

**Village of Bluffton Council Meeting Agenda**  
**Bluffton Town Hall, Third Floor**  
**154 North Main Street, Bluffton**  
**September 25, 2017 at 8:00 PM**

**Opening Ceremonies**

Call to Order

Pledge of Allegiance

**Minutes**

Approval of the minutes for the Village Council meeting held on Monday, September 11, 2017. Approval of a Special Village Council meeting held on Thursday, August 31, 2017. Approval of a Special Village Council meeting held on Wednesday, September 6, 2017. Approval of two Special Village Council meetings held on Thursday, September 14, 2017.

**Bills**

**Legislation**

**Resolution No. 16-17**

**1<sup>st</sup> Reading**

**Emergency**

A resolution authorizing the village administrator to prepare and submit an application to participate in the Ohio Public Works Commission state capital improvement and/or local transportation improvement program(s) and to execute contracts as required and declaring an emergency.

**Administrator's Report**

**Safety Services Reports**

**Committee Reports**

Streets, Alleys, Lights, & Sidewalks Committee meeting held on September 14, 2017

**Public Comment**

Kevin Nickel of Bluffton University regarding a BU Building Project

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

Council Meeting – Monday, September 25, at 8:00 pm

Airport Commission Meeting – Tuesday, September 26, at 2:00 pm

Tree Commission Meeting – Tuesday, September 26, at 7:00 pm

Dottie J Anderson Terminal Dedication – Saturday, September 30 at 11:00 am

Council Meeting – Monday, October 9, at 8:00 pm

**Adjournment – Motion and Second**

**Council Minutes: September 11, 2017**

Council President Johnson presiding. Messrs: Burrell, Miller, Sehlhorst, Talavinia, Warren.  
Mayor Augsburg absent.

Mr. Warren moved, seconded by Mr. Miller to approve the minutes of the regular council meeting held on August 28, 2017. Roll call: Yes (5) Messrs: Warren, Miller, Burrell, Sehlhorst, Talavinia.. No (0), motion approved.

Mr. Sehlhorst moved, seconded by Mr. Warren to approve the bills as presented. Roll call: Yes(5) Messrs: Sehlhorst, Warren, Burrell, Miller, Talavinia.

Mr. Sehlhorst moved, seconded by Mr. Warren to table Ordinance No. 11-17: AN ORDINANCE TO ENACT ESTABLISH LICENSING AND REGULATION OF MOBILE FOOD PROVIDERS IN THE VILLAGE OF BLUFFTON, OHIO. Roll Call: Yes (5) Messrs: Sehlhorst, Warren, Burrell, Miller, Talavinia. No. (0), motion approved.

Mr. Burrell moved, seconded by Mr. Miller to approve the third reading of Ordinance No. 10-17: AN ORDINANCE ESTABLISHING PAY RANGES FOR EMPLOYEES OF THE VILLAGE OF BLUFFTON POLICE DEPARTMENT, SETTING FORTH SOME OF THE TERMS OF EMPLOYMENT AND PROVIDING BENEFITS AS HEREINAFTER SET FORTH TO BE EFFECTIVE ON JANUARY 1, 2018. Roll Call: Yes (3) Messrs: Burrell, Miller, Warren. No (2) Messrs: Sehlhorst, Talavinia, motion approved.

Mr Warren moved, seconded by Mr. Burrell to accept Austin Moore to serve as an Intern for the Police Dept. Roll Call: Yes (4) Messrs: Warren, Burrell, Miller, Sehlhorst. No (0). Abstain (1) Mr. Talavinia

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

Streets, Lights, Sidewalks, Alleys – Thursday, September 14 at 5:30 pm

Special Council Meeting – Thursday, September 14 at 6:30 pm

Council Meeting – Monday, September 25, at 8:00 pm

Tree Commission – Tuesday, September 26 at 7:00 pm

Council Meeting – Monday, October 9 at 8:00 pm

Mr. Burrell moved, seconded by Mr. Warren to enter into executive session for the discussion of personnel and contracts. Roll Call: Yes (5) Messrs: Burrell, Warren, Miller, Sehlhorst, Talavinia. No (0), motion approved.

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

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

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MAYOR

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FISCAL OFFICER

Special Council Meeting – Pay Bills  
August 31, 2017 #1

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

The meeting was called to order at 5:35pm.

Mr. Burrell moved, seconded by Mr. Warren to enter into executive session for the purpose of Personnel – Hiring. Council, Mayor, and Village Administrator invited to attend. Roll Call: Yes (5) Messrs: Burrell, Warren, Johnson, Sehlhorst and Talavinia. No (0), motion approved.

