on a subsequent statement. The cardholder cannot accept cash, rain check or house credit; credit must be returned to the card.

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

13. Late fees or finance charges

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

14. 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 Auditor. 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.

15. Suspension or cancellation of card

The Board reserves the right to cancel a cardholder account at any time. Cardholders who terminate their employment or whose job duties change and no longer include purchasing must surrender the card immediately. The Coordinator must obtain the cards and forward them to the Auditor for cancellation. 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 and may result in departmental disciplinary action. When and if necessary, the Auditor's office will initiate suspension or cancellation of the card, and will notify the Board and Agency Coordinator.

16. Penalties for improper use of card

The card is to be used by the cardholder to pay for authorized, work-related expenses. The card may not be used to pay for personal transactions. Improper use of the card can be considered misappropriation of County funds. The cardholder and/or the appointing authority may be liable for any expense improperly incurred, in accordance with 301.27(H). This may result in disciplinary action up to and including termination of employment. Improper use can result in immediate cancellation of the cardholder's account. In addition, the cardholder is personally liable for payment of improper purchases and subject to criminal prosecution. ORC 309.12, 301.29(G)(4), 2913.21

17. On-going Training and Acknowledgement

Annually, the Auditor will distribute the policies and procedures to all cardholders and coordinators. The cardholders and coordinators shall sign and acknowledge receipt of the same. The Auditor may conduct training sessions from time-to-time for both cardholders and coordinators.

APPLICATION FOR COUNTY CREDIT CARD PROGRAM

Original _____ Amended _____ Department/Office _____

Name _____ Department Coordinator _____

- Daily spending per card: _____ (not to exceed \$20,000)
- Monthly spending per card: _____ (not to exceed \$20,000)
- Single transaction limit: _____ (not to exceed \$20,000)
- Daily number of transactions per card: _____ (not to exceed 10)
- Monthly number of transactions per card: _____ (not to exceed 50)

CARDHOLDER ACKNOWLEDGEMENT

The credit card represents the County's trust in you. You are empowered as a responsible agent to safeguard County assets. Improper use of this card can be considered misappropriation of County funds. This may result in disciplinary action up to and including termination of employment and/or criminal prosecution. Your signature below verifies that you have read and understand the County and agency policies and procedures and agree to comply with all the terms and conditions of these policies as well as with all the following responsibilities.

1. I understand the card is for County-approved purchases only, and I agree not to charge personal purchases. I understand that all charges will be billed directly to and paid directly by the County. The bank cannot accept any monies from me directly. Therefore, any personal charges billed to the County could be considered misappropriation of County funds. In the event of misappropriation, I acknowledge and authorize any wrongly spent funds to be taken from my regular earnings (including any vacation, sick, or compensatory time payouts).

2. The card is issued in my name. I will not allow use of the card inconsistent with County policy. I am accountable for any and all charges against the card.

3. I consent to my personal credit report being accessed and understand that any derogatory information may preclude me from receiving a County credit card. Information found on my personal credit report will not be shared with my supervisor and will be held in confidence by the County Auditor. (Initial here)

~~OR: Strike 3 if not in the name of an individual~~

4. If the card is lost or stolen, I will immediately notify the card issuer by telephone. I will provide the card issuer written notification by mail or fax, with copies to the County Auditor and my agency coordinator.

5. As the card is County property, I understand that I am required to comply with internal control procedures designed to protect County assets. This may include being asked to produce the card to validate its existence and account number.

6. I will record all transactions on a purchasing log, attaching the related original receipts. I will receive a monthly statement listing all activity during the statement period, and will reconcile it with the purchasing log. I will resolve any discrepancies by contacting the vendor first, and then involving the County Auditor's office, when necessary. I understand that I will be personally liable for any purchases if I cannot provide the original receipt.

7. I understand the card is not provided to all employees. Assignment is based on my need to pay for work-related expenses. My card may be revoked at any time and for any reason. I understand that the card is not an entitlement, nor reflective of title or position.

8. I agree to surrender the card immediately upon termination of employment, whether voluntary or involuntary reasons, and upon retirement.

