

Village of Bluffton Council Meeting Agenda
Bluffton Town Hall, 3rd Floor
154 North Main Street, Bluffton
April 24, 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, April 10, 2017, and the Special Council meeting held on Monday, April 17, 2017.

Bills

Legislation

Ordinance No. 04-17 **1st Reading** **Emergency**
An ordinance amending Ordinance No. 18-16, the Annual Appropriation Ordinance, and declaring an emergency.

Ordinance No. 05-17 **1st Reading**
An ordinance to vacate an alley as requested by Thomas W. Schmidt.

Resolution No. 10-17 **1st Reading** **Emergency**
A resolution making certain transfers and declaring an emergency.

Administrator's Report

Safety Services

Committee Reports

Streets and Alleys – April 17th
Personnel – April 19th

Public Comment

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

Tree Commission – Tuesday, April 25th at 7:00pm
Council Meeting – Monday, May 8th at 8:00pm

Adjournment – Motion and Second

Regular Council

April 10, 2017

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

Mr. Johnson moved, seconded by Mr. Sehlhorst to approve the minutes of the regular council meeting held on March 27, 2017. Roll Call: Yes (5) Messrs: Johnson, Sehlhorst, Miller, Talavinia, and Warren. No (0). Mr. Burrell abstained, motion approved.

Mr. Talavinia moved, seconded by Mr. Warren to approve the bills as presented. Total payroll of \$33,515.66 and non-payroll of \$480,820.22. Roll Call: Yes (4) Messrs: Talavinia, Warren, Burrell, Johnson, Miller, and Sehlhorst. 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. Burrell moved, seconded by Mr. Johnson to approve the first reading of Resolution No. 09-17: A RESOLUTION AUTHORIZING THE SUBMISSION OF A FISCAL YEAR 2018 OHIO AIRPORT GRANT APPLICATION AND DECLARING AN EMERGENCY. Roll call: Yes (6) Messrs: Burrell, Johnson, Miller, Sehlhorst, Talavinia, and Warren. No (0), motion approved.

Mr. Sehlhorst moved, seconded by Mr. Johnson to exit from regular session and enter into a public hearing for an alley vacation request behind 211 Cherry Street. Roll Call: Yes (6) Messrs: Sehlhorst, Johnson, Burrell, Miller, Talavinia, and Warren. No (0), motion approved.

Mr. Burrell moved, seconded by Mr. Johnson to close the public hearing and return to regular session. Roll call: Yes (6) Messrs: Burrell, Johnson, Miller, Sehlhorst, Talavinia, and Warren. No (0), motion approved.

Mr. Warren moved, seconded by Mr. Miller to authorize the solicitor to prepare legislation to vacate the alley behind 211 Cherry Street. Roll Call: Yes (6) Messrs: Warren, Miller, Burrell, Johnson, Talavinia, and Sehlhorst. No (0), motion approved.

Mr. Johnson moved, seconded by Mr. Sehlhorst to approve free admission to the Bluffton Community Swimming Pool on August 1, 2017 for National Night Out. Roll Call: Yes (6) Messrs: Johnson, Sehlhorst, Burrell, Miller, Talavinia, and Warren. No (0), motion approved.

Mr. Sehlhorst moved, seconded by Mr. Talavinia to approve declaring surplus the following fire department equipment and donating the items to the Lima Rotary Club: approximately 50 sets of turn-out gear and 15 helmets. Roll Call: Yes (6) Messrs: Sehlhorst, Talavinia, Burrell, Johnson, Miller, and Warren. No (0), motion approved.

Mr. Talavinia moved, seconded by Mr. Sehlhorst to authorize the mayor to apply for an U.S. Forest Grant and expend Village funds, as the grant is a reimbursable grant. Roll Call: Yes (6) Messrs: Talavinia, Sehlhorst, Burrell, Johnson, Miller, and Warren. No (0), motion approved.

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

April 17, 2017	Streets, Alleys, Lights, & Sidewalks	7:00 PM
April 17, 2017	Special Council- Council as a Whole- Finance	8:00 PM
April 24, 2017	Records Commission	7:30 PM
April 24, 2017	Council	8:00 PM

Mr. Warren moved, seconded by Mr. Sehlhorst to enter into executive session for the discussion of contracts and personnel-compensation. Council, Mayor, solicitor, and Nancy Kindle (contracts portion) invited to attend. Roll Call: Yes (6) Messrs: Warren, Sehlhorst, Burrell, Johnson, Miller, and Talavinia. No (0), motion approved.

Mr. Warren moved to exit from executive session. No action taken.

Mr. Burrell moved, seconded by Mr. Johnson to adjourn.

