

**Village of Bluffton Council Meeting Agenda**  
**Bluffton Town Hall, 3<sup>rd</sup> Floor**  
**154 North Main Street, Bluffton**  
**February 13, 2017**  
**8:00 PM**

**Opening Ceremonies**

Call to Order  
Pledge of Allegiance

**Minutes**

Approval of the minutes for the Bluffton Village Council meeting held on Monday, January 23, 2017.

**Bills**

**Legislation**

**Resolution No. 06-17            1st Reading**

A resolution authorizing routine purchasing for the Village of Bluffton pending the appointment of a village administrator.

**Bluffton Center for Entrepreneurs Update**

**Administrator's Report**

**Safety Services**

**Committee Reports**

Street and Alleys 02-02-17 – Meeting minutes attached  
Personnel 02-13-17

**Schedule Committee Meetings**

Streets and Alleys –  
Utilities -

**Public Comment**

**Meeting Dates (meetings held at the Town Hall unless otherwise noted)**

Lima Allen County Regional Planning Informational Session for Council, Mayor, and Assistant to the Administrator – Thursday, February 16<sup>th</sup> at 6pm

Airport Commission – Thursday, February 16<sup>th</sup> at 7:45pm at the Dottie Anderson Terminal

Council Meeting – Monday, February 27<sup>th</sup> at 8:00pm

**Adjournment – Motion and Second**

January 23, 2017

Mayor Augsburg presiding. Messrs: Burrell, Johnson, Miller, Sehlhorst, Talavinia, and Warren present.

Mr. Sehlhorst moved, seconded by Mr. Johnson to approve the minutes of the regular council meeting held on January 9, 2017. Roll Call: Yes (6) Messrs: Sehlhorst, Johnson, Burrell, Miller, Talavinia, and Warren. No (0), motion approved.

Mr. Talavinia moved, seconded by Mr. Miller to approve the bills as presented. Total payroll of \$45,656.20 and non-payroll of \$336,530.54. Roll Call: Yes (6) Messrs: Talavinia, Miller, Burrell, Johnson, Sehlhorst, and Warren. No (0), motion approved.

Mr. Sehlhorst moved, seconded by Mr. Warren to suspend the rules and declare an emergency. Roll Call: Yes (6) Messrs: Sehlhorst, Warren, Burrell, Johnson, Miller, and Talavinia. No (0), motion approved.

Mr. Talavinia moved, seconded by Mr. Warren to approve the second reading of Resolution No. 02-17: A RESOLUTION REGARDING BICYCLE ROUTE IN THE VILLAGE OF BLUFFTON, OHIO AND DECLARING AN EMERGENCY. Roll Call: Yes (6) Messrs: Talavinia, Warren, Burrell, Johnson, Miller, and Sehlhorst. No (0) motion approved.

Mr. Sehlhorst moved, seconded by Mr. Burrell to suspend the rules and declare an emergency. Roll Call: Yes (6) Messrs: Sehlhorst, Burrell, Johnson, Miller, Talavinia, and Warren. No (0), motion approved.

Mr. Talavinia moved, seconded by Mr. Sehlhorst to approve the first reading of Resolution No. 03-17: A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH THE JOHNNY APPLESEED METROPOLITAN PARK DISTRICT FOR THE PURPOSE OF MAKING APPLICATION AND ACCEPTING FUNDS FROM THE 2017 COOPERATIVE PARK IMPROVEMENT GRANT PROGRAM AND DECLARING AN EMERGENCY. Roll Call: Yes (6) Messrs: Talavinia, Sehlhorst, Burrell, Johnson, Miller, and Warren. No (0), motion approved.

Mr. Warren moved, seconded by Mr. Burrell to suspend the rules and declare an emergency. Roll Call: Yes (6) Messrs: Warren, Burrell, Johnson, Miller, Sehlhorst, and Talavinia. No (0), motion approved.

Mr. Johnson moved, seconded by Mr. Talavinia to approve the first reading of Resolution No. 04-17: A RESOLUTION ACCEPTING BIDS AND AUTHORIZING THE VILLAGE ADMINISTRATOR OF THE VILLAGE OF BLUFFTON, OHIO TO ENTER INTO AGREEMENTS WITH ALL TERRA INC., GARY LUGIBUHL EXCAVATING, AND BEAVERDAM CONTRACTING INC. FOR INSTALLATION AND EXCAVATION FOR WATER, SEWER AND STORM PIPE, MANHOLES, CATCH BASINS, SERVICE TEES AND LATERALS, AGGREGATE AND EARTH BACK-FILL FOR THE 2017 CONSTRUCTION YEAR IN THE VILLAGE OF BLUFFTON AND DECLARING AN EMERGENCY. Roll Call: Yes (6) Messrs: Johnson, Talavinia, Burrell, Miller, Sehlhorst, and Warren. No (0), motion approved.

Mr. Burrell moved, seconded by Mr. Johnson to suspend the rules and declare an emergency. Roll Call: Yes (6) Messrs: Burrell, Johnson, Miller, Sehlhorst, Talavinia, and Warren. No (0), motion approved.

Mr. Talavinia moved, seconded by Mr. Sehlhorst to approve the first reading of Resolution No. 05-17: A RESOLUTION ACCEPTING A BID AND AUTHORIZING THE VILLAGE ADMINISTRATOR OF THE VILLAGE OF BLUFFTON TO ENTER INTO A CONTRACT WITH THE BLUFFTON STONE COMPANY/BLUFFTON PAVING, INC. TO ACQUIRE AGGREGATE AND ASPHALT MATERIAL, ASPHALT APPLICATION AND EQUIPMENT RENTAL FOR THE 2017 CONSTRUCTION YEAR IN THE VILLAGE OF BLUFFTON, OHIO AND DECLARING AN EMERGENCY. Roll Call: Yes (6) Messrs: Talavinia, Sehlhorst, Burrell, Johnson, Miller, and Warren. No (0), motion approved.