Employee Signature _____ Authorized by: _____ Agency Signature _____

Pre-Approval by: _____ County Administrator/Clerk/Designee Auditor Recommendation by: _____

Approved by Resolution Number: _____

Upon Issuance of the Card

9. I have received the credit card and a copy of the County's policies and procedures for the credit card program. I have read and fully understand the program requirements and agree to follow them. Failure to do so may result in revocation of the card or other disciplinary action, up to and including termination of employment and/or criminal prosecution.

Date: _____ Card Number _____ Employee Initials _____

Auditor's Office Initials _____

CREDIT CARD PURCHASING LOG

Agency: _____ Billing Period _____ through _____

Cardholder Name: _____ Page _____ of _____

TRANSACTION DATE	METHOD (code)	VENDOR NAME CONTACT PERSON PHONE NUMBER	DESCRIPTION OF PURCHASE or RETURN	TOTAL AMOUNT PURCHASED or (RETURNED)	DATE RECEIVED/ RETURNED	OTHER RESOLUTION #

METHOD CODES:
 S = In-Store
 P = Telephone
 I = Internet
 F = Fax
 E = Email
 M = Mail

Cardholder Signature _____
 Authorizing Signature _____

IN THE MATTER OF AUTHORIZING BUDGET ADJUSTMENTS.

The Board of County Commissioners of Auglaize County, Ohio met in regular session on the 14th of December, 2023.

Commissioner David Bambauer moved the adoption of the following:

RESOLUTION

WHEREAS, the Board has been requested to authorize budget adjustments as follows:

<u>Soil Conservation Fund:</u>			
Amount:	From:	To:	
\$ 100.00	015.0014.530800 (Advertising)	015.0014.530900 (Other Expenses)	
<u>Public Assistance Fund:</u>			
Amount:	From:	To:	
\$20,000.00	006.0008.538603 (CCMEP)	006.0008.510200 (Salary)	
\$ 5,000.00	006.0008.530700 (Travel)	006.0008.510200 (Salary)	
<u>Heritage Trails Park District Fund:</u>			
Amount:	From:	To:	
\$ 40.00	946.0946.536400 (Workers Comp)	946.0946.510200 (Salary)	
\$ 16.80	946.0946.536400 (Workers Comp)	946.0946.536700 (PERS)	
<u>23/25 CCA 2.0 (Common Pleas) Fund:</u>			
Amount:	From:	To:	
\$ 1,000.00	197.0197.530600 (Contract Services)	197.0197.531000 (Reimbursement)	

THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Auglaize County, Ohio does hereby authorize the County Auditor to complete the budget adjustments as mentioned above.

Commissioner Spencer seconded the Resolution and upon the roll being called, the vote resulted in the adoption of the Resolution as follows:

Adopted this
14th day of
December, 2023

BOARD OF COUNTY COMMISSIONERS
AUGLAIZE COUNTY, OHIO

John N. Bergman, ye
John N. Bergman

Douglas A. Spencer, ye
Douglas A. Spencer

David Bambauer, ye
David Bambauer

cc: County Auditor
 SWCD
 JFS
 HTPD
 Common Pleas Court

IN THE MATTER OF AMENDING THE ANNUAL APPROPRIATION AS REQUESTED BY THE AUGLAIZE COUNTY SHERIFF.

The Board of County Commissioners of Auglaize County, Ohio met in regular session on the 14th day of December, 2023.

Commissioner David Bambauer moved the adoption of the following:

RESOLUTION

WHEREAS, under date of January 3, 2023, the Annual Appropriation for Auglaize County was accepted, having been prepared with the 2023 Annual Amended Official Certificate of Estimated Resources which was given to the Board of County Commissioners by the County Auditor; and,

WHEREAS, County Auditor informed the Board that an amendment was made to the Annual Amended Official Certificate of Estimated Revenue for the BWC Safety Intervention Grant Fund (045) by \$30,456.75; and,

WHEREAS, Sheriff Vorhees has requested that the Board amend the 2023 Annual Appropriation to reflect the following increase:

Increase 045.0045.531000 (Reimbursement) by \$30,456.75.

THEREFORE BE IT RESOLVED that the Board of County Commissioners of Auglaize County, Ohio, does hereby order the 2023 Annual Appropriation Resolution be amended to show the changes as tabulated above.