MAYOR

FISCAL OFFICER

Special Council

April 17, 2017

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

Mr. Warren moved, seconded by Mr. Johnson to enter into executive session for the discussion of contracts. Council Mayor, solicitor, Nancy Kindle, and Ryan Burkholder invited to attend. Roll Call: Yes (6) Messrs: Warren, Johnson, Burrell, Miller, Sehlhorst, and Talavinia. No (0), motion approved.

Mr. Warren moved to exit from executive session.

Mr. Warren moved, seconded by Mr. Sehlhorst to approve purchasing a new Konica Minolta C308 copier from Perry Corp at a purchase price of \$13,066.43 plus a monthly maintenance agreement of \$37.50/month for both copiers owned by the Village. Roll Call: Yes (6) Messrs: Warren, Sehlhorst, Burrell, Johnson, Miller, and Talavinia. No (0), motion approved.

Mr. Talavinia moved, seconded by Mr. Warren to approve purchasing VIP utility software and VIP work order software from Software Solutions at a cost of \$18,000.00 plus entering into an agreement with Invoice Cloud for the web portal at an approximate cost of \$150/month. Roll Call: Yes (6) Messrs: Talavinia, Warren, Burrell, Johnson, Miller, and Sehlhorst. No (0), motion approved.

Mr. Warren moved, seconded by Mr. Johnson to purchase flashing beacons, signage, and redirect crosswalks at the intersection of S. Main Street and College Avenue at a cost of \$11,730, payable from State Highway funds. Roll Call: Yes (6) Messrs: Warren, Johnson, Burrell, Miller, Sehlhorst, and Talavinia. No (0), motion approved.

Mr. Warren moved, seconded by Mr. Talavinia to approve the 2017 paving schedule and crack fill Riley Creek Court, Jared Circle, and Richland Drive, total cost of \$365,429. Roll Call: Yes (6) Messrs: Warren, Talavinia, Burrell, Johnson, Miller, and Sehlhorst. No (0), motion approved.

Mr. Johnson moved, seconded by Mr. Burrell to approve reallocating the \$5,535 left from the SR 103 Corridor Study to be used for compiling and applying for funding applications. Roll Call: Yes (6) Messrs: Johnson, Burrell, Miller, Sehlhorst, Talavinia, and Warren. No (0), motion approved.

Mr. Warren moved, seconded by Mr. Talavinia to authorize the preparation of a request for proposal for the W. Elm Street waterline and street construction engineering. Roll Call: Yes (6) Messrs: Warren, Talavinia, Burrell, Johnson, Miller, and Sehlhorst. No (0), motion approved.

Mr. Burrell moved, seconded by Mr. Warren to adjourn.

MAYOR

FISCAL OFFICER

VILLAGE OF BLUFFTON
APRIL 24, 2017 BILLS PAID

Remit To	Description	Amount
Alloway Testing	Lab Analysis	\$297.50
All Phase Electric Supply Co.	Retrofit Kits & Gaskets	\$75.00
Apollo Career Center	CPR Cards	\$390.00
Applied Specialites, Inc	Polymer (3 Barrels)	\$2,613.60
Aqua-Line	Leak Detection	\$535.70
Bluffton Hospital	Ambulance Supplies	\$95.99
Bluffton Flying Service	Management Fee	\$5,000.00
Bluffton Presbyterian Church	Electricity- Ream Display	\$188.41
Bureau Of Workers Compensation	Installment Payment	\$1,534.48
CT Consultants	West Side Interceptor Consult	\$23,075.31
Joshua Brown	Cruiser Maintenance	\$59.00
Hancock-Wood Electric Co-Op	Electricity	\$204.01
Legacy Farmer Coop	Fertilizer	\$2,976.00
Moore Medical Corp.	Drug Tags	\$88.21
Mark A Kline	Mowers (2)	\$12,356.40
Perry Corporation	Konica Minolta C308 Copier	\$13,066.43
Schwaab, Inc.	Notary Stamps	\$205.20
Shell Fleet Plus	Gasoline	\$1,982.69
United Healthcare	Hospitalization & Life Insurance	\$11,150.34
USALCO	Alum	\$12,151.56
Utility Sales Agency, Llc	Water Line Parts	\$428.41
Verizon Wireless	Cellular Phone	\$51.60
TOTAL		\$88,525.84

ORDINANCE NO. 04-17

AN ORDINANCE: AMENDING ORDINANCE NO. 18-16 (THE ANNUAL APPROPRIATION ORDINANCE) AND DECLARING AN EMERGENCY.

WHEREAS, it is necessary to appropriate funds and amend Ordinance No. 18-16 (The Annual Appropriation Ordinance).

