

Village of Bluffton Council Meeting Agenda

Bluffton Town Hall, Third Floor

*Meeting also being conducted using Zoom conferencing

*broadcast at 154 North Main Street, Bluffton OH

June 8, 2020 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 Tuesday, May 26

Bills

Committee Reports

Parks & Recreation: 5/26

Streets, Alleys, Lights & Sidewalks: 6/3

Boards & Commissions

Pathway Board: 6/4

LEGISLATION

ORDINANCE NO. 03-2020 -Tabled until July, 2020

RESOLUTION NO. 15-2020

3rd Reading

A RESOLUTION AUTHORIZING THE ATTACHED WAGE SCHEDULE TO BE ADDED TO THE PERSONNEL POLICY AND PROCEDURE MANUAL OF THE VILLAGE OF BLUFFTON, OHIO AS EXHIBIT A: WAGE SCHEDULE FOR VILLAGE EMPLOYEES

Administrator's Report

- Public Works Department Report

Safety Services Reports

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

Joint Ordinance & Finance, June 8 at 4:00 pm

Council Meeting – Monday, June 8 at 7:00 pm

Council meeting – Monday, June 22 at 7:00 pm

Public Comment

Adjournment – Motion and Second

Village of Bluffton – Regular meeting May 26, 2020 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 May 11, 2020. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, Stahl and Talavinia. No (0), Abstain (0), motion approved.

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

Stahl motioned, seconded by Kingsley, to approve the immediate opening of the shuffleboard courts to club members following the posting of the safe opening guidelines for use provided by the club. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner and Talavinia. No (0), Abstain (0), motion approved.

Stahl motioned, seconded by Kingsley, to approve the hiring of pool staff as presented. 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:

3rd Reading:

Ordinance 05-2020 – An Ordinance to accept a fully revised version of the Village of Bluffton Personnel Policy and Procedure Manual provided by Clemans, Nelson & Associates, Inc., and to repeal all other Ordinances and policy inconsistent therewith. Kingsley motioned to adopt the Ordinance, seconded by Talavinia. Roll Call: Yes (0), No (6) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, Stahl and Talavinia, Abstain (0), motion failed. Kingsley motioned, seconded by Steiner, to suspend the rules. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, Stahl and Talavinia. No (0), Abstain (0), motion approved. Talavinia motioned to adopt the Ordinance, seconded by Cupples. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, Stahl and Talavinia. No (0), Abstain (0), motion approved.

Ordinance 06-2020 – An Ordinance to accept a codified version of the Bluffton, Ohio Code of Ordinances provided by American Legal Publishing Corporation, and to repeal all other Ordinances inconsistent therewith and declaring an emergency. Kingsley motioned to suspend the rules, seconded by Sehlhorst. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, and Talavinia. No (1) Stahl, Abstain (0), motion approved. Steiner motioned to adopt the Ordinance, seconded by Cupples. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, Stahl and Talavinia. No (0), Abstain (0), motion approved.

Resolution 12-2020 – A Resolution for the addition of the Families First Coronavirus Responses Act policy to the Village of Bluffton, Ohio Personnel Policy and Procedure Manual, effective from April 1, 2020, and ending on December 31, 2020, and declaring an emergency. Stahl motioned to suspend the rules, seconded by Sehlhorst. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, Stahl and Talavinia. No (0), Abstain (0), motion approved. Talavinia motioned to adopt the Resolution, seconded by Kingsley. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, Stahl and Talavinia. No (0), Abstain (0), motion approved.

2nd Reading:

Resolution 15-2020 – A Resolution authorizing the attached wage schedule to be added to the personnel policy and procedure manual of the Village of Bluffton, Ohio as Exhibit A: Wage Schedule for Village Employees. Kingsley motioned to adopt the Resolution, seconded by Talavinia. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner and Talavinia. No (0), Abstain (0), motion approved.

1st Reading:

Resolution 16-2020 – A Resolution authorizing the Village Administrator to advertise for bids for the Bluffton Airport – Rehabilitation of Taxiway C Project and declaring an emergency. Sehlhorst motioned to suspend the rules, seconded by Cupples. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, Stahl and Talavinia. No (0), Abstain (0), motion approved. Talavinia motioned to adopt the Resolution, seconded by Cupples. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner and Talavinia. No (0), Abstain (0), motion approved.

Cupples motioned to adjourn the meeting.

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

Cemetery Board – Friday, 5/29 at 1:00 p.m.

Ordinance Committee – Monday, 6/1 at 5:00 p.m.

Streets, Alleys, Lights, and Sidewalk Committee – Wednesday, 6/3 at 5:00 p.m.

Pathway Board – Thursday, 6/4 at noon.

Council Meeting – Monday, 6/8 at 7:00 p.m.

