

Village of Bluffton Council Meeting Agenda

Bluffton Town Hall, Third Floor
154 North Main Street, Bluffton
June 11th 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, May 29, 2018.

Bills

Public Comment

Paula Scott, CEO, Bluffton Area Chamber of Commerce

Committee Reports

Streets, Alleys, Lights & Sidewalks – May 30
Bluffton In Bloom – May 30
Joint Meeting: Personnel & Finance – May 31

Legislation

Resolution 04-18 **3rd Reading**
A resolution making certain transfers.

Administrator's Report

Safety Services Reports

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

Council Meeting – Monday, June 11 at 7:00 pm
Tree Commission – Tuesday, June 12 at 7:30
Bluffton In Bloom – Wednesday, June 13 at 6:30 pm
Council Meeting – Monday, June 25 at 7:00 pm

Public Comment

Adjournment – Motion and Second

Regular meeting May 29, 2018 at 7:00pm.

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

Cupples motioned, seconded by Stahl, to approve the minutes from the regular council meeting held on May 14, 2018. Roll Call: Yes (5) Messrs: Cupples, Selhorst, Stahl, Steiner and Talavinia. No (0), Abstain (0) motion approved.

Talavinia motioned, seconded by Steiner, to approve the bills as presented. Roll call: Yes (5) Messrs: Stahl, Cupples, Selhorst, Steiner and Talavinia. No (0), Abstain (0) motion approved.

Steiner gave the joint finance and utility committee minutes. The committee recommended purchasing the E.H. Wachs Valve Maintenance Trailer to comply with Ohio EPA's asset management plan. Steiner motioned to purchase the E.H. Wachs Valve Maintenance Trailer, not to exceed \$67,375.00, seconded by Cupples. Roll call: Yes (5) Messrs: Stahl, Cupples, Selhorst, Steiner and Talavinia. No (0), Abstain (0) motion approved.

Blackburn requested that Choice One Engineering be hired for the E. Jefferson St. projects. There was discussion about hiring them as the Village's main engineering firm for Village projects. Steiner motioned to hire Choice One Engineering on the two upcoming E. Jefferson St. improvement projects, seconded by Talavinia. Roll call: Yes (5) Messrs: Stahl, Cupples, Selhorst, Steiner and Talavinia. No (0), Abstain (0) motion approved.

The fiscal officer gave the following readings:

2nd Reading:

Resolution No. 4-18 – A resolution making certain transfers. Talavinia motioned, seconded by Cupples, to approve the second reading. Roll call: Yes (5) Messrs: Stahl, Cupples, Selhorst, Steiner and Talavinia. No (0), Abstain (0) motion approved.

1st Reading:

Resolution No. 6-18 – A resolution authorizing the submission of a NatureWorks Grant Program Application and declaring an emergency. Cupples motioned to suspend the rules and declare an emergency, seconded by Selhorst. Roll call: Yes (5) Messrs: Stahl, Cupples, Selhorst, Steiner and Talavinia. No (0), Abstain (0) motion approved. Stahl motioned to adopt the Resolution, seconded by Steiner. Roll call: Yes (5) Messrs: Stahl, Cupples, Selhorst, Steiner and Talavinia. No (0), Abstain (0) motion approved.

Blackburn presented the list of four additional lifeguards that he recommended hiring for the 2018 pool season. Stahl motioned, seconded by Selhorst, to hire the four lifeguards for the 2018 season. Roll call: Yes (5) Messrs: Stahl, Cupples, Selhorst, Steiner and Talavinia. No (0), Abstain (0) motion approved.

The mayor presented applications for special events including the Community Vacation Bible School on July 22-26, Bluffton for Hope June 22 & Ride to Remember July 14. Stahl motioned to approve the events, seconded by Selhorst. Roll call: Yes (5) Messrs: Stahl, Cupples, Selhorst, Steiner and Talavinia. No (0), Abstain (0) motion approved.

Matt Oglesbee requested free pool admission for National Night Out on Tuesday, August 7, 2018. He also requested eight, five-day pool passes to hand out as prizes for National Night Out. Stahl motioned, seconded by Selhorst, to approve the free pool admission for August 7, 2018 and eight, five-day pool passes. Roll call: Yes (5) Messrs: Stahl, Cupples, Selhorst, Steiner and Talavinia. No (0), Abstain (0) motion approved.

Steiner motioned, seconded by Talavinia to adjourn the regular session council meeting at 8:00pm.

