

Village of Bluffton Council Meeting Agenda

Bluffton Town Hall, Third Floor
154 North Main Street, Bluffton
February 25 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, February 11, 2019.

Bills

Committee Reports

Tree Commission – 2/12
Personnel – 2/13 & 2/20
Parks & Recreation – 2/14
Streets, Alleys, Lights and Sidewalks – 2/20
- Blanchard River Watershed Partnership 2/21

LEGISLATION

Ordinance 02-19

3rd Reading

An Ordinance approving the annual appropriations for the 2019 fiscal year for the Village of Bluffton.

Resolution 02-19

2nd Reading

A Resolution of Necessity for the Jefferson Street Improvements Project.

Resolution 04-19

2nd Reading

Emergency

A Resolution authorizing the Village Administrator to advertise for bids for the Jefferson Street Improvements Project.

Resolution 06-19

2nd Reading

Emergency

A Resolution authorizing the Village Administrator to advertise for bids for the Jefferson Street Water Main Replacement Project.

Resolution 07-19

2nd Reading

A Resolution to authorize the Mayor to enter into a contract with Republic Services for the garbage and refuse services for the Village of Bluffton.

Resolution 08-19

1st Reading

A Resolution establishing positions and wages for swimming pool staff and rates for 2019.

Administrator's Report

- Department of Public Works Report

Safety Services Reports

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

Council Meeting – Monday, February 25 at 7:00 pm

Public Hearing – Jefferson St. Improvements. Monday, Feb. 25 at 7:15 pm

(Another hearing will need to be scheduled – announcement wasn't published in local media)

Personnel – Wednesday, March 6 at noon

Council Meeting – Monday, March 11 at 7:00 pm

Public Hearing – Jefferson St. Improvements – Monday, March 25 at 7:15 pm

Public Comment

Adjournment – Motion and Second

Village of Bluffton - Regular meeting February 11, 2019 at 7:00pm.

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

Sehlhorst motioned, seconded by Kingsley, to approve the minutes from the regular council meeting held on January 28, 2019. Roll Call: Yes (6) Messrs: Cupples, Steiner, Talavinia, Kingsley, Sehlhorst and Stahl. No (0), Abstain (0), motion approved.

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

The fiscal officer gave the following readings:

2nd Reading

O-02-19 – An ordinance approving the annual appropriations for the 2019 fiscal year for the Village of Bluffton, Ohio. Steiner motioned to approve the reading, seconded by Cupples. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved.

1st Reading

R-02-19-A resolution of necessity for the Jefferson St Improvements Project. Talavinia motioned to approve the reading, seconded by Kingsley. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved.

R-04-19 – A resolution authorizing the Village Administrator to advertise for bids for the Jefferson Street Improvements Project. Sehlhorst motioned to approve the reading, seconded by Stahl. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved.

R-05-19 – A resolution authorizing the Mayor and Village Administrator to execute easements for the Jefferson Street Improvements Project for construction and maintenance of the same and declaring an emergency. Sehlhorst motioned to suspend the rules, seconded by Kingsley. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved. Sehlhorst motioned to adopt the resolution, seconded by Cupples. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved.

R-06-19 – A resolution authorizing the Village Administrator to advertise for bids for the Jefferson Street Water Main Replacement Project. Steiner motioned to approve the reading, seconded by Talavinia. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved.

R-07-19 – A resolution to authorize the Mayor to enter into a contract with Republic Services for the garbage and refuse services for the Village of Bluffton. Stahl motioned to approve the reading, seconded by Kingsley. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved.

Administrator Blackburn discussed the need to order the new dump truck as soon as possible so that it would be delivered by the next snow season. Steiner motioned to authorize the purchase of a new dump truck, not to exceed \$130,000.00, seconded by Talavinia. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved.

Chief Burkholder requested the Buckeye Park for the bicycle rodeo. Stahl motioned to close the Buckeye Park for the bicycle rodeo on May 18, 2019 from 8:00am to Noon, seconded by Kingsley. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved.

Talavinia motioned to adjourn the regular council meeting.