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BLUFFTON, OHIO:

SECTION 1: That monies are appropriated for the various funds as follows:

Supplemental Appropriations:

State Highway Fund		
B2-6A-52550	Street Capital	+\$11,730
Swimming Pool Improvement Fund		
D4-3D-52510	Pool Construction	+\$20,000
Equipment Replacement Fund		
D5-1F-52520	Equipment	+\$11,600
Police Equipment Replacement Fund		
D9-1A-52520	Police Equipment Replacement	+\$15,000
Water/Sewer Improvement Fund		
E9-5A-52620	Interest	+106,000
E9-5J-52560	System Expansion	+\$136,000

SECTION 2: That an emergency exists in the daily operation of the Village whereby failure to act will be detrimental to the public health, welfare and safety of the inhabitants thereof, and for the further reason that this appropriation transfer is needed so expenditures can be made.

SECTION 3: 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 actions were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Passed and Adopted this _____ day of _____, 2017 by the governing board of the Village of Bluffton, Ohio by the following vote:

Yes: _____ No: _____ Abstain: _____
Attest:

FISCAL OFFICER

MAYOR

Approved as to Form:

SOLICITOR

ORDINANCE NO. 05-17

**AN ORDINANCE TO VACATE AN ALLEY AS REQUESTED BY
THOMAS W. SCHMIDT**

WHEREAS: Thomas W. Schmidt has petitioned for the vacation of an alley that is no longer used by the village or the public and;

WHEREAS: O.R.C. § 723.04 provides as follows:

The legislative authority of a municipal corporation, on petition by a person owning a lot in the municipal corporation praying that a street or alley in the immediate vicinity of such lot be vacated or narrowed, or the name thereof changed, upon hearing, and upon being satisfied that there is good cause for such change of name, vacation, or narrowing, that it will not be detrimental to the general interest, and that it should be made, may, by ordinance, declare such street or alley vacated, narrowed, or the name thereof changed. The legislative authority may include in one ordinance the change of name, vacation, or narrowing of more than one street, avenue, or alley.

**IT IS THEREFORE ORDAINED BY THE COUNSEL OF THE VILLAGE OF FORT BLUFFTON,
OHIO THAT:**

SECTION 1: The Council of the Village of Bluffton, Ohio finds that, upon petition and hearing on such petition, finds that there is good cause for such vacation of said alley and that there is no detriment to the general interest, hereby declares that the said alley, as described in the attached exhibit, is and is hereby vacated.

SECTION 2: That 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:

Attest:

Fiscal Officer

Mayor

Approved as to form:

F. Stephen Chamberlain, Village Solicitor

CERTIFICATION

The undersigned hereby certifies that the within is a true and correct copy of Resolution No. _____, passed on third reading by the Council of the Village of Bluffton, Ohio on the _____ day of _____, 2017.

Dated: _____

Nancy Kindle, Fiscal Officer

RESOLUTION NO. 10-17

A RESOLUTION: MAKING CERTAIN TRANSFERS AND DECLARING AN EMERGENCY.

WHEREAS, it is necessary to make certain transfers between funds of the Village of Bluffton.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF BLUFFTON, OHIO:

SECTION 1: That the following transfers are hereby made:

To	From	Amount
Equipment Replacement D5-0I-41920		+\$10,000
Police Equipment Replacement D9-0I-41920		+\$11,000
	General A1-7X-52710	-\$21,000

SECTION 2: That an emergency exists in the daily operation of the Village whereby failure to act will be detrimental to the public health, welfare and safety of the inhabitants thereof, and for the further reason that this appropriation transfer is needed so expenditures can be made.

SECTION 3: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution 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.

Passed and Adopted this _____ day of _____, 2017 by the governing body of the Village of Bluffton, Ohio by the following vote:

Yes: _____ Noes: _____ Abstain: _____

Attest:

FISCAL OFFICER

MAYOR

Approved as to Form:

SOLICITOR

To: Council Members**Arbor Day**

The Village of Bluffton Tree Commission would like to extend an invitation to the Bluffton community for a celebration of Arbor Day on Saturday, April 29th at the Village Arboretum on Lake Street at 10:00 am. The celebration will include appreciation for the Girl Scouts and their tree labeling and map project and planting a Sycamore tree. Following the short ceremony will be a one or two hour work day with mulching and trimming. The Arbor Day Proclamation is included in this packet.

