

**COUNCIL MEETING
AGENDA
April 20, 2015
8:00 PM
BLUFFTON TOWN HALL**

MINUTES April 6, 2015

BILLS

DICK BOEHR- SHANNON CEMETERY PROJECT UPDATE

BLUFFTON CENTER FOR ENTREPRENEURS- FRED STEINER

ADMINISTRATOR'S REPORT

SAFETY

MEETING DATES

April 20, 2015	Insurance Committee	7:30 PM
April 20, 2015	Council	8:00 PM
May 4, 2015	Council (scheduled to be held at Bluffton Airport)	8:00 PM

Mayor Augsburg presiding. Messrs: Burrell, Collier, Sehlhorst, Steiner, Talavinia, and Warren present.

Mr. Sehlhorst moved, seconded by Mr. Collier to approve the minutes of the regular council meeting held on March 16, 2015. Roll Call: Yes (4) Messrs: Sehlhorst, Collier, Steiner, and Warren. Messrs: Burrell and Talavinia abstained, motion approved.

Mr. Collier moved, seconded by Mr. Sehlhorst to approve the bills as presented. Total non-payroll of \$128,080.45 and payroll of \$35,884.26. Roll Call: Yes (6) Messrs: Collier, Sehlhorst, Burrell, Steiner, Talavinia, and Warren. No (0), motion approved.

Mr. Steiner moved, seconded by Mr. Collier to suspend the rules. Roll Call: Yes (6) Messrs: Steiner, Collier, Burrell, Sehlhorst, Talavinia, and Warren. No (0), motion approved.

Mr. Sehlhorst moved, seconded by Mr. Steiner to approve the second reading of Ordinance No. 05-15: AN ORDINANCE REPAYING MONIES ADVANCED TO THE WATER/SEWER IMPROVEMENT FUND TO COVER THE EXPENSES ASSOCIATED WITH THE CURRENT WATERLINE PROJECT AND DECLARING AN EMERGENCY. Roll Call: Yes (6) Messrs: Sehlhorst, Steiner, Burrell, Collier, Talavinia, and Warren. No (0), motion approved.

Mr. Sehlhorst moved seconded by Mr. Steiner to approve the first reading of Ordinance NO. 06-15: AN ORDINANCE TO VACATE AN ALLEY AS REQUESTED BY STEVE AND ALLISON MITTENDORF AND ANDY AND DANIELLE ALTHAUS. After considerable discussion, Mr. Steiner moved, seconded by Mr. Warren to table the ordinance for sixty (60) days. Roll Call: Yes (4) Messrs: Steiner, Warren, Burrell, and Talavinia. No (2) Messrs: Collier and Sehlhorst. Motion approved to table the ordinance for 60 days.

The Fiscal Officer announced the following meetings:

April 16, 2015	Airport Advisory Commission	7:30 PM
April 20, 2015	Council	8:00 PM
July 9, 2015	Streets and Alleys/ Pathway Board	12:00 PM

Mr. Burrell moved, seconded by Mr. Talavinia to approve Bob Badertscher (\$10.17/hr) and Ken Von Lehmden (\$8.63/hr) as part-time seasonal service department employees, effective April 7, 2015. Roll Call: Yes (6) Messrs: Burrell, Talavinia, Collier, Sehlhorst, Steiner, and Warren. No (0), motion approved.

Mr. Warren moved, seconded by Mr. Steiner to approve the 2015 Street Maintenance Program as presented. Roll Call: Yes (6) Messrs: Warren, Steiner, Burrell, Collier, Sehlhorst, and Talavinia. No (0), motion approved.

Mr. Sehlhorst moved, seconded by Mr. Warren to add Resolution No. 06-15: A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH BLUFFTON UNIVERSITY TO ALLOW BLUFFTON UNIVERSITY'S NAME AND LOGO TO BE PAINTED ON THE EAST WATER TOWER OF THE VILLAGE AND DECLARING AN EMERGENCY. Roll Call: Yes (5) Messrs: Sehlhorst, Warren, Burrell, Collier, and Steiner. No (0). Mr. Talavinia abstained, motion approved.

Mr. Steiner moved, seconded by Mr. Warren to suspend the rules. Roll Call: Yes (5) Messrs: Steiner, Warren, Burrell, Collier, and Sehlhorst. No (0). Mr. Talavinia abstained, motion approved.

