

Village of Bluffton Council Meeting Agenda

July 26, 2021 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, July 12, 2021.

Bills

Committee Reports

Finance – 7/15

Parks and Recreation – 7/15

Bluffton In Bloom – 7/20

Boards & Commissions

Chamber of Commerce / BCE

LEGISLATION:

ORDINANCE NO. 07-21

3rd Reading

AN ORDINANCE TO ACCEPT THE VILLAGE OF BLUFFTON CREDIT CARD POLICY.

Village Administration Report:

Safety Services Reports:

-EMS-

-Fire Dept.-

-Police Dept.-

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

Village Council – Monday, July 26 at 7:00 pm

Village Council – Monday, August 9 at 7:00 pm

Public Comment

Adjournment – Motion and Second

Village of Bluffton – Regular meeting July 12, 2021, at 7:00 p.m.

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

Cupples motioned, seconded by Stahl, to approve the minutes from the regular council meeting held on June 28, 2021. Roll Call: Yes (5) Messrs: Cupples, Sehlhorst, Stahl, Steiner and Talavinia. No (0), Abstain (0), motion approved.

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

Sehlhorst motioned, seconded by Cupples, to approve an extension of the temporary license for the vestibule in front of Luke's until April 1, 2022. Roll Call: Yes (5) Messrs: Cupples, Sehlhorst, Stahl, Steiner and Talavinia. No (0), Abstain (0), motion approved.

At 7:15 p.m., Council entered into the scheduled budget hearing for the 2022 budget.

Steiner motioned to exit the budget hearing and Council returned to the open Council meeting.

The fiscal officer gave the following readings:

2nd Reading:

Ordinance 07-21 – An Ordinance to accept the Village of Bluffton Credit Card Policy. Stahl motioned to adopt the Ordinance, seconded by Sehlhorst. Roll Call: Yes (5) Messrs: Cupples, Sehlhorst, Stahl, Steiner and Talavinia. No (0), Abstain (0), motion approved.

Steiner motioned, seconded by Talavinia, to approve the submission of documents and information needed for the Village of Bluffton to register to receive funds from the American Rescue Plan Act. Roll Call: Yes (5) Messrs: Cupples, Sehlhorst, Stahl, Steiner and Talavinia. No (0), Abstain (0), motion approved.

Cupples motioned, seconded by Talavinia, to declare the Crown Victoria car as surplus and to be listed for sale. Roll Call: Yes (5) Messrs: Cupples, 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. All meetings will be at the Village Town Hall unless noted.

Finance Committee – Thursday, July 15 at noon.

Parks & Recreation Committee – Thursday, July 15 at 4:30p.m.

Bluffton in Bloom Committee – Tuesday, July 20 at 7:00 p.m.

Council Meeting – Monday, July 26 at 7:00 p.m.