US Forestry Grant

This grant, if approved, will plant 1,388 trees with 40 in Bluffton and 1,348 in Ottawa. The selected trees will act as non-host species Emerald Ash Borer (EAB) replacements in priority urban locations along the Blanchard River, Riley Creek and Little Riley Creek in two of the largest watershed communities, Bluffton and Ottawa. The Blanchard River Watershed Partnership (BRWP), as sponsor, will subcontract to install and water the trees per plans and specifications arranged with the Ohio Department of Natural Resources (ODNR) Urban Forester. The "Tree City USA" nationally-designated communities of Bluffton and Ottawa have successful Tree Commissions who will oversee plantings at their locations. The over-all acres involved are estimated to be 3.5 acres in Bluffton and 48.65 acres in Ottawa. Plantings to be completed will improve water quality by absorbing stormwater runoff along streets and floodplains and by reducing nutrient loadings into nearby drains. Both of these were identified in the 2009 EPA Total Maximum Daily Load (TMDL) for the Blanchard River watershed as critical issues.

The two sites in Bluffton are located along Riley Creek and Little Riley Creek. The Little Riley Creek flows into the Riley on the east side of Bluffton. From here, Riley Creek flows for approximately 15.5 miles to the Blanchard River about 3 miles east of Ottawa. A Watershed Action Plan for the Riley Creek watershed was approved by the Ohio EPA and ODNR in October 2012. All sites are linked to the 2010 Ohio's Forest Resource Strategy Plan.

The projected timeline for this project, if granted, is as follows:

- February 2018 – Trees ordered.
- September 2018 – Trees delivered.
- October 2018 – Planting started.
- May 2019 – Replantings as necessary.
- May through September 2019 – Maintenance will occur.
- October 2019 – Final replantings as necessary.

Key project partners in this grant will be the BRWP, Village of Bluffton, Village of Ottawa, and Bluffton University. For more information about the BRWP, visit <http://blanchardriver.com/>, and on facebook, find Blanchard River Watershed Partnership – BRWP. The Village of Bluffton, Village of Ottawa, and the City of Findlay financially support this watershed partnership.

Employment Opportunity: Pool Lifeguards

The Village of Bluffton is accepting applications for lifeguards and management for the 2017 pool season. Applications are available at the Town Hall in the lobby. Please call 419-358-2066 with any questions. Applications are due by April 28, 2017.

Purple Heart Community

Bluffton will be working together with Findlay and other villages in Hancock County to become a Purple Heart Community. A ceremony will be held in Findlay on June 6th, 2017. Details will be provided as soon as they are received.

Water Bills Online

Included in this packet of information is the Invoice Cloud electronic invoice and payment proposal. This Invoice Cloud option for our utility billing system will allow water users to review invoice and payment history online, make payments online or over the phone. This new system, once up and running, will streamline the invoice presentment and payment processes, improve cash flow through the variety of payment options, and save the village money as paper bills are suppressed as necessary.

Gas Line Replacement (Dominion Gas)

College Avenue, between Main Street and Railroad Street, will be closed for portions of the first two weeks of June for a gas line replacement project. The current 2" main trunk line under Riley Creek will be replaced with the 8" line, 600 feet long. Dominion Gas will bore under the creek and pull the line through.

Spring Clean-up

The Annual Spring Clean-up has been scheduled for May 19th – May 30th. The dumpsters will be located beside the Maintenance Garage at 455 N. Spring St. Items that may not be disposed of 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 these dumpsters is reserved for Village residents only. Village employees may randomly verify that individuals utilizing the dumpsters are residents of the Village.



OFFICE OF MAYOR
PROCLAMATION



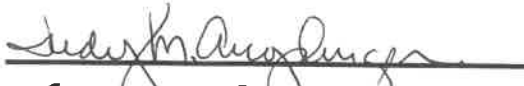
- Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and*
- Whereas, This holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and*
- Whereas, Arbor Day is now observed throughout the nation and the world, and*
- Whereas, Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and*
- Whereas, Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and*
- Whereas, Trees in our village increase property values, enhance the economic vitality of business areas, and beautify our community, and*
- Whereas, Trees, wherever they are planted, are a source of joy and spiritual renewal.*
- Now, Therefore, I, Judy M. Augsburger, Mayor of the Village of Bluffton, Ohio, do hereby proclaim April 29, 2016 as*

Arbor Day

In the Village of Bluffton, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 18th day of April 2016.