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

Streets, Alleys, Lights & Sidewalks, May 30, 2018 at 5:30pm

Bluffton In Bloom, May 30, 2018 at 6:30pm

Finance & Personnel Committee Meeting, May 31, 2018 at 2:00pm

Council Meeting, June 11, 2018 at 7:00pm

MAYOR

FISCAL OFFICER

VILLAGE OF BLUFFTON
VOUCHER REPORT 6/11/18

VENDOR	AMOUNT	DEPT	DESCRIPTION
AMERICAN LEGION POST 382	\$35.00	ADMIN	POW FLAG
AQUIONICS	\$1,850.77	SEWER	SUPPLIES
BLUFFTON FLYING SERVICES	\$5,000.00	AIRPORT	AIRPORT MANAGEMENT
BLUFFTON NEWS	\$150.00	PD	ELEMENTARY AD
BLUFFTON STONE	\$10.00	PARKS	CRUSHED LIMESTONE
BUICK GMC OF BEACHWOOD	\$29,048.50	EQUIPMEN	PICKUP TRUCK
BWC	\$1,672.67	WORKERS	WORKERS COMP
CENTURY LLC	\$203.03	PD	TRAINING EQUIPMENT
COUNTY ELECTRIC	\$98.46	L&B	GENERATOR REPAIR
FIRST KLASS LAWN CARE	\$195.00	SEWER	LAWN REPAIR FROM SEWER PROJECT
F. STEPHEN CHAMBERLAIN	\$1,450.00	LEGAL	LEGAL SERVICES
INDUSTRIAL APPRAISAL COMPANY	\$5,000.00	ADMIN	APPRAISAL FEE
KLEEM	\$1,043.76	STREET	SIGNS
LEIBERS	\$211.85	PD	VEHICLE MAINTENANCE/BATTERY GOLF CART
LONNY KENT	\$92.93	PD	REIMBURSEMENT FOR PD SUPPLIES
MARATHON	\$1,028.50	MULTIPLE	FUEL
MILLSTREAM KENNEDY INC	\$1,450.00	TAX	PRESTAMPED/PRINTED ENVELOPES
M&R PLUMBING & HEATING	\$1,650.00	EQUIPMEN	WASHER/DRYER SVC DEPT
NWOTCA	\$25.00	TAX	ANNUAL MEMBERSHIP DUES
O.P. AQUATICS	\$724.50	POOL	CHEMICALS
PERRY PROTECH	\$1,045.04	ADMIN	IT MAINTENANCE/CONTRACT
RE-DECK	\$3,176.45	POOL	POOL DECK 2/2
RYAN BURKHOLDER	\$45.78	PD	MILEAGE REIMBURSEMENT
STAPLES	\$145.62	ADMIN	OFFICE SUPPLIES
STRATTON GREENHOUSES	\$253.79	POOL	FLOWERS AT POOL
TIMEWARNER	\$329.92	ADMIN	INTERNET
TOMMY TIRE SALES	\$33.00	STREET	SKID LOADER TIRE REPAIR
TOM SCHMIDT	\$149.50	AIB	REIMBURSEMENT FOR ART PROJ THANK YOU
TREE TECH	\$2,100.00	STREET	TREE REMOVAL
USA BLUEBOOK	\$2,276.26	SEWER	SUPPLIES
US POSTMASTER	\$90.00	TAX	PO BOX SERVICE FEE
VETTER LUMBER	\$223.69	MULTIPLE	SUPPLIES
WCOIL	\$4.95	ADMIN	EMAILS
TOTAL	\$60,813.97		
PAYROLL			
MAY MONTHLY	\$2,476.48		
FICA	\$38.24		
MEDICARE	\$35.90		
PERS	\$185.97		

BIWEEKLY PAID 6/8	\$42,593.59
MEDICARE	\$592.72
PERS	\$3,833.78
OP&F	\$2,965.84
TOTAL	\$52,722.52

GRAND TOTAL	\$113,536.49
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COUNCIL SIGNATURE : _____ DATE : _____

Bluffton in Bloom Committee - Minutes
Village of Bluffton

May 30, 2018
6:30 pm

Committee members present: Thomas Schmidt, Denise Fett, Becky Ramey, Mark Simmons

Committee members absent: Nancy Benroth

Guests present: Rich Johnson, Jesse Blackburn, Susie Stratton

Minutes:

Garden of the Month

- Committee decided to present awards mid-month
- Timing undecided for completing the first presentation
- Each committee member will nominate one garden each month, then all committee members will view the nominees and submit votes
- Winners will receive a \$25 Stratton's gift certificate and a hanging basket of their choice
- Action Items:
 - Send email to all committee members with addresses of three nominees this month

AIB Judges' Itinerary

- Judges visiting Thursday, July 19, and Friday, July 20
- Suggestion that Thursday be a busy day, Friday more relaxing
- Recommended initial stops on Thursday:
 1. Town Hall, breakfast arrangements underway
 2. Slaw Cutter
 3. Glove Factory
 4. Old Brewery
 5. BFR/Swimming Pool
- Suggestion that both judges ride together at all times
- Other suggestions for itinerary:
 - Emphasize decision to renovate rather than demolish Town Hall
 - Include water treatment facility
 - Jesse should spend time with judges to review projects that are underway (alley renovation, Elm St project, etc.)
- Action Items:
 - Request updated map of Bluffton

- Arrange for two golf carts: one 6-seater, one 4-seater
- Submit Special Events form to request closure of Vine St on Thursday evening
- Contact local musicians for availability on Thursday evening