MAYOR

FISCAL OFFICER

VILLAGE OF BLUFFTON
VOUCHER REPORT 7/26/2021

VENDOR	AMOUNT	DEPARTMENT	DESCRIPTION
ACCENT BUSINESS COMMUNICATIONS	800.13	Administrative	PHONES
ALL SERVICE AERATION, INC	535.50	Park	PORTABLE TOILETS
ALLOWAY TESTING	1,220.30	Multiple	TESTING
ALLOWAY TESTING	2,796.20	Multiple	TESTING
ALLOWAY TESTING	75.00	Multiple	TESTING
ALLOWAY TESTING	50.00	Multiple	TESTING
ANTHEM BLUE CROSS BLUE SHIELD	608.43	Multiple	HEALTH INSURANCE
ANTHEM BLUE CROSS BLUE SHIELD	121.68	Multiple	LIFE INSURANCE
ANTHEM BLUE CROSS BLUE SHIELD	16,147.50	Multiple	HEALTH INSURANCE
BIKE CRAZY LLC	479.80	Police	VEHICLE MOUNTS
BLUFFTON STONE CO.	99.75	Multiple	STONE
BLUFFTON STONE CO.	54.18	Multiple	STONE
CINTAS	161.27	Administrative	UNIFORMS
CINTAS	161.27	Administrative	UNIFORMS
CLEMANS, NELSON & ASSOCIATES, INC	175.00	Administrative	RETAINER
COUNTY ELECTRIC LLC	260.00	Street	TRAFFIC LIGHT WORK
EVERETT J PRESCOTT INC	324.84	Water	VALVE BOXRISERS FOR JEFFERSON ST.
FASTENAL COMPANY	113.34	Street	103 BRIDGE SIGNS
GARY'S REPAIR	545.38	Park	MOWER TIRES
GARY'S REPAIR	69.61	Park	MOWER TIRES
HANCOCK-WOOD ELECTRIC CO-OP	50.00	Multiple	ELECTRICITY
HANCOCK-WOOD ELECTRIC CO-OP	165.45	Multiple	ELECTRICITY
JEFFERY HOUSTON	200.00	Police	NNO MUSIC
JOELLEN LEHMAN	180.00	Police	NNO FACE PAINTING
Kathy Burkholder	114.00	Police	UNIFORMS
LEIBER GARAGE	237.81	Police	PD AUTO REPAIRS
LIMA RADIO HOSPITAL, INC.	187.39	Police	RADIO REPAIR
M&R PLUMBING & HEATING	87.95	Multiple	SUPPLIES/PARTS
MASTERPIECE SIGNS & GRAPHICS, INC.	80.00	Administrative	DESIGN WORK
MIAMI PRODUCTS & CHEMICAL CO.	705.00	Pool	POOL CHEMICALS
MINTEYS MAIDS	75.00	Land & Buildings	TOWN HALL CLEANING
MONKEY AROUND RENTALS	550.00	Police	NNO SUPPLIES
OHIO PEACE OFFICER TRAINING	75.00	Police	TRAINING
REINEKE FAMILY TIRE & SERVICE CENTERS	99.95	Police	CRUISER REPAIR
RICHLAND ENGINEERING LTD.	10,213.59	Airport	AIRPORT MASTER PLAN
SAM'S CLUB	1,036.30	Police	SUPPLIES
SHELL FLEET PLUS	1,685.29	Multiple	FUEL
STAPLES BUSINESS ADVANTAGE	472.07	Multiple	SUPPLIES
STAPLES BUSINESS ADVANTAGE	4.95	Multiple	SUPPLIES
TIME WARNER CABLE	114.98	Administrative	CABLE
TIME WARNER CABLE	39.99	Multiple	CABLE
TSYS Health Services	29.63	Rescue	EMS MERCHANT SERVICES
VANCE'S OUTDOOR INC.	279.70	Police	AMMUNITION
VERIZON WIRELESS	240.70	Multiple	CELL PHONES
VERIZON WIRELESS	85.86	Multiple	CELL PHONES
VILLAGE OF OTTAWA	45,719.50	Water	WATER
WESSLER ENGINEERING	6,976.25	Capital Improvements	WWTP INSTRUMENTATION
WESSLER ENGINEERING	180.00	Sewer	SANITARY ON-CALL SERVICES
INCOME TAX REFUNDS	208.05	Administrative	INCOME TAX REFUNDS