MAYOR

FISCAL OFFICER

VILLAGE OF BLUFFTON
VOUCHER REPORT 6/8/2020

VENDOR	AMOUNT	DEPARTMENT	DESCRIPTION
ALL AMERICAN GASKET	423.62	Water	METER REPLACEMENT GASKETS
ALL SERVICE AERATION, INC	532.50	Park	PORTABLE TOILETS
ALLEN ECONOMIC DEVEL. GROUP	1,500.00	Administrative	2020 ANNUAL CONT.
ALLOWAY TESTING	75.00	Multiple	TESTING
ALLOWAY TESTING	50.00	Multiple	TESTING
AMERICAN ELECTRIC POWER	948.52	Multiple	ELECTRIC
AMERICAN ELECTRIC POWER	13,532.62	Multiple	ELECTRIC
AMERICAN ELECTRIC POWER	944.07	Multiple	ELECTRIC
APOLLO CAREER CENTER	140.00	Rescue	CPR RENEWAL
AQUIONICS, INC	7,167.30	Sewer	UV CABINET
BAILEY'S EQUIPMENT & APPAREL	79.00	Police	UNIFORM BELT
BASINGER, JAN	191.83	Pool	REIMBURSE FOR CRACK SEALANT
BLUFFTON FLYING SERVICE	5,000.00	Airport	AIRPORT MANAGEMENT
BLUFFTON ICON	50.00	Administrative	ADVERTISING
BLUFFTON NEWS	255.00	Administrative	PUBLISHING
BLUFFTON STONE CO.	127.80	Multiple	STONE
BLUFFTON VILLAGE SCHOOLS	1,500.00	Police	SCHOOL SAFETY TRAINING GRANT
BOBCAT COMPANY	405.00	Park	BANK MOWING
BUREAU OF WORKERS COMPENSATION	1,989.46	Administrative	WORKERS COMP
CENTURYLINK	270.54	Administrative	PHONES
CENTURYLINK	61.37	Administrative	PHONES
CHOICE ONE ENGINEERING	6,925.00	Park	SR 103 PATHWAY
CHOICE ONE ENGINEERING	4,675.00	Park	SR 103 PATHWAY
COMMERCIAL COMMUNICATIONS, INC	905.00	Multiple	PORTABLE RADIO BATTERIES
DOMINION EAST GAS	521.61	Multiple	NATURAL GAS
ENVIRONMENTAL RESOURCE ASSOC	102.07	Water	SUPPLIES
EVERETT J PRESCOTT INC	7,350.00	Water	FIRE HYDRANTS
FAMILY TRUE VALUE HARDWARE	381.62	Multiple	SUPPLIES
GREAT LAKES BILLING ASSOCIATES, INC.	550.42	Rescue	EMS BILLING SVC.
GREAT LAKES BILLING ASSOCIATES, INC.	1,007.39	Rescue	EMS BILLING SVC.
HACKENBERG, FEIGHNER, BISHOP & WERTH, LLC	1,000.00	Administrative	SOLICITOR FEES
Kathy Burkholder	18.00	Police	UNIFORMS
KLEEM	3,352.02	Street	REPLACEMENT SIGNS
KOI ENTERPRISES, INC.	80.18	Multiple	PARTS
LEIBER GARAGE	885.28	Police	PD AUTO REPAIRS
M&R PLUMBING & HEATING, INC.	29.25	Pool	POOL FAUCET
MARATHON FLEET SERVICES	986.29	Multiple	FUEL
MIAMI PRODUCTS & CHEMICAL CO.	2,075.00	Pool	POOL CHEMICALS
MID-AMERICAN CLEANING CONTRACTORS	461.18	Administrative	TOWN HALL CLEANING
MIDNET MEDIA	180.00	Administrative	WEB HOSTING
MIDNET MEDIA	225.00	Administrative	WEBSITE CHANGES
NEIDERT'S MOWERS SALES & SERVICE	134.64	Park	MOWER MAINTENANCE
NORTHWESTERN OHIO SECURITY SYSTEMS	196.00	Land & Buildings	FIRE SYSTEM MONITORING
PENNCARE 30	152.00	Rescue	EMS CHARTS
PERRY CORPORATION	157.20	Administrative	IT CONTRACT
POWER HOUSE ELECTRIC SUPPLY	143.40	Land & Buildings	REPLACEMENT LAMPS
Republic Services #388	9,634.80	Refuse	TRASH SERVICES
Republic Services #388	192.32	Refuse	TRASH SERVICES
RICHLAND ENGINEERING LTD.	1,532.06	Airport	TAXIWAY REHAB DESIGN
RUMPKE	23,291.32	Refuse	TRASH SERVICES
SMARTBILL	784.73	Multiple	BILLING SERVICES

STAPLES BUSINESS ADVANTAGE	46.68	Multiple	OFFICE SUPPLIES
STEPHANIE BAXTER	20.00	Administrative	TOWN HALL REFUND
THE JETTERS EDGE	1,715.62	Water	HIGH PRESSURE WASHER AND NOZZLES
TOMMY TIRE SALES LLC	382.50	Street	DUMP TRUCK TIRE
TSYS Health Services	5.77	Rescue	EMS MERCHANT SERVICES
US POSTAL SERVICE	92.00	Administrative	PO BOX 63 RENEWAL
US POSTAL SERVICE	208.50	Administrative	CERTIFIED MAILINGS
USA BLUE BOOK	159.95	Sewer	DE-GREASING SUPPLIES
UTILITY SERVICE CO, INC.	38,797.50	Water	WATER TOWER PEDISPHERE
VANCE'S OUTDOOR INC.	168.50	Police	GUN CLEANING SUPPLIES
VETTER LUMBER CO.	754.76	Multiple	SUPPLIES
	<u>145,524.19</u>		

MAY MONTHLY 5/31	2,569.00
MEDICARE	37.22
OPERS	192.17
FICA	40.14
BIWEEKLY PAYROLL 6/5	43,312.57
MEDICARE	595.61
OPERS	2,596.55
OP&F	2,125.04

Council Signature : _____

Date : _____

Parks & Rec - Minutes
Village of Bluffton
Via Zoom call
May 26th, 2020

Present: Council - Ben Stahl, Mitchell Kingsley
Staff - Rich Johnson, Jesse Blackburn
Public - Lyle Henry

Start: 6:04 End: 6:55

Topics: COVID-19 impacts on recreation, fallout from flood event

Minutes:

- Shuffleboard courts
 - Reviewed Mr. Henry's presentation for safely opening the shuffleboard courts
 - Points raised are in line with the recent guidelines from the ODH around
 - Committee recommends re-opening shuffleboard court effective immediately
- Pool
 - Review safe opening guidelines
 - Tentatively set the maximum occupancy at 100 swimmers and 25 non-swimmers
 - Update on pool damage after most recent flood event
 - Patched for the season
 - Will need cut out and repoured in the fall, no quote yet
 - Committee requests council approval of pool employee list
- Spillway damaged in recent flood
 - J&D Snyder coming out later in the week to assess how to move forward

Ben Stahl

Mitchell Kingsley

The Cemetery Committee met Friday May 29 at 1 PM. Attending were; Jesse Blackburn, Richard Johnson, Bernadine Ludwig, Tom Bogart, Jon Kinn, and Jerry Cupples.

