

Village of Bluffton Council Meeting Agenda

January 24, 2022 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, January 10, 2021.

Bills

Public Comment:

Committee Reports

Personnel – 01/12

Streets, Lights, Alleys & Sidewalks- 01/18

Ordinance – 01/19 - Zoom

Personnel & Finance – 01/20

Boards & Commissions

LEGISLATION:

ORDINANCE NO. 02-2022

1st Reading

AN ORDINANCE APPROVING THE ANNUAL APPROPRIATIONS FOR THE 2022 FISCAL YEAR FOR THE VILLAGE OF BLUFFTON, OHIO.

RESOLUTION NO. 01-2022

1st Reading

Emergency

A RESOLUTION OF THE VILLAGE OF BLUFFTON IN SUPPORT OF THE LIMA-ALLEN COUNTY REGIONAL PLANNING COMMISSION SERVING AS THE METROPOLITAN PLANNING ORGANIZATION FOR THE ALLEN COUNTY, OHIO STUDY AREA AND DECLARING AN EMERGENCY.

RESOLUTION NO. 02-2022

1st Reading

Emergency

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO ADVERTISE FOR BIDS FOR AGGREGATE AND ASPHALT MATERIAL, ASPHALT APPLICATION AND EQUIPMENT RENTAL FOR THE 2022 CONSTRUCTION YEAR AND DECLARING AN EMERGENCY

Village Administration Report:

Mayor:

Safety Services Reports:

-EMS-

-Fire Dept.-

-Police Dept.-

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

Village Council – Monday, January 10 at 7:00 pm

Village Council – Monday, January 24 at 7:00 pm

Public Comment

Adjournment – Motion and Second

Village of Bluffton – Regular meeting January 10, 2022, at 7:00 p.m.

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

Cupples motioned, seconded by Kingsley, to approve the minutes from the regular council meeting held on January 10, 2022. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Talavinia motioned, seconded by Steiner, to approve the bills as presented. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Kingsley motioned, seconded by Talavinia, to approve the hiring of Logan Fruchey to the Public Works department at a rate of \$18.50/hour. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

The Fiscal Officer gave the following readings:

1st Reading:

Ordinance 01-2022 – An Ordinance approving, adopting, and enacting American Legal Publishing’s Ohio Basic Code, 2022 Edition, as the Code of Ordinances for the Village of Bluffton, Ohio and Declaring an emergency. Steiner motioned to suspend the rules, seconded by Cupples. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved. Talavinia motioned to adopt the Ordinance, seconded by Stahl. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Sehlhorst motioned, seconded by Stahl, to approve the issuing of a contract to Tawa Mulch & Landscape Supply in the amount of \$14,700 for the grinding of brush dump materials and the removal of half the grindings. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Steiner motioned, seconded by Kingsley, to name Jerry Cupples as Council President. Roll Call: Yes (5) Messrs: Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (1) Cupples, motion approved.

Cupples motioned to adjourn the meeting.

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

Personnel Committee – Wednesday, January 12 at noon.

Streets, Alleys, Lights, & Sidewalk Committee – Tuesday, January 18 at 5:30 p.m.

Ordinance Committee – Wednesday, January 19 at noon, via Zoom.

Finance Committee – Thursday, January 20 at noon.

Village Council – Monday, January 24 at 7:00 p.m.

MAYOR

FISCAL OFFICER

VILLAGE OF BLUFFTON
VOUCHER REPORT 1/24/2022

VENDOR	AMOUNT	DEPARTMENT	DESCRIPTION
ABIGAIL MICHAEL	1,500.00	Administrative	REIMBURSE TUITION
ACCENT BUSINESS COMMUNICATIONS	779.57	Administrative	PHONES
ALLEN COUNTY CHIEFS OF POLICE ASSN	20.00	Police	ANNUAL MEMBERSHIP DUES
ALLEN COUNTY TREASURER	3,420.07	Administrative	2022 REAL ESTATE TAXES
ALLOWAY TESTING	127.50	Multiple	TESTING
AMERICAN ELECTRIC POWER	889.76	Multiple	ELECTRICITY
AMERICAN ELECTRIC POWER	5,362.91	Multiple	ELECTRICITY
ANGIE ESSINGER	114.57	Administrative	PETTY CASH REIMBURSEMENT
ASHI & 24-7 EMS	520.00	Rescue	2022 COURSE LICENSE
ATLANTIC EMERGENCY SOLUTIONS, INC.	114.56	Fire	BATTERY - THERMAL CAMERA
ATLANTIC EMERGENCY SOLUTIONS, INC.	73.28	Fire	ELEVATOR KEY SET
ATLANTIC EMERGENCY SOLUTIONS, INC.	305.00	Police	BATTERY - THERMAL IMAGER
BADGE & WALLET	191.50	Police	BADGE - KATO
BASINGER PLUMBING & HEATING	347.00	Administrative	3RD FLOOR TOWN HALL AC
BASINGER PLUMBING & HEATING	786.36	Land & Buildings	ANNUAL MAINTENANCE
BURKHOLDER EXCAVATING	525.00	Sewer	SEWER LINE REPAIR
CHARTER COMMUNICATIONS	39.99	Multiple	CABLE
CHARTER COMMUNICATIONS	129.98	Multiple	CABLE
CHOICE ONE ENGINEERING	4,000.00	Capital Improvements	COUNTY LINE ROAD PROJECT
CINTAS	182.45	Administrative	UNIFORMS
CINTAS	193.46	Administrative	UNIFORMS
CLEMANS, NELSON & ASSOCIATES, INC	175.00	Administrative	RETAINER
CULLIGAN BY WATERCO	5.50	Rescue	WATER
DOMINION EAST OHIO GAS	1,133.46	Multiple	NATURAL GAS
EVERETT J PRESCOTT INC	10,000.00	Multiple	4 YR ADVANCED SUPPORT
FAMILY HARDWARE DO IT BEST	1,466.00	Multiple	TOOLS
FAMILY HARDWARE DO IT BEST	938.64	Multiple	SUPPLIES
GRAINGER INC	189.94	Water	MISC PARTS
GREAT LAKES BILLING ASSOCIATES, INC.	1,372.34	Rescue	EMS BILLING SERVICE
HANCOCK COUNTY TREASURER	15,853.12	Administrative	2022 REAL ESTATE TAXES
HANCOCK-WOOD ELECTRIC CO-OP	165.45	Multiple	ELECTRICITY
IACP	190.00	Police	ANNUAL DUES
INDUCTIVE AUTOMATION	15,307.60	Sewer	WWTP SOFTWARE
JOHNS MEMORIALS	3,700.00	Cemetery	SHANNON CEMETERY MEMORIAL
KOI ENTERPRISES, INC.	129.16	Multiple	PARTS
LEIBER GARAGE	232.46	Police	PD AUTO REPAIRS
LEXIS NEXIS RISK DATA MANAGEMENT INC.	50.00	Administrative	ADDRESS SEARCHES
OHIO SCHOOL RESOURCE OFFICERS ASSOCIATION	66.00	Police	TRAINING
OTTAWA ORDNANCE	50.00	Police	CARBINE BUFFER KIT
OWENS COMMUNITY COLLEGE	500.00	Police	2022 LEPD CONSORTIUM FEE
REINEKE FAMILY TIRE & SERVICE CENTERS	78.28	Police	CRUISER REPAIR
STAPLES BUSINESS ADVANTAGE	164.64	Multiple	SUPPLIES
STAPLES BUSINESS ADVANTAGE	38.56	Multiple	SUPPLIES
TIME WARNER CABLE	154.98	Administrative	CABLE
TOMMY TIRE	1,060.00	Police	CRUISER TIRES
VERIZON WIRELESS	85.73	Multiple	CELL PHONES
VILLAGE OF OTTAWA	42,050.42	Water	WATER
ZOLL DATA SYSTEMS	152.00	Rescue	EMS CHARTS
IT REFUNDS	576.31	Administrative	INCOME TAX REFUNDS
	<u>115,508.55</u>		
BIWEEKLY PAYROLL 1/14/22	27,309.16		
MEDICARE	540.83		