Mr. Sehlhorst moved, seconded by Mr. Collier to approve the first reading of Resolution No. 06-15: A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH BLUFFTON UNIVERSITY TO ALLOW BLUFFTON UNIVERSITY'S NAME AND LOGO TO BE PAINTED ON THE EAST WATER TOWER OF THE VILLAGE AND DECLARING AN EMERGENCY. Roll Call: Yes (5) Messrs: Sehlhorst, Collier, Burrell, Steiner, and Warren. No (0). Mr. Talavinia abstained, motion approved.

Mr. Sehlhorst moved, seconded by Mr. Collier to enter into executive session for the discussion of contracts (Council and Mayor only). Roll Call: Yes (6) Messrs: Sehlhorst, Collier, Burrell, Steiner, Talavinia, and Warren. No (0), motion approved.

Mr. Sehlhorst moved, seconded by Mr. Steiner to exit from executive session and return to regular session. Yes (6) Messrs: Sehlhorst, Steiner, Burrell, Collier, Talavinia, and Warren. No (0), motion approved. No action taken.

Mr. Burrell moved to adjourn.

MAYOR

FISCAL OFFICER

Village of Bluffton
Bills to be paid
4/20/2015

PAYROLL:

Village	\$	38,884.90
Fire & Rescue	\$	3,494.42
TOTAL PAYROLL	\$	42,379.32

NON-PAYROLL:

All Terra	Snow Removal	\$	2,675.00
Allen Co EMA	Meter Gas- Fire Dept	\$	389.60
Alloway	Lab Analysis	\$	75.00
Apollo	CPR Cards	\$	635.00
Bluffton Flying Service	Management Fee	\$	5,000.00
Buckeye Pumps	Hunters Run Lift Station Parts	\$	3,190.61
CT Consultants	West Side Interceptor Design	\$	2,247.00
Culligan	Bottled Water- EMS	\$	11.00
Emergency Services Marketing	Year 2 Subscription (I AM Responding)	\$	650.00
Findlay Implement	Repair of Skid Steer	\$	200.00
Reineke Family Tire	596- Headlights	\$	57.74
Gary's Repair	Bar Oil, Saber Premix	\$	43.50
Great Lakes Billing	EMS Run Collection Fees	\$	1,006.01
Guth Labs	BAC Solution	\$	32.14
Hancock- Wood	Electricity	\$	246.16
M & R Plumbing	Drain Cleaner, Repair Parts	\$	55.65
NWOHio Security	Reprogram Dialer	\$	427.50
AEP	Electricity	\$	1,725.77
Village of Ottawa	Water Usage	\$	48,753.90
Perry Corp	Computer/ Copier Back-up	\$	388.70
Ohio Police & Fire Pension	March Employer Share	\$	5,243.43
Safeguard	Accts Payable Checks	\$	252.35
Shell	Gasoline	\$	1,265.63
Staples- Business	Printer, Janitorial Supplies	\$	190.63
Staples- Regular	Laptop & Software	\$	749.98
United Fire Apparatus	Hose Assembly	\$	93.50
Verizon	Service Dept Cell Phone	\$	56.41

Total Non-Payroll	\$	75,662.21
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Mayor/ Council President

X: Then and Now Approved by Council
A: Addition to list

**To: Mayor Augsburger
Council Members**

Projects

Beaverdam Contracting is in the process of wrapping up both the Garmatter and Kibler Street projects. On Garmatter, all of the water services are connected to the new main line. Additionally, the section of sanitary line has been installed and all service taps completed. They are in the process of prepping for concrete and asphalt on the project as they continue to clean up. Hopefully, by the end of today (Friday) all of the water services on the Kibler Street project will be transferred to the new main line. The next step will be to prep for concrete and asphalt.

Water Tower Painting

Utility Service Group has completed the initial coating on the East Water Tower, which is why it no longer says BLUFFTON, unless you look real hard. If the weather cooperates, the goal is to be able to site the logo placement sometime next week as that project continues.

Spring Cleanup

The Annual Spring Clean-up has been scheduled for May 16th-25th. The dumpsters are scheduled to be delivered on Friday, May 15th and be changed out as needed before being removed on Tuesday, May 26th. Items that may not be disposed of in the dumpsters include hazardous materials (motor oil, paint, etc.), vehicle batteries, and tires. Appliances that use Freon, such as refrigerators, will not be accepted unless it is certified that the Freon has been legally removed and disposed of. The use of the dumpsters is reserved for Village residents only. Village employees may randomly verify that individuals utilizing the dumpsters are residents of the Village.

Shannon Cemetery Project

Dick Boehr is on the agenda for Monday evening's Council meeting and will provide an update on the work at the Shannon Cemetery.