Mr. Sehlhorst moved, seconded by Mr. Warren to accept the bid from Re:Source of \$7,000 for brush dump grinding. Roll Call: Yes (6) Messrs: Sehlhorst, Warren, Burrell, Johnson, Miller, and Talavinia. No (0), motion approved.

Mr. Warren moved, seconded by Mr. Johnson to suspend the rules and declare an emergency. Roll Call: Yes (6) Messrs: Warren, Johnson, Burrell, Miller, Sehlhorst, and Talavinia. No (0), motion approved.

Mr. Talavinia moved, seconded by Mr. Warren to approve the second reading of Ordinance No. 03-17: AN ORDINANCE APPROVING, ADOPTING AND ENACTING AMERICAN LEGAL PUBLISHING'S OHIO BASIC CODE, 2017 EDITION, AS THE CODE OF ORDINANCES FOR THE VILLAGE OF BLUFFTON, OHIO AND DECLARING AN EMERGENCY. Roll Call: Yes (6) Messrs: Talavinia, Warren, Burrell, Johnson, Miller, and Sehlhorst. No (0) motion approved.

Mr. Warren moved, seconded by Mr. Sehlhorst to approve the request from the Bluffton Chamber of Commerce to support their activities with a \$5,000 donation. Roll Call: Yes (6) Messrs: Warren, Sehlhorst, Burrell, Johnson, Miller, and Talavinia. No (0), motion approved.

The following meetings were included on the agenda and/or scheduled during the meeting:

January 24, 2017	Board of Zoning and Building Appeals Hearing	7:00 PM
January 30, 2017	Recreation	6:00 PM
February 2, 2017	Pathway Board	Noon
February 2, 2017	Streets, Alleys, Lights, & Sidewalks	6:00 PM
February 7, 2017	Tree Commission	7:00 PM
February 13, 2017	Personnel	7:00 PM
February 13, 2017	Council	8:00 PM
February 23, 2017	Airport Commission	7:45 PM

Mr. Warren moved, seconded by Mr. Talavinia to approve entering into executive session for the discussion of contracts and personnel- performance. Council, Mayor, Solicitor invited to attend. Mr. Mehaffie invited to attend the contracts portion. Official from Ottawa will be asked to join the contracts portion when necessary. Roll Call: Yes (6) Messrs: Warren, Talavinia, Burrell, Johnson, Miller, and Sehlhorst. No (0), motion approved.

Mr. Warren moved to exit from executive session.

Mayor recommended terminating the employment of James Mehaffie, Village Administrator, effective immediately. Roll Call: Yes (4) Messrs: Burrell, Johnson, Miller, and Warren. No (0) Messrs: Sehlhorst and Talavinia. Mr. Sehlhorst asked that it be noted that he feels evaluations should be completed and improvement in job performance seen before termination is considered. Mr. Talavinia echoed these sentiments. Motion approved.

Mr. Warren moved to adjourn.

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MAYOR

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FISCAL OFFICER

VILLAGE OF BLUFFTON  
FEBRUARY 13, 2017 BILLS PAID

Remit To	Description	Amount
Allen County Sheriff's Office	Dispatching Services	\$31,878.00
Alloway Testing	Lab Analysis	\$1,810.20
All Service Aeration, Inc	Portable Toilets	\$382.50
All Service Aeration, Inc	Jetting	\$150.00
All Service Aeration, Inc	Portable Toilets	\$382.50
Republic Services #388	Refuse Service	\$27.35
Auditor Of State	2014-15 Audit	\$2,185.30
Auditor Of State	2014-15 AUDIT	\$12.30
Basinger, Jan	Reimburse Drug License-Police Dept	\$112.50
Bailey's Equipment & Apparel	Uniforms	\$774.00
Bailey's Equipment & Apparel	Uniforms	\$417.00
Beaverdam Contracting, Inc.	West Side Interceptor	\$237,789.13
Blackburn, Jesse	Reimburse License Fee	\$45.00
Bluffton Aeration Service Inc	Jetting	\$500.00
Bureau Of Workers Compensation	Monthly Premium	\$1,534.48
F. Stephen Chamberlain	Retainer/Meetings	\$1,450.00
EFT Citizens National Bank	Debt	\$21,671.31
EFT Citizens National Bank	Interest Payment	\$6,850.83
Joshua Brown	Cruiser Maintenance	\$430.00
Cg Pro Bikes	Tires/Chain- Bikes	\$115.89
Degen Excavating Co., Inc.	Jetting	\$550.00
Drc Holdings, Inc.	Movie Passes	\$325.00
Family True Value Hardware	Operating Supplies	\$77.92
Finley Fire Equipment	Turn-Out Gear	\$270.85
First National Bank	Line of Credit Principal & Interest	\$33.05
Greg's Pharmacy	Glucose Drink	\$15.54
Tyler Or Jade Hochstetler	Reimburse Gasoline	\$15.00
Riley Creek Sign	Boots	\$250.00
Kathy's Alterations	Uniform Alterations	\$11.00
Laerdal Medical Corp	CPR DVD & 50 Workbooks	\$855.30
EFT Marathon Fleet Services	Gasoline	\$442.38
Moore Medical Corp.	Paper- Heart Monitors	\$108.16
Northwest Ohio Mayors & Managers Assn	Annual Dinner	\$40.00
Northwestern Ohio Security Systems	Monitoring	\$104.90
Ohio Calibration Lab	Radar Certification	\$60.00
Ohio Calibration Lab	Radar Certification	\$72.00
Ohio Calibration Lab	Radar Certification	\$45.00
Ohio Calibration Lab	Radar Certification	\$125.00
Ohio Calibration Lab	Radar Certification	\$45.00
American Electric Power	Electricity	\$10,058.82
Ohio Utilities Protection Service	2017 Governmental Assessment	\$84.45
Perry Corporation	Computer/Copier Maintenance	\$1,894.00
Perry Corporation	Computer/Copier Support	\$497.28
Petty Cash	Petty Cash	\$40.25
Power House Electric Supply	Lightbulbs- Riverbend	\$90.34
Reineke Lincoln Mercury Mazda	Headlight Replacement	\$20.49
Riley Creek Mercantile	Operating Supplies	\$6.99