The purpose of the meeting was to discuss how to proceed with the Village responsibility of installing signage at the Shannon Cemetery. Examples and costs will be received from Masterpiece Signs, Fultz Sign Company and Jon from Chiles Layman, so a decision can be made.

Jerry Cupples

RESOLUTION NO. 15-2020

A RESOLUTION AUTHORIZING THE ATTACHED WAGE SCHEDULE TO BE ADDED TO THE PERSONNEL POLICY AND PROCEDURE MANUAL OF THE VILLAGE OF BLUFFTON, OHIO AS EXHIBIT A: WAGE SCHEDULE FOR VILLAGE EMPLOYEES

WHEREAS, Section 4.01 of the Personnel Policy and Procedure Manual for the Village of Bluffton outlines the Policy and Procedure for the compensation of employee, and;

WHEREAS, there exists a deficiency in the current compensation system for employees as defined in Section 4.01 of the aforementioned Manual, and;

WHEREAS, the addition of the attached document as Exhibit A: Wage schedule for Village Employees fulfill said deficiencies that exist in the Personnel Policy and Procedure Manual.

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 request Clemans, Nelson & Associates, Inc to add the attached document to Section X Exhibits, as Exhibit A: Wage schedule for Village Employees, to the Personnel Policy and Procedure Manual for the Village of Bluffton and make additional changes to Section 4.01 Policy and Procedure as needed.

Section 2. 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

Wage Schedule for Village of Bluffton Employees 2020

Full-Time Police Department Employee Requirements and Starting Wages

- Prospective employees must have a high school diploma/GED.
- Prospective employees must have successfully completed an OPOTA approved police academy and must hold a current/valid certification from OPOTA.
- Emergency Medical Responder (EMR) certificate through the Ohio Division of EMS. This is not required at time of hire but must attend next available class. Must maintain through length of employment.
- The following pay scale applies to new police officers hired for full time service on or after July 1st, 2020

No previous experience through two years of experience	3 through 8 years of experience	More than 8 years of experience
\$17.00-\$18.00/hr	\$18.50-\$19.50/hr	\$20.00-\$21.00/hr
+\$1.00 more per/hr after probationary period	+\$1.00 more per/hr after probationary period	+\$1.00 more per/hr after probationary period

The Chief of Police will be responsible for determining the length of service and qualifications for prospective new hires.

Village Council has the authority to modify the starting pay and requirements based on prospective employee's qualifications.

All increases in pay at one year of service will be applied only after a successful evaluation of the employee's performance, and a recommendation by the Chief of Police. All increases in pay as they pertain to this scale must be approved by Village Council.

Salaried Position Requirements

- All salaried employees must maintain the minimum requirements as all full-time police employees.
- In addition to the above-mentioned requirements salaried employees shall have the following:

Police Chief: Minimum of Bachelor's Degree and minimum of 10 years of full-time experience

Police Lieutenant: Minimum of Bachelor's Degree and minimum of 5 years full-time experience

Police Sergeant: Minimum of Associate's Degree and minimum of 3 years full-time experience

The requirements above and the following pay scale applies to employee's hired/promoted to the respective ranks on or after July 1st, 2020

Chief of Police	Police Lieutenant	Police Sergeant
\$60,000-\$65,000	\$58,000-\$63,000	\$50,000-\$55,000

The Mayor will be responsible for evaluation of the Chief of Police.

Wage Schedule for Village of Bluffton Employees 2020

Full-Time Public Works Department Employee Requirements and Starting Wages

-Prospective employees must have a high school diploma/GED

-The following pay scale applies to new Department of Public Works employees hired for full time service on or after July 1st, 2020

Tier 1 Applicant	Tier 2 Applicant	Tier 3 Applicant
\$16.00 – 18.00/hr	\$18.50 – 20.50/hr	\$21.00 – 25.00/hr
+\$1.00 more per/hr after probationary period	+\$1.00 more per/hr after probationary period	+\$1.00 more per/hr after probationary period

The Village Administrator will be responsible for determining the length of service and qualifications for prospective new hires and where they fall into place according to the three-tier system. The tiers are identified by applicant credentials which include: EPA licenses /certificates held, prior experience

Village Council has the authority to modify the starting pay and requirements based on prospective employee's qualifications.

All increases in pay at completion of probationary period will be applied only after a successful evaluation of the employee's performance, and a recommendation by the Village Administrator. All increases in pay as they pertain to this scale must be approved by Village Council.

Salaried Administration Position Requirements

-All salaried employees must maintain the minimum requirements as all full-time Public Works Department employees.

-In addition to the above-mentioned requirements salaried employees shall have the following:

Village Administrator: Minimum of Bachelor's Degree

Assistant Village Administrator: Minimum of Bachelor's Degree

Fiscal Officer: Minimum of Bachelor's Degree

The following pay scale applies to employee's hired/promoted to the respective positions on or after July 1st, 2020

Village Administrator	Assistant Village Administrator	Fiscal Officer
\$60,000 - \$75,000	\$50,000 – \$60,000	\$55,000 - \$65,000

The Mayor will be responsible for evaluation of the Village Administrator and Fiscal Officer.

Wage Schedule for Village of Bluffton Employees 2020

All Full-Time Village of Bluffton Hourly and Salary Employees

In the month of January of each year, Village Council will consider an annual wage adjustment for Village employees to be effective January 1.