Mr. Burrell moved, seconded by Mr. Sehlhorst to add Mr. Johnson on Citizens National Bank and First National Bank signature cards and remove Mr. Talavinia. Roll Call: Yes (4) Messrs: Burrell, Sehlhorst, Talavinia, and Warren. No (0). Abstain (1): Johnson. Motion approved.

Mr. Burrell moved, seconded by Mr. Sehlhorst to approve the bills as presented, less the duplicate listing for Lima Radio Hospital for \$293.25. Total non-payroll of \$189,143.63. Roll Call: Yes (5) Messrs: Burrell, Sehlhorst, Johnson, Talavinia, and Warren. No (0). Motion approved.

Mr. Warren moved, seconded by Mr. Burrell to adjourn at 5:54pm.

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MAYOR

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FISCAL OFFICER

Special Council Meeting – Personnel – Hiring  
September 6, 2017

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

The meeting was called to order at 7:00pm.

Mr. Warren moved, seconded by Mr. Burrell to hire Laura Ewing as Fiscal Officer at an annual pay of \$52,000 per year, three weeks vacation, and six months probation. Roll Call: Yes (6) Messrs: Warren, Burrell, Johnson, Miller, and Talavinia. No (0). Motion approved.

Mr. Burrell moved, seconded by Mr. Warren to adjourn at 7:17pm.

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MAYOR

\_\_\_\_\_  
FISCAL OFFICER

Special Council Meeting – Close Main Street  
September 14, 2017 #1

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

The meeting was called to order at 6:33pm.

Mr. Johnson moved, seconded by Mr. Sehlhorst to close Main Street for the September 22<sup>nd</sup> Homecoming Parade.

Roll Call: Yes (5) Messrs: Johnson, Sehlhorst, Burrell, Talavinia, and Warren.. No (0), motion approved.

Mr. Warren moved, seconded by Mr. Burrell to adjourn at 6:35pm.

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MAYOR

\_\_\_\_\_  
FISCAL OFFICER

Special Council Meeting – Personnel - Changes  
September 14, 2017 #2

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

The meeting was called to order at 6:35pm.

Mr. Johnson moved, seconded by Mr. Burrell to enter into executive session for the purpose of Personnel – Changes. Council, Mayor, and Village Solicitor invited to attend. Roll Call: Yes (5) Messrs: Johnson, Burrell, Sehlhorst, Talavinia, and Warren.. No (0), motion approved.

Mr Burrell moved to exit executive session.

Mr. Warren moved, seconded by Mr. Johnson to adjourn at 8:30pm.

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MAYOR

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FISCAL OFFICER

Bluffton Village Council  
September 11, 2017

08/18/17	Net Payroll - Regular	35,566.12
08/25/17	Net Payroll - Fire & EMS	4,074.04
09/01/17	Net Payroll - Regular	26,711.02
09/01/17	Net Payroll - N. Kindle Severance	5,220.76
09/15/17	Net Payroll - Regular	26,370.76
08/31/17	Alloway	170.00
09/19/17	Arbor Day Foundation	25.00
08/31/17	Bluffton News	68.80
08/31/17	Bluffton Stone	307.08
09/19/17	Bluffton-Richland Public Library	249.75
09/18/17	Custom Repair	59.00
09/11/17	Custom Repair	59.00
09/14/17	Dominion	33.03
09/18/17	Dominion	35.00
09/14/17	Dominion	34.69
09/14/17	Dominion	36.08
09/14/17	Dominion	32.01
09/14/17	Dominion	129.82
09/14/17	Dominion	38.73
09/12/17	First Klass Lawn Care	630.00
08/10/17	Gary Lugibihl	618.00
09/06/17	Guth Laboratories	35.56
09/11/17	Hancock Wood	36.95
09/11/17	Hancock Wood	156.49
09/19/17	Kohli & Kaliher	875.00
09/07/17	Ohio Dept of Job and Family Services	2,685.00
09/07/17	Ohio Dept of Job and Family Services - Interest	25.07
09/17/17	Perry Pro Tech	56.06
08/16/17	Perry Pro Tech	97.17
08/07/17	Perry Pro Tech	343.31
09/19/17	Rhonda Hohenbrink	59.92
08/07/17	Richland Engineering	20,242.17
09/07/17	Sam's Club	74.64
09/05/17	Shell	1,625.00
09/14/17	SmartBill	268.25
08/23/17	Spectrum	319.62
08/27/17	Spectrum	693.40
09/16/17	Staples	854.07
05/25/17	Stratton Greenhouses	154.30
09/07/17	Verizon	56.66
09/13/17	Verizon	120.51
09/25/17	Walt Sweeney Ford, Inc.	63,744.64
		<u>192,992.48</u>