Koi Enterprises, Inc.	Vehicle Maintenance	\$285.20
Sirchie Finger Print Lab	Crime Scene Kit	\$73.56
Smartbill	Utility Bill Printing & Postage	\$722.42
Staples Business Advantage	Office Supplies	\$59.12
Staples Business Advantage	Binders, Toner, Janitorial Supplies	\$10.19
Taser International	Tasers	\$14,789.67
Time Warner Cable	Internet	\$314.90
Time Warner Cable	Internet	\$683.15
Tommy Tire Sales Llc	2 Tires- Dodge	\$280.70
Town & Country Flowers	Funeral Arrangement- Groman	\$53.00
Unique Paving Materials Corp	Cold Mix	\$177.45
EFT Centurylink	Telephone Service	\$1,082.68
Utility Sales Agency, Llc	Water Line Parts	\$122.10
Vetter Lumber Co.	Supplies	\$49.79
Kusters Zima Corporation	Grit Removal System Parts	\$795.00
W.C.O.I.L.	E-Mail Accounts	\$4.95
Ted Yoder	Town Hall Concert	\$684.00
TOTAL		\$344,844.89

# Village of Bluffton, Ohio Statement of Cash Position with MTD Totals

From: 1/1/2017 to 1/31/2017  
Funds: A1 to H6

Include Inactive Accounts: No  
Page Break on Fund: No

Fund	Description	Beginning Balance	Net Revenue MTD	Net Revenue YTD	Net Expenses MTD	Net Expenses YTD	Unexpended Balance	Encumbrance YTD	Ending Balance
A1	GENERAL FUND	\$2,930,007.39	\$314,738.77	\$314,738.77	\$165,666.04	\$165,666.04	\$3,079,080.12	\$501,089.33	\$2,577,990.79
B1	STREET FUND	\$174,324.13	\$10,969.26	\$10,969.26	\$14,817.94	\$14,817.94	\$170,475.45	\$438,928.86	(\$268,453.41)
B2	STATE HIGHWAY FUND	\$52,497.03	\$868.28	\$868.28	\$0.00	\$0.00	\$53,365.31	\$0.00	\$53,365.31
B3	CEMETARY FUND	\$17,518.31	\$1,100.00	\$1,100.00	\$419.73	\$419.73	\$18,198.58	\$22,262.50	(\$4,063.92)
B4	PARK FUND	\$2,769.55	\$10,000.00	\$10,000.00	\$104.04	\$104.04	\$12,665.51	\$7,995.96	\$4,669.55
B5	BENROTH MEMORIAL BRIDGE FUND	\$534.63	\$0.00	\$0.00	\$0.00	\$0.00	\$534.63	\$0.00	\$534.63
B6	FEMA GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
B7	COURT COMPUTER	\$5,113.14	\$0.00	\$0.00	\$0.00	\$0.00	\$5,113.14	\$0.00	\$5,113.14
B8	DUI ENFORCEMENT & EDUCATION	\$319.01	\$0.00	\$0.00	\$0.00	\$0.00	\$319.01	\$0.00	\$319.01
B9	PERMISSIVE LICENSE FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
C1	STREET DEBT SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
C2	SWIMMING POOL DEBT SERVICE	\$863.28	\$0.00	\$0.00	\$0.00	\$0.00	\$863.28	\$0.00	\$863.28
D1	CAPITAL IMPROVEMENT FUND	\$3,477.57	\$0.00	\$0.00	\$0.00	\$0.00	\$3,477.57	\$0.00	\$3,477.57
D2	STORM SEWER IMPROVEMENT	\$28,416.96	\$0.00	\$0.00	\$0.00	\$0.00	\$28,416.96	\$13,100.00	\$15,316.96
D3	FIRE & RESCUE IMPROVEMENT FUND	\$205,771.32	\$0.00	\$0.00	\$45,944.80	\$45,944.80	\$159,826.52	\$2,160.00	\$157,666.52
D4	SWIMMING POOL IMPROVEMENT	\$56.94	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,056.94	\$0.00	\$1,056.94
D5	EQUIPMENT REPLACEMENT	\$299.52	\$0.00	\$0.00	\$0.00	\$0.00	\$299.52	\$15,569.87	(\$15,270.35)
D6	AIRPORT IMPROVEMENT	\$32,948.03	\$0.00	\$0.00	\$0.00	\$0.00	\$32,948.03	\$0.00	\$32,948.03
D7	STREET IMPROVEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
D8	TOWN HALL IMPROVEMENT	\$368,749.32	\$0.00	\$0.00	\$0.00	\$0.00	\$368,749.32	\$0.00	\$368,749.32
D9	POLICE EQUIPMENT REPLACEMENT	\$4,471.96	\$0.00	\$0.00	\$4,128.00	\$4,128.00	\$343.96	\$70,567.67	(\$70,223.71)
E1	WATER FUND	\$249,816.95	\$107,173.29	\$107,173.29	\$50,393.62	\$50,393.62	\$306,596.62	\$718,144.78	(\$411,548.16)
E2	SEWER FUND	\$147,376.31	\$71,129.10	\$71,129.10	\$116,552.76	\$116,552.76	\$101,952.65	\$326,974.93	(\$225,022.28)
E3	SEWER DEBT SERVICE RESERVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E4	SEWER DEBT SERVICE	\$44,125.78	\$21,671.31	\$21,671.31	\$21,671.31	\$21,671.31	\$44,125.78	\$238,383.69	(\$194,257.91)