OPERS	2,078.17
OP&F	2,281.98
LONGEVITY PAY 1/14/22	4,636.49
MEDICARE	82.65
OPERS	250.00
OP&F	392.00
POLICE COVID HAZARD PAY 1/14/22	9,551.07
MEDICARE	184.29
OPERS	71.28
OP&F	1,394.66
DECEMBER FIRE & EMS	6,217.39
MEDICARE	107.71
OPERS	498.87
FICA	136.46

Council Signature : _____

Date: _____

January 18, 2022

Streets, Lights, Alleys & Sidewalks Committee

Start: 5:30 pm End: 6:50 pm

Present: Joe Sehlhorst, Jerry Cupples, Mayor Johnson, Admin. Jesse Blackburn., Chief Ryan Burkholder

Topic 1: Parking

- Police Chief Burkholder requests Parking Restrictions update
 - o Codification Code 76.04
 - 3' spacing between vehicles and from alley/drive/street intersections
 - 12" vehicle parked from curb
 - o Ordinance Committee will assist with those updates.

Topic 2: Campus View Dr.

- Police Chief Burkholder requests clarification regarding if curved section of road is University property or public
 - o Discussion concluded to the best of our knowledge that this section of road is public property.
 - o Chief Burkholder also wanted confirmation concerning Campus Drive one-way section.
 - Discussion and Codification review could find no such record on file.
 - o Ordinance Committee will assist with updates regarding this discussion.
 - See attachment "Proposed changes to intersection of College View and Campus Drive"

Topic 3: ADA Ramp Installation

- Monies from 2021 Streets Budget for ADA Ramp Installation
 - o \$9,000 remaining for ADA Compliance/Pathway Connectivity
- 6 ADA Ramps to be installed
 - o Quote 103804 from Patriot Concrete
 - o Ramps include: County Line Rd. (E. Elm St. (1), Cherry St. (1), E. College Ave (2) and E. College Ave. (to Triplett Pathway Entrance (2)).
 - See attachment "ADA Ramp Installation"

Topic 4: 2022 Creating Healthy Communities Work Plan

- Shelly from Allen County Public Health presented program to Administrator Jesse Blackburn
 - o Strategy #1: Complete Streets Policy
 - o Healthy People 2030 Objective(s)
 - Increase the proportion of adults who walk or bike to get to places.
 - Increase the proportion of adolescents who walk or bike to get to places.
 - o Target Outcome: Complete Streets Policy in place along with a 10% increase in biking and walking based on Active Transportation support and infrastructure improvements in the Village of Bluffton as evidenced by observation reports, surveys, and community feedback.
- *Establish a Complete Streets Committee by February 28, 2022* made up of transportation planners/engineers, public officials, walking and cycling advocates/experts in the Village of Bluffton.
 - o *By March 31, 2022, meet with Complete Streets Committee* to begin planning a Complete Streets Policy for the Village of Bluffton.
- Administrator to seek out group of participants

Topic 5: Bluffton Hospital Remote MRI Unit on Garau St.

- Placement would be on Public Right-Of-Way
 - o Temporary revocable license will need to be established. Solicitor input requested.
 - See attachment "Remote MRI Unit on Garau St."