Judy M. Augsburger
Mayor



VILLAGE OF BLUFFTON

154 N. MAIN STREET * P.O. BOX 63 * BLUFFTON, OHIO 45817-0063
(419) 358-2066 * FAX (419) 358-8137

JUDY M. AUGSBURGER, CPA, Mayor

NANCY L. KINDLE, Fiscal Officer

www.bluffton-ohio.com

April 10, 2017

Mr. Phil Martin, Watershed Coordinator
Blanchard River Watershed Partnership
P. O. Box 1237
Findlay, Ohio 45840

Re: US Forestry Grant Participation

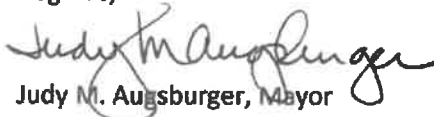
Dear Mr. Martin,

The Village of Bluffton looks forward to working with the Blanchard River Watershed Partnership on a Great Lakes Restoration Initiative Forestry Grant to replace trees in our community. We appreciate your assistance with the grant process and believe that this project will be a success for our community. We appreciate the opportunity to restore tree canopy in our natural areas devastated by the Emerald Ash Borer (EAB) disease. Bluffton's Tree Commission has planned for this planting project and will work closely with Bluffton University since most of the trees will be planted in the University's flood plain. The Village and the University, together, will plant and care for the trees.

Bluffton is located in Allen County along the Little Riley Creek and the Riley Creek, which ultimately flow to the Blanchard River in Putnam County. This is our first year to be part of this grant process and we are excited to take such positive action to protect the watershed from soil erosion and improve water quality through reduced nutrient runoff. In addition to the trees lost due to EAB, we've recently lost a lot of trees due to a very large sewer pipeline project along the east side of town, running along our Little Riley Creek.

The Village of Bluffton agrees to participate in this project with Bluffton University and the Village of Ottawa under your guidance. Should the grant be approved, the Village and the University will manage the tree plantings and follow-up watering. As funding is reimbursable from this federal grant, Bluffton will cover the costs when contracts are confirmed. The project will also leverage volunteer help along with further support from the Tree Commission. We will continue to seek additional funding opportunities in the future. Thank you for coordinating this effort.

Regards,


Judy M. Augsburger, Mayor

cc: Bluffton Village Council
Bluffton Tree Commission

EMPLOYMENT OPPORTUNITY

THE VILLAGE OF BLUFFTON IS ACCEPTING APPLICATIONS FOR LIFEGUARDS AND MANAGEMENT FOR THE 2017 POOL SEASON. APPLICATIONS ARE AVAILABLE AT TOWN HALL IN THE LOBBY. PLEASE CALL 419-358-2066 WITH ANY QUESTIONS. APPLICATIONS ARE DUE BY APRIL 28, 2017 .





Electronic Invoice Presentment and Payment Proposal For

April 21, 2017

Needs Assessment:

- Village of Bluffton would like to provide a cost effective, feature rich and user friendly electronic invoice presentment and online payment service for utility bills.
- Village of Bluffton is using SSI software product for billing. We are working on an integration between the platforms enabling synchronization of data and up-to-date information for the payer
- Village of Bluffton would like to accept electronic payments from payers with online credit cards including Visa, MasterCard, and Discover or electronic checks.
- Village of Bluffton is interested in saving money by suppressing paper invoices (payer opt-in) for bills when possible.

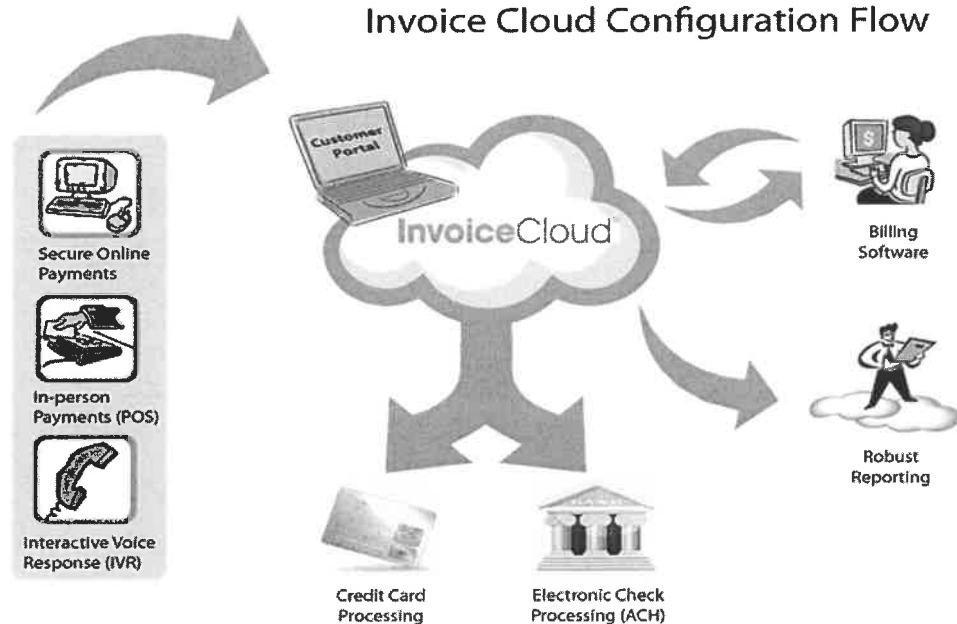
Invoice Cloud & SSI proposes the following:

- Online presentment and payment service as outlined below:
 - Invoice Cloud service is a cloud (software as a service) application, which houses the sensitive payment (ACH and credit card) information off site.
 - Electronic Bills – Offer online presentment and payment with ACH and credit cards (Visa MasterCard, and Discover). A tailored, automated process will be implemented to upload electronic invoices so the customers can view actual invoices and pay online (via email notification or a view invoices /pay now button on Village of Bluffton website). The payment information will be input into the billing system. Payment data from the system will be uploaded daily into Invoice Cloud so the online invoice will be up-to-date when a payer accesses the online bill.
 - PAY- BY-TEXT
- Payers will be able to view/pay bills online through Village of Bluffton's website or an email notification.
- Village of Bluffton may be interested in the Online Bank Direct Program capability. This option registers Village of Bluffton with the online banking networks enabling electronic deposits of online banking site transactions made by customers. Payment files that look like lockbox files

are transmitted after matching electronic transactions from online banking payers to those payers exact matched invoices. These payment files will update the billing system. This will greatly reduce the requirement to manually input remittance information into your software for paper checks sent by the banks for the transactions the customers paid via the online bill pay system.

- We will work with you and your print and mail provider to create a mutually acceptable marketing campaign through the current use of paper billing and correspondence.

Integrated Process:
Integration makes billing, collection and update process easy – no bank trips, no printing and no postage. Payment information is continuously exchanged to synchronize SSI with Invoice Cloud.



- ✓ Web Based, No Downloads, No Software
- ✓ No Up-Front Fees, Pay As You Go
- ✓ Flexible Electronic Invoice Presentment
- ✓ Customizable/Branded Portal
- ✓ Electronic Payments
 - EFT (ACH) and Credit Cards
 - Check Conversion
 - Recurring and Scheduled Payments
 - Self-Service or Merchant Initiated
 - PAY-BY-TEXT
- ✓ PCI (Payment Card Industry) Compliant Systems
- ✓ Invoice Submission Options
 - Via Web Services
 - Manual Upload to Biller Portal
- ✓ Customer Request Capability

- ✓ Email Management – 27 Customizable Notifications
 - Including: open invoice (up to 3), payment receipts, credit card expiration, autopay notifications
- ✓ Reporting
 - Payment, Invoice, and Customer Data
 - Paperless
- ✓ Web access
 - Historical Payment and Invoice Data
 - Customer Data
- ✓ Capability to Download Data Files
 - Payments (ACH and Credit Card)
 - Rejects (ACH)
 - Changes (Customer changes)
- ✓ Customer Portal
 - Customer – Access to Invoice, Payment Data
 - Biller – Access to Customer Data for Support

To summarize the main benefits, Invoice Cloud will:

- ☁ Streamline the invoice presentment and payment processes
- ☁ Provide an easy to use 24/7 customer portal where:
 - Customers can review invoice and payment history, make payments online etc. while decreasing your customer service cost and burden
 - Complete flexibility on look, feel and content of the invoice including watermarks, OCR scan lines and much more
 - Customer request and response capability is included at no additional cost
 - Accept payments over the phone, provide credits when needed, immediately email bills to customers that call in saying they did not receive a bill and walk payers through the new online processes
 - Easy to use phone payment capability
- ☁ Improve cash flow through e-payments, scheduled payments, partial payments and auto-pay
- ☁ Offer low processing rates on credit card and ACH transactions for your payers
 - Accept all major credit cards as well as electronic checks
- ☁ Offer online payment after the due date (optional)
 - Late fees updated as often as you desire through software integration
- ☁ The Invoice Cloud service and billing system will be synchronized with all payment and billing data, so when a customer views an invoice it will reflect updated payment and billing data
- ☁ Customizable automated email notifications sent out at biller's direction
 - First, second and third reminders to pay open invoice
 - Credit card expiration warnings, late payment notifications, payment receipts, etc.
 - Color, fonts, style, size, and Spell Check
 - Monthly Newsletters and reports can be made available
 - Cross marketing of services and announcements through email
- ☁ Village of Bluffton and/or payers can print PDF copy of invoice on-demand
 - Payers can view their invoices online while paying their bill or simply print the invoice
- ☁ 24 months of invoice and payment history is available to each payer starting from the time the service is live.
- ☁ All data is housed off-site - not at your location, so we are responsible for data security
- ☁ Check scanner processes payments and updates the billing system (optional item)
- ☁ Village of Bluffton saves money when paper bills are suppressed
 - Promotion tools boost online payment participation



BLUFFTON POLICE DEPARTMENT
154 N. MAIN STREET
BLUFFTON, OHIO 45817
(419) 358- 2961
FAX (419) 358-8137
E-mail: policechief@bluffton-ohio.com



To: Mayor and Councilmembers

Reference: Recent Projects Completed

From: Chief Ryan M. Burkholder

WatchGuard Cruiser Camera Systems



The Watch Guard Cruiser Camera Systems are now in service. The project cost approximately \$21,084.69 for the three complete systems.