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

Personnel Committee – Wednesday February 13, Noon

Park Committee – Thursday, February 14, 5:30pm

Public Hearing (Jefferson St) – Monday, February 19, 7pm

Personnel Committee – Wednesday, February 20, Noon

Street Committee – Wednesday, February 20, 5:30pm

Council Meeting – Monday, February 25, 7pm

MAYOR

FISCAL OFFICER

VILLAGE OF BLUFFTON
VOUCHER REPORT 2/25/19

VENDOR	AMOUNT	DEPT	PURPOSE
AEP	\$1,170.12	MULTIPLE	ELECTRIC
AEP	\$25,518.65	MULTIPLE	ELECTRIC
ALLEN CO. SHERIFF'S OFFICE	\$15,939.00	DISPATCH	DISPATCHING SVC
ALLOWAY	\$447.50	MULTIPLE	TESTING
ALL TERRA	\$8,110.00	STREET	SNOW REMOVAL
ANDERSON TRACTOR SUPPLY	\$6.25	STREET	BOWL FUEL
ANTHEM	\$11,724.65	MULTIPLE	HEALTH INSURANCE
BLUE LINE GRANTS	\$50.00	PD	GRANT APP
BLUFFTON PRESBYTERIAN CHURCH	\$83.96	CA	ELECTRIC
BLUFFTON STONE CO	\$44.88	WATER	STONE
BOUND TREE	\$227.56	EMS	SUPPLIES
BWC	\$1,257.00	WORKERS	PAYROLL TRUE UP
CENTER FOR EDUCATION & EMPLOYI	\$159.00	PD	RENEWAL
CHOICE ONE ENGINEERING	\$10,056.25	STREET	JEFFERSON ST
CLARKE	\$1,857.67	MOSQUITO	MOSQUITO CONTROL
CLEMANS NELSON	\$194.72	ADMIN	POLICY MANUAL/RETAINER
DNC HYDRAULICS	\$8,840.00	FIRE	TRUCK MAINTENANCE/REPAIR
FAMILY TRUE VALUE	\$5.99	FIRE	BATTERIES
FINLEY FIRE EQUIP	\$45,275.00	FIRE	AIRPACKS
FIRST NATIONAL BANK	\$14,847.45	DEBT	LOAN REPAYMENT WATERLINE
GRAINGER	\$596.58	MULTIPLE	SUPPLIES/PARTS
GREAT LAKES BILLING	\$648.22	EMS	BILLING SVC
GREEN OPTIONS	\$2,055.86	L&B	TOWN HALL LIGHTING
HACKENBERG BEUTLER	\$1,325.00	MULTIPLE	SOLICITOR/PD CASES
HANCOCK CO TREASURER	\$393.68	L&B	PROPERTY TAXES
HANCOCK-WOOD ELECTRIC COOP	\$246.92	MULTIPLE	ELECTRIC
JAN BASINGER	\$767.00	EMS	REIMBURSEMENT FOR DRUG LICENSE
LIMA RADIO HOSPITAL	\$207.00	EMS	ANTENNA
LONNY KENT	\$8.00	PD	REIMBURSEMENT FOR NOTARY COMMISION
MATHESON	\$52.50	STREET	SUPPLIES
MID-AMERICAN CLEANING	\$461.18	L&B	TOWN HALL CLEANING
M&R PLUMBING	\$158.10	L&B	PARTS
NAVITAS	\$1,324.09	ADMIN	PHONES
NORTHERN TOOL & EQUIPMENT	\$39.99	ADMIN	MEMBERSHIP
NORTHWESTERN OHIO SECURITY SYS	\$25.00	ADMIN	ELEVATOR MONITORING
OHIO UTILITIES	\$162.81	ADMIN	GOVERNMENTAL ASSESSMENT
OWENS COMMUNITY COLLEGE	\$400.00	PD	LEPD CONSORTIUM MBSP FEE
PERRY PROTECH	\$1,422.23	ADMIN	IT
POWER HOUSE ELECTRIC	\$488.40	L&B	BULBS
PRO AIR MIDWEST	\$1,220.00	FIRE	SERVICE AGREEMENTS
SHELL	\$2,983.19	MULTIPLE	FUEL
SIRCHIE	\$57.90	PD	TESTING SUPPLIES
STAPLES	\$722.77	ADMIN	OFFICE SUPPLIES
STRATTON GREENHOUSE	\$6,000.00	ADMIN	DOWNTOWN WATERING

TREASURER, STATE OF OHIO	\$150.00 FIRE	VOLUNTEER FF DEPENDENTS FUND
TREASURER, STATE OF OHIO	\$100.00 SEWER	SLUDGE FEE
TSYS	\$17.27 EMS	MERCHANT STATEMENT
VERIZON	\$117.47 MULTIPLE	CELL PHONES/TABLETS
VILLAGE OF OTTAWA	\$61,034.17 WATER	WATER
WARREN FIRE EQUIPMENT	\$1,105.81 FIRE	SCBA TESTS
TOTAL	\$230,106.79	

BIWEEKLY PAYROLL 2/15/19	\$39,322.60
MEDICARE	\$542.20
PERS	\$3,127.45
OP&F	\$3,219.57
TOTAL	\$46,211.82

COUNCIL SIGNATURE : _____ DATE : _____

Parks & Rec - Minutes

Village of Bluffton

February 14th, 2018

Present: Council - Ben Stahl, Mitch Kingsley,

Staff - Jesse Blackburn, Bryan Lloyd

Public (Bluffton Swim Team) - Jason Diller, Jeff Bowlus

Start: 5:32 End: 6:45

Topics: Bluffton swim team shed, pool resolution, park equipment

Minutes:

- Bluffton Swim Team (BST) shed
 - Discussed many aspects of the proposed shed with the representatives from the swim team, including location, material, appearance, and foundation. BST is going to firm up specs and price of materials before a final approval from council.
 - BST is hopeful to have the new shed constructed before the pool opens and the start of the season for swim meets.
 - **Action Needed:** Looking for a motion from council to approve BST constructing a new shed behind the diving boards at the Bluffton village pool--matching in aesthetic to the existing structures, giving that structure to the village upon completion, and then receiving an exclusive use lease for the expected lifetime of the structure. All contingent on final approval with the finished specs.
- Pool resolution
 - Finalized wages/rates based on feedback from the pool manager.
 - First reading at the next council meeting.
- Buckeye Park equipment
 - Reviewed the catalogs of potential playground equipment.
 - Ben Stahl will contact Tim Closson, the elementary principal, for ways to solicit feedback from the target audience of the playground equipment.

Streets, Lights, & Alleys Committee Report

Tuesday, Feb. 19, 2019 @ 7 pm
Jefferson St. Public Meeting

Public Meeting held at 3rd Floor Town Hall E. Jefferson St. Projects

Road Closure – May 20 – October 25, 2019

Subject: A public meeting was held to explain the 4 upcoming projects to be completed along E. Jefferson St.

