

ORDINANCE NO. 2026-04

**ORDINANCE APPROVING AUDITOR OF STATE UNIFORM  
ACCOUNTING NETWORK PARTICIPATION AGREEMENT IN  
AN AMOUNT NOT TO EXCEED \$5,000.00, AUTHORIZING THE  
MAYOR AND FISCAL OFFICER TO EXECUTE THE  
AGREEMENT ON BEHALF OF THE VILLAGE, AUTHORIZING  
THE FISCAL OFFICER TO EXECUTE THE AUTHORIZED USER  
AGREEMENT AS PART OF THE AGREEMENT, AUTHORIZING  
THE FISCAL OFFICER TO SELECT A DESIGNEE,  
AUTHORIZING THE DESIGNEE TO EXECUTE THE  
AUTHORIZED DESIGNEE USER AGREEMENT TO  
THE AGREEMENT, AND DECLARING AN EMERGENCY.**

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**WHEREAS**, Council desires to obtain an updated financing software program, that includes hardware, for the Village; and

**WHEREAS**, the Auditor of State ("AOS") offers a financing software program, with hardware, for local governments called the Uniform Accounting Network ("UAN") pursuant to terms and conditions of a participation agreement with the AOS; and

**WHEREAS**, Council desires to enter into the participation agreement with the AOS for the UAN.; and

BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BELLAIRE,  
COUNTY OF BELMONT, STATE OF OHIO:

SECTION 1: The Auditor of State Uniform Accounting Network Participation Agreement (the "Agreement"), attached hereto and incorporated herein by reference as Attachment 1, between the AOS and the Village for the UAN pursuant to the terms of the Agreement, in an amount not to exceed \$5,000.00, is hereby approved.

SECTION 2: The Mayor and Fiscal Officer are hereby authorized to execute the Agreement on behalf of the Village and are authorized to take all necessary and other action in accordance with Agreement.

SECTION 3: The Fiscal Officer is hereby authorized to execute the Authorized User Agreement.

SECTION 4: The Fiscal Officer is hereby authorized to select a designee to be an authorized user of the UAN and if selected, the designee is hereby authorized to execute the Authorized Designee User Agreement.

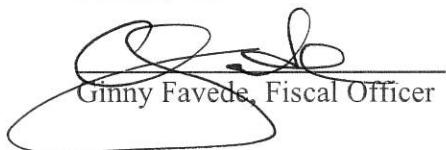
SECTION 5: That all other Ordinances or Resolutions, or portions thereof, which are in conflict with this Ordinance are hereby repealed.

SECTION 6: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including section 121.22 of the Ohio Revised Code.

SECTION 7: That Council hereby declares this Ordinance to be an emergency measure necessary for the preservation of the public peace, health, and safety of the citizens of the village, and for the further reason that it is of great importance to immediately provide for the proper and usual daily operation of the government of the village.

SECTION 8: That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

**ATTESTED:**



Ginny Favede, Fiscal Officer

Date: 2.5.2024



Robert P. Dondrill, Sr., Mayor

Date: 2/5/24

**CERTIFICATE OF POSTING**

I, Marytha Long, Clerk of Council, do hereby certify that the foregoing Ordinance was published by posting the same in five (5) public places within the Village of Bellaire, Ohio as provided by Ordinance No 1229, for a period of not less than fifteen (15) days, said Ordinance having been first posted on 02/11/24.

**TRAVELING CLERK CONTRACT BETWEEN  
VILLAGE OF BELLAIRE IN BELMONT COUNTY, OHIO  
AND MELANIE SMITH**

This Traveling Clerk Contract is made this 5th day of the month of February 2026, between Village of Bellaire in Belmont County, Ohio, hereafter referred to as the Village and Melanie Smith hereafter referred to as the Traveling Clerk.

WHEREAS: The Village and Melanie Smith wish to set forth the terms and conditions upon which the Village will employ Melanie Smith as the Traveling Clerk to help with the State Auditor UAN system for Village use; and  
WHEREAS: The parties wish to memorialize their intent within this agreement and intend that this Agreement represents the parties entire understanding of the terms and conditions of the Village and the Traveling Clerk's duties; and

WHEREAS: parties intend that this Contract supersede all prior contract or agreements between the parties.

NOW THEREFORE: The Village and the Traveling Clerk, in consideration of their mutual covenants contained herein, and other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged by the parties, the parties agree as follows:

SECTION 1: Effective February 5, 2026, Melanie Smith shall perform such services consistently with the Traveling Clerk's responsibilities to assist in balancing data for bank reconciliation requirements, assist in completing required postings, assist in correcting locating discrepancies, reconciling bank to UAN, and assist in providing required reports to the Mayor and Council from the UAN System.

SECTION 2: That effective February 5, 2026, the Village shall pay Melanie Smith, Traveling Clerk Forty-Five Dollars (\$45.00) per hour which includes travel time from Zanesville, Ohio to the Village and return to Zanesville. Mileage at a rate of 65 cents per mile.

SECTION 3: The Traveling Clerk, Melanie Smith, shall devote such time and energies as are necessary to perform the duties, however, it is expressly agreed that the duties of this position will require the Traveling Clerk to work a flexible schedule and work during times other than normal business hours.

SECTION 4: The parties agree that this contract shall be effective from February 5, 2026 through December 31, 2026 or when work is completed if prior to that date. An extension of this contract can be agreed upon on a month-to-month basis if both parties agree.

SECTION 7: The parties agree that this contract is made under the laws of the State of Ohio.

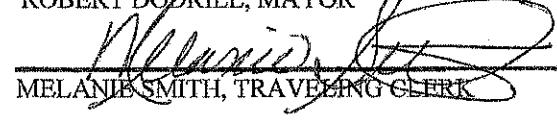
SECTION 8: This agreement shall constitute the entire contract of the parties hereto. This contract cannot be changed or modified, unless done so in writing and signed by the parties.

IN WITNESS WHEREOF, The Village and the Traveling Clerk have made and executed the contract as of the day, month and year above written by the undersigned.

**VILLAGE OF BELLAIRE, BELMONT COUNTY, OHIO:**

  
ROBERT DODRILL, MAYOR

0/5/26  
DATE

  
MELANIE SMITH, TRAVELING CLERK

2/5/26  
DATE