Remington Shotguns



The new Remington Shotguns replaced 2 Remington Shotguns that had been in service for over 25 years. The project cost \$1,446.50.

Tree Commission
Village of Bluffton
April 4, 2017

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

Street tree issues- The hawthorn trees on Cherry and Jackson streets will be removed. Of the three pear trees heaving sidewalks on Richland Dr., one will be removed; the other two tree issues have not yet been resolved.

Tree tags- Tags have been finalized for both the Bluffton arboretum on Lake St. and the tree identification project at Bluffton University. The order will be submitted by the village and the university will be billed for their portion. The Girl Scout troop has \$200 to contribute to the cost of the arboretum tags.

Bluffton Lions Tree Planting Project/ Arbor Day- Two honey locust and one pin oak will be planted at the corner of N. Main and Snyder Rd. as part of the Bluffton Arbor Day celebration on April 29. Some earth mounding at the site has been done, and the plantings will be placed with the incorporation of a village entrance welcome sign in mind. Jesse and Becky will mark the tree planting sites. The Lions Club will be asked about watering/ maintenance of these trees.

U.S. Forest Grant- With the April 13 application deadline approaching, Jonathan will contact Bluffton University about requesting 25 trees as part of the grant, and the village will request 15 trees, to be planted in the Marsh run/ swimming pool area.

Jon Sommer
Secretary

Streets, Alleys, Lights, & Sidewalks Committee Minutes

Monday, April 17, 2017

Start: 7 PM

End: 7:50 PM

Present: Joe Sehlhorst, Ralph Miller, Patti Geiger; Council members: Phil Talavinia, Roger Warren, Sean Burrell, Rich Johnson; Mayor Augsburg, Solicitor Steve Chamberlain

Topic 1: Present Crosswalk S. Main & College Ave. Intersection

- Committee recommending approval for plan presented in attachment. Total Cost \$11,730.00. State Highway Funds Eligible

Topic 2: Updated 2017 Road Maintenance Schedule

- Needed to add Brookwood St.
- To make room in budget, Riley Creek Ct., Richland Dr., and Jared Circle will be Crack-filled
- Committee recommending approval from Council concerning update
- 2018 Proposed Road Maintenance Schedule
- See attached document

Topic 3: S. R. Corridor Study

- Approximately \$5,535.00 left from study
- Committee recommend action to further along the Study
- See attached document
- Committee advised Administration and Mayor to prepare/plan/dissect for further discussion in future.

Topic 4: W. Elm St. Water Main & Street Project

- Mayor presented a few ideas concerning possibilities for Elm St.
- Committee and members of Council exploring Water Line replacement primary concern.
- Will have further discussion as more information and thoughts come available.

Topic 5: Sidewalks

- Administration advised committee that Niese Construction will be starting the 2017 Sidewalk program this week.
 - Jesse informed us that Steve Niese will be dedicating much of his time towards Bluffton through May.
 - Expected to complete all Village properties and other.
-

April 17 Mon 2 pm Ralph Patti, Council, Mayor, Scribner



S. Main & College Avenue Intersection

Streets & Alleys Committee Recommendations:

1. Install Rectangular Rapid Flashing Beacons

a. Carmanah Model R920 Rectangular Rapid Flashing Beacon Systems (2)

b. Crosswalk Symbol, 36" X 36", Includes Pedestal Pole Mounting Hardware, Diamond Grade (4)

c. Downward Diagonal Arrow, 30" X 18", Includes Pedestal Pole Mounting Hardware, Diamond Grade (4)



Cost Estimates

\$5,800.00

\$440.00

\$240.00

2. Concentrate all Pedestrian Traffic at Northern Crosswalk

a. Removal of Southern Crosswalk, portion of Northern Crosswalk and Yield Symbols

\$1,750.00

b. Addition of 1 widened crosswalk, 2 yield symbols, and approx. 20 parking spaces from Grove to College

\$3,500.00

3. Paint outlines of Parking Spaces from Grove to College

* included in quote provided above (valued at \$500.00)