This wage adjustment will be based on the employee's current rate of pay and will only be approved after a positive employee performance review completed in accordance with current policy.

Licensure and Certification

Police Department Employees:

Employees that hold OPOTA instructor certificates/specialized instructor certificates, or specialized courses shall be eligible for the following compensation:

\$.50 more/per hour for hourly employees. \$1,040.00 per annum for salaried employees. Employees are eligible to be compensated for up to two certifications only. The Chief of Police will be responsible for determining if employees meet the requirements/departmental needs for these increases in pay.

Note: Current police instructors will be eligible for the new adjustment(s) relating to their instructor certifications upon the start date of this schedule.

Public Work's Department Employees:

Public Works Department Employees that hold valid Ohio EPA professional operator licensures shall be eligible for the following compensation:

- Class I professional water operator \$1.00 more/per hour*
- Class I professional wastewater operator \$.50 more/per hour
- Class II professional wastewater operator \$.50 more/per hour
- Class III professional wastewater operator \$2.00 more/per hour**

Employees listed with the Ohio EPA as operators of record for the Village of Bluffton will receive compensation of up to \$1.00 more/per hour.

*all PWD employees are required to obtain a valid Class I water licensure within 3 years of service.

**PWD employees with a valid Class II wastewater licensure before January 1, 2020 who obtain a Class III licensure after January 1, 2020 will be compensated \$1.00 per hour.

Wage Schedule for Village of Bluffton Employees 2020

Part-time and Seasonal Employees

Part-time Police Officer Requirements

- Prospective employees must have a high school diploma/GED.
- Prospective employees must have successfully completed an OPOTA approved police academy and must hold a current/valid certification from OPOTA.
- Emergency Medical Responder (EMR) certificate through the Ohio Division of EMS. This is not required at time of hire but must attend next available class. Must maintain through length of employment.
- Part-time police officers are assigned to work less than 35 hours per week. Officers designated as part-time will have a starting rate of pay of \$14.00/hr. Increases in pay will be decided and approved by Village Council. Part-time police officers are not eligible for the accrual of paid leave or holiday benefits.

Part-time Public Works Department and Administrative Staff Employees

Part-time Public Works Department employees

Prospective employee requirements:

- Valid State of Ohio Driver's license
- High school diploma/GED

Part-time Public Works employees are assigned to work less than 35 hours per week. Employees designated as part-time will have a starting rate of pay of \$14.00/hr. Increases in pay will be decided and approved by Village Council. Part-time Public Works employees are not eligible for the accrual of paid leave or holiday benefits.

Seasonal Public Works Department employees

Prospective employee requirements

- Valid State of Ohio Driver's license
- High school diploma/GED

Seasonal employees are assigned to work less than 1600 hours per year ORC 4141.33.2. Employees designated as Seasonal will have a starting rate of pay of \$11.00 /hr. Increases in pay will be decided and approved by Village Council. Seasonal employees are not eligible for the accrual of paid leave or holiday benefits.

Wage Schedule for Village of Bluffton Employees 2020

Utility Clerk

Prospective employee must have a high school diploma/GED and be bondable

The Utility Clerk is a part-time position assigned to work less than 35 hours per week.

The Utility Clerk will have a starting rate of pay of \$16.00/hr. Increases in pay will be decided and approved by Village Council.

The Utility Clerk is eligible for paid leave and holiday leave in accordance to Village policy manual section 5 Employee benefits

Village Income Tax Administrator

Prospective employee requirements

-Must have a high school diploma/GED

-Education and experience in accounting and finance preferred.

-Must be bondable.

The Tax Administrator is a part-time position assigned to work less than 35 hours per week.

The Tax Administrator will have a starting rate of pay of \$17.00/hr. Increases in pay will be decided and approved by Village Council.

The Tax Administrator is eligible for paid leave and holiday leave in accordance to Village policy manual section 5 Employee benefits

Cemetery Sexton

Prospective employee must have a high school diploma/GED

The Cemetery Sexton is an as needed position with a starting annual salary of \$5000. Increases in pay will be decided and approved by Village Council.

The Cemetery Sexton is not eligible for and accrual of paid leave or holiday benefits.

Village of Bluffton

Administration's Report

To: Mayor Johnson & Council Members



06-08-20

Bluffton Playgrounds –



JUNE 10

AQUARIUMS
ART GALLERIES
COUNTRY CLUBS
ICE SKATING RINKS
INDOOR FAMILY ENTERTAINMENT CENTERS
INDOOR SPORTS FACILITIES
LASER TAG FACILITIES
MOVIE THEATERS (INDOOR)
MUSEUMS
PLAYGROUNDS (OUTDOOR)
PUBLIC RECREATION CENTERS
ROLLER SKATING RINKS
SOCIAL CLUBS
TRAMPOLINE PARKS
ZOOS

Park Restrooms?

Buckeye Lake Spillway

J&D Snyder are working with a concrete contractor to discuss options for repair. Presentation to Parks and Recreation will be made in the future.

Bluffton Community Pool

- June 8th was first day of the season
- Re-Deck of Lima has completed some warranty work along with an additional 1600 feet of epoxy deck covering at the pool.
- PWD used 18 tubes of epoxy sealant & caulk to repair damage from flood event in May. Patterson Pools is preparing a quote to repair the floor this fall.

American Legal Publishing – Supplemental Contract

Request Council Approval to enter into a five year contract with American Legal Publishing for misc. services including the charges of updating the Code of Ordinances at a cost of \$18 per page, updating the online searchable version of the Code for \$1.95 per page and \$450/year for hosting the Code on the Internet. Copy is attached for your review.

2020 Water Meter Replacement Project –

Copy of the notice being provided to all residents receiving a new meter is attached along with a sample transitional bill is for the month new meters are installed.

