

**Village of Bluffton Council Meeting Agenda**  
Bluffton Town Hall, Third Floor  
154 North Main Street, Bluffton  
March 26, 2018 at 7:00 PM

**Opening Ceremonies**

Call to Order, Mayor Johnson presiding  
Pledge of Allegiance

**Minutes**

Approval of the minutes for the Village Council meeting held on Monday, March 12, 2018.

**Bills**

**Presentation of Purple Heart Signs**

**Committee Reports**

Personnel – Wednesday, March 14  
Ordinance – Wednesday, March 14  
Finance – Friday, March 16

**Legislation**

**Ordinance No. 5-18**

**2<sup>nd</sup> Reading**

**Emergency**

An Ordinance approving the Annual Appropriations for the 2018 Fiscal Year for the Village of Bluffton, Ohio and declaring an emergency.

**Administrator's Report**

**Safety Services Reports**

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

Council Meeting – Monday, March 26 at 7:00 pm  
Public Informational Meeting—W Elm Improvement Project – TBD

**Adjournment** – Motion and Second

Regular meeting March 12, 2018 at 7:00pm.

Mayor Johnson presiding. Messrs: Cupples, Kingsley, Selhorst, Stahl, Steiner and Talavinia present.

Kingsley moved, seconded by Cupples, to approve the minutes from the regular council meeting held on February 26, 2018. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Selhorst, Stahl, Steiner and Talavinia. No (0), Abstain (0) motion approved.

Selhorst moved, seconded by Stahl to approve the minutes from the Committee as a Whole held on March 5, 2018. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Selhorst, Steiner and Stahl. No (0), Abstain (1) Stahl, motion approved.

Talavinia moved, seconded by Steiner, to approve the bills as presented. Total of \$120,776.95. Roll call: Yes (6) Messrs: Stahl, Cupples, Kingsley, Selhorst, Steiner and Talavinia. No (0), Abstain (0) motion approved.

Jesse Blackburn gave the following readings:

Ordinance-4-18 – An Ordinance enacting a Consent Agreement with the Director of ODOT in regards to a Bridge Replacement Project; Count/Route/Section: ALL-103-1.52-Bridge of Riley Creek in the Village of Bluffton and declaring an emergency. Selhorst motioned to suspend the rules and declare an emergency, seconded by Steiner. Roll call: Yes (6) Messrs: Stahl, Cupples, Kingsley, Selhorst, Steiner and Talavinia. No (0), Abstain (0) motion approved. Kingsley motioned, seconded by Cupples, to adopt the Ordinance. Roll call: Yes (6) Messrs: Stahl, Cupples, Kingsley, Selhorst, Steiner and Talavinia. No (0), Abstain (0) motion approved.

Ordinance-5-18 – An Ordinance approving the Annual Appropriations for the 2018 Fiscal year for the Village of Bluffton. Talavinia motioned, seconded by Steiner, to approve the first reading of the Ordinance. Roll call: Yes (6) Messrs: Stahl, Cupples, Kingsley, Selhorst, Steiner and Talavinia. No (0), Abstain (0) motion approved.

EMS Chief Basinger asked that council accept the resignation of Rory Stauber from captain to regular duty on the EMS department. Talavinia motioned to accept the resignation, seconded by Kingsley. Roll call: Yes (6) Messrs: Stahl, Cupples, Kingsley, Selhorst, Steiner and Talavinia. No (0), Abstain (0) motion approved.

The American Legion requested a road closure for the Memorial Day Parade on May 28<sup>th</sup>. Steiner motioned, seconded by Stahl, to approve the road closure on May 28<sup>th</sup>. Roll call: Yes (5) Messrs: Stahl, Kingsley, Selhorst, Steiner and Talavinia. No (0), Abstain (1) Cupples, motion approved.

Talavinia motioned to hold an executive session to discuss contracts and personnel, seconded by Steiner. Roll call: Yes (6) Messrs: Stahl, Cupples, Kingsley, Selhorst, Steiner and Talavinia. No (0), Abstain (0) motion approved.

Steiner motioned to adjourn the executive session.

Kingsley motioned to adjourn the regular meeting.