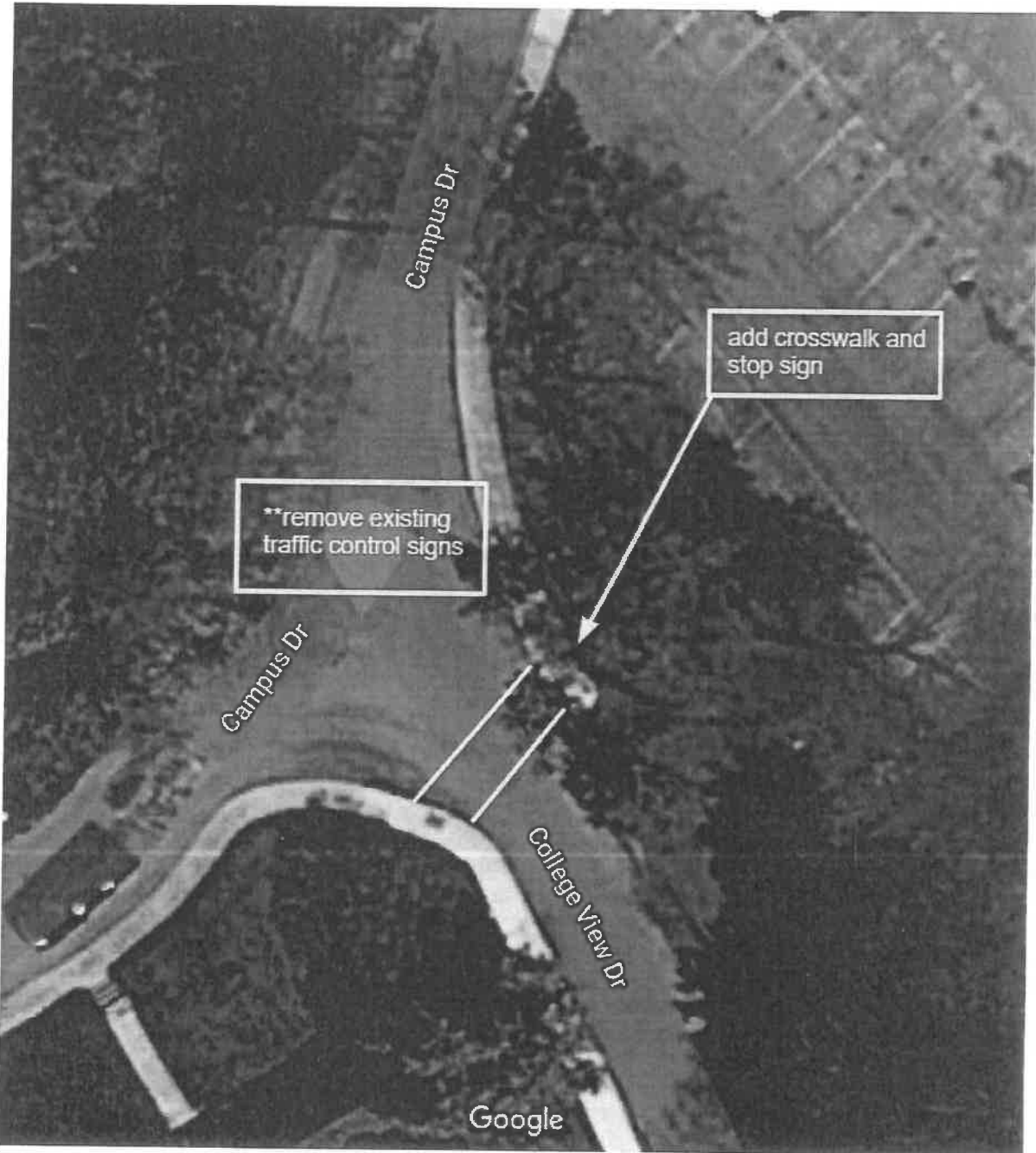
Topic 6: AEP Street Light Rate Increase

- Administration informed committee that we saw a 31% billing increase for street lights.

Topic 7: Bentley Road Intersection Improvements

- Choice One provided Village with 2 options.
 - o Committee and Administration prefer Option 1. Other option (#2) included a concrete island that appeared problematic.
- Truck Counts requested from Regional Planning

