



# MEMO

Date: 10/11/2008

To: Jack Detty, Law Director

From: Wendy Sexton, Deputy Auditor

RE: Resolution Approving a Then and Now Certificate

Please prepare a Resolution for the next City Council meeting that approves a Then and Now Certificate for the payment of various charges to Jones Stephenson Insurance Agency. See attached for more detailed information and copies of invoices.

This should be passed as an emergency if you determine that it falls within the guidelines as being an emergency.

DISTRIBUTION	
PT. 1-WHITE - VENDOR	PT. 3-PINK - AUDITOR
PT. 2-YELLOW - FILE	

Invoice To

# CITY OF JACKSON

145 BROADWAY STREET  
JACKSON, OHIO 45310-1356

PURCHASE ORDER

NO. \_\_\_\_\_  
(APPENDIX B)

DELIVER AND  
SHIP TO  
THIS DEPT.  
AND DIVISION

NAME  
AND ADDRESS  
OF VENDOR

PURCHASE ORDER DATE \_\_\_\_\_ CONTRACT NO. \_\_\_\_\_

GUARANTEED DELIVERY DATE \_\_\_\_\_

EXCISE OR SALES TAX DO NOT APPLY TO CITY

### TERMS:

CASH DISCOUNTS WILL BE FIGURED FROM DATE  
ACCOUNTING OFFICE RECEIVES VENDOR'S INVOICE

By shipping the goods below or by acknowledging receipt of this order or by performing the work below you agree to the terms and conditions of sale which appear on the face. Any different or additional terms in your acceptance of this offer are hereby objected to.

LINE NO.	DESCRIPTION	ACCOUNT CODE	QUANTITY	UNIT PRICE	AMOUNT
001	POLICE LIABILITY INSURANCE	110-7110-5300	0.00	1.00	0.00
002	DIRECTORS LIABILITY INS	110-7705-5300	0.00	1.00	0.00
003	DIRECTORS LIABILITY INS	110-7705-5300	0.00	1.00	0.00
004	DIRECTORS LIABILITY INS	110-7720-5300	0.00	1.00	0.00
005	DIRECTORS LIABILITY INS	110-7710-5300	0.00	1.00	0.00
006	DIRECTORS LIABILITY INS	110-7740-5300	0.00	1.00	0.00
007	DIRECTORS LIABILITY INS	110-7731-5300	0.00	1.00	0.00
008	DIRECTORS LIABILITY INS	110-7110-5300	0.00	1.00	0.00
009	DIRECTORS LIABILITY INS	110-7110-5300	0.00	1.00	0.00
010	DIRECTORS LIABILITY INS	110-7110-5300	0.00	1.00	0.00

**TOTAL AMOUNT**  
NOT TO EXCEED \_\_\_\_\_

**INSTRUCTIONS TO VENDORS**

1. THIS ORDER IS NOT VALID UNLESS SIGNED BY THE CITY AUDITOR FOR AVAILABILITY OF FUNDS.
2. MAIL INVOICES IN DUPLICATE TO THE ACCOUNTS PAYABLE OFFICE.
3. DELIVERY MUST BE PREPAID TO DESTINATION SHOWN ABOVE. THE CITY WILL NOT PAY FREIGHT OR EXPRESS FEES.
4. NO CHANGE MAY BE MADE IN THIS ORDER WITHOUT WRITTEN CONSENT OF THE FINANCE DIRECTOR.

**AUDITOR'S CERTIFICATE**

It is hereby certified that the amount of \$ \_\_\_\_\_ required to meet the contract, agreement, obligation, payment of expenditure for the above, has been lawfully appropriated or authorized or directed for such purpose and is in the City Treasury or in process of collection to the credit of the \_\_\_\_\_ fund free from any obligation or certification now outstanding.

9/29/06  
DATED

*[Signature]*  
AUDITOR  
This order not valid unless City Auditor's Certificate is signed.

IMPORTANT  
PLEASE  
NOTE

THE PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, PACKING SLIPS, SHIPPING PAPERS AND ON ALL CORRESPONDENCE

BOARD OF CONTROL  
MINUTES OF MEETING  
September 27, 2006  
2:10 p.m.



Present: Shane Goodman (Mayor), Bryan Davis (Director of Public Safety) and Felicia L. Walls (Administrative Asst.)