- PWD is excited to be moving forward with this project. 125 meters were installed the week of June 1.
- Areas receiving new meters: Bern, Lausanne, Basel, N. Dixie, Beaver, Sunset, Sally, Sara, Albert, Geiger St. (dead end), S. Mound (dead end)

Mosquito “Fogging” Schedule

Fogging treatments have begun and will continue throughout the summer.

- ✓ Wednesday evenings will be the primary day of the week for these operations. Alternate= Thursday

Pathway Highlights

1. **N. Bentley Rd.** Pathway from Richland Drive to Riley St. is scheduled for construction in August.
 - ✓ **Utility Poles:** New Century Link poles have been installed. AEP pole replacement along with line transfer and pole removal to occur in the next few weeks.
 - ✓ **Storm Sewer Upgrades:** Allen County Engineer to perform their portion in the next 2 weeks, Village has begun receiving quotes for our portion of the project
2. **County Line Rd.** – from SR 103 to College Ave/I-75 bridge - Ongoing analysis, design and coordination with AEP Bluffton Area Improvements Project by Choice One Engineering.

Maintenance of capital assets for 2021

Water Distribution:

Cast iron saddles used from the early 90's to roughly 2007 are becoming occluded causing restricted flow in several households. PWD will continue to monitor this situation.

Sewer Collections:

PWD has located a cast iron sewer near McDonald's that extends under I-75 with minor flow restrictions. Degen Excavating Company is scheduled to clean this line. Re-routing of this sewer line will be prioritized based on results of cleaning.

Council Committee Meetings: Request for meetings with:

- Insurance – Property and Casualty Quote, Tues – Fri 1-4 are open times

American Legal Publishing Corporation
One West Fourth Street,
Cincinnati, Ohio 45202

Village of Bluffton
154 N. Main Street
Bluffton, OH 45817

SUPPLEMENTAL SERVICE AGREEMENT
February 5, 2020

WHEREAS, the Village of Bluffton, a municipal corporation in the State of Ohio (hereinafter referred to as "Municipality"), has need of codification of its existing ordinances and resolutions, as well as other optional related services;

WHEREAS, American Legal Publishing Corporation, (hereinafter referred to as Publisher), an Ohio Corporation, desires to perform such services for Municipality.

NOW THEREFORE, in consideration of the mutual benefits to be derived from entering into and performing this Agreement and the mutual promises and covenants contained herein, the parties agree as follows:

I. THE PUBLISHER SHALL:

EDITORIAL PROCESS

1. Examine the ordinances and other legislative material as submitted by the Municipality.
2. Incorporate those materials into the Municipal Code of Ordinances according to the subject matter in the existing code, or where there is no existing legislation on the subject, at a logical location in the Code.
3. Make necessary changes in wording of the materials to bring about uniformity of style and to correct typographical errors.
4. Prepare a legislative history of each affected section citing the ordinance or resolution number and date of passage of the ordinance or resolution.
5. Incorporate changes in state statutes that materially affect sections of the Code which are based upon such statutes and, unless otherwise directed by the Municipality, make changes in those sections in order to bring the Code into conformity with the same.
6. Revise or make additional entries to chapter summaries, tables of special ordinances, cross-reference tables, and general index as necessary to reflect the incorporation of additional, changed or deleted material.
7. Provide an adopting ordinance for the supplement of the code.
8. Provide the Municipality with model or sample ordinances when available and upon request, at no additional charge.
9. Update the online version of the code with the supplement changes.

PRINTING

On a schedule chosen by the Municipality, deliver to the Municipality six printed copies of supplemental pages for the Municipal Code of Ordinances. The printing, format, page size, and paper stock will match that of the Municipality's present code. An instruction sheet for directing the placement of the new pages will be provided.

SHIPPING AND DELIVERY

The Publisher shall ship by common carrier, the number of supplements ordered and the Municipality may direct that different portions of the shipment be made at various locations within the municipality at no additional cost. The Publisher will charge reasonable shipping/handling costs.

II. THE MUNICIPALITY SHALL:

1. Via hard copy or emailed electronic copy, provide ordinances and/or resolutions passed subsequent to publication of the previous Code supplement;
2. Pay to the Publisher:
 - (A) To update the Code of Ordinances the sum of \$18 per re-printed page, plus an adjustment for the Consumer Price Index for future years of supplements.

All prices in this agreement may be adjusted at the time of invoicing for supplements produced in the second year and thereafter of this agreement to reflect any decrease or increase in the U.S. Consumer Price Index since the delivery of the first supplement. The base for adjustment shall be the U.S. Consumer Price Index rate for the month in which the first supplement under this agreement was delivered.

- (B) To update the Folio searchable version of the Code the sum of \$1.95 per page, which is in addition to the main editing fee listed in Paragraph II.2.(A) above. Plus \$450/year for hosting the Code on the internet.

III. TERM AND TERMINATION:

The term of this agreement shall be for a period of five years from the date of the execution of this agreement by the Municipality. However, the Municipality shall have the right to terminate this supplemental service plan at any time after one year following the date of the execution of this agreement by serving the Publisher with written notice of its intent to terminate. This written notice shall be sent by mail to Publisher and shall be effective as to the next supplement to be produced, only if received by Publisher at least sixty days before the projected delivery date of the next supplement. Unless otherwise specifically agreed upon by the parties, the projected delivery date shall be the anniversary of the date the Municipality executed this agreement.

IV. TRANSMITTAL AS OFFER:

The transmittal of this Agreement to the Municipality unexecuted by the Municipality is an offer by the Publisher to perform the stated services at the price and upon the terms and conditions herein and shall be subject to acceptance by the Publisher's receipt of the agreement executed by the Municipality no later than May 31, 2020 unless such date is extended in writing by the Publisher.