Proposed changes to intersection of College View and Campus Drive



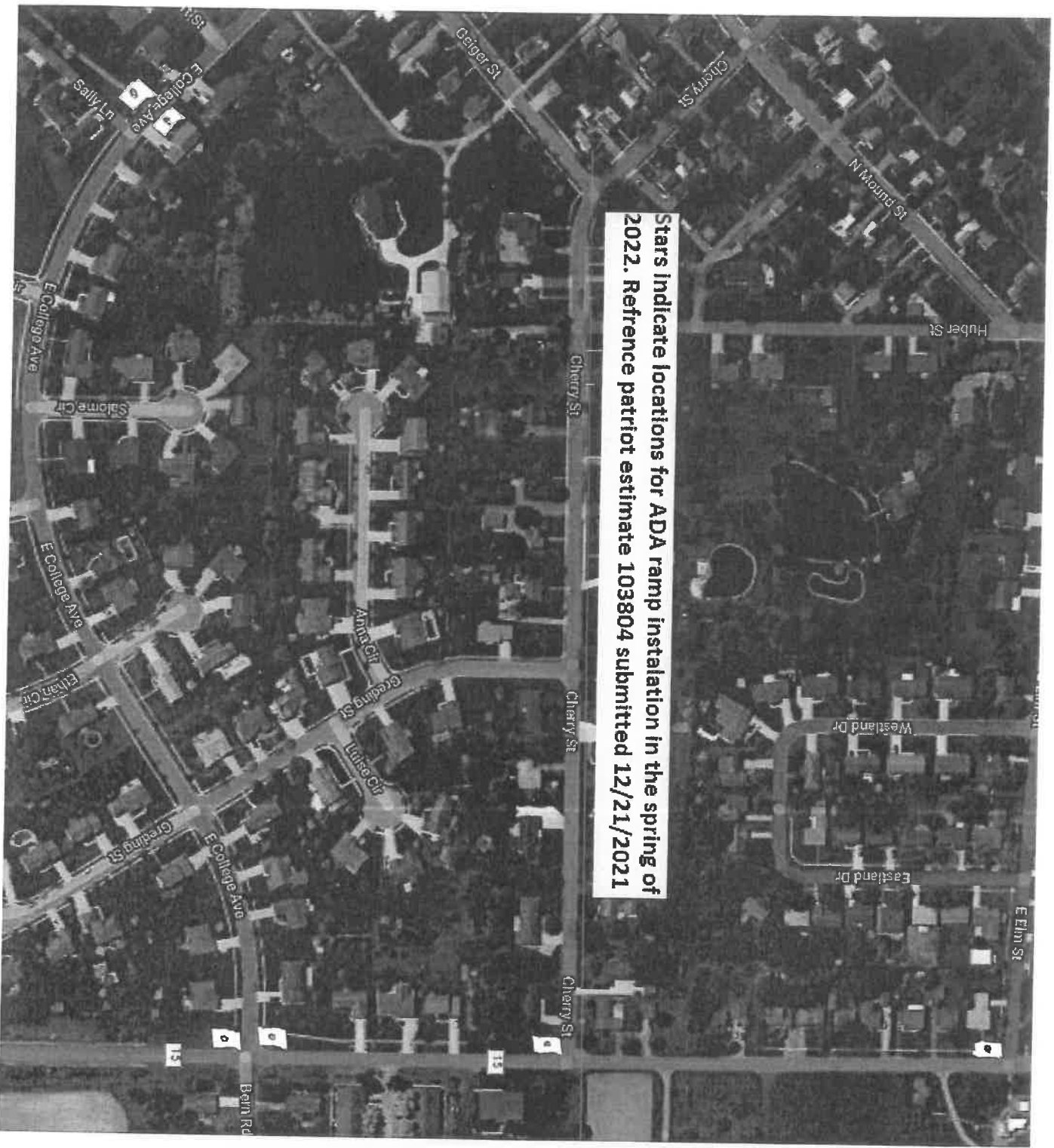
1/19/2022 Ordinance

1/18/2022 Streets Campus Dr. 1-way discussion

Discussion included: Streets (Joe Schlarst, Jerry Cupples, Chief Burkholder, Mayor Johnson, Admin. Blackburn)

Ordinance (Joe Schlarst, Mitch Kingsley, Chief Burkholder, Mayor Johnson, Sgt. Oglesbee)

Topic 5: HHV Kamp Installation



Stars indicate locations for ADA ramp installation in the spring of 2022. Reference patriot estimate 103804 submitted 12/21/2021