- Jefferson St. Improvements Project (July 1 – Oct 25) to include water main replacement, storm sewer replacement, street reconstruction, curb and sidewalk replacement.
 - o Project Span: Main St. to Norfolk Southern Railroad right-of-way
- Jefferson St. Water Main Replacement Project (May 20 - ...) to include replacement of existing 4" transite (concrete) water main from Huber St. from intersection of Huber & Mound St. to Jefferson St. (SR 103) Jefferson St. from Humber St to Co. Line Road. Trench pavement repairs will exist until proposed 2020 road reconstruction project
- ODOT ST 103 Bridge Replacement July 1 – Oct. 25
- Norfolk Southern SR 103 Railroad Crossing Upgrade.

Wednesday, Feb. 20, 2019 – Start: 5:30 pm End: 6:40 pm

Streets, Lights & Alleys Committee Meeting

Present: Joe Sehlhorst, Jerry Cupples, and Admin Jesse Blackburn

Topic 1: Et Cetera Shop Main St. Entrance

- Proposed Front Step with Ramp Installation. Edge of steps to back of curb 5'6"
 - o Solicitor to draft legislation similar to Church St. (Faith Investments)

Topic 2: Assessment Project Sidewalk Specs

- Administration to follow Choice One Engineering recommendations concerning sidewalk/curb/drive apron assessments guidelines. *See document attached

Topic 3: Township Sign Grant

- Richland Township initiated. Potential \$40,000 funding
- Maintenance staff out identifying condition of street signs for replacement

Topic 4: Handicap Sign Install on Church St.

- Administration recommended to install 2nd Sunday Only Handicap Sign along Church St. North

Topic 5: Funding Sources for Streets Maintenance Program

- Allen County Engineer made Village aware of the following levies that can be enacted by Bluffton
 - o ORC sections 4504.171 (\$5) and 172 (\$5)
 - o Chapter 4504 Permissive tax revenue is to be used for planning, constructing, improving, maintaining and repairing public roads, highways, streets, and for the maintaining and repair of bridges and viaducts.
 - o See attached document of list of streets available for permissive tax money
- Committee recommended full council discussion regarding topics concerning new funding sources.
 - o Administration to identify current and future capital needs projects regarding street, lights, alleys & ADA compliance.

Topic 6: Easements Required on Jefferson St.

- Location: Corner Vance/Jefferson St. for improved Truck access; Corner Main/Jefferson St. ADA compliance.

Topic 7: 2019 Paving Schedule

- Administration to begin constructing 2019 Street Maintenance Schedule
 - o See Street Maintenance Inventory Document.
- Have received estimates from Bluffton Paving.

Proposed — May 20 - Project is awarded
Begin construction

- District One ODOT has agreed with this proposed extended road closure period. (ODOT road closure to run July 1 – Oct. 25) Extended road closure allows time for single contractor to complete both Jefferson St. projects
- Jan 28 - Meeting with District One ODOT to finalize coordination plans between projects was beneficial and the projects will advance on schedule with coordination efforts to continue during construction.

Jesse Blackburn

From: Dane Sommer <dms@choiceoneengineering.com>
Sent: Thursday, February 14, 2019 8:53 AM
To: Jesse Blackburn
Subject: RE: Trench Paving

Jesse,

Going over the sidewalk/curb/drive apron assessments with Matt, here is what we have come up with:

- If a property owner has replaced segments or all of their sidewalk/curb/drive apron at their own expense within the past 5 years and it meets all of the following conditions, the measured cost of the "acceptable" quantities may be deducted from the final assessment amount:
 - o Sidewalk shall meet ADA Standards, having a maximum of 2.0% cross slope and a maximum of 8.33% linear slope.
 - o Sidewalk shall not have adjoining segment joints that differ more than 3/4" in vertical height that creates a tripping hazard.
 - o Sidewalk shall not show significant deterioration, cracking, or spalling as determined by the Village of Bluffton.
 - o Drive Aprons shall have a designated "through" sidewalk location that is ADA compliant (2.00% cross slope).
 - o Drive Aprons shall not show significant deterioration, cracking, or spalling as determined by the Village of Bluffton.
 - o Curbs shall meet Village Standards or ODOT Standards and show no signs of cracking, spalling, or deterioration.
- If any of the above requirements are not met, the assessment is deemed appropriate and the property owner is responsible for the assessment cost.

Let me know your thoughts on those requirements.

Dane Sommer, P.E.

Project Manager for **Choice One Engineering**
937.497.0200 Office | 419.305.0325 Cell



25
YEARS



From: Jesse Blackburn <BlackburnJ@bluffton-ohio.com>
Sent: Thursday, February 14, 2019 8:41 AM
To: Matt Hoying <mjh@choiceoneengineering.com>
Cc: Dane Sommer <dms@choiceoneengineering.com>; Bryan Lloyd <LloydB@bluffton-ohio.com>; Richard Johnson <JohnsonR@bluffton-ohio.com>
Subject: RE: Trench Paving

January 30, 2017

Village of Bluffton
Judy Augsburger - Mayor
P.O. Box 63
Bluffton, Ohio 45817-0063

Re: Permissive Tax

Dear Ms. Augsburger:

This letter is to inform you and your Council members of the Village of Bluffton the amount of permissive tax money available to you as of December 31, 2016; which is \$33,650.21. Your village brings in approximately \$1,435 per month in permissive tax monies. The monies are posted by the Allen County Auditor each month; for example: October 2016 monies were posted in November 2016 and December 2016 monies were posted in January 2017.