X: Then & Now Approved by Council

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Approved by Mayor/Council President

**RESOLUTION NO. 16-17**

**A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED AND DECLARING AN EMERGENCY.**

**WHEREAS**, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure, and

**WHEREAS**, the Village of Bluffton, OH is planning to make capital improvements in the form of the West Elm Street Improvement Project, and

**WHEREAS**, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the OPWC programs,

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

**Section 1:** The Village Administrator is hereby authorized to apply to the OPWC for funds as described above.

**Section 2:** The Village Administrator is further authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

**Section 3.** 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 further reason that the application for funding must include this legislation.

**Section 4:** That it is found and determined that all formal actions of the Council concerning and relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

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

Attest:

\_\_\_\_\_  
FISCAL OFFICER

\_\_\_\_\_  
MAYOR

Approved as to Form:

\_\_\_\_\_  
VILLAGE SOLICITOR

Passed: \_\_\_\_\_



**CERTIFICATION**

The undersigned hereby certifies that the within is a true and correct copy of Resolution No. 16-17, passed by the Bluffton Village Council on the 25<sup>th</sup> day of September 2017.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FISCAL OFFICER

Sept. 14, 2017

Streets, Lights, & Alleys Committee

Start: 5:30 PM End: 5:55 PM

Attend: Joe Sehlhorst, Patti Geiger, Rich Johnson, Roger Warren; Public

### **Topic 1: Food Truck Review**

Recommend regulating body be the Public Health Department of either Allen or Hancock County based on location within the Village and follow the Ohio Revised Code.

- Allen County Public Health <https://www.allencountypublichealth.org/>

- Hancock Public Health <http://www.co.hancock.oh.us/government-services/board-of-health>

- Ohio Revised Code

### **3717.01 Retail food establishments - food safety operations definitions.**

(I) "Mobile food service operation" means a food service operation that is operated from a movable vehicle, portable structure, or watercraft and that routinely changes location, except that if the operation remains at any one location for more than forty consecutive days, the operation is no longer a mobile food service operation. "Mobile food service operation" includes a food service operation that does not remain at any one location for more than forty consecutive days and serves, in a manner consistent with division (F) of this section, only frozen desserts; beverages, nuts, popcorn, candy, or similar confections; bakery products identified in section 911.01 of the Revised Code; or any combination of those items.

(Q) "Mobile retail food establishment" means a retail food establishment that is operated from a movable vehicle or other portable structure, and that routinely changes location, except that if the establishment operates from any one location for more than forty consecutive days, the establishment is no longer a mobile retail food establishment.

### **723.01 Legislative authority to have care, supervision, and control of public roads, grounds and bridges..**

Municipal corporations shall have special power to regulate the use of the streets. Except as provided in section 5501.49 of the Revised Code, the legislative authority of a municipal corporation shall have the care, supervision, and control of the public highways, streets, avenues, alleys, sidewalks, public grounds, bridges, aqueducts, and viaducts within the municipal corporation. The liability or immunity from liability of a municipal corporation for injury, death, or loss to person or property allegedly caused by a failure to perform the responsibilities imposed by this section shall be determined pursuant to divisions (A) and (B)(3) of section 2744.02 of the Revised Code.

### **723.011 Control of sidewalks, curbs, and gutters..**

The legislative authority of a municipal corporation, in addition to the powers conferred by sections 729.01 to 729.10, inclusive, of the Revised Code, may require, by ordinance, by the imposition of suitable penalties or otherwise, that the owners and occupants of abutting lots and lands shall keep the sidewalks, curbs, and gutters in repair and free from snow or any nuisance.