\$0.00

4. Add Reduced Speed Zone Ahead Sign - 25 MPH

* performed by ODOT - District One

\$0.00

Total: \$11,730.00



Proposed Road Maintenance Schedule



2017

	Estimate
College Ave - Albert to Main	\$57,343.50
Citizens Parkway	\$38,085.00
Alley behind funeral home - Harmon to Poplar	\$11,041.00
Brookwood	\$49,634.00
Striping	\$6,204.00
Twp. Rd. 51 - SR 103 to Corp Limit	\$37,405.00
Berne	\$11,131.25
Lausanne	\$24,694.45
Basel	\$16,362.35
Vine - Main to Jackson	\$13,000.00
East Elm St. - Huber to County Line	\$28,254.90
Eastland/Westland	\$32,417.10
Dead end of N. Jackson from Kibler	\$14,157.60
Franklin	\$17,151.50
Crack-filling quote from Premier Patching	
Riley Creek Court	\$3,910.50
Richland Dr.	\$3,747.15
Jared Circle	\$890.00
	\$365,429.30

Paving Est.

\$17,542.50
\$22,505.50
\$13,234.00

\$44,734.35 savings

2018

	Estimate
Riverbend	\$40,000.00
Locust	\$20,000.00
Hawthorne	\$20,000.00
Sycamore	\$20,000.00
Birch	\$20,000.00
Elm Street - Spring to Bentley	\$60,000.00
Washington - Brookwood to Main	\$25,000.00
Bentley Rd - Elm St. to Grove St.	\$65,000.00
	\$270,000.00

↳ took off

→ total reconstruction - water line

7 off

54,000

Indicates project eligible for PMVT funds

Stammin - 37000 Riley to Garment
Cherry - Railroad to Vance

Dominion



Mayor Presented: Options
Committee exploring

April, 2017

W. Elm St. Water Main & Street Project

Option 1: **Replace the Water Main (and the associated trench repairs) only**

Construction Cost:

Outside Funding Options:

- Loan through OWDA (3.48% interest on a 20 year loan). Can be applied for every month, and money becomes available within a month. Construction Plans need to be bid out prior to loan award.
- OPWC Grant or Loan. Applied for once a year in September. Funds aren't available for construction until the following July. Loans are 0% interest for 20 years.

Schedule: Based on Funding Option chosen

Option 2: **Waterline, Road Narrowing, and Resurfacing**

Construction Cost:

Outside Funding Options:

- Loan through OWDA (3.48% interest on a 20 year loan) and OPWC Grant. The loan can be used as the local match portion for the OPWC grant.
- OPWC Grant or Loan. Applied for once a year in September. Funds aren't available for construction until the following July. Loans are 0% interest for 20 years.

Schedule: The project will not be able to begin construction until after July 1, 2018. The OPWC application would be submitted in September, and OWDA submitted after you were notified of receiving approval from OPWC.

Option 3: **Waterline and Full Road Reconstruction**

Construction Cost:

Outside Funding Options:

- Loan through OWDA (3.48% interest on a 20 year loan) and OPWC Grant. The loan can be used as the local match portion for the OPWC grant.
- OPWC Grant or Loan. Applied for once a year in September. Funds aren't available for construction until the following July. Loans are 0% interest for 20 years.

Schedule: The project will not be able to begin construction until after July 1, 2018. The OPWC application would be submitted in September, and OWDA submitted after you were notified of receiving approval from OPWC.

S.R. 103 Corridor Study



April, 2017

*the remaining
budget*

There is approximately \$5,535.00 dollars left on the project for work to be completed (if authorized) for compiling and applying for funding applications. The preferred alternative from the Final Corridor Study project has an estimate of the following,

Construction \$7.6M
Right-of-way \$1.23M
Utility Relocation \$54K
Engineering CE, EnvE, DE \$1.3M

The project as a whole is too large of a project to do all at once, so the Village would like to break down the project into smaller phases and plan the work to coordinate with other projects within the area. The Village and Choice One agree to use the funding available from the original agreement to complete the following:

1. Meet with the Village to determine possible phases and timelines.
2. Provide estimates for the following:
 - a. Utility relocation phase Estimate
 - b. Water and Sewer phase Estimate
 - c. Right of Way phase Estimate
 - d. Phase 1 (Huber to CL Road) Estimate
 - e. Phase 2 (CL Road to I 75) Estimate (this will be mostly just adding the Two Way Left Turn Lane)
 - f. Phase 3 (traffic signal and future right turn lanes)
3. Provide a schedule and a timeline for project completion.
4. Provide possible funding sources and application timelines.
5. Meet with the Village to review the timelines.

Access mymt →

Sidewalks

*Niese will be starting schedule
20k allocated still*

- work through May