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

Personnel – March 14, 2018 at 4:30pm

Ordinance – March 14, 2018 at 5:30pm

Finance – March 16, 2018 at 2:00pm

Tree Commission – March 22, 2018 at 7:30pm

Council Meeting – March 26, 2018 at 7:00pm

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MAYOR

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FISCAL OFFICER

## VILLAGE OF BLUFFTON

## VOUCHER REPORT 03/10-03/21/2018

AEP	\$3,300.04	MULTIPLE	ELECTRIC
ALL TERRA	\$4,747.50	STREET	SNOW REMOVAL
ALLOWAY	\$940.00	W/S	LAB ANALYSIS
BLUFFTON STONE COMPANY	\$783.23	STREET/PARK	STONE
CENTURY LINK	\$1,093.23	GEN ADMIN	PHONES
CITIZENS NATIONAL BANK	\$40,522.56	W/S IMPROVEMENT	LOAN REPAYMENT
EJP	\$3,675.11	W/S	METERS
HWE	\$227.04	SEWER/GEN	ELECTRIC
M&R	\$10.15	WATER	PARTS
NAVITAS	\$1,324.09	GEN ADMIN	PHONES
OPERATOR TRAINING COMMITTEE (	\$215.00	GEN ADMIN	BACKFLOW TRAINING
OWENS	\$400.00	PD TRAINING	TRAINING
PERRY PROTECH	\$52.70	GEN ADMIN	COPIER MAINTENANCE/USAGE
REPUBLIC SERVICES	\$17,160.45	REFUSE	TRASH SERVICES
RICHLAND ENGINEERING	\$26,759.05	AIRPORT	MASTER PLAN ENGINEERING
STAPLES	\$377.48	MULTIPLE	OFFICE SUPPLIES
THE LAWFT	\$125.00	PD	BOOTS
TOMMY TIRE SALES	\$616.08	PD	TIRES & MOUNT
TSYS	\$2.76	EMS	EMS CREDIT CARD RECEIPT FEE
UNITED HEALTHCARE	\$12,909.41	MULTIPLE	HEALTH INSURANCE PREMIUM
VERIZON	\$54.91	STREET	PHONE
VETTER	\$115.13	SEWER/PARK	PARTS
VILLAGE OF OTTAWA	\$32,727.35	WATER	WATER
WAGNER OVERHEAD DOOR CO.	\$132.00	BUILDING	HINGES/TRANSMITTER
WCOIL	\$14.85	GEN ADMIN	EMAIL ACCOUNTS
<b>TOTAL</b>	<b>\$148,285.12</b>		

BIWEEKLY PAYROLL 3/16/18	\$35,217.77
MEDICARE	\$510.65
OPERS	\$3,049.49
OP-F	\$2,885.60

FEBRUARY FIRE & EMS 3/21/18	\$5,519.51
MEDICARE	\$77.39
FICA	\$132.35
OPERS	\$419.30

<b>TOTAL</b>	<b>\$47,812.06</b>
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<b>REPORT TOTAL</b>	<b>\$196,097.18</b>
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**Village of Bluffton**  
**Finance Committee Meeting**  
**March 16. 2018 @ 2:00PM**

Finance Committee members present: David Steiner & Phil Talavinia

Mayor present: Richard Johnson, Council member present: Jerry Cupples

Staff present: Jack Huber, Village Administrator, Jessie Blackburn, Assistant Administrator  
Service department employees: Scott Phillips, Jan Basinger, Nathan Jordan, Bryan Lloyd, Police  
Chief Ryan Burkholder.

Capital Projects included in the 2018 appropriations were reviewed and explained with updates made to the 2018 appropriations.

Steiner adjourned the meeting at 3:00 pm.

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David Steiner

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Phil Talavinia

**To: Council Members**

**SR 103 Corridor Project**

Administration continues to work with State and County agencies to develop a feasible project to improve this area.

**Upcoming ODOT Projects in the Area**

**93754: ALL/HAN IR 75 22.68/0.01** - Replace deck edges and overlay bridge decks and approach slabs on IR 75 bridges over Riley Creek, and overlay bridge deck on CR 15 bridge over IR 75. Fiscal Year 2018 Project is due to commence April 2. There will be some short-term closures of the Triplett Pathway to the Village Park as equipment is set-up for the bridge work.

**West Elm Improvement Project**

Choice One has completed field survey work and have established preliminary roadway profile and cross sections for the reconstruction. They also field walked the project route to verify water service tie-in locations. We are currently reviewing the layout and sidewalk route. There will be some power pole relocations; the affected poles will be moved to the back of the right-of-way so as to not interfere with the sidewalk route. The next Public Meeting is projected mid-late April.