**Statement of Cash Position with MTD Totals**

From: 1/1/2017 to 1/31/2017

Fund	Description	Beginning Balance	Net Revenue MTD	Net Revenue YTD	Net Expenses MTD	Net Expenses YTD	Unexpended Balance	Encumbrance YTD	Ending Balance
E5	WATER DEBT SERVICE	\$0.00	\$0.00	\$0.00	\$232,481.26	\$232,481.26	(\$232,481.26)	\$272,748.74	(\$505,230.00)
E6	SEWER REPLACEMENT & IMPR.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E7	REFUSE FUND	\$85,048.75	\$18,408.45	\$18,408.45	\$34,906.85	\$34,906.85	\$68,550.35	\$168,112.33	(\$99,561.99)
E9	WATER/SEWER IMPROVEMENT FUND	\$580,809.36	\$1,073,567.43	\$1,073,567.43	\$1,148,280.48	\$1,148,280.48	\$506,096.31	\$1,342,754.75	(\$836,658.44)
F1	WATER CONSTRUCTION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
F2	COMMUNITY EVENTS	\$5,880.77	\$0.00	\$0.00	\$0.00	\$0.00	\$5,880.77	\$0.00	\$5,880.77
F3	COMMUNICATIONS FUND	\$6,960.24	\$0.00	\$0.00	\$0.00	\$0.00	\$6,960.24	\$0.00	\$6,960.24
F4	POLICE CONTINUING PROFESSIONAL	\$2,671.52	\$0.00	\$0.00	\$0.00	\$0.00	\$2,671.52	\$0.00	\$2,671.52
F5	UTILITY RECOVERY	\$1,956.12	\$0.00	\$0.00	\$0.00	\$0.00	\$1,956.12	\$0.00	\$1,956.12
F6	NATIONAL NIGHT OUT	\$762.98	\$0.00	\$0.00	\$0.00	\$0.00	\$762.98	\$0.00	\$762.98
F7	Shannon Cemetery Fund	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
G2	UNCLAIMED MONIES TRUST	\$225.20	\$0.00	\$0.00	\$0.00	\$0.00	\$225.20	\$0.00	\$225.20
G3	INCOME TAX FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G4	CEMETARY TRUST - C/W	\$1,326.66	\$0.00	\$0.00	\$0.00	\$0.00	\$1,326.66	\$0.00	\$1,326.66
G5	CEMETARY TRUST - MATTER	\$524.37	\$0.00	\$0.00	\$0.00	\$0.00	\$524.37	\$0.00	\$524.37
H1	SPECIAL ASSESSMENT - KIBLER	\$897.17	\$0.00	\$0.00	\$0.00	\$0.00	\$897.17	\$0.00	\$897.17
H2	SPECIAL ASSESSMENT - VANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
H4	SPECIAL ASSESSMENT - W COLLEGE	\$849.41	\$0.00	\$0.00	\$0.00	\$0.00	\$849.41	\$0.00	\$849.41
H5	SPECIAL ASSMT - MAIN ST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
H6	SPECIAL ASSMT - JACKSON ST	\$119.67	\$0.00	\$0.00	\$0.00	\$0.00	\$119.67	\$0.00	\$119.67
<b>Grand Total:</b>		<b>\$4,957,789.35</b>	<b>\$1,630,625.89</b>	<b>\$1,630,625.89</b>	<b>\$1,835,366.83</b>	<b>\$1,835,366.83</b>	<b>\$4,753,048.41</b>	<b>\$4,138,793.41</b>	<b>\$614,255.00</b>

RESOLUTION 6 - 17

A RESOLUTION AUTHORIZING ROUTINE PURCHASING FOR THE VILLAGE OF BLUFFTON PENDING THE APPOINTMENT OF A VILLAGE ADMINISTRATOR, AND DECLARING AN EMERGENCY

WHEREAS; the Village of Bluffton does not have a Village Administrator with independent purchasing authority pursuant to R.C. 735.273 and:

WHEREAS; an emergency exists in that the Village must continue to operate normally and with necessary accounting controls all for the health, safety and welfare of the Village of Bluffton, Ohio.

IT IS THEREFORE RESOLVED BY THE COUNCIL OF THE VILLAGE OF BLUFFTON, OHIO THAT:

SECTION 1. The following procedures be in effect until the Village of Bluffton, Ohio appoints a new Village Administrator.

A. Contracts previously executed on behalf of the Village of Bluffton are valid and binding on the Village.

i. Ongoing projects are already under contract: Change orders shall be approved by the Mayor in her capacity as executive head of the Village of Bluffton, Ohio and then ratified by Council at a subsequent meeting OR the change order can, at the Mayor's election, be put on hold and not executed until approved by Council if this can be done without disrupting the project and increasing costs.

B. Any purchases for routine items, supplies and expenses for day to day operation and functioning of the Village may continue if they are covered by open Purchase Orders. Where a new purchase order would be required, the Mayor may approve the same.