Listed are the streets in your village that are available for permissive tax money:

Augsburger Road	West corporation line to Bentley Road
Bentley Road	South corporation line to Main Street
Bentley Road	Grove Street to north corporation line
Cherry Street	Main Street to Hancock Co Line Road
Church Street	Jackson Street to Main Street
College Avenue	Spring Street to Hancock Road
Columbus Grove - Bluffton Road	West corporation line to Bentley Road
Elm Street	Bentley Road to Main Street
Geiger Street	College Avenue to Cherry Street
Grove Street	Bentley Road to Main Street
Hancock Co Line Road	South corporation line to North Corporation line
Harmon Road	Bentley Road to College Avenue
Jackson Street	Kibler Street to Riley Street
Jefferson Street	Main Street to Hancock County Line Road
Kibler Street	Grove Street to Harmon Road
Lawn Avenue	Kibler Street to Riley Street
Main Street	Southwest corporation line to Hancock Co Line Rd
Riley Street	Bentley Road to Main Street
Spring Street	College Avenue to Riley Street
Snider Street	Main Street to North Corporation Line

If your village would like to utilize its permissive tax monies on any of the above streets, simply follow the **"CHECKLIST"** enclosed. If you should have any questions regarding this process, please feel free to call me or Brion Rhodes at the phone number above or email @ llclark@allencountyohio.com or brhodes@allencountyohio.com.

Respectfully,

Laura L. Clark
Account Clerk

APPROVED: _____
Brion E. Rhodes, P.E., P.S. - Allen County Engineer

cc: Village Administrator

Street Maintenance Inventory

Street	Last Year Worked On
Albert St.	2003
Beaver St.	2005
Campus Dr.	
College View to Bentley	2005
Cherry St.	
Railroad to Vance	2004
College View	2005
Crystal Place	2005
Diller Rd.	2005
Garau St.	2003
Grove St.	
Kibler/Bentley to Corp Limit	
High St.	
Spring to Lawn	2002?
Lawn to Jackson	2002?
Jackson to Main St.	2002?
Hunter's Run	2005
Jefferson St.	
Lawn to Jackson	2005
Jackson to Main St.	2005
Louise Ct.	2005
Railroad St.	2005
Richland Dr.	
Dead End to Riley Creek Ct.	2004
Riley Creek Ct. to Bentley	2004
Bentley to Hillcrest	2006
Hillcrest to Shannon	2006
Riley Creek Ct.	2004
Sara Ln	2003
Shannon St.	
Riley to Richland	2004
Richland to Hillcrest	2004
Hillcrest to Garmatter	2005
Sunset Dr.	
Susan Dr.	2003
Thurman St.	
Elm to Jefferson	
Jefferson to Washington	
Washington to Riley	
Tower Rd.	2002

Vine St.	
Spring to Lawn	2006
Washington St.	
Brookwood to Spring	
Spring to Lawn	2004
Lawn to Jackson	2004
Jackson to Main St.	2004
Main St. to Thurman	
Alleys	
Main St. Alley behind - W. side	
Washington to Elm	
Elm to Vine	
Jefferson to Washington	
Washington to Riley	
Parking Lots	
beside Fire Dept.	
Parks	
Village Park stone parking lots	
Pathways	
Cobb Lake Pathway	
Buckeye Park Pathway	

Board of Directors Meeting

Owen's Community College – Room 054

Date: February 21, 2019

Time: 6:00 p.m.



6:00	Greeting and approval of agenda Roll call and review of past meeting minutes – approved by email vote (8 out of 14)	Jane McCleary
6:05	Treasurer's Report 1. Financial Report 2. Chase Debit Card 3. Bill paying procedure – Approve web Arvix Web Hosting 4. Ridge and Company Services	Shane Myers
6:10	Special Report 1. Putnam County Watershed Coordinator Grant	Sarah Rieman Putnam SWCD
6:20	Old Business: 1. Board Survey Results 2. Planning Meeting Evaluation Results 3. Planning Meeting Fundraising Ideas 4. Rain Barrel Contest Progress Report	Jane Elaine Reynolds
6:35	Watershed Coordinator's Report 1. Kurtz Brothers Project 2. 319 Subaward Grant 3. Project with Putnam County Soil and Water based on Lower Riley Creek NPS-IS Plan 4. Great Lakes Basin Grant	Lauren Sandhu
7:00	New Business 1. Approve Phil Martin's Work Report and Monthly Projection 2. Outreach to Blanchard River Watershed Solutions and Citizens United for a Better Blanchard River. 3. Arlington Teacher request for help. 4. Outreach to Allen County Health Department to assist with providing information. pertaining to Septic Systems. 5. PFA Water Testing – How do you want to proceed? More Research?	Jane McCleary Joe Sehlhorst, Lauren Sandhu
7:20	Committee Reports 1. Education Committee report 2. Board Governance Committee report 3. Metrics Committee report 4. Stewardship/Fundraising Committee report 5. Membership Committee report 6. Community Advisory/Advocacy Council-report on Workshop	No Report Elaine Reynolds Bob Connour Don Croy Don Croy Jane McCleary
8:10	Other Business/ Sharing	

ORDINANCE NO. 02 -19

AN ORDINANCE APPROVING THE ANNUAL APPROPRIATIONS FOR THE 2019 FISCAL YEAR FOR THE VILLAGE OF BLUFFTON, OHIO.

WHEREAS, it is necessary to appropriate funds for the 2019 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 2019 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 27, 2019.