Fax 419-358-8137

**Topic 2: 2017 Street Maintenance Summary**

- Costs
  - o Street Maintenance Cost.       \$364,287.35
  - o Alley Approaches               \$1,000.00
  - o Manhole Adjustments           \$6,600
  - o Total Spent                       \$371,887.35
  - o Budgeted                         \$375,000.00
  
- See Attachment for detail

**Topic 3: 2018 Proposed Street Maintenance Schedule**

- Began discussing upcoming streets budget
- See Attachment of Street Schedule (2018/2019)

**Topic 4: Asphalt Sealing Projects**

- Discussed Asphalt Sealing Program
- 2018 will be Year 4 of the Program
- 2018 Projects considered for Budget include: (Quotes needed)
  - o Augsburger Pathway
  - o Village Park
  - o Triplett Pathway
- Other areas of concern include Main St. Closed Alleys, Brush Dump, Service Dept. Improvements to Fire Dept./EMS Parking Lot
- See Attachment for detail

## - 2017 Street Maintenance Summary -



	Estimate	Actual
College Ave - Albert to Main	\$57,343.50	\$59,911.50
Citizens Parkway	\$38,085.00	\$36,530.00
Alley behind funeral home - Harmon to Poplar	\$11,041.00	\$10,669.00
Brookwood	\$49,634.00	\$47,962.00
Striping	\$6,204.00	\$6,204.00
Twp. Rd. 51 - SR 103 to Corp Limit	\$37,405.00	\$41,278.00
Berne	\$11,131.25	
Lausanne	\$24,694.45	\$53,338.95
Basel	\$16,362.35	
Vine - Main to Jackson	\$13,000.00	\$10,985.25
East Elm St. - Huber to County Line	\$28,254.90	\$28,223.40
Eastland/Westland	\$32,417.10	\$30,359.10
Dead end of N. Jackson from Kibler	\$14,157.60	\$14,279.00
Franklin	\$17,151.50	\$17,154.50
Crack-filling quote from Premier Patching		
Riley Creek Court	\$3,910.50	
Richland Dr.	\$3,747.15	\$7,392.65
Jared Circle	\$890.00	
	<b>\$365,429.30</b>	<b>\$364,287.35</b>

street maint. costs

Additional expenses

\$1,000.00

Alley approaches

\$6,600.00

Manhole adjustments

\$371,887.35

TOTAL SPENT

\$375,000.00

BUDGETED

## Proposed Street Maintenance Schedule



**2018**

Administrative Estimate

Riverbend	\$40,000.00	
Locust	\$20,000.00	
Hawthorne	\$20,000.00	
Sycamore	\$20,000.00	
Thurman St. - from E. Elm to Main St.	\$22,000.00	
Lake St. - Mustard Seed to Main St.	\$10,000.00	
North Main Alley - beside Mustard Seed	\$25,000.00	
Birch	\$20,000.00	
Elm Street - Spring to Bentley	\$0.00	paving \$ to be included with water line project
Cherry St. - RR to Vance St.	\$15,000.00	
Crack Sealing/Repairs - TBD	\$15,000.00	
Washington - Brookwood to Main	\$25,000.00	
Striping	\$8,000.00	
Bentley Rd - Elm St. to Grove St.	\$18,000.00	\$50,000 from PMVT funds
	<b>\$258,000.00</b>	

Indicates project eligible for PMVT funds

**2019**

Estimate

Albert	\$20,000.00
Sara	\$8,000.00
Garau - including dead end portion	\$25,000.00
County Line Rd. - RR Tracks to Main	\$60,000.00
Susan	\$20,000.00
Tower	\$50,000.00
	<b>\$183,000.00</b>

Mound St. - dead end

Vine St.

Shannon - Riley to Garmatter

W. Jefferson St.

Geiger St. - Dead End

High St.

Campus Drive



## Asphalt Sealing Projects

Project Name	Completion Date	Contractor	Cost	Yearly Cost
Augsburger Pathway				
Village Park				
Triplett Pathway				
Maple Grove Cemetery	2017	Nonnemaker	\$9,411.00	
Lions Way Pathway	2017	Nonnemaker	\$4,337.08	\$17,133.08
Wastewater Treatment Plant	2017	Nonnemaker	\$3,385.00	
Buckeye Park Basketball Court	2016	Nonnemaker	\$1,152.60	
Buckeye Park Bike Path	2016	Nonnemaker	\$1,820.00	
Buckeye Park Entrance & Drive	2016	Nonnemaker	\$3,165.00	\$11,870.61
Pool Parking Lot	2016	Nonnemaker	\$3,305.91	
Cobb Lake Bike Path	2016	Nonnemaker	\$2,427.10	
Municipal lot	2015	Superior Sealing	\$9,276.77	
Fire Dept.	2015	Superior Sealing	\$1,749.90	
EMS	2015	Superior Sealing	\$1,519.06	\$14,795.83
Buckeye Parking Lot	2015	Superior Sealing	\$2,250.10	
Total Invested to Date:			\$43,799.52	

Other areas of concern:  
 brush dump  
 service dept. lot  
 improvements to Fire Dept./EMS parking lot  
 Main St. Closed Alleys