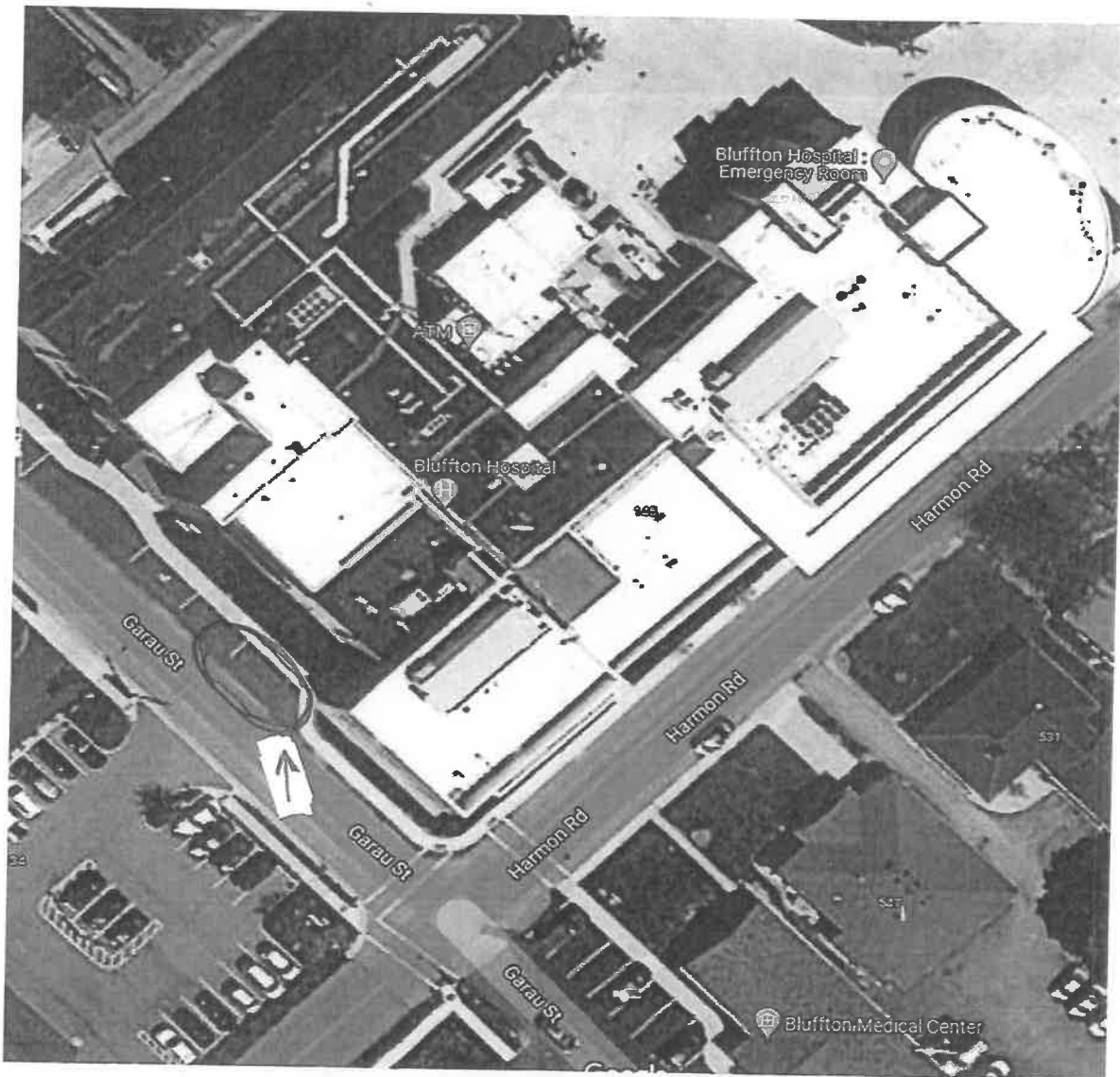
□ -- ADA Ramp

1/18/2022 Remote MRI Unit on Garau St. Bluffton Hospital

Streets, Alleys, Lights and Sidewalks Committee discussed this project last night. We'll be working with our Solicitor to draft and propose the approval of a temporary license to allow the use of the public space by the hospital for use of a mobile MRI unit. I've attached a copy of another license that was granted to Luke's to allow a business/commercial use of public space. The agreement with Bluffton Hospital will follow the same concept. As we work on crafting this document, I feel we need to identify some parameters and descriptions to provide clarity.

Items in question:

1. Is the MRI unit a separate trailer, or part of a motorized vehicle?
2. Will the power cords be run over the sidewalk?
3. How many days a week should this license permit occupancy of the public space?
4. Will the unit be parked in the public area overnight?
5. The entrance to the unit will occur off of the sidewalk?



Ordinance Committee Minutes

Village of Bluffton

January 19, 2022 by ZOOM

Present: Joe Sehlhorst, Mitch Kingsley

Staff: Jesse Blackburn, Ryan Burkholder, Matthew Oglesbee, Richard Johnson

Public:

TOPIC: PARKING, STREETS

- Chief Burkholder described some inconsistencies in our ordinance concerning parking. Specifically, there are variations in the distance required between vehicles and between street elements and vehicles.
- We recommend revisions to the ordinance so that following adoption the distance will be three (3') feet. This means persons parking vehicles need to leave 3 feet between their vehicle and the next vehicle; and they need to leave 3 feet between their vehicle and an intersecting driveway or alley. The end of the flare on a driveway or an alley is the point of measurement. Some street elements, for example, a railroad, require a greater parking distance – indicated in the ordinance.
- We discussed the intersection where College View meets Campus Drive. Tradition (and a sign) have it that Campus Drive is one-way from this intersection around the end of Ropp Hall to its conjoining High Street. However, there is no evidence in the ordinances that this was ever officially adopted.

-We need to get Streets and Alleys approval, but the persons gathered in this discussion want to recommend that we remove the “One-way/do not enter” and the “Yield” signs from the stated intersection. And that a stop sign and crosswalk paint be added to College View on its approach to this intersection. The curve in this stretch of Campus Drive as well as many pedestrians makes it dangerous. Vehicles need to proceed slowly, with full alert, which, for the most part, they seem to be doing.

Submitted,

Joe Sehlhorst

Mitchell Kingsley

Personnel Committee & Finance Committee - Minutes

Village of Bluffton

January 20, 2022, 12:00 PM

Present: Phill Talavinia, Mitch Kingsley, David Steiner

Staff: Jesse Blackburn, Kevin Nickel, Mayor Johnson, Ryan Burkholder, Matthew Oglesbee, Bryan Lloyd

TOPIC: Village Employee Pay Raises

•This year presents an unusual challenge and opportunity concerning employee wages. The wider economy is telling us that wages must increase to meet the demand of the market. Personnel has had several discussions about how to respond. Finance and Personnel have both come to the consensus that all village employees should be given a 6% increase in wage/salary.

•In the meeting today the combined committees were listening to discussion about some further adjustments to employee payment.

-Public Works (PW) and Townhall workers were evaluated by the Village Administrator and he is recommending some changes to wages based on experience, time with the village and skill acquisition. He asks for additional increases for particular workers and gives the rationale for each. The figures for his proposed increases are in a spreadsheet prepared by our Fiscal Officer, Kevin Nickel.

-Police (PD) through Chief Burkholder are also making recommendation for some further adjustments beyond the 6% increase. These are based on the rising wage expectations in the field generally and intended to keep the Village competitive – and to keep our employees in Bluffton. One particular element of this proposal is to raise all parttime patrol officers to at least \$15 per hour. The spreadsheet has these figures also.

•Comments by the committee include concerns about the ability to pay and sustain the pay raises proposed. Will such raises require reductions in other parts of the Village budget/appropriations? As we consider changes, we need to think about the relative payment and advancement of employees on the Bluffton payroll. They need to feel that their wages are fair and properly balanced considering the value they add to the Village.

•We are clear that the rest of council needs to be in this discussion. Obviously, it is part of the appropriations process; but it is a sensitive discussion for employees as well.

•We will propose a committee of the whole to be scheduled in our next council meeting.

Respectfully submitted,
Mitchell Kingsley

Phill Talavinia

Mitchell Kingsley

David Steiner

ORDINANCE NO. 02 -2022

AN ORDINANCE APPROVING THE ANNUAL APPROPRIATIONS FOR THE 2022 FISCAL YEAR FOR THE VILLAGE OF BLUFFTON, OHIO.

WHEREAS, it is necessary to appropriate funds for the 2022 Fiscal Year for the Village of Bluffton, Ohio.

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

SECTION 1: The attached Exhibit A shall be approved as the Annual Appropriations for the Village of Bluffton, Ohio, for the 2022 Fiscal Year. The approved level of control for appropriations is at the fund, function level.

SECTION 2: The effective date of these appropriations shall be March 28, 2022.