3rd and 4th Grade Art Project

- Updated committee on selection of winners
- Bluffton News will publish story on the project
- Action Items:
 - Obtain names and addresses so that winners and their parents can be invited to Town Hall breakfast with the judges on July 19
 - Scan artwork
 - Hang artwork in Town Hall

Next meeting:

June 13, 2018, 6:30 pm in Town Hall

- Mark Simmons, committee member

May 31, 2018

Village of Bluffton

Joint Meeting of the Personnel and Finance Committee's

Time 2:00pm until 3:30pm

Present: Dave Steiner, Phill Talavinia

Staff: Jesse Blackburn, Laura Ewing, Chief Ryan Burkholder

Guest: Wendy Schimmoeller from Clemans-Nelson & Associates

Topic: Updating of the personnel policy manuals

Notes:

- The discussion centered on the need to update the village's personnel policy manuals for both the police department and other village employees. There has not been an update in quite some time and Council feels like this is something that needs to be done.
- The use of an outside vendor that has experiences in updating while keeping in mind current best practices/best language is needed.
- The initial discussion was beneficial and there were plenty of areas/points of interest that were discussed.
- The group also heard how this group when it comes to job description and wage analysis in their scope of work.

The joint committee group has asked for a proposal that we intend to bring and share at the June 11 Council meeting.

RESOLUTION NO. 04-18

A RESOLUTION: MAKING CERTAIN TRANSFERS AND DECLARING AN EMERGENCY.

WHEREAS, it is necessary to make certain transfers between funds of the Village of Bluffton.

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

SECTION 1: That the following transfers are hereby made:

To	From	Amount
Street - B1-0I-41920	General A1-7X-52710	\$1,030,000.00
Park - B4-0I-41920	General A1-7X-52710	\$170,000.00
Fire & Rescue Impr - D3-0I-41920	General A1-7X-52710	\$130,000.00
Pool Improvement - D4-0I-41920	General A1-7X-52710	\$26,000.00
Equipment Rep - D5-0I-41920	General A1-7X-52710	\$110,000.00
Airport Improvement - D6-0I-41920	General A1-7X-52710	\$110,000.00
Police Equip Replace - D9-0I-41920	General A1-7X-52710	\$60,000.00
Water Sewer Improv - E9-0I-41920	General A1-7X-52710	\$500,000.00
Water/Sewer Improv - E9-0I-41920	Water E1-5X-52710	\$437,232.14
Water/Sewer Improv - E9-0I-41920	Sewer E2-5X-52710	\$100,000.00

SECTION 2: That an emergency exists in the daily operation of the Village whereby failure to act will be detrimental to the public health, welfare and safety of the inhabitants thereof, and for the further reason that this appropriation transfer is needed so expenditures can be made.

SECTION 3: 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 this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Passed and Adopted this _____ day of _____, 2018 by the governing body of the Village of Bluffton, Ohio by the following vote:

Yes: _____ Noes: _____ Abstain: _____

Attest:

FISCAL OFFICER

MAYOR

Approved as to Form:

SOLICITOR

Administrator's Report

June 11, 2018

To: Mayor Johnson and Village Council

Town Hall Maintenance: Accepted a Proposal from E. Lee Construction Inc. to perform exterior masonry maintenance on the Town Hall. Scope of work to include: cleaning the building, tuck-pointing, brick replacement, stone repair, sealants/caulk joints replaced, add one coat of water repellent, clean windows

Personnel Policy & Procedures Manual: Request meeting with Personnel Committee to discuss proposal received from Clemans, Nelson & Associates along with 2018 Man Hour Study.

Ordinance Codification: Walter H. Drane Company has scheduled an onsite review of Bluffton's legislative records to begin the codification process.

2019 Capital Improvements/Projects: Choice One Engineering is generating proposed construction costs for identified projects for future planning. Results expected late June.

Equipment:

Orders Placed:

- E.H. Wachs Valve maintenance trailer.

Equipment Received:

- 2018 GMC Sierra 2500 4X4 Extended Cab Pick-up Truck

GIS Update: Mapping modifications should be uploaded this week to take Village system to a "final" status.

Collections System Update:

- Lift Station Assessment – Wessler Engineering/Service Dept. performing inspections
- Manhole Rehabilitation – Service Department prioritized 18 manholes (out of 542) for further inspection (to be performed by Wessler) regarding rehabilitation options and costs. Current condition permits direct entry of groundwater (infiltration) into the sanitary sewer system.

Thank you:

- Bluffton In Bloom Committee for the newly designed "Mayor's Garden" behind the Town Hall. Great use of a small space and repurposing of manhole covers.
- Steve and Susie Stratton along with employees of Stratton Greenhouses Inc. Your work and talents are appreciated throughout downtown Bluffton with the beautiful flower pots.

Sidewalk Connectivity: Patriot Concrete is scheduled to begin remaining Sidewalk Connectivity projects the week of June 18.

Mosquito Control: Reminder: The Service Department has begun spraying for mosquitos. The spraying will begin around dusk and will be done every Wednesday as necessary with Thursday being the alternate day if weather does not permit spraying.

Buckeye Park Restrooms: Final design and construction estimates expected this week.