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 _____, 2019 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
2019 Appropriations Summary

Funds:	Projected 1/1/2019	Open	Revenue	Expenses	Transfers In	Transfers Out	12/31/2019 Balance	Increase/ (Decrease)
General	2,411,057.27	3,024,800.00	2,056,856.80				1,894,000.47	(517,056.80)
Street	764,383.25	415,829.00	2,023,481.08				83,731.17	(680,652.08)
State Highway Cemetery	56,417.67	14,000.00	54,000.00		927,000.00		16,417.67	(40,000.00)
Park	20,599.96	14,000.00	24,686.38				9,913.58	(10,686.38)
Benroth Bridge	83,425.13	28,000.00	230,508.77		120,000.00		916.36	(82,508.77)
Court Computer	934.63						934.63	
DUI Enforcement	5,113.14						5,113.14	
National Night Out	790.01						790.01	
Shannon Cemetery	3,478.19	4,000.00	3,478.19				4,000.00	
Capital Funds:	300.00						300.00	521.81
Permissive license								
Pool Debt Service								
Capital Improvement	863.28							
Storm Sewer Improvement	3,477.57						863.28	
Fire & Rescue Improvement	21,726.96						3,477.57	
Pool Improvement	101,945.85			21,726.96				(21,726.96)
Equipment Replacement	2,785.04			93,424.00	110,000.00		118,521.85	16,576.00
Airport Improvement	59,913.98			28,000.00	26,000.00		785.04	(2,000.00)
Town Hall Improvement	159,121.97			194,000.00	135,000.00		913.98	(59,000.00)
Police Equipment Replacement	317,422.00	132,298.00		213,500.00			77,919.97	(81,202.00)
Enterprise Funds:	15,867.05			30,000.00			287,422.00	(30,000.00)
Water				53,700.00	60,000.00		22,167.05	6,300.00
Sewer	158,942.14	1,054,000.00	745,636.30				67,305.84	(91,636.30)
Refuse	215,765.65	828,000.00	809,308.77			400,000.00	34,456.88	(181,308.77)
Water/ Sewer Improvement	82,318.43	197,000.00	219,312.80			200,000.00	60,005.63	(22,312.80)
Bluffton In Bloom	781,740.63	549,000.00	1,991,942.75				38,797.88	(742,942.75)
Community Events	5,000.00		8,000.00		700,000.00			(5,000.00)
Communications	5,880.77				3,000.00		5,880.77	
POLICE CONTINUING PROGRES	6,960.24						6,960.24	
UTILITY RECOVERY	5,126.52						7,126.52	
Police K-9	1,956.12				2,000.00		1,956.12	
UNCLAIMED MONIES TRUST	14,045.00						16,045.00	
CEMETERY TRUST - C/W	225.20				2,000.00		225.20	
CEMETERY TRUST - MATTER	1,326.66						1,326.66	
	524.37						524.37	

**Village of Bluffton
2019 Appropriations Summary**

2015 Appropriations Summary							
Funds:	Projected 1/1/2019						
SPECIAL ASSESSMENT - KIBLER	Open	Revenue	Expenses	Transfers In	Transfers Out	12/31/2019 Balance	Increase/ (Decrease)
SPECIAL ASSESSMENT - W COLLEGE	897.17		849.41			897.17	-
SPECIAL ASSMT - JACKSON ST			119.67			849.41	-
						119.67	-
Totals	5,311,300.93	6,260,927.00	8,801,562.78	2,085,000.00	2,085,000.00	2,770,665.15	(2,540,635.78)
General Fund Reserve Computation:							
Proj unexpended fund balance	12/31/2017						
Total General Fund Expenses		2,056,856.80	1,894,000.47				
Advances							
Adjusted Expenditures		2,056,856.80					
5 month reserve per Council Policy	50%		1,028,428.40				
Unallocated Balance after Reserve			865,572.08				

RESOLUTION 02 - 19

A RESOLUTION OF NECESSITY FOR THE JEFFERSON STREET IMPROVEMENT PROJECT

WHEREAS; The Council finds that there it is necessary to construct a public improvement to sidewalks and curbs on Jefferson Street as set forth on the plans and drawings, to be known as the Jefferson Street Improvement Project in the Village of Bluffton, Ohio, and;

**IT IS THEREFORE RESOLVED BY THE COUNCIL OF THE VILLAGE OF
BLUFFTON, OHIO (the requisite number voting in the affirmative) THAT:**

§ 1. Determination to improve:

It is hereby determined to be necessary to improve the curbs and sidewalks on that part of Jefferson Street in accordance with the plans and specifications referred to in § 2.

§ 2. Approval of plans and specifications:

The plans, profiles, and specifications, and the estimate of cost for the improvement, prepared by the engineer and placed on file in the office of the Clerk of this Council, are approved.

§ 3. Grade as per maps and profile:

The grade of the sidewalks and curbs after the improvement has been completed shall be as shown on the plans and profiles.

§ 4. Levy of assessment:

The cost of the improvement shall be paid as follows:

a. The Village of Bluffton will pay 100% of removal costs for all sidewalk and curb, 50% of curb installation, and any portion of the sidewalk that is in excess of 4' in width.

b. The remaining costs, being 100% of sidewalk installation (capped at 4' in width), 100% of driveway approach and 50% of curb installation will be assessed on all lots and lands bounding and abutting on the improvement of Jefferson Street. These lots and lands are determined to be specially benefited by the improvement. The assessments shall be levied by the foot front of the property bounding and abutting upon the improvement to that part of Jefferson Street, and shall be paid, when levied, in annual installments, with interest on unpaid installments at the rate of 2% payable with the property taxes of said parcel for not more than 10 years. Provided that the owner of any property assessed may, at his option, pay the assessment in cash within thirty days after passage of the ordinance levying the assessments.

§ 5. Estimated assessments:

The Village Administrator is directed to prepare an estimated assessment of the cost of the improvement, based on the estimate of cost filed in the office of the Clerk of this Council in accordance with the method of assessment set forth in this resolution, and showing the amount of the assessment against each lot and parcel of land to be assessed. The estimated assessment shall be filed in the office of the Clerk and kept available for public inspection.

§ 6. Notice to property owner:

Upon the filing of the estimated assessment, the Clerk of this Council is directed to cause notice of the passage of this resolution and of the filing of the estimated assessment to be served on the owners of all lots and lands to be assessed, as provided by law.