Many Thanks to our Service Department Employees!

**Service Department**

Trash and brush pickup  
Read meters  
Work orders /turn-ons and offs  
Total coliform samples  
Work on large meter size and type inspection  
Residential meter "digital" cards compilation  
Alley grading/ stoning work  
Sanitary and Storm systems GPS locating  
Clean off concrete pad Buckeye Park  
Dirt work  
Service mowers  
Check lift stations, syphons  
Check water plant  
Checking outlier high water meter readings  
Delinquent shut-offs  
Water samples  
General housekeeping  
Fire hydrant removal/replacement

# Village of Bluffton -- 2018 Building Permits

				Residential	\$ 1,001,300.00
				Commercial/Industrial	\$ 10,312,009.00
Permit No.	Date	Owner	Hancock County Address (of project)	Type of Construction	Cost Estimate
1	1/17/2018	Grob Industries	1070 Navajo Dr.	Exterior Signs	\$ 22,095.00
2	1/24/2018	Quality Management	100 Parkview Dr.	Single Family Residential	\$ 265,000.00
3	1/24/2018	Quality Management	200 Parkview Dr.	Single Family Residential	\$ 250,000.00
4	1/25/2018	Bluffton University	Moyer Science Ctr - Nature Preserve	New Building	\$ 195,914.00
5	1/26/2018	John Hochstetler	736 N. Main St.	Demolition	\$ 3,200.00
6	1/30/2018	TTS Rental Properties (Tom Dotson)	121 S.R. 103	New Building	\$ 88,000.00
7	2/22/2018	McDonalds Corp.	500 S.R. 103	New Drive-Thru Sign	\$ 6,000.00
8	3/5/2018	Chad & Wendy Shutler	319 Jared Circle	Fence	\$ 2,500.00
9	3/6/2018	Bob Fett	140 S. Bentley Rd.	Single Family Residential	\$ 200,000.00
10	3/7/2018	Brenda Beltz	164 Albert St.	Fence	\$ 3,800.00
11	3/15/2018	Shawna Anderson	585 Harmon Rd	Fence	\$ 1,200.00
12	3/16/2018	Dylan & Nichole Bybee	592 Harmon Rd	Fence	\$ 1,600.00
13	3/16/2018	Grob Systems, Inc	1070 Navajo Drive	New Building	\$ 10,000,000.00
14	3/23/2018	Greg Harrand	349 Sycamore Ct.	Single Family Residential	\$ 274,000.00
Total					\$ 11,313,309.00

March 22, 2018

Allen County Combined Health District Advisory Council – Spring Meeting

Representative of Bluffton – Joe Sehlhorst

- I. Approved Oct. 30, 2017 Minutes
- II. Annual Report – Kathy Luhn
  - a. See 2017 Annual Report
  - b. **Allen County Ranks 51<sup>st</sup> Overall out of 88 Ohio Counties in Health**
    - i. Based On 4 Measures:
      1. Behavior – 55<sup>th</sup> (Habits like Smoking, Alcohol, Obesity)
      2. Clinical Care – 24<sup>th</sup> (Access to Care Facilities)
      3. Socio Economic – 48<sup>th</sup> (Education, Employment)
      4. Physical Environment – 80<sup>th</sup> (Housing, Air & Water, Transportation)
- III. Preliminary 2019 Budget Request – Kathy Luhn and Sally Dray
  - a. Political Subdivisions support 18% of Health Department (\$663,665)
    - i. **Prepare for 3% Increase for Bluffton 2019 Budget (Based 2018)**
- IV. Brief Reports (Health Planning Services, Nursing Services, Prevention and Health Promotion Services, Environmental Services)
  - i. Outtakes
    1. Prevention and Health Promotion Svcs. – Tami Gough
      - a. **2018 Bicycle Safety Program – Police department suggest to contact Tami more information to be included in program.**
    2. Environmental Services – Bill Kelly
      - a. ODA Sewage Surveys have begun. The program was passed in 2007. Brought to Law 2015. Kelly says “Now they will really start to enforce Sewage Systems & Other
        - i. Effects more Township residents than Municipal Svcs.
    3. GIS & O&M (Environment Services)
      - Digitize and Map septic systems in county
      - Recorded septic system accessible on Auditor Property Lookup Website
      - Public will be able to view PDF permit & system design recorded
      - Residents assessed \$10-\$12 year
- V. Business Meeting – Election of Officers and Confirmation of MD to Board of Health