IN WITNESS WHEREOF the parties to this contract have hereunto set their hands on the date(s) indicated:

VILLAGE OF BLUFFTON, OHIO

BY _____

TITLE _____

DATE _____

Village Solicitor, Elliott T. Werth

BY _____

TITLE _____

DATE _____

AMERICAN LEGAL PUBLISHING

BY _____

TITLE _____

DATE _____

Attention Water Customer



- **A new water meter has been installed at your residence on: _____**
 - ✓ Slowly open an outside spigot/cold water fixture to release any air that was introduced during this process.
 - ✓ A slight amount of discoloration to your water is normal as part of this process
 - ★ Be aware of the increased height of the plastic button on the meter pit when mowing

- **Next month's bill will be in a different format**
 - ✓ The new meter will report in gallons used – opposed to the cubic feet increment we've been using
 - ✓ Next month's bill will have a reading from both the old and new meter to determine the total usage
 - ✓ Water Rates have not been changed.

- **Refer to www.bluffton-ohio.com/water for the following information:**
 1. Sample of the transitional bill from cubic feet to gallons
 2. Future billing sample
 3. Explanation of the new Rate Table in gallons
 - ✓ Call 419-358-2066 if you have any questions

Thank you!



VILLAGE OF BLUFFTON
154 N MAIN STREET
PO BOX 63
BLUFFTON OH 45817

Phone (419) 358-2066
Please visit us at www.bluffton-ohio.com



JOHN DOE
141 HAPPY DR
BLUFFTON OH 45817



ACCOUNT NUMBER	110-10955-01
SERVICE ADDRESS	141 HAPPY DRIVE
AMOUNT DUE BY DUE DATE	06/15/2020 \$95.53
AMOUNT DUE IF PAID AFTER	06/15/2020 \$105.08

ATTENTION: CHANGE IN BILLING UNITS - NOT RATES

All residential water meters are being replaced throughout the Village. The billing units are also being changed from 100 cu ft increments to being billed per gallon of usage. **The rates being charged for water and sewer are not being changed!!** For more information, please refer to www.bluffton-ohio.com/water. Please consult this webpage before contacting the Village offices with questions. Thank you.



Water - usage from new meter (gallons)

Water bill from old & new meter

Old Meter- usage from old meter (cubic feet)

Sewer - total usage for the month in gallons

READING DATE FROM: 04/15/20 TO: 05/15/19 READ TYPE: Actual

SERVICE TYPE	PREVIOUS	CURRENT	USAGE	AMOUNT
WATER	0	976	976GAL	40.10
OLD METER	900	1200	300CFT	
SEWER			3220GAL	32.87
GARBAGE				19.56
RECYCLE				3.00
				\$95.53

THANK YOU FOR CHOOSING ACH, YOUR PAYMENT WILL BE DEDUCTED FROM YOUR ACCOUNT ON THE DUE DATE.

AMT DUE IF PAID BY DUE DATE



TOTAL DUE
\$95.53

Community Message
Questions about your Utility Bill? Please check www.bluffton-ohio.com/water for answers before calling the Village Offices. Thank you!

Interested in making your Village bill payment easier and never have a late fee?? Enroll in the ACH option described on the back of your bill. Questions call Angle at 419-358-2066 ext. 101.



Mosquito misting will occur on Wednesday nights after dusk when conditions are favorable. Thursday will be the alternate evening.

Construction on I-75 from SR 235 through Beavertown will occur through October. Be alert in your travels

Village Construction Update: Planned road reconstruction project for this year on Jefferson St. has been postponed until 2021.



One cu. ft. of water = 7.48 gallons
100 cu. ft. of water = 748 gallons

ACCOUNT NUMBER	110-10955-01
SERVICE ADDRESS	141 HAPPY DRIVE
CUSTOMER NAME	JOHN DOE

AMOUNT DUE BY DUE DATE	06/15/2020	\$95.53
AMOUNT DUE IF PAID AFTER	06/15/2020	\$105.08

THANK YOU FOR CHOOSING ACH, YOUR PAYMENT WILL BE DEDUCTED FROM YOUR ACCOUNT ON THE DUE DATE.



BLUFFTON POLICE DEPARTMENT
154 N. MAIN STREET
BLUFFTON, OHIO 45817
(419) 358- 2961
FAX (419) 358-2963



Police Activity Summary
May 2020

Police Calls for Service – 484
Traffic Stops – 40
Citations – 8

Citations

Child Restraints – Safety Belt	-	1
Driving Under Suspension	-	1
Improper Backing / Starting	-	1
Plates from Another	-	1
Speed	-	4
Total	-	8

Complaint Reports

Breaking and Entering	-	1
Criminal Damaging	-	2
Driving Under Suspension	-	1
OVI	-	1
Theft	-	3
Total	-	8

- Theft loss for May is \$910.00.00 with \$0.00 recovered.

Calls for Service Breakdown

2020

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Intoxicated Person	0	0	0	0	1								1
Assault	3	0	0	0	1								4
Contact Complaint	0	0	0	0	0								0
Fire Runs	0	0	0	0	1								1
Prowler	0	0	0	0	0								0
Criminal Damaging	2	0	2	2	3								9
Unruly Juvenile	5	1	0	0	1								7
Meet the Officer	1	0	1	3	2								7
Escort	3	2	2	2	2								11
Animal Complaint	3	2	1	1	2								9
Breaking and Entering	1	2	1	0	2								6
Alarms, Burglar	8	7	13	6	10								44
Traffic Crash, Non-Injury	15	3	3	1	7								29
Traffic Crash, Injury	0	0	1	0	0								1
Traffic Crash, Hit-Skip	1	1	1	0	0								3
Intoxicated Driver	2	2	0	0	1								5
Investigate Vehicle	12	18	25	22	21								98
Motorist Assist	7	9	6	4	6								32
Complaint, Female	0	0	0	0	0								0
Rescue Needed / First Respond	0	2	0	0	0								2
Rescue Assist - Non Emergency	0	0	0	0	0								0
Robbery Complaint	0	0	0	0	0								0
Domestic	3	1	1	0	0								5
Mental Health Emergency	1	1	0	2	0								4
Missing Adult	0	0	0	0	0								0
Missing Juvenile	0	0	0	1	0								1
Back Up Officer	0	0	0	0	0								0
Shots Fired	1	0	0	0	2								3
Felonious Assault	0	0	0	0	0								0
Shoplifting Complaint	0	0	0	0	3								3

[illegible]

Chapter 4501-30 Inspection of Under-speed Vehicles or Utility Vehicles, or a Mini Truck

4501-30-01 Requirements for inspection of under-speed vehicles or utility vehicles, or a mini truck.