Item Discussed:

- 1) GUARDIAN LIFE INSURANCE CO., for October 2006 Dental/Vision Insurance Premiums, to be taken from line items #110-7110-52012 (\$1,548.04), #110-7710-52012 (\$185.56), #110-7715-52012 (\$310.12), #110-7730-52012 (\$185.56), #110-7732-52012 (\$92.78), #110-7740-52012 (\$92.78), #222-7610-52012 (\$310.12), #227-7215-52012 (\$124.56), #701-7510-52012 (\$402.89), #707-7510-52012 (\$142.61), #708-7510-52012 (\$356.50), #708-7510-52012 (\$352.50), #711-7525-52012 (\$463.89), #716-7525-52012 (\$49.18), #717-7525-52012 (\$417.51), #721-7540-52012 (\$310.12), #731-7555-52012 (\$1,052.36), #736-7555-52012 (\$211.13), #750-7315-52012 (\$30.92), #760-7320-52012 (\$61.86), in the total amount of \$6,348.47. Motion to approve by Bryan; seconded by Shane; all in favor; motion carried
- 2) JONES STEPHENSON, Invoice #9488, Policy Period 6/24/06 to 6/24/07, Renewal for Directors and Officers Liab., to be taken from line item # \_\_\_\_\_, in the total amount of \$15,631.00. Motion to approve by Bryan; second by Shane; all in favor; motion carried.
- 3) AMERICAN ELECTRIC POWER, Purchase order for Training at the AEP School in Columbus, to be taken from line item #731-7555-53042, in the total amount of \$15,000.00. Motion to approve by Bryan; seconded by Shane; all in favor; motion carried.
- 4) PATHMASTER INC., Purchase order for Finishing our LED Cross Walks and Traffic Signal, replace bulbs on Main Street, to be taken from line item #731-7555-53008. Motion to approve by Bryan; seconded by Shane; all in favor; motion carried.
- 5) BUCKEYE COMMUNITY SERVICES INC., per Ord. #196-06, to Purchase property @ 166 Pearl Street for Fire Department purposes, to be taken from line item # \*\*VARIOUS\*\*, in the total amount of \$196,500.00. Motion to approve by Bryan; seconded by Shane; all in favor; motion carried.
- 6) JONES STEPHENSON, Invoice #9488, Policy Period 8/23/06 to 6/24/07, additional due to adding new Substation effective 8/23/06, to be taken from line item #405-7555-54005, in the total amount of \$8,310.00. Motion to approve by Bryan; seconded by Shane; all in favor; motion carried.

Motion to adjourn by Bryan; seconded by Shane; all in favor; motion carried. Meeting adjourned at 2:15 pm.

*Felicia L. Walls*

Felicia L. Walls

Administrative Assistant

THEN AND NOW CERTIFICATE

It is hereby certified that, pursuant to Ohio Revised Code Section 5705.41(D), that at the time of the making of such contract or order and at the time of the execution of this certificate, a sufficient sum was appropriated for the purpose of such contract and in the Treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrance.

The taxing authority has 30 days from the receipt of this certificate to approve payment by resolution; otherwise this certificate becomes null and void and there is no legal liability on the part of the City or the taxing authority

Date of Certificate: 10-2-06

Warrant # \_\_\_\_\_

Line Item # 405-4555-54005

PO # 69539

Invoice # 9488

Invoice Date 9-21

Amount \$ 8,310-

Vendor Name Jones-Stephenson Bus. Agency

Resolution # \_\_\_\_\_

Date & Page In City Council Minutes \_\_\_\_\_

\_\_\_\_\_  
City Auditor

\_\_\_\_\_  
Date Certified



Jones-Stephenson Insurance Agency

P.O. Box 450

179 Portsmouth Street

Jackson, OH 45401

740/286-2301

# Invoice

Invoice #	Invoice #
9/21/2006	9483

Bill To
City of Jackson Memorial Building Jackson, Ohio 45640



Policy Number
CPP 5555340...

Co No.	Policy Period	Cl & Tr	Description	Premium Chg	Balance
Cincinnati	8/23/2006 6/24/2007	165	Personal Package - Endorsement  ADDITIONAL DUE TO ADDING NEW SUB STATION EFFECTIVE 08/23/06.	\$8,310.00	\$8,310.00
<b>Total</b>					<b>\$8,310.00</b>

--

Premiums due and payable on effective date of policy.