C. Any large capital purchase shall be submitted to council individually, by motion, for approval prior to a Purchase Order being issued.

D. Should an emergency situation arise where it is necessary to make a large capital purchase prior to a council meeting, the Mayor may authorize the same in writing to the Fiscal Officer as an emergency or immediate need. The Village Council would then review and approve the same at its soonest opportunity.



SECTION 2: This Resolution shall be in force immediately on and after its passage as an emergency measure for the reason set forth herein.

SECTION 3: it is found and determined that all formal actions of the Council concerning and relating to the adoption of this ordinance were made in open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements of the Open Meetings Law including Section 121.22 of the Ohio Revised Code.

Passed and adopted this \_\_\_\_ day of \_\_\_\_\_, 2017 by the Council of the Village of Bluffton, Ohio by the following vote:

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Mayor

Approved as to form:

\_\_\_\_\_  
F. Stephen Chamberlain, Village Solicitor

**To: Council Members****Waste Water Treatment Plant (WWTP) Upgrades**

The upgrades to the WWTP are completed to the point where we were able to switch over to the new system on February 1, 2017. We have a full one year warranty where we will continue to work with CT Consultants, our engineering firm, to make sure that everything continues to work as expected.

**Ohio EPA Lead Mapping**

On January 17<sup>th</sup>, we received notification from the Ohio EPA that we are required to prepare lead mapping for 1.) lead in distribution systems, and 2.) lead in plumbing and fixtures for individual buildings. Jesse Blackburn and I attended a meeting in Ottawa to learn more about the request. The deadline for submission is March 9<sup>th</sup>. We have requested quotes from Peterson and Wessler for assistance with the preparation of the maps. More information will be available at the council meeting. **(Action Requested)**

**New Dump Truck**

We have received a quote from the state bidding system for a new dump truck for \$77,803.64. Our budget is for \$65,000.00. We eliminated options that we can do without and the revised quote came to \$67,069.64. We were originally scheduled to get a new dump truck last year but opted to wait a year. **(Action Requested)**

**Other Purchases Requested**

Other purchases have been requested as follows: **(Action Requested)**

- 1.) **Two Mowers** – The quote for the two new mowers with electric lift kits, less the trade-in allowance, is \$14,356.40. Budget = \$12,000.00.
- 2.) **Adobe Pro Software** – A quote was received for 10 users at \$3,920.40. I've asked to have the quote reduced to 3 users which is yet to be received, or approximately \$1,200.00.
- 3.) **Pressure Washer** – The sewer department is in need of a pressure washer to clean the screens in the new screen building. This will cost approximately \$200.00 at the Village Hardware.
- 4.) **Spare Pump** – We are in need of a spare pump for the Hunter's Run lift station. The quote we received was for two pumps which is what we purchased the last time, \$5,294.00. We only need one, \$2,647.00.
- 5.) **Mosquito Spray and Larvicide** – We need to purchase our mosquito spray and larvicide for the year. The quote, after the early bird 5% discount, is for two drums of Duet and the larvicide tablets, \$22,645.39.

**Tree Commission Request for Funds**

At the last tree commission meeting, it was recommended that Bluffton register for the 2017 "America in Bloom" National Awards Program. The cost is minimal and can come out of the hotel/motel tax that currently resides in the general fund. America in Bloom would be a community development tool that could put Bluffton "on the map" with national recognition. The cost would be \$1,099.00 to register and then later, the cost to house two judges for two days. The registration deadline is February 28, 2017. **(Action Requested)**



**BLUFFTON POLICE DEPARTMENT**  
**154 N. MAIN STREET**  
**BLUFFTON, OHIO 45817**  
**(419) 358- 2961**  
**FAX (419) 358-2963**



**Police Activity Summary**  
**January 2017**

Police Calls for Service – 306

Traffic Stops – 60

Citations – 11

Citations

Driving under Suspension	-	1
Expired Plates	-	1
Improper Backing / Starting	-	1
Parking Handicap	-	1
Safety Belt	-	1
Stopping after Accident	-	1
Stop Sign	-	1
Speed	-	4
<b>Total</b>	-	<b>11</b>

Complaint Reports

Breaking and Entering	-	2
Civil	-	1
Criminal Damaging	-	1
Domestic Violence	-	2
Driving Under Suspension	-	2
Drug Offense	-	1
Found Property	-	1
Mental Health	-	1
Miscellaneous	-	2
Theft	-	3
Unwanted Guest	-	1
<b>Total</b>	-	<b>17</b>

- Theft loss for December is \$6,322.00 with \$0.00 recovered.







February 2, 2017

## **Streets, Alleys, Lights & Sidewalk Committee Meeting**

Start: 6:10 PM

End: 7:20 PM

**Attendance:** Joe Sehlhorst, Ralph Miller, Patti Geiger; Jesse Blackburn, Asst. Admin., Public include Paula Scott, Bill & Terry Stahl

### **Topic 1: Asphalt Sealing Project**

- Committee request Jesse to seek bids for 2017 Asphalt Sealing Program
- Year 3 of our 4 Year Cycle: Suggested projects include Maple Grove Cemetery, Lion's Way, & Sewer Plant (?)

### **Topic 2: Alley Vacation**

- Received petition from 211 Cherry St.
- Location behind Cherry St. & Vance St. access (Lots 6,5,4)
- Waiting on tax map office to identify mystery parcel, which seems to be in the Riley Creek?
- Next step, once all requirements met, Petition brought forward to Streets & Alleys Committee for review.

### **Topic 3: Riverbend Lighting**

- The fixtures working properly. Metal Halide Bulbs used
- Discussion concerning possible need to have spare LED Retrofit replacement kits on hand? Will address in future.