(A) All local law enforcement agencies engaging in inspections of under-speed vehicles or utility vehicles, or a mini truck, shall have all the proper tools and equipment to test each vehicle to determine if they are unsafe, if its equipment is not in proper adjustment or repair, or in violation of the equipment provisions in this chapter of the Administrative Code.

(B) Any under-speed vehicle, as defined in section 4501.01 of the Revised Code, that has a gross vehicle weight rating more than three thousand pounds must be inspected as set forth in section 4513.02 of the Revised Code.

(C) Any mini truck, as defined in section 4501.01 of the Revised Code, that has a total dry weight of more than two thousand two hundred pounds must be inspected as set forth in section 4513.02 of the Revised Code.



Currently we do NOT inspect vehicle at the Department but may be a possibility in the near future.

4501-30-02 Equipment to be inspected.

(A) In order to operate an under-speed vehicle or utility vehicle, or a mini truck on public streets or highways, the vehicle must include the following equipment:

- (1) Adequate brakes and braking system;
- (2) Equipped with properly working brake lights, head lights, tail lights, and warning devices, also known as turn signals;
- (3) A properly working steering mechanism;
- (4) A windshield to prohibit injury from any debris from the roadway;
- (5) A rear view mirror to reflect the operator a view of the public street or highway to the rear; and
- (6) Appropriate tires that are free of major bumps, bulges, breaks, or any condition that would be cause for unsafe conditions.

(B) Any vehicle that does not comply with the requirements of this chapter of the Administrative Code and sections 4511.214 and 4511.215 of the Revised Code, shall not be permitted to operate on the public streets or highways.

(C) Any vehicle that has complied with the requirements of this chapter of the Administrative Code and sections 4511.214 and 4511.215 of the Revised Code, are required to submit evidence of an approved inspection from local law enforcement with the application of certificate of title to the clerk of courts



Informational Handout and guide to Laws on the following topics

- APV'S (All- Purpose Vehicles)
- USV's (Under Speed Vehicles)
- UTV's (Utility Vehicles)
- Definitions

Chief Ryan M. Burkholder

154 N. Main Street, Bluffton, Ohio 45817

419-358-2961 ext. 109 or

burkholder@bluffton-ohio.com

Safety and security don't just happen,
they are the result of collective
consensus and public investment. We
owe our children, the most vulnerable
citizens in our society, a life free of
violence and fear.

— Nelson Mandela —

(B) On highways in the county or township road systems whenever the local authority having jurisdiction over such highways so permits;

(C) Off and alongside a street or highway for limited distances from the point of unloading from a conveyance to the point at which the snowmobile, off-highway motorcycle, or all-purpose vehicle is intended and authorized to be operated;

(D) On the berm or shoulder of a highway, other than a highway as designated in division (A)(1) of section 4519.40 of the Revised Code, when the terrain permits such operation to be undertaken safely and without the necessity of entering any traffic lane;

(E) On the berm or shoulder of a county or township road, while traveling from one area of operation of the snowmobile, off-highway motorcycle, or all-purpose vehicle to another such area;

(F) For snowmobiles without metal studded tracks and all-purpose vehicles, on state highways located on an island in Lake Erie, including limited access highways and freeways, between the first day of November and the thirtieth day of April, provided that all of the following conditions apply:

(1) The operator has a valid driver's license as required under section 4519.44 of the Revised Code.

(2) The snowmobile or all-purpose vehicle is in compliance with rules governing safety equipment adopted under section 4519.20 of the Revised Code.

(3) The owner of the snowmobile or all-purpose vehicle maintains proof of financial responsibility for both on-road and off-road use of the snowmobile or all-purpose vehicle.

(4) The operator obeys all traffic rules and regulations.



ALL-PURPOSE VEHICLES (APVS), OFF-ROAD MOTORCYCLES AND SNOWMOBILES: Definitions

All-purpose vehicle means any self-propelled vehicle designed primarily for cross-country travel on land and water, or on more than one type of terrain, and steered by wheels or caterpillar treads, or any combination thereof, including vehicles that operate on a cushion of air, vehicles commonly known as all-terrain vehicles, all-season vehicles, mini-bikes and trail bikes.

Off-road motorcycle means every motorcycle designed to be operated primarily on lands other than a street or highway.