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 _____, 2022 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

VILLAGE OF BLUFFTON 2022 APPROPRIATIONS
Exhibit A

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Permanent 2022 AMOUNT
GENERAL FUND:		
POLICE EXPENSES		
	PERSONAL SERVICES	567,562.00
	EMPLOYEE BENEFITS	206,718.00
	OPERATING	79,967.00
TOTAL		854,247.00
FIRE EXPENSES		
	PERSONAL SERVICES	35,401.00
	EMPLOYEE BENEFITS	3,904.00
	OPERATING	39,259.00
TOTAL		78,564.00
STREET & LIGHTING EXPENSES		
	OPERATING	63,302.00
TOTAL		63,302.00
RESCUE EXPENSES		
	PERSONAL SERVICES	64,180.00
	EMPLOYEE BENEFITS	9,551.00
	OPERATING	55,164.00
TOTAL		128,895.00
DISPATCHER EXPENSES		
	MISC. SERVICES	53,451.00
COUNTY HEALTH DISTRICT EXPENSES		
	PROFESSIONAL SERVICES	19,283.00
MOSQUITO CONTROL EXPENSES		
	MOSQUITO CONTROL	12,075.00
CULTURAL AFFAIRS EXPENSES		
A1-3C-52390	MISC. SERVICES	11,000.00
POOL EXPENSES		
	PERSONAL SERVICES	69,000.00
	EMPLOYEE BENEFITS	10,710.00
	OPERATING	55,296.00
TOTAL		135,006.00
BRUSH DUMP EXPENSES		
	OPERATING	14,700.00
TOTAL		14,700.00

STORM SEWER EXPENSES

A1-6D-52550 STORM SEWERS -

SIDEWALKS EXPENSES

A1-6G-52550 SIDEWALK PROGRAM 20,000.00

AIRPORT EXPENSES

A1-6X-52390 MISC SERVICES 70,250.00

A1-6X-52430 REPAIR & MAINTENANCE 4,000.00

A1-6X-52550 RUNWAY LIGHT PROJECT -

TOTAL 74,250.00

MAYOR/ADMIN EXPENSES

PERSONAL SERVICES 158,969.00

EMPLOYEE BENEFITS 45,579.00

OPERATING 129,150.00

TOTAL 333,698.00

LEGISLATIVE EXPENSE

PERSONAL SERVICES 24,000.00

EMPLOYEE BENEFITS 4,271.00

OPERATING -

TOTAL 28,271.00

MAYOR'S COURT EXPENSE

COURT COSTS -

FISCAL OFFICER'S EXPENSE

PERSONAL SERVICES 66,818.00

EMPLOYEE BENEFITS 17,139.00

OPERATING 11,393.00

TOTAL 95,350.00

LAND & BUILDINGS EXPENSE

PERSONAL SERVICES 19,401.00

EMPLOYEE BENEFITS 2,997.00

OPERATING 137,838.00

TOTAL 160,236.00

ECONOMIC DEVELOPMENT EXPENSE

MISC CONTRACTUAL SERV 18,000.00

AUDITOR & TREASURER FEES EXPENSE

PROFESSIONAL SERVICES 6,500.00

DELINQUENT LAND ADVERTISING EXPENSE

PUBLISHING -

AUDITOR'S EXPENSE		
	PROFESSIONAL SERVICES	15,000.00
INCOME TAX ADMIN. EXPENSE		
	PERSONAL SERVICES	42,581.00
	EMPLOYEE BENEFITS	16,224.00
	OPERATING	50,364.00
TOTAL		109,169.00
SAFETY EXPENSE		
	MISC. SERVICES	-
OTHER EXPENSE		
	OPERATING	97,194.00
	TRANSFERS	733,500.00
	ADVANCES	-
TOTAL		830,694.00
TOTAL GENERAL FUND EXPENSES		3,061,691.00
STREET MAINTENANCE EXPENSE		
	PERSONAL SERVICES	157,932.00
	EMPLOYEE BENEFITS	52,538.00
	OPERATING	590,579.00
TOTAL		801,049.00
SNOW REMOVAL EXPENSE		
	OPERATING SUPPLIES	10,000.00
	REPAIR & MAINTENANCE	-
TOTAL		10,000.00
TOTAL STREET FUND EXPENSES		811,049.00
STATE HIGHWAY EXPENSES		
	OPERATING	21,000.00
TOTAL EXPENSE		21,000.00
CEMETERY EXPENSES		
	PERSONAL SERVICE	5,900.00
	EMPLOYEE BENEFITS	912.00
	MISC. SERVICES	18,067.00
TOTAL EXPENSES		24,879.00

PARK EXPENSES		
	OPERATING SUPPLIES	260,259.00
TOTAL EXPENSES		260,259.00

BENROTH BRIDGE EXPENSES		
B5-6G-52430	MAINTENANCE	-

COURT COMPUTER EXPENSES		
B7-1A-52420	OPERATING SUPPLIES	-

DUI ENFORCEMENT EXPENSES		
B8-1A-52390	TRAINING	-
B8-1A-52420	OPERATING SUPPLIES	-
TOTAL EXPENSES		-

PERMISSIVE LICENSE FUND		
B9-6A-52550	STREET CONSTRUCTION	-
TOTAL EXPENSES		

BLUFFTON IN BLOOM FUND		
C4-1A-52390	MISC SVC	7,500.00

AMERICAN RESCUE PLAN ACT		
C5-5J-52560	SYSTEM EXPANSION	326,869.00

STORM SEWER IMPROVEMENT EXPENSES		
D2-6D-52390	MISC. SERVICES	-
D2-6D-52550	STORM SEWERS	103,000.00
TOTAL EXPENSES		103,000.00