BCE Request

Fred Steiner requested to be on the agenda for Monday evening's Council meeting to discuss the Bluffton Center for Entrepreneurs. Attached to this report is information that he has provided for the Mayor and Council.

Hydrant Flushing

The semi-annual hydrant flushing is scheduled to begin on Monday, April 20th.

Alley Dressing

The Service Department has started dressing stone alleys throughout town. The ability to do so is somewhat dependent on both weather conditions and ground moisture levels. If you know of an alley that needs attention, feel free to let us know.

Mulch

The grinding of the brush dump is complete and mulch is available to Village residents. Village employees may randomly verify that individuals loading mulch are residents of the Village or that the mulch is being loaded to be used by a Village resident. Village employees will not load unidentified trailers that are left at the brush dump.

Bluffton Center for Entrepreneurs
154 N. Main St., (Bluffton town hall)
P.O. Box 142, Bluffton, Ohio 45817
419-369-2985, ext. 118 • www.blufftonentrepreneurs.com
blufftonce@gmail.com

Our Story

In 2005, the Village of Bluffton sponsored a Visioning Study designed to gauge why residents appreciated living in Bluffton and how they would like to see the community develop. The results of the survey were overwhelming. Survey takers loved the small town lifestyle Bluffton offered and they wanted to see the village grow. However, there were legitimate concerns about the number of quality career opportunities available in the area for young people. Residents were also concerned about Bluffton's relative dependence on the automotive industry since the town's major employers include three automotive manufacturers.

Ropp Triplett, a long-time Bluffton entrepreneur, and Richard McGarrity, a retired financial executive, began to generate interest in a business incubator – a network of local resources designed to encourage new entrepreneurs. Their efforts led to offers of support from various members of the community, and the Bluffton Center for Entrepreneurs was finally incorporated in the summer of 2007.

Our Vision

Create 300 new jobs in the next 10 years.

Our Mission

The mission of the Bluffton Center for Entrepreneurs (BCE) is to provide resources – financial, intellectual, and technological – in partnership with local educators and business leaders that will facilitate and nurture growth of new and developing enterprises. Moreover, the center will ultimately enhance the greater Bluffton area, not only through job growth, but also by being a visible and sustainable sponsor and promoter of innovation that will continuously attract new entrepreneurs to the area.

Relationship with Bluffton Area Chamber of Commerce

The two organizations are closely affiliated. Very few communities our size in Ohio have two organizations working together with similar goals. The chamber and BCE share office space, post office box, phone number and director.

Bluffton Center for Entrepreneurs

PO Box 142 • 154 N. Main St., (Town Hall)

Bluffton, OH 45817 • 419-369-2985, ext 118

blufftonce@gmail.com • www.blufftonentrepreneurs.com

April 14, 2015

**Members of Bluffton village council
and Judy Augsburger, mayor**

Bluffton Center for Entrepreneurs (BCE) is a six-year-old non-profit organization whose purpose is to encourage business growth in Bluffton and to create jobs in the community.

We sponsor an annual business plan competition, which provides \$6,000 in business start-up funds as prize money. The money is provided to us by sponsoring businesses.

This year's competition is completed. Six persons from the community, who have ideas for launching new businesses, participated for six weeks in weekly two-hour classes held in the town hall for in this competition. Kathy Keller of Rhodes State College Small Business Administration, led the sessions.

BCE has replaced the Bluffton Community Improvement Corp. (CIC), as the community arm for assisting in business development in Bluffton. We do this in tandem with the Village of Bluffton. We are 501 (c) 3 organization, which means we are able to accept tax-deductible donations for individuals and businesses to assist in our work.

We share an office with the Bluffton Area Chamber of Commerce in the town hall and work directly with the chamber, in addition to the village, in our efforts to encourage business development.

The Village of Bluffton has supported BCE each year of our existence. Your support is crucial to our work. We would like to request the village support us with a \$5,000 allocation in 2015. This is the same amount the village has supported us in past years.

As BCE director, I'm happy to answer any questions you may have.

Sincerely,



Fred Steiner, director
Bluffton Center for Entrepreneurs

Our mission statement: *The mission of BCE is to provide resources - financial, intellectual and technological - in partnership with Bluffton University and business leaders that will facilitate and nurture growth of new and developing enterprises.*

BLUFFTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

SUBJECT: UNIFORMS

**NO. 2.09
PAGE 1 OF 5**

PURPOSE: The purpose of this policy is to ensure that officers of the police department reflect a uniform and professional image readily identifiable to the citizens of the Village of Bluffton, Ohio.

POLICY: It is the policy of the Bluffton Police Department that all uniformed personnel report for duty in proper uniforms as prescribed by the Chief of Police.