Commissioner Spencer seconded the Resolution and upon the roll being called, the vote resulted in the adoption of the Resolution as follows:

Adopted this
14th day of
December, 2023

BOARD OF COUNTY COMMISSIONERS
AUGLAIZE COUNTY, OHIO

John N. Bergman, yes
John N. Bergman
Douglas A. Spencer, Yes
Douglas A. Spencer
David Bambauer, yes
David Bambauer

cc: County Auditor
County Administrator
Sheriff

IN THE MATTER OF APPROVING THE CONTRACT WITH ADVANCED FUEL SYSTEMS, INC. BY THE BOARD OF COUNTY COMMISSIONERS FOR THE AUGLAIZE COUNTY FUEL SYSTEM PROJECT FOR THE AUGLAIZE COUNTY HIGHWAY DEPARTMENT.

The Board of County Commissioners of Auglaize County, Ohio met in regular session on the 14th day of December, 2023.

Commissioner Bambauer moved the adoption of the following:

RESOLUTION

WHEREAS, on November 21, 2023, in Resolution #23-563, the Board of County Commissioners awarded the bid for the Auglaize county Fuel System Project to Advanced Fuel Systems, Inc. in the amount of \$218,985.00; and,

WHEREAS, a contract for said project between Advanced Fuel Systems, Inc. and the Auglaize County Board of Commissioners has been presented to the Board for execution.

THEREFORE BE IT RESOLVED that the Board of County Commissioners does hereby approve the contract between Auglaize County Board of Commissioners and Advanced Fuel Systems, Inc., as presented.

Commissioner Spencer seconded the Resolution and upon the roll being called, the vote resulted in the adoption of the Resolution as follows:

Adopted this
14th day of
December, 2023

BOARD OF COUNTY COMMISSIONERS
AUGLAIZE COUNTY, OHIO

John N. Bergman, yes
John N. Bergman

Douglas A. Spencer, yes
Douglas A. Spencer

David Bambauer, yes
David Bambauer

✓cc: County Engineer

This Agreement is made this the 14th day of December, 2023 by and between the **Auglaize County Board of Commissioners**, herein called the Owner and Advanced Fuel Systems, Inc., herein called the Contractor.

The Owner, agrees to pay the Contractor a sum of two hundred eighteen thousand, nine hundred eighty-five dollars (\$218,985.00) for the completion of the Auglaize County Fuel System Project, which includes the base bid amount and Alternate A, according to the plans, specifications, general conditions and addendums governing this project. The Contractor shall submit a performance bond, in the amount listed above, with this signed contract.

The Contractor agrees to furnish all necessary material, supplies, machinery, equipment, tools, superintendence, labor, insurance, and other accessories and services necessary to complete the above-described project. The Contractor will have 9 months following the full execution of this document to complete the project.

IN WITNESS WHEREOF, the parties to these presents have executed this contract on the date stated above.

ATTEST:

BOARD OF COUNTY COMMISSIONERS

Clerk: 



Witness: _____



Witness: _____



ATTEST:

CONTRACTOR

Clerk: _____

By: 

Witness: _____

Title: 

Advanced Fuel Systems, Inc.
841 Alton Ave.
Columbus, OH, 43219

County Commissioners' Office
Auglaize County, Ohio
December 14, 2023

NO. #23-610

**IN THE MATTER OF ACCEPTING AND APPROVING THE AMENDMENT TO THE
AUGLAIZE DEVELOPMENT FUNDS (ADF) GRANT AGREEMENT WITH JACKSON
TOWNSHIP.**

The Board of County Commissioners of Auglaize County, Ohio, met in regular session on the 14th day of December, 2023.

Commissioner Bambauer moved the adoption of the following:

RESOLUTION

WHEREAS, the Board of County Commissioners approved an ADF grant agreement in Resolution #23-240 on May 11, 2023 with the Jackson Township for \$50,000.00 for the specific needs: Township Garage; and,

WHEREAS, the deadline for such ADF grant agreement is December 31, 2023; and,

WHEREAS, in a letter dated December 12, 2023, the Jackson Township expressed difficulty in starting the construction of the building and has requested a six (6) month extension of the time-frame provided in the Agreement.

THEREFORE, BE IT RESOLVED that the Board of County Commissioners does accept and approve the amendment of the grant completion date to June 30, 2024; and,

BE IT STILL FURTHER RESOLVED, that the Board of County Commissioners does hereby authorize the President of the Board to execute said amendment.