### **Topic 4: 2017 Sidewalk Connectivity Program**

- Surveyors will be in town this coming week or next to locate center of right of way for:
  - o East College Ave Gap (475 Linear Ft.)
  - o Cherry St. – Grading to County Line (675 Linear Ft.)
  - o Co. Line Rd – E. Elm to College Ave. (520 Linear Ft.)
  - o Augs. Bike Path to Hawthorn (245 Linear Ft.)
- Est. Cost \$700; Once projects defined, Administration advised to seek out bids.

### **Topic 5: State Route 103 Corridor Study Completed**

- Continue discussion w/ Choice One & ODOT
- Final Cost around \$65K (50K provided by Allen County Regional Planning); 225 pg. doc. on file.

### **Topic 6: South Main & College Ave. Intersection**

- Solution 1: Paint the outlines of parking spaces on Main St. from Grove St. to College Ave using Hot Tape vs. Thermoplastic; Why? Main St. scheduled for repaving in 2022
  - o Est. cost \$2,000, Applied by maintenance crew
- Solution 2: Locate "Reduced Speed Zone Ahead" sign on S. Main St.
- Solution 3: Continue discussion concerning Rapid Flashing Beacon R920 on "Side"
- Solution 4: Continue discussion concerning eliminating the southern crosswalk and concentrate all pedestrian traffic at the school & library crosswalk.
- \$52,497.03 Balance in Highway Funds Available
- Jesse to contact Allen County to see about using their "Your Speed is \_\_\_" indicator equipment

### **Topic 7: Parkview/Main St. /St. Rt. 103 Intersection**

- Future discussion

Tree Commission  
Village of Bluffton  
February 7, 2017

Present: Phil Talavinia, Gene Long, Judy Augsburger, Berch Carpenter, Becky Ramey, Jon Sommer, Jonathan Andreas, Joanne Antibus, Jesse Blackburn.

Lion's Club tree planting project- Gene Long presented the Lion's Club project which includes several locations around town, fundraising plans and suggested trees. Tree Commission members were receptive to the project and, as first steps, will inspect the location at Snider Road and 313 N. Main St. and help formulate a planting plan for the area, with a recommendation at the March 1 meeting.

Girl Scout Arboretum tree identification project- A sample tree marker for the project met with approval. Yet to be decided is size and thickness. The order for the arboretum markers will be combined with one from Bluffton University in order to get a price break. Proofs will be requested for the two sizes, including any logos.

Bluffton resident proposed tree planting project- A letter from David Anderson outlining his request to plant dogwoods or redbuds at several locations in Bluffton was discussed. Questions remain, and a meeting with David, Jesse and representatives from the Tree Commission was recommended.

#### Street tree issues-

- The Tree Commission recommended that two hawthorn trees with thorns, both resident planted without approval, be removed. Jesse will contact the residents.
- One birch tree at 130 Washington St. that has lifted the sidewalk has been removed, and a second one will remain for now.
- A crabapple tree will be removed at 413 Greeding St. and the location placed on the replacement list.
- Street trees on the west side of Lawn Ave. between Franklin and Vine need to be evaluated. Commission members will check the site and email their recommendations to Jesse ASAP.
- Residents at 92 and 94 Richland Dr. where pear tree have heaved the sidewalk have the option of keeping the trees and paying for sidewalk repair or having the trees removed. The issue is not yet finalized.
- The sidewalk was adjusted at 221 N. Jackson St. to accommodate and keep a tree valued by the residents. The tree needs to be added to the prune/remove dead wood list.

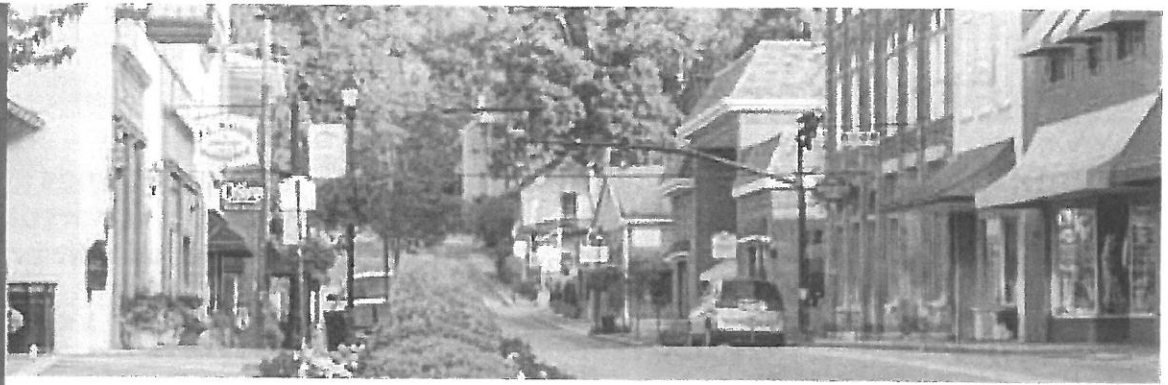
#### Other business-

- Tree Commission members and village officials are encouraged to attend the Tree City USA award ceremony in Lakeside, OH in late April. More information to follow.
- Becky Ramey introduced "America in Bloom", an organization that promotes beautification programs in municipalities of all sizes. Registered communities are eligible for judging and awards based on six evaluated criteria, some of which Bluffton already meets.

The next meeting is scheduled for Wednesday, March 1, 2017 at 7:00 pm in the town hall.