PROCEDURE:

- A. Uniforms prescribed and issued by the Chief of Police or purchased by the Village remain the property of the Village of Bluffton, Ohio.
 - 1. Uniforms shall be kept clean, neatly pressed, and in good repair.
 - 2. Uniforms in disrepair due to normal wear and tear or in the course of employment (e.g., frayed button holes, seams or collar ends, lost buttons, holes, etc.) shall be brought to the attention of police administration for the item to be repaired or replaced following standard purchase order procedures.
- B. The change from winter to summer uniforms shall be at the direction of the Chief of Police.
 - 1. White crew neck undershirts shall be worn under all uniform shirts.
 - 2. Sleeves on long-sleeve shirts shall be buttoned and shall not be rolled up.
- C. Civilian clothing shall not be worn with any part of the official uniform and no part of the official uniform shall be worn as civilian attire.

1. Jewelry, eyeglasses, and sunglasses worn while in uniform shall be inconspicuous, conservative, and in good taste.
2. Necklaces shall not be worn outside the uniform shirt.
3. Earrings are prohibited for all officers while in uniform.
4. Not more than one (1) ring shall be worn on either hand and rings shall not be of a size that hinders, obstructs, or otherwise interferes with an officer's ability to perform law enforcement duties (to include delivery of medical first aid care).
5. Collar brass and/or other badges or insignia shall be kept polished and clean. Only those items issued or approved by the Chief of Police shall be worn with the uniform as prescribed below:
 - a. Left Breast Pocket
 - (1) Marksmanship Badge - Centered 1/8 inch above the top pocket seam.
 - (2) The breast shield (badge) - Centered 1/8 inch above the marksmanship badge.
 - (3) No more than two (2) ink pens or a matching handcuff key should be worn in the pocket. The pens/key color should match the insignia brass colors (i.e., gold for lieutenants and higher ranks and silver for patrol officers).

b. Right Breast Pocket

- (1) 5 Year Service Stars - Centered and spaced evenly between the top of the button hole and the top of the upper pocket seam. (Service stars shall match the color of the officer's rank insignia.)
- (2) Name Tag - Centered 1/8 inch above the upper pocket seam. (Name tags shall match the color of the officer's rank insignia and should include the first name and surname of the officer.)
- (3) Whistle Chain (optional) - Attached at the right shoulder epaulet button, ending in the right pocket from the right side. (The item should match the color of the officer's rank insignia.)

c. Collar Brass/Insignia

- (1) The police insignia shall be worn one (1) inch from the top of the collar, parallel to the top, one (1) inch from the front edge of the collar.
- (2) All collar brass should match the color of the officer's rank insignia.

6. All leather, snaps, and buckles shall be kept shined and in good repair.

7. Only black footwear shall be worn and such footwear shall be kept in good condition.

- a. Navy blue or black socks shall be worn when low-cut oxford style shoes are worn.

8. All officers shall have the official police hat readily available. The hat shall be worn at the discretion of the Chief of Police.
- D. Supervisors shall conduct periodic inspections to ensure officers project a professional image and are properly maintaining uniforms and equipment.
- E. Officers who are issued soft body armor shall wear the ballistic vest under or over the uniform shirt when on duty. Officers normally assigned to office duties may choose not to wear body armor during the performance of such duties.
- If an employee resigns within three (3) years, and desires to keep the vest, the employee will be responsible for reimbursing the Village for his ballistic vest according to the following scale:

<u>Resigns Within</u>	<u>Reimbursed to the Village</u>
1 year	100%
2 years	75%
3 years	50%

- F. Employees who are part-time will be issued the following uniform:
1. (1) short-sleeved uniform shirt
 2. (1) long-sleeved uniform shirt
 3. (1) pant
 4. (1) Summer and (1) Winter uniform hat
 5. Necessary defensive equipment and carriers

6. (1) Ballistic vest with carrier for external and undercover carry.
 7. (1) Winter jacket
 8. Dress / Class A uniform coat as deemed necessary by the Chief of Police
- G. Full-time employees shall be able to purchase, from an approved vendor, one pair of shoes/boots annually for a price not to exceed \$125.00, and shall have the appropriate federal and state income tax withheld for the purchase of the shoes as a taxable fringe benefit.
- H. Department award ribbons/commendations may be awarded and are to be worn on the dress / Class A uniform coat.
- I. Unless otherwise directed by the Chief of Police, all tattoos shall be covered by the uniform of the day.

BY ORDER OF THE CHIEF OF POLICE _____ DATE _____