FIRE & RESCUE IMPROVEMENT FUND		
D3-1B-52520	EQUIPMENT	78,437.00
TOTAL EXPENSES		78,437.00

POOL IMPROVEMENT FUND		
D4-3D-52510	POOL CAPITAL ITEMS	10,000.00
TOTAL EXPENSES		10,000.00

EQUIPMENT REPLACEMENT EXPENSES		
D5-1F-52520	EQUIPMENT	-
D5-5X-52610	PRINCIPAL	-
TOTAL EXPENSES		-

AIRPORT IMPROVEMENT EXPENSES

	OPERATING	164,000.00
Total		164,000.00
TOWN HALL IMPROVEMENT EXPENSES		
D8-7E-52510	BUILDING IMPR.	20,000.00
POLICE EQUIPMENT EXPENSES		
D9-1A-52520	POLICE EQUIPMENT REPLACEMENT	70,274.00
TOTAL EXPENSES		70,274.00
WATER EXPENSES		
	PERSONAL SERVICES	88,527.00
	EMPLOYEE BENEFITS	41,485.00
	OPERATING	842,605.00
E1-5X-52710	TRANSFERS	50,000.00
TOTAL EXPENSES		1,022,617.00
SEWER FUND EXPENSES		
	PERSONAL SERVICES	114,009.00
	EMPLOYEE BENEFITS	48,182.00
	OPERATING	412,381.00
	TRANSFERS	210,000.00
TOTAL EXPENSES		784,572.00
REFUSE FUND EXPENSES		
E7-5K-52390	REFUSE SERVICE	291,124.00
TOTAL EXPENSES		
WATER/ SEWER IMPROVEMENT FUND EXPENSES		
	OPERATING	725,019.00
	DEBT	1,043,962.00
TOTAL EXPENSES		1,768,981.00
POLICE CONTINUING TRAINING		
F4-1A-52390	TRAINING	7,000.00
NATIONAL NIGHT OUT		
F6-6B-52420	OPERATING SUPPLIES	4,000.00
SHANNON CEMETERY		
F7-1A-52390	MISC SERVICES	-
F8-1A-52390	K9 EXPENSES	2,060.00

RESOLUTION NO. 01-2022

A RESOLUTION OF THE VILLAGE OF BLUFFTON IN SUPPORT OF THE LIMA-ALLEN COUNTY REGIONAL PLANNING COMMISSION SERVING AS THE METROPOLITAN PLANNING ORGANIZATION FOR THE ALLEN COUNTY, OHIO STUDY AREA AND DECLARING AN EMERGENCY.

WHEREAS, the Ohio Department of Transportation (ODOT) has named the Lima-Allen County Regional Planning Commission (LACRPC) as the Metropolitan Planning Organization (MPO) for the Allen County, Ohio Area; and,

WHEREAS, the MPO's function is to work collaboratively with ODOT and the FHWA, FTA and the EPA to facilitate the comprehensive transportation planning within Allen County, Ohio; and,

WHEREAS, Village of Bluffton is a member also agrees to maintain its membership in the LACRPC and to comply with the Bylaws of the LACRPC and the Bylaws of the Transportation Coordinating Committee and the LACRPC and,

WHEREAS, Village of Bluffton agrees to participate in the transportation planning process, and to actively support the public involvement process as it relates to the development and adoption of the MPO's Long Range Transportation Plan, Transportation Improvement Program, Annual Unified Planning Work Program and the publication of an Annual Report.

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

Section 1. That Village of Bluffton joins with other political subdivision in Allen County, Ohio in pledging its support and cooperation with such other political subdivisions within Allen County, Ohio of the LACRPC as the MPO for the Lima, Ohio Urbanized Area (Allen County, Ohio).

Section 2. That the Village of Bluffton will maintain its membership in LACRPC in compliance with the Bylaws of the LACRPC and the Bylaws of the Transportation Coordinating Committee.

Section 3. That the Village of Bluffton shall participate in the transportation planning process and actively support the public involvement process as it relates to the development and adoption of the MPO's Long Range Transportation Plan, the Transportation Improvement Program, the Annual Unified Planning Work Program and the publication of the Annual Report.

Section 4. That the Village of Bluffton will comply with the Bylaws of the LACRPC and the Bylaws of the Transportation Coordinating Committee.

Section 5. That the Village of Bluffton understands that any member government may withdraw its agreement and pledge of support for the LACRPC at any time by

adoption of a Resolution indicating that the Village of Bluffton is withdrawing its support for the programs and delivering a copy of the Resolution to the Executive Director of the LACRPC, not less than one hundred eighty (180) days prior to the actual date of withdrawal. The withdrawal shall be effective on the one hundred eightieth (180th) day after the date on which the Executive Director receives the copy of the Resolution to withdraw.

Section 6. That the presentation of the Resolution to withdraw shall not relieve the withdrawing member of its obligations as a member for the year in which the withdrawal occurs, nor shall the withdrawing party withdraw its area from the study area of the LACRPC during the year of withdrawal.

Section 7. That this Resolution shall be effective at the earliest date permitted by law, provided, however, that the Village of Bluffton shall not be bound by the agreements set forth in this Resolution if there is not sufficient participation from the other political subdivisions in the Allen County, Ohio area to make the existence of the LACRPC feasible.

Section 8. That the Executive Director of the LACRPC shall, upon receipt of the certified copy of this Resolution, include the Village of Bluffton as a member of the LACRPC and that a copy of this resolution will be forwarded to ODOT as testimony of the relationship between the LACRPC and Village of Bluffton.

Section 9. That an emergency exists in the operation of the Village whereby failure to act will be detrimental to the public health, welfare and safety of the inhabitants thereof.

Section 10. That it is found and determined that all formal actions of the Council concerning and relating to the adoption of this resolution were adopted in the open meeting of this Council and that all deliberation 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 _____, 20__, by the governing board of the Village of Bluffton, Ohio by the following vote:

Ayes: _____ Noes: _____ Abstain: _____
Attest:

FISCAL OFFICER

MAYOR

Approved as to Form:

VILLAGE SOLICITOR

RESOLUTION NO. 02-2022

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO ADVERTISE FOR BIDS FOR AGGREGATE AND ASPHALT MATERIAL, ASPHALT APPLICATION AND EQUIPMENT RENTAL FOR THE 2022 CONSTRUCTION YEAR AND DECLARING AN EMERGENCY.