§ 7: Sunshine Law provisions:

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

Passed and adopted this ____ day _____, 2019 by the Council of
the Village of Bluffton, Ohio by the following vote:

Ayes: _____ Nays: _____ Abstain: _____

Attest:

Clerk

Mayor

Approved as to form:

Elliott T. Werth, Village Solicitor

RESOLUTION NO. 04-19

A RESOLUTION AUTHORIZING THE ADVERTISEMENT FOR PUBLIC BID ON THE JEFFERSON STREET IMPROVEMENTS PROJECT AND DECLARING AN EMERGENCY.

WHEREAS, Council has previously authorized the Village Administrator to apply for OPWC funding for the project, and has furthermore previously authorized the Village Administrator to enter into an agreement with Choice One Engineering to prepare plans, specifications, and bidding documents for the Jefferson Street Improvement Project.

WHEREAS: As 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 in order to proceed with the Jefferson Street Improvements project in an expeditious manner.

NOW THEREFORE, BE IT RESOLVED by the Mayor and the Village of Bluffton Council that the Village Administrator is hereby authorized and directed to advertise to receive sealed bids for the construction of the Jefferson Street Improvement Project.

BE IT FURTHER RESOLVED that the advertisement for sealed bids shall conform to the requirements of the Ohio Revised Code and such notice will be published in the Bluffton News on February 28, 2019 and March 7, 2019.

BE IT FURTHER RESOLVED that opening of the sealed bids shall take place on March 15, 2019 at the Village Hall, Community Room, 154 N. Main Street, Bluffton, Ohio at 10:00 a.m. local time, at which time bids will no longer be received.

BE IT FURTHER RESOLVED that that Village of Bluffton reserves the right, in any event, to reject any and all bids.

Passed and adopted this _____ day of _____, 2019 by the governing body of the Village of Bluffton, Ohio by the following vote:

Yes: _____ No: _____ Abstain: _____

ATTEST:

FISCAL OFFICER

MAYOR

APPROVED: _____

SOLICITOR

RESOLUTION NO. 06-19

A RESOLUTION AUTHORIZING THE ADVERTISEMENT FOR PUBLIC BID ON THE JEFFERSON STREET WATER MAIN REPLACEMENT PROJECT AND DECLARING AN EMERGENCY.

WHEREAS, Council has previously authorized the Village Administrator to enter into an agreement with Choice One Engineering to prepare plans, specifications, and bidding documents for the Jefferson Street Water Main Replacement Project.

WHEREAS: As 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 in order to proceed with the Jefferson Street Water Main Replacement Project in an expeditious manner.

NOW THEREFORE, BE IT RESOLVED by the Mayor and the Village of Bluffton Council that the Village Administrator is hereby authorized and directed to advertise to receive sealed bids for the construction of the Jefferson Street Water Main Replacement Project.

BE IT FURTHER RESOLVED that the advertisement for sealed bids shall conform to the requirements of the Ohio Revised Code and such notice will be published in the Bluffton News on February 28, 2019 and March 7, 2019.

BE IT FURTHER RESOLVED that opening of the sealed bids shall take place on March 15, 2019 at the Village Hall, Community Room, 154 N. Main Street, Bluffton, Ohio at 10:00 a.m. local time, at which time bids will no longer be received.

BE IT FURTHER RESOLVED that that Village of Bluffton reserves the right, in any event, to reject any and all bids.

Passed and adopted this _____ day of _____, 2019 by the governing body of the Village of Bluffton, Ohio by the following vote:

Yes: _____ No: _____ Abstain: _____

ATTEST: _____
FISCAL OFFICER

MAYOR

APPROVED: _____
SOLICITOR

RESOLUTION 07-19

**A RESOLUTION TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT
WITH REPUBLIC SERVICES FOR GARBAGE AND REFUSE SERVICES FOR THE
VILLAGE OF BLUFFTON**

WHEREAS, the Council of the Village of Bluffton Ohio finds that it is necessary to enter into a contract to provide garbage, refuse and recycling services for the Village of Bluffton and;

WHEREAS, Republic Services has provided an interest in continuing services based on a one-year extension of the current Contract terms with a new monthly rate of \$18.75 and;

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

SECTION 1: That the Mayor is authorized to enter into contract with Republic Services for garbage, refuse and recycling services for the Village of Bluffton.

SECTION 2: It is found and determined that all formal actions of the Council concerning and relating to the adoption of this ordinance were made in open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements of the Open Meetings Law including Section 121.22 of the Ohio Revised Code.

Passed an adopted this ____ day of _____, 2019 by the Council of the Village of Bluffton, Ohio by the following vote:

Ayes: _____ Nays: _____ Abstain: _____

Attest:

Clerk

Mayor

Approved as to form:

Elliott T. Werth
Village Solicitor

RESOLUTION NO. 08-19

A RESOLUTION ESTABLISHING POSITIONS AND WAGES FOR SWIMMING POOL STAFF AND RATES FOR 2019.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Bluffton, Ohio, two-thirds (2/3) of all members elected thereto concurring:

SECTION 1: That the following positions at the stated wages are hereby created:

A. Pool Manager	\$13.25 per hour
B. Assistant Manager	\$10.25 per hour
C. Life Guards	\$8.75 per hour

The above is intended as a minimum guideline for the establishment of wage levels. Council may at its discretion provide for a higher pay scale level for each position listed.