Jon Sommer  
Secretary





**Register Today for the 2017 National Awards Program**



*Planting Pride in American Communities since 2001.*



**Building Communities, Planting Pride**



Do you love your community? Want to celebrate your local heroes and advocates and gain national recognition? Enjoy the same benefits as hundreds of other American cities by registering for America in Bloom's National Awards Program.

## America in Bloom offers...

a national awards program based on similar proven programs around the world. It provides a framework for enhancing the overall quality of life in communities of all sizes.

*Communities are scored on "what they do with what they have" ... they are evaluated against their own potential rather than compared with other communities.*

America in Bloom participants receive:

- On-site, one-on-one mentoring and coaching by a team of experts
- A detailed, written evaluation highlighting strengths and offering recommendations for improvement
- Nationwide visibility as a community that excels
- Free on-line, on-demand webinars to help you prepare your entry.
- A high-quality metal sign. Join the growing network of participants that proudly display their America in Bloom sign.

## Awards

- ★ Each community receives a **bloom rating, score, and a special recognition** for efforts in one of the evaluated areas.
- ★ Winners in each population category are invited to advance to international competition.
- ★ **Recognition** of a noteworthy project.
- ★ **Outstanding achievement awards** for Overall Impression, Environmental Efforts, Heritage Preservation, Urban Forestry, Landscaped Areas, Floral Displays, and Community Involvement
- ★ **Community Champion Award** honors an individual who exemplifies community leadership and demonstrates vision and selfless commitment to moving the community forward.
- ★ **YouTube Video Award** is open to current and past participants and offers a cash prize for the video that best shows the impact of America in Bloom participation on a community.
- ★ **Special awards** (different each year)



## Discover the transforming power of *America in Bloom*

*"Our town is beaming with pride following the judges' visit and our leaders have a renewed sense of pride in taking further actions to make Dekalb an even better place to live, work, and learn."*

**Marshall Dirks**, Dekalb, IL

*"America in Bloom has provided the structure and the challenge to our town of Lewes, DE to successfully create an environment that lifts the spirit and delights the eye."*

**Warren Golde**, Founder, Lewes in Bloom

*"Greendale adopted the America in Bloom ethos in 2005 and has participated in the program each year since, working mindfully as a community in leveraging our resources to reach for our dreams."*

**Linda Cromer**, Greendale, Indiana

*"Echo, Oregon started its America in Bloom story in 2006. Our tiny town of 710 people has used America in Bloom to leverage grants, donations and community pride."*

**Diane Berry**, Echo, Oregon

*"America in Bloom is the best community development tool I've seen."*

**Vivian Lund**, former mayor, Warrenville, IL

*"I am amazed and gratified each year by the new people that join us and the enthusiasm they bring. We certainly had no such expectations during our first year of AIB involvement.... Holliston in Bloom has a life of its own!"*

**Mary Greendale** HIB Volunteer, Holliston, MA

### Participants experience:

- National recognition as a community that plants pride and cares about improving quality of life for its residents
- Improved cooperation among municipal government, businesses, and residents ... everyone works toward common goals
- Visible results, increased civic pride
- Exchanges of ideas and best practices with neighboring, national, and international communities
- Improved first impression of community
- Increased property values
- Reduced crime
- More tourism
- Expanded volunteer efforts to leverage community expenditures.

### Evaluated Areas

Specially trained, experienced judges typically visit towns of similar population. They offer suggestions based on successes they've seen in other cities that can be adapted to your community. They evaluate participants on efforts in these areas:

- Overall Impression
- Environmental Efforts
- Heritage Preservation
- Urban Forestry
- Landscaped Areas
- Floral Displays
- Community Involvement



Participants include communities of all sizes, business districts, college and university campuses, and military installations. Evaluated sectors include municipal, commercial, and residential.

## Steps to Success

- 1. Register your community.** The registration form is on the back of this brochure and also online at [www.AmericaInBloom.org](http://www.AmericaInBloom.org).
- 2. Form a local "In Bloom" committee.** Committees can include a member of the municipal council, members of service groups, businesses, garden clubs or others interested in horticulture, heritage, and improving community life, volunteers of all types, and media. Work with municipal departments such as parks and recreation, economic development, tourism, etc.
- 3. Survey, plan, implement.** Inventory your community's assets, interests, and abilities in each of the evaluated areas. Encourage volunteers of every demographic to participate. Inform and engage the media. Prepare a community profile that summarizes your achievements in the evaluated areas (a template is provided). Develop an itinerary for the judges' tour.
- 4. Host the judges (they will be in your community for two days).** Two professional volunteer America in Bloom judges will visit your community. Provide lodging for up to three nights and provide a comprehensive tour for them.
- 5. Attend the America in Bloom Symposium and Awards Program.** At the symposium and awards, you will get ideas by networking with other participants. Learn from outstanding speakers and tours. Celebrate your achievements. Be recognized for the efforts of everyone who helped make a difference.
- 6. After the Symposium and Awards Program.** Review the judges' evaluation report. It provides useful, practical, and personalized ideas for improvements. Use it as a template and springboard for new projects and programs. Register to enter the America in Bloom awards program for next year.

A free comprehensive startup kit of resources to help you can be downloaded at [www.AmericaInBloom.org](http://www.AmericaInBloom.org). It includes a sample evaluation, sample community profile, a PowerPoint presentation, and even customizable posters and postcards.



## ★ Register Today for the 2017 National Awards Program

★ Registration deadline is February 28, 2017.

★ Please complete and return this form to the AIB office or register online.

