

RESOLUTION 2026-08-17-002

A RESOLUTION AUTHORIZING THE ESTABLISHMENT OF AN AMAZON BUSINESS ACCOUNT, AND DECLARING AN EMERGENCY.

WHEREAS, The Village of Wayne Lakes hereby authorizes the establishment of an Amazon Business Account to facilitate procurement of municipal supplies, equipment, and materials necessary for village operations, administration, and public services.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF WAYNE LAKES, DARKE COUNTY, OHIO:

Section 1. The **Fiscal Officer** is hereby directed and authorized to create, administer, and maintain the Village's Amazon Business Account using official Village contact information, billing credentials, and procurement procedures.

Section 2. The Village Council hereby approves the purchase of an Amazon Business Prime membership at the current annual rate of \$179, or any future annual rate established by Amazon, for the purpose of obtaining enhanced purchasing, shipping, and administrative benefits. Payment of the annual membership fee shall be coded to the appropriate administrative expenditure line item.

Section 3. The Fiscal Officer shall facilitate the setup and verification of the Village's tax-exempt status within the Amazon Business platform to ensure that eligible purchases are processed without sales tax, in accordance with Ohio law and Village financial procedures.

Section 4. The following individuals are designated as Authorized Users permitted to access the Village's Amazon Business Account for procurement purposes:

- **Fiscal Officer** – Authorized to manage account settings, approve purchases, oversee payment methods, maintain tax-exempt documentation, and ensure compliance with procurement policies.
- **Community Building, Facilities, and Utilities Supervisor** – Authorized to place orders for maintenance, repair, and operational supplies within approved budget limits.
- **Mayor and Village Administrator** – Authorized to review purchase activity and approve expenditures exceeding departmental thresholds.

Additional authorized users may be added or removed by written directive of the Fiscal Officer with concurrence of the Mayor.

Section 5. All purchases made through the Amazon Business Account shall comply with:

- Village procurement policies
- Budgetary appropriations
- Audit and record-keeping requirements
- Purchasing limits established by Council

The Fiscal Officer shall maintain documentation of all transactions and ensure proper UAN coding and retention of receipts.

Section 6. The Fiscal Officer shall ensure:

- Proper password and access controls
- Removal of access for departing employees
- Annual review of authorized users
- Compliance with internal controls and audit standards

This Resolution is declared to be an emergency measure necessary for the immediate preservation of the health, safety, and welfare of the Village. Therefore, this Resolution shall take effect and be in full force immediately upon its adoption.

Passed by the Village Council of Wayne Lakes, Darke County, Ohio, on the 17 day of August, 2026.

Ginade Clark

Mayor

John W. Wathen

Fiscal Officer