WHEREAS the Village of Bluffton has identified a public contract that requires competitive bids, and,

WHEREAS, an emergency exists in that the project is necessary for maintenance and improvement of Village infrastructure and is necessary for the preservation of the health, safety and welfare of the citizens of the Village of Bluffton, Ohio.

BE IT THEREFORE RESOLVED BY THE COUNCIL OF THE VILLAGE OF BLUFFTON, OHIO (AT LEAST TWO-THIRDS OF THE MEMBERS ELECTED THERETO CONCURRING) THAT:

Section 1. That the Village Administrator is hereby authorized to advertise for bids for aggregate and asphalt material, asphalt application and equipment rental for the 2022 Construction Year and shall proceed according to law.

Section 2. That the Council of the Village of Bluffton, Ohio determines that this Resolution is an emergency measure for the preservation of the health, safety and welfare of the Village for the reasons set forth above and shall be in force and effect immediately from and after its passage.

Section 3. That is found and determined that all formal actions of the Council concerning and relating to the adoption of this resolution 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 _____, 20____ by the Council of the Village of Bluffton, Ohio by the following vote:

Ayes: _____ Nays: _____ Abstain: _____

Attest:

Clerk

Mayor

Approved as to form:

Village Solicitor

Village of Bluffton

Administration's Report

To: Mayor Johnson & Council Members



01-24-22

Public Works Dept. Hiring

Logan Fruchey will begin his employment with the Village of Bluffton on Monday, January 31, 2022!

On going projects:

- **WWTP Instrumentation Project**
- **Water Main Relocation Project - Bluffton University Campus**

AEP – Arboretum Easement

Bluffton has received payment from AEP for the following:

1. The replacement of trees that will be removed from the Arboretum.
2. Obtaining additional Easement and Right of Way for electric transmission, distribution and communication lines.

Bluffton Area Improvements Project (AEP) - County Line Rd. Pathway Construction Plans

The construction of new AEP owned transmission facilities along the County Line Rd. has stopped until November of 2022.

Construction of this phase, which will be completed once new facilities are installed along the Co. Line Rd. and then west along S.R. 103 to the Bluffton Substation, is projected to be completed in March of 2023.



Co. Line Road Pathway construction will be coordinated accordingly. Pathway was scheduled to begin Spring/Summer of 2022.

S.R. 103 Pathway Update

GENERAL NOTICE OF ROAD IMPROVEMENT PROJECT letters to all landowners whose property needs acquired for the construction of this project are being sent this week. Zaccardi and Associates, LLC will be handling this portion of the project. All purchase agreements need to be complete by May '22. ***Still awaiting funding decision from ODNR expected in Nov. of 2021. \$87,066.75 requested from Clean Ohio Trails Fund and Recreational Trails Program for property acquisition.

- ✓ Construction still scheduled for June of 2023.

2021 Building & Zoning Permit Update

63 Permits were issued totaling \$11,847,541.17.

- Residential: \$1,786,193.63 (5 new homes)
- Commercial: \$10,061, 347.55 (\$10,000,000 Bluffton Univ. project)

Ohio Bike Route 25 (OHBR25) Update

ODOT will be coordinating signage efforts soon with local jurisdictions and Bluffton could see signage installed along Main St. as early as September of this year!

Managed Network Services Contract Renewal:

Recommend entering into a 5-year contract with PerryPro Tech for continued services.

Chestnut Lane Subdivision

Overall Development plans have been received. Date of Planning Commission meeting will be determined and announced this week.

Utility Billing: Due Date to 25th of every month

Billing cycles will change from reading dates at 15th of every month to reading dates at end of month. Bills will reflect water usage from each calendar month and will be due on the 25th of each month.

Change in billing cycle will occur for bills due March 25th. Reading dates will be from Jan 17 – February 28.



Council Committee Meetings: Request for meetings with:

Tree Commission – 2022 Planning

Parks & Recreation – Disc Golf Course



VILLAGE OF BLUFFTON

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

RICH JOHNSON, Mayor
JESSE BLACKBURN, Village Administrator

KEVIN NICKEL, Fiscal Officer
BRYAN LLOYD, Assistant Administrator

www.bluffton-ohio.com

RE: Change in Utility Billing Cycle begins March 2022

Dear Bluffton Utility Customer,

This letter serves as notice of a significant change to the billing cycle for the Bluffton utility bill you receive each month. The billing cycle is being adjusted to reflect water usage for each calendar month of the year, opposed to the current method that combines usage from the mid-point of each month.

This will result in a **NEW DUE DATE** for utility bills that will begin in March of 2022.

Beginning in March of 2022, the DUE DATE for Bluffton

Utility Bills will be the 25th of every month.

Summary of changes:

- January Read Date - 1/17/22 Due Date: 2/10/22
- February Read date - 2/28/22 Due Date: 3/25/22
- March Read date - 3/31/22 Due Date: 4/25/22

★ Transitional billing cycle for bill due in March will be 41 days and will result in a higher bill. All other billing cycles will return to approx. 30 days.

Please be aware of the following important action items for this transition:

- ❖ **Automatic Payment (ACH)** – If you are signed up for automatic payments (ACH), there is no action needed on your part. The payment will be withdrawn from your account on the 25th of each month.
- ❖ **Online Bill Pay** – If you are currently signed up with your bank's Online Bill Pay, please note the change in due dates and plan accordingly.

Thank you in advance for your cooperation with this transition. Please direct any questions you have to Angie Essinger at 419-358-2066 ext. 101, or Jesse Blackburn at ext. 102.

Sincerely,
Jesse Blackburn
Village Administrator