SECTION 2: That the following fees are established for use during the 2019 season, and that all memberships paid in full before they can be used

A. Daily Admission	\$4.00
B. Family Season Pass	\$150.00
C. Additional Children Each	\$10.00
D. Single Season Pass	\$70.00
E. Senior Single Season Pass	\$40.00
F. Ten-Visit Pass	\$35.00
G. Pool Rental-2 hours	\$200.00
H. Swim Lessons-Member	\$30.00
I. Swim Lessons-Non Member	\$40.00
J. Swim Lessons-Private	\$85.00
K. Fulltime Village Employees & Immediate Family	Free

SECTION 3: Pool personnel who complete the season will be reimbursed for fees associated with the certification/recertification of CPR and lifeguard training for up to \$80.00 expended in same year. Receipts for the reimbursement must be turned into the Pool Manager who will submit them to the Fiscal Officer's office for reimbursement processing at the end of the pool season. Reimbursement will be subject to approval from manager.

SECTION 4: 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 the Council and 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.

WHEREFORE, This Resolution shall take effect and be in force from and after the earliest period allowed by law and approval by the signatures below.

Passed and adopted this ____ day of _____, 2019 by the governing body of the Village of Bluffton, Ohio by the following vote:

Yes: ____ No: ____ Abstain: ____

ATTEST _____

FISCAL OFFICER

MAYOR

APPROVED _____

SOLICITOR

Administrator's Report

To: Mayor Johnson & Council Members



2-25-19

Public Meeting – Jefferson St. Projects

On Tuesday, February 19 at 7:00 pm in the Community Room at the Town Hall, a public meeting was held that explained the 4 upcoming projects to be completed along E. Jefferson St. Additional public meeting for Jefferson St. Improvements, Phase II will be held in March-April this year.

Jefferson St./S.R. 103 ROAD CLOSURE – MAY 20 – OCTOBER 25, 2019

- Jefferson St. Water Main Replacement Project: May 20 – July 1 *Bluffton directed*
 - Jefferson St. Improvements Project: July 1 – Oct. 25 *Bluffton directed*
 - ODOT S.R. 103 Bridge Replacement: July 1 – Oct 25
 - Norfolk Southern S.R. 103 Railroad Crossing Upgrade: ?

Jefferson St. Water Main Replacement Project:

Engineer's Estimate: \$353,272.00

Project duration: May 20 – July 1

Jefferson St. Improvements Project:

Engineer's Estimate: \$940,541.00

Project duration: July 1 – Oct 25

- Request for Bids to be advertised on 2/28/19 and 3/7/19
- Bid Opening: March 15 at 10:00 AM at Town Hall
- Award Project: March, 18, 2019

Buckeye Park Restroom:

Preconstruction meeting was held on 2/21/19 with Schimmoeller Construction Inc., Kalida, OH and Bockrath & Associates, Ottawa, OH. Projected start date is mid-March. Final Completion date July 1, 2019. Public Works Dept. will be installing new water and sewer lines to the construction site along with conduit for electrical service.

W. Elm St. Reconstruction – Utility Pole movement

Bryan and I met with Doug Hartzler from AEP on Feb. 12 to discuss the relocation of 5 utility poles along the project route. Choice One has re-staked the right-of-way lines necessary and AEP will be mobilizing crews to move the poles.

Allen County Sanitary Engineers:

Thank you to Bill Horvath, Superintendent, Allen County Sanitary Engineers for coordinating a time to send a crew to Bluffton to televise a portion of the sanitary sewer collections system with known inflow (large amounts of storm water!) conditions. Bryan and John are analyzing new information w/ Wessler Engineering and determining best course of action.

Village Electrical Accounts – EMEX Reverse Auction Results:

Energy Market Exchange, LLC (EMEX) conducted a reverse auction on February 21 for the 14 Village accounts that use roughly 2.5 Million Kilowatt hours (kWh) per year. A 60 month contract was signed with Constellation Energy to supply energy at a fixed price of \$.04495/kWh. This rate is 5.47% lower than the previous rate with an estimated annual savings of \$6,678.56. Results of the auction are attached.

Current Recyclable Materials – Village program with Republic Services

Please see the following page with a description of the types and condition of materials to place in your recycling container.

ODOT SR 103 Bridge Replacement

Eagle Bridge will be on site in March to construct an access point along the bank of the Riley Creek for movement of necessary equipment and materials in the bridge replacement project that will begin on July 1.

ODOT's Township Safety Sign Grant Program:

Thank you to Richland Township Trustees for extending an invitation to participate in this grant program that provides up to \$50,000 in materials for signs, posts and hardware. There is no money 'out of pocket' for the Village, only a commitment to install all requested items within one year of the Federal Authorization Date of the project. Public Works Dept. has inventoried the town -

Jefferson St. Improvements Project – PHASE II

Request Council approval to enter into an agreement with Choice One Engineering to provide services for the Jefferson St. Improvements, Phase II at a cost of \$56,850.00

Services include:

- ✓ Construction plans
- ✓ Storm water pollution prevention plan (SWP3)
- ✓ Construction bidding procedures
- ✓ Construction layout staking
- ✓ Roadway easement preparation

Public Meetings to determine final design of this project need to begin in March.