Commissioner Spencer seconded the Resolution and upon the roll being called, the vote resulted in the adoption of the Resolution as follows:

Adopted this 14th day
of December, 2023

BOARD OF COUNTY COMMISSIONERS
AUGLAIZE COUNTY, OHIO

John N. Bergman, yes
John N. Bergman

Douglas A. Spencer, Yes
Douglas A. Spencer

David Bambauer, yes
David Bambauer

cc: County Auditor
Jackson Township

Amendment to Auglaize Development Funds Grant Agreement

Auglaize County, Ohio

Jackson Township

This Amendment to the Auglaize Development Funds Grant Agreement is entered into as of this 13 day of December 2023, by and between the Auglaize County Board of Commissioners (“*the Board*”) and Jackson Township (“*Jackson*”).

WHEREAS, the parties entered into an agreement on or about May 2, 2023, whereby the County awarded to Jackson grant funding in the amount of \$50,000.00 USD subject to the terms of such agreement (the “*Agreement*”); and

WHEREAS, under the terms of such Agreement, Jackson indicated that the funds would be expended on the follow specific needs: township garage; and

WHEREAS, in a letter dated December 12, 2023, Jackson expressed a difficulty in meeting the original expenditure deadline of December 31st, 2023; and

WHEREAS, the Board wishes to amend the Agreement to accommodate a six (6) month extension for the intended specific projects noted above.


NOW THEREFORE BE IT RESOLVED that the parties agree as follows:

1. Paragraph 5 of the Agreement is hereby modified to allow Jackson to provide proof of committed expenditures on or prior to June 30, 2024.
2. All other terms and conditions of the Agreement are hereby confirmed and ratified and there are no other amendments to the Agreement except as set forth herein.


[Remainder of Page Intentionally Left Blank]

In Witness whereof, the Board and Jackson have each caused this contract to be executed by their duly authorized officers all as of that date and year first above written.

Jackson

By: 
Name: David Daengler
Title: Fiscal Officer

Auglaize County Board of Commissioners

By: 
Name: John N. Bergman
Title: President

IN THE MATTER OF AUTHORIZING BUDGET ADJUSTMENTS TO THE 2023 APPROPRIATION BUDGETED AS REQUESTED BY THE COUNTY AUDITOR.

The Board of County Commissioners of Auglaize County, Ohio met in regular session on the 14th day of December, 2023.

Commissioner David Bambauer moved the adoption of the following:

RESOLUTION

WHEREAS, Linda Bice, County Auditor has submitted the following request to the Board of County Commissioners:

December 11, 2023
Board of County Commissioners,

After review of actual receipts verses appropriations the following expenditure line items need reduced.

ACCOUNT:	DESCRIPTION	DECREASE:
007.0037.537900	Marriage License	\$502.26
012.0012.535800	Reimbursement	\$1,031.79
017.0017.535800	Reimbursement	\$29,345.21
022.0022.531000	Reimbursement	\$1,517.68
034.0034.530900	Other Expense	\$720.27
035.0035.530603	C Service Youth	\$27,205.02
044.0044.531000	Reimbursement	\$485.00
048.0048.538100	County Payments	\$2,532.43
049.0049.536400	Workers' Comp	\$121.45
049.0049.536700	PERS	\$26.85
060.0060.510200	Salaries & Wages	\$2,077.28
077.0077.510200	Salary	\$1,785.61
080.0080.530600	Contract Services	\$3,289.22
081.0081.530600	Contract Services	\$10,316.10
081.0081.531000	Administration	\$2,296.25
088.0088.530602	Project Buckland	\$122,639.53
103.0016.530600	P7 Contract Services	\$46.04
105.0016.530600	P7 Contract Services	\$1,050.19
109.0016.530600	Contract Services	\$365.50
129.0129.540100	Principal Payment	\$1,319.35
195.0195.531000	Reimbursement	\$15,544.00
196.0196.531000	Reimbursement	\$2,036.64
240.0240.540100	Principal	\$4,414.62
249.0249.540100	Principal	\$6,452.16
400.0400.535900	Ditch Maintenance	\$56,398.09
458.0458.535900	Maintenance	\$2,630.76
503.7503.530300	Supplies	\$607.66
522.0522.535900	Contract Services	\$59,761.75
640.0640.503200	Ditch Rotary Fund	\$83.62
933.0933.510200	Salary	\$10,426.08
933.0933.510201	Medicare	\$156.44
933.0933.536400	Workers Comp	\$244.18
933.0933.536400	PERS	\$1,507.53

THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Auglaize County, Ohio does hereby authorize the County Auditor to make the appropriation budget adjustments as requested and listed above.