Snowmobile means any self-propelled vehicle designed primarily for use on snow or ice, and steered by skis, runners or caterpillar treads

4519.41 Operation of vehicle on or near highway, street or road.

Snowmobiles, off-highway motorcycles, and all-purpose vehicles may be operated as follows:

(A) To make a crossing of a highway, other than a highway as designated in division (A)(1) of section 4519.40 of the Revised Code, whenever the crossing can be made in safety and will not interfere with the movement of vehicular traffic approaching from any direction on the highway, and provided that the operator yields the right-of-way to any approaching traffic that presents an immediate hazard;



4519.40 Prohibited acts.

(A) The applicable provisions of Chapters 4511. and 4549. of the Revised Code apply to the operation of snowmobiles, off-highway motorcycles, and all-purpose vehicles, except that no person shall operate a snowmobile, off-highway motorcycle, or all-purpose vehicle as follows:

(1) On any state highway, including a limited access highway or freeway or the right-of-way thereof, except for emergency travel during such time and in such manner as the director of public safety designates or except as authorized by division (F) of section 4519.41 of the Revised Code;

(2) On any private property, or in any nursery or planting area, without the permission of the owner or other person having the right to possession of the property;

(3) On any land or waters controlled by the state, except at those locations where a sign has been posted permitting such operation;

(4) On the tracks or right-of-way of any operating railroad;

(5) While transporting any firearm, bow, or other implement for hunting, that is not unloaded and securely encased;

(6) For the purpose of chasing, pursuing, capturing, or killing any animal or wildfowl;

(7) During the time from sunset to sunrise, unless displaying lighted lights as required by section 4519.20 of the Revised Code.

(B) Whoever violates this section shall be fined not less than fifty nor more than five hundred dollars, imprisoned not less than three nor more than thirty days, or both.



4501.01 Motor vehicles definitions.

(A) "Vehicles" means everything on wheels or runners, including motorized bicycles, but does not mean electric personal assistive mobility devices, vehicles that are operated exclusively on rails or tracks or from overhead electric trolley wires, and vehicles that belong to any police department, municipal fire department, or volunteer fire department, or that are used by such a department in the discharge of its functions.

(TT) "Electric personal assistive mobility device" means a self-balancing two non-tandem wheeled device that is designed to transport only one person, has an electric propulsion system of an average of seven hundred fifty watts, and when ridden on a paved level surface by an operator who weighs one hundred seventy pounds has a maximum speed of less than twenty miles per hour

(VV) "Utility vehicle" means a self-propelled vehicle designed with a bed, principally for the purpose of transporting material or cargo in connection with construction, agricultural, forestry, grounds maintenance, lawn and garden, materials handling, or similar activities.

(XX) "Under-speed vehicle" means a three- or four-wheeled vehicle, including a vehicle commonly known as a golf cart, with an attainable speed on a paved level surface of not more than twenty miles per hour and with a gross vehicle weight rating less than three thousand pounds

(b) A state park or political subdivision employee or volunteer operating a utility vehicle exclusively within the boundaries of state parks or political subdivision parks for the operation or maintenance of state or political subdivision park facilities.

(3) No person shall operate a motor-driven cycle or motor scooter upon any street or highway having an established speed limit greater than forty-five miles per hour.

(B) This section does not prohibit either of the following:

(1) A person operating a low-speed vehicle, under-speed, or utility vehicle or a mini-truck from proceeding across an intersection of a street or highway having a speed limit greater than thirty-five miles per hour;

(2) A person operating a motor-driven cycle or motor scooter from proceeding across an intersection of a street or highway having a speed limit greater than forty-five miles per hour.

(C) Nothing in this section shall prevent a local authority from adopting more stringent local ordinances, resolutions, or regulations governing the operation of a low-speed vehicle or a mini-truck, or a motor-driven cycle or motor scooter.

(D) Except as otherwise provided in this division, whoever violates division (A) of this section is guilty of a minor misdemeanor. If within one year of the offense, the offender previously has been convicted of or pleaded guilty to one predicate motor vehicle or traffic offense, whoever violates this section is guilty of a misdemeanor of the fourth degree. If within one year of the offense, the offender previously has been convicted of two or more predicate motor vehicle or traffic offenses, whoever violates this section is guilty of a misdemeanor of the third degree.



MINI-TRUCKS, UNDER-SPEED VEHICLES (USV), AND UTILITY VEHICLES (UTV)

The authorization to operate these vehicles on public roads is at the discretion of the local authority of the jurisdiction where the vehicle will be operated (see Ohio Revised Code [4511.215](#)). Please contact local law enforcement in the city, township, village or other jurisdiction for applicable laws.

Each vehicle must successfully pass the required vehicle inspection performed by local law enforcement prior to obtaining certificate of title and registration.

4511.214 Operation of low-speed, under-speed, or utility vehicle, or a mini-truck

(A)

(1) No person shall operate a low-speed vehicle upon any street or highway having an established speed limit greater than thirty-five miles per hour.

(2) No person shall operate an under-speed or utility vehicle or a mini-truck upon any street or highway except as follows:

(a) Upon a street or highway having an established speed limit not greater than thirty-five miles per hour and only upon such streets or highways where a local authority has granted permission for such operation in accordance with section [4511.215](#) of the Revised Code

AG Yost Provides Training, Grants to Prevent School Violence

3/3/2020

The Ohio Attorney General's Office has developed online training to help keep children safe while learning. Ohio School Threat Assessment Training focuses on how schools can form their own threat assessment teams, which are made up of school personnel, mental health professionals and law enforcement.

The main goal is to work with students who have exhibited concerning behaviors or made threats of violence. The final installment of the training examines how law enforcement can conduct vulnerability assessments of schools in their jurisdiction.

The Ohio Legislature appropriated \$24 million for the Attorney General's Office to provide school safety grants during fiscal years 2020 and 2021. In 2020, \$10 million in grants are available for schools and \$2 million is available for Ohio School Threat Assessment Training grants to law enforcement. In 2021, \$11 million in school safety grants will be available along with \$1 million in law enforcement grants for school building vulnerability assessments.

School resource officers, D.A.R.E. officers and other law enforcement with K-12 school safety responsibilities are currently eligible to receive payment for taking the Ohio School Threat Assessment Training and will be eligible for vulnerability assessment grants beginning in July.

The Bluffton Police Department received \$1,500.00 to donate to the Bluffton Schools for safety equipment. The police department had Officer Hope Hannah, Lt. Mathew Oglesbee and Chief Ryan M. Burkholder took the training course offered by the Attorney General Office.