Council Committee Meetings: We would like to schedule the following meetings:

- 💡 Personnel -
- 💡 Streets, Alleys, Lights and Sidewalks -
- 💡 Special Council Meeting – March 18th – Award Jefferson St. projects

EMEX Reverse Auction Results Analysis - Pricing Summary

Prepared For: Village of Bluffton
 Analysis Date: Thursday, February 21, 2019
 Start Month: March-19
 Account Size (kWh): 2,568,676
 Utility Name: OH - AEP Electric Ohio



Your Current Supplier and Benchmark Price to Compare (PTC)						
Supplier Name	Quote Term (Months)	Energy Supply Price (\$/kWh)	Quote Type	Est. Supply Pass-Through Cost	Supply-Related Taxes	Est. Annual Supply Cost
AEP Energy	36	\$0.04755	Fixed, All-Inclusive	N/A	N/A	\$122,140.54

Top Energy Supply Quotes Obtained by EMEX						
Supplier Name	Quote Term (Months)	Energy Supply Price (\$/kWh)	Quote Type	Est. Supply Pass-Through Cost	Supply-Related Taxes	Est. Annual Supply Cost
Constellation Energy	12	\$0.04710	Fixed, All-Inclusive	N/A	N/A	\$120,984.64
Constellation Energy	24	\$0.04540	Fixed, All-Inclusive	N/A	N/A	\$116,617.89
Constellation Energy	36	\$0.04541	Fixed, All-Inclusive	N/A	N/A	\$116,643.58
Constellation Energy	48	\$0.04523	Fixed, All-Inclusive	N/A	N/A	\$116,181.22
Constellation Energy	60	\$0.04495	Fixed, All-Inclusive	N/A	N/A	\$115,461.99
AEP Energy	12	\$0.04598	Fixed, All-Inclusive	N/A	N/A	\$118,107.72
AEP Energy	24	\$0.04447	Fixed, All-Inclusive	N/A	N/A	\$114,229.02
AEP Energy	36	\$0.04445	Fixed, All-Inclusive	N/A	N/A	\$114,177.65
AEP Energy	48	\$0.04466	Fixed, All-Inclusive	N/A	N/A	\$114,717.07
AEP Energy	60	\$0.04503	Fixed, All-Inclusive	N/A	N/A	\$115,667.48
MP2 Energy	12	\$0.04718	Fixed, All-Inclusive	N/A	N/A	\$121,190.13
MP2 Energy	24	\$0.04585	Fixed, All-Inclusive	N/A	N/A	\$117,773.79
MP2 Energy	36	\$0.04606	Fixed, All-Inclusive	N/A	N/A	\$118,313.22
MP2 Energy	48	\$0.04655	Fixed, All-Inclusive	N/A	N/A	\$119,571.87

Estimated Annual Savings (60 Months) \$6,678.56 5.47%

Estimated Savings Over Contract Term (60 Months) \$33,392.79

Actual savings may vary. Savings estimates are calculated according to actual or estimated benchmark pricing in relation to your historical energy consumption. All savings figures are based on current published utility tariffs or current third party supplier rates as provided to EMEX.

EMEX, LLC • 11011 Richmond Ave., Suite 500 • Houston, TX 77042 • Toll-Free (877) 459-4728

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Recyclable

These specific items can be placed in your recycling container.



Paper

Paper (staples okay)
Newspaper
Envelopes
Junk mail
Phone books
Brochures
Magazines



Cardboard

Ream wrappers
File folders
Poster board
Frozen food boxes
Cardboard boxes
Milk cartons



Plastic

#1 and #2 plastic
bottles & jugs
(remove all lids)



Metal

Aluminum
beverage cans
Food cans
Food & beverage
containers only

Empty. Clean. Dry.™



Empty.



Clean.



Dry.

Please make sure your recyclables are
empty, clean and dry before placing
them in your recycling container.

For more information, visit RecyclingSimplified.com or call 800.247.3644 | ©2018 Republic Services, Inc.

Non-recyclable

These items can never be placed in your recycling container.

Aerosol cans
Electrical cords
Appliances
Food waste
Syringes
Batteries
Garden hoses
Razor blades
Polystyrene foam (*Styrofoam®)

Bubble wrap
Plastic grocery bags
Tires
Christmas lights
Sports equipment
Wood
Coat hangers
Stuffed animals
Yard waste

*Styrofoam® is a registered trademark of the Dow Chemical Co., Inc.

When in doubt, throw it out!

Recycling *Simplified*



We'll handle it from here.®



Department of Public Works

Assistant Village Administrator

2/25/2019

To: Mayor and Village Council Members

Work completed

- Water Leak (4)
- Manhole inspections
- Leak detection
- Truck Maintenance
- Sewer televising with ACSE
- Read meters
- Re-reads and trouble shooting
- Sign survey
- Stop sign replacement
- Haul debris
- Storm sewer repair

Upcoming projects

- Manhole inspections (on going)
- Valve turning (on going)
- Fire Hydrant replacement
- Asset management inventory
- Service disconnection
- Sewer televising (airport area)
- Sanitary repairs (airport area)
- Buckeye Restroom service connections

Future planning

- Valve turning (On going)
- Large meter replacement (McDonald's)
- Catch basin cleaning
- Grading under I-75 - Triplet path & Lions path
- Storm sewer work (Main @ College)

Waste Water Collections

Allen County Sanitary engineers, assisted the PWD in televising 1050' of sanitary main line sewer around the Airport lift station. Many concerns were discovered, the PWD will do further investigating as well as point repair in the upcoming weeks.

Brenneman Excavating has begun manhole rehabilitation. The initial part of their work has been casting replacement and grade changes in preparation of the interior restoration. A few change orders have been made to do with the E. Jefferson St. bridge replacement, in the villages favor.

Wastewater Treatment

Water Treatment & Distribution

Miles Leak detection found 7 leaks in our water system during the 2 day survey. The leaks ranged from 30 GPM to a few ounces per minute. The PWD has begun repairs starting with the largest. There are still 3 known leaks in the system, 2 fire hydrants, and one service line. The PWD will continue to make repairs in weeks to come.

High usage the Village is still experiencing increased water usage, even after repairs. After reading meters, it was revealed that many residential and commercial meters have also experienced an increased usage. PWD as well as Angie are busy notifying these customers of potential leaks.