Commissioner Spencer seconded the Resolution and upon the roll being called, the vote resulted in the adoption of the Resolution as follows:

Adopted this
14th day of
December, 2023

BOARD OF COUNTY COMMISSIONERS
AUGLAIZE COUNTY, OHIO

John N. Bergman, ye
John N. Bergman

Douglas A. Spencer, yes
Douglas A. Spencer

David Bambauer, yes
David Bambauer

cc: County Auditor

IN THE MATTER OF AMENDING THE ANNUAL APPROPRIATION AS REQUESTED BY THE AUGLAIZE COUNTY BOARD OF ELECTIONS DIRECTOR.

The Board of County Commissioners of Auglaize County, Ohio met in regular session on the 14th day of December, 2023.

Commissioner Bambauer moved the adoption of the following:

RESOLUTION

WHEREAS, under date of January 3, 2023, the Annual Appropriation for Auglaize County was accepted, having been prepared with the 2023 Annual Amended Official Certificate of Estimated Resources which was given to the Board of County Commissioners by the County Auditor; and,

WHEREAS, County Auditor informed the Board that an amendment was made to the Annual Amended Official Certificate of Estimated Revenue for the HAVA Cyber Security 90.404 Grant Fund (039) by \$10,022.65; and,

WHEREAS, Board of Director, Michelle Wilcox, has requested that the Board amend the 2023 Annual Appropriation to reflect the following increase:

Increase 039.0039.530600 (Contract Services) by \$10,000.00.

THEREFORE BE IT RESOLVED that the Board of County Commissioners of Auglaize County, Ohio, does hereby order the 2023 Annual Appropriation Resolution be amended to show the changes as tabulated above.

Commissioner Spencer seconded the Resolution and upon the roll being called, the vote resulted in the adoption of the Resolution as follows:

Adopted this
14th day of
December, 2023

BOARD OF COUNTY COMMISSIONERS
AUGLAIZE COUNTY, OHIO

John N Bergman, yes
John N. Bergman
Douglas A. Spencer, Yes
Douglas A. Spencer
David Bambauer, yes
David Bambauer

cc: ✓ County Auditor
✓ County Administrator
✓ Bd. of Elections

County Commissioners Office
Auglaize County, Ohio
December 14, 2023

NO. #23-614

IN THE MATTER OF AUTHORIZING THE COUNTY AUDITOR TO DRAW WARRANTS FOR THEN AND NOW CERTIFICATE PAYMENTS.

The Board of County Commissioners of Auglaize County, Ohio met in regular session on the 14th day of December, 2023.

Commissioner Bambauer moved the adoption of the following:

RESOLUTION

WHEREAS, the practice of using “Then and Now Certificates” has been instituted by the County Auditor.

THEREFORE, BE IT RESOLVED that the Board of County Commissioners, Auglaize County, Ohio, the taxing authority for Auglaize County, having thirty (30) days to approve payment by resolution from receipt of “Then and Now Certificates”, does hereby approve the following:

<u>Check No.</u>	<u>Amount</u>	<u>Vendor</u>
475598	121.49	WAPAKONETA MUNICIPAL UTILITIES
475609	40000.00	ARMSTRONG AIR & SPACE MUSEUM
475636	294.58	FIRST NATIONAL BANK
475637	109.92	FIRST NATIONAL BANK
475647	16119.11	PARR PUBLIC SAFETY EQUIPMENT
475659	600.00	NOAH EICHER
475754	1749.71	ENTERPRISE FM TRUST
475766	158.38	LEAF
475769	5163.21	BEERLINE TV & SATELITE

Commissioner Spencer seconded the Resolution and upon the roll being called, the vote resulted in the adoption of the Resolution as follows:

Adopted this
14th day
December, 2023

BOARD OF COUNTY COMMISSIONERS
AUGLAIZE COUNTY, OHIO

John N. Bergman
John N. Bergman

Douglas A. Spencer
Douglas A. Spencer

David Bambauer
David Bambauer

cc: County Auditor