★ Community: \_\_\_\_\_

★ Population: \_\_\_\_\_

★ Category:  Full Participant  Entry-level Participant

★ Contact: \_\_\_\_\_

★ Title: \_\_\_\_\_

★ Address: \_\_\_\_\_

★ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

★ Phone: \_\_\_\_\_

★ Email: \_\_\_\_\_

★ Community web site: \_\_\_\_\_

★ How did you learn about AIB? \_\_\_\_\_



**Eligibility:** Communities of all sizes, business districts, university campuses, and military installations. Registration fee is on a sliding scale based on your population:

Population	Before 12/31/16	After 12/31/16
< 10,000	\$999	\$1,099
10,001- 25,000	\$1,099	\$1,199
25,001- 35,000	\$1,199	\$1,299
35,001- 50,000	\$1,299	\$1,399
50,001 - 100,000	\$1,399	\$1,499
100,001 - 300,000	\$1,499	\$1,599
300,001 - 500,000	\$1,699	\$1,799
500,000 - 1 Million	\$1,999	\$2,099
Over 1 Million	\$2,699	\$2,799
University Campus	\$1,099	\$1,199
Business District	\$1,099	\$1,199
Military Installation	\$1,099	\$1,199



Please include "Best Ideas" book. (\$25)  
Qty: \_\_\_\_\_

This book showcases nearly 2,000 ideas, examples, and photos of community enhancements.

### **Easy ways to save:**

Register before December 31, 2016 and receive \$100 off your registration. Earn a 25% discount on your registration for each new community you recruit.

## America in Bloom

2130 Stella Court  
Columbus, OH 43215-1033  
p: 614.453.0744 f: 614.487.1216  
aib@AmericainBloom.org

[www.AmericainBloom.org](http://www.AmericainBloom.org)

Our thanks to Neal Mast & Son Greenhouses for their support. To learn more about this wholesale grower of high-quality indoor and outdoor potted plants, visit [www.NealMastGreenhouses.com](http://www.NealMastGreenhouses.com).





**Planting Pride in American Communities since 2001.**

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**[www.AmericainBloom.org](http://www.AmericainBloom.org)**

*America in Bloom envisions communities across the country as welcoming and vibrant places to live, work, and play – benefiting from colorful plants and trees; enjoying clean environments; celebrating heritage; and planting pride through volunteerism.*

*America in Bloom is an independent, nonprofit 501c3 corporation.*

**You're Invited to participate in the 2017 America in Bloom National Awards Program!**

# Plant Pride with the America in Bloom National Awards Program

Your quarterly calendar and checklists

www.americainbloom.org



## What AIB is doing for YOU.

- ✦ Free AIB Startup Kits (ASK) are always available, just ask!
- ✦ YouTube videos from AIB entrants will inspire you.
- ✦ We'll send you a FREE Ten Years of Best Ideas Book when you register by December 31. (\$25 value).
- ✦ After you register, you'll receive a media kit and a customized media list.
- ✦ Free monthly e-newsletter.



### On the website:

- ✦ Free on-demand, online webinars tell you how to get started and much more.
- ✦ Resources for all six AIB criteria.
- ✦ Grant resources.
- ✦ Free downloads of "Discover Plants—the Surprising Side of Plants" brochure and companion presentation.
- ✦ Free customizable presentations to share the AIB message with your community.



### Promotions:

- ✦ Ads in major horticulture industry publications.
- ✦ Garden exhibit at the Philadelphia Flower Show.
- ✦ Presence at other major trade shows.
- ✦ Nearly 100 press releases, articles, and blogs each year.

### Who's Eligible to Participate?

Towns and cities of all sizes, even neighborhoods!  
Business districts  
Military installations  
College and university campuses

## What YOU can do in your town.

### JANUARY - MARCH

#### Checklist:

- By February 28, register for the program.
- Meet monthly with your committee.
- Work with national AIB Program Chair on judging dates.
- Gather information for your Community Profile.
- Start planning your YouTube video.

### APRIL - JUNE

#### Checklist:

- Continue meeting with your committee.
- Develop the itinerary for the judging visit.
- Make lodging arrangements for the judging visit.
- By May 1: finalize your Community Profile and email to AIB office.
- Enjoy the judges' visit (sometimes through early July).
- Start taking photos of your progress.

#### Recruit a new participant and save:

Recruit a new participant and save 25% off your registration fee. Recruit 2 participants, save 50%. Recruit 3 participants, save 75%. Recruit 4 participants, your registration is free.

Questions? Email us at [aib@ofa.org](mailto:aib@ofa.org).

### JULY - SEPTEMBER

#### Checklist:

- Have a post-judging review meeting with your committee and start planning next year's entry.
- By July 1: Nominate your town for various awards (deadlines vary).
- By July 31: submit 10 hi-res photos of your town, representing the evaluated criteria. These will be used at the awards program to recognize your community.
- By August 1: Register for the AIB Symposium & Awards.
- Attend the AIB Symposium & Awards Program in the fall. Check website for dates!
- Recognize volunteers who helped make a difference with a community potluck, parade, etc. Maintain their excitement by starting new projects.

### OCTOBER - DECEMBER

#### Checklist:

- Develop your America in Bloom Committee.
- Choose someone to communicate with the AIB office.
- Complete the AIB registration form.
- Meet monthly in October and November to strategize how to showcase your town.
- Read AIB materials and view free on-demand, online webinars at [www.americainbloom.org](http://www.americainbloom.org).
- See the DVD in the ASK box for examples of past evaluations, itineraries, and community profiles.
- View short YouTube videos from AIB communities on the AIB website.
- Decide on projects to start or continue. If your projects include large plantings, work with your local garden centers and growers on plant selections so they can grow the quantities, species, and colors you want.
- Register by December 31 and get a free Best Ideas book!
- Arrange funding for the registration fee.