94,893.59

JUNE FIRE & EMS	5,244.86
MEDICARE	76.06
OPERS	348.74
FICA	94.20

BIWEEKLY PAYROLL 7/16/21	54,303.02
MEDICARE	755.12
OPERS	3,548.70
OP&F	2,248.37

Council Signature : _____

Date: _____

Village of Bluffton, Ohio Statement of Cash Position

From: 1/1/2021 to 7/31/2021
Funds: A1 to H6

Fund	Description	Beginning Balance	Net Revenue YTD	Net Expenses YTD	Increases, Other YTD	Decreases, Other YTD	Unexpended Balance	Encumbrance YTD	Ending Balance	Include Inactive Accounts: No
A1	GENERAL FUND	\$1,741,120.30	\$1,688,710.12	\$1,165,097.82	\$0.00	\$1,365,715.00	\$899,017.60	\$231,444.02	\$667,573.58	
B1	STREET FUND	\$517,341.29	\$139,686.10	\$579,811.21	\$392,215.00	\$0.00	\$469,431.18	\$132,649.11	\$336,782.07	
B2	STATE HIGHWAY FUND	\$87,227.82	\$9,791.56	\$0.00	\$0.00	\$0.00	\$97,019.38	\$6,824.00	\$90,195.38	
B3	CEMETARY FUND	\$21,868.47	\$9,139.00	\$7,704.87	\$0.00	\$0.00	\$23,302.60	\$6,300.00	\$17,002.60	
B4	PARK FUND	\$111,843.84	\$0.00	\$75,314.20	\$209,000.00	\$0.00	\$245,529.64	\$72,393.17	\$173,136.47	
B5	BENROTH MEMORIAL BRI	\$1,784.63	\$400.00	\$0.00	\$0.00	\$0.00	\$2,184.63	\$0.00	\$2,184.63	
B7	COURT COMPUTER	\$5,113.14	\$0.00	\$0.00	\$0.00	\$0.00	\$5,113.14	\$0.00	\$5,113.14	
B8	DUI ENFORCEMENT & ED	\$1,047.01	\$223.00	\$0.00	\$0.00	\$0.00	\$1,270.01	\$0.00	\$1,270.01	
C2	SWIMMING POOL DEBT SE	\$863.28	\$0.00	\$0.00	\$0.00	\$0.00	\$863.28	\$0.00	\$863.28	
C4	BLUFFTON IN BLOOM	\$2,106.50	\$0.00	\$7,842.25	\$7,500.00	\$0.00	\$1,764.25	\$1,300.00	\$464.25	
D1	CAPITAL IMPROVEMENT F	\$3,477.57	\$0.00	\$0.00	\$0.00	\$0.00	\$3,477.57	\$0.00	\$3,477.57	
D2	STORM SEWER IMPROVE	\$37,736.05	\$0.00	\$0.00	\$45,000.00	\$0.00	\$82,736.05	\$0.00	\$82,736.05	
D3	FIRE & RESCUE IMPROVE	\$195,136.92	\$14,826.03	\$15,825.25	\$110,000.00	\$0.00	\$304,137.70	\$22,353.00	\$281,784.70	
D4	SWIMMING POOL IMPROV	\$4,690.40	\$0.00	\$0.00	\$15,000.00	\$0.00	\$19,690.40	\$0.00	\$19,690.40	
D5	SWIMMING POOL REPLACEME	\$15,733.48	\$0.00	\$8,146.48	\$0.00	\$0.00	\$7,587.00	\$853.52	\$6,733.48	
D6	AIRPORT IMPROVEMENT	\$119,159.42	\$552,630.17	\$565,318.88	\$0.00	\$0.00	\$106,470.71	\$698,851.85	(\$592,381.14)	
D8	TOWN HALL IMPROVEMENT	\$266,531.83	\$0.00	\$4,991.91	\$0.00	\$0.00	\$261,539.92	\$200.00	\$261,339.92	
D9	POLICE EQUIPMENT REPL	\$49,902.53	\$0.00	\$49,272.91	\$60,000.00	\$0.00	\$60,629.62	\$1,000.00	\$59,629.62	
E1	WATER FUND	\$82,795.99	\$485,381.73	\$518,104.80	\$0.00	\$0.00	\$50,062.92	\$255,266.36	(\$205,203.44)	
E2	SEWER FUND	\$126,122.22	\$398,792.30	\$250,688.49	\$0.00	\$0.00	\$274,226.03	\$135,043.74	\$139,182.29	
E7	REFUSE FUND	\$88,923.71	\$145,596.59	\$222,105.30	\$0.00	\$0.00	\$12,415.00	\$117,494.70	(\$105,079.70)	
E9	WATER/SEWER IMPROVE	\$189,297.95	\$308,497.77	\$676,438.87	\$515,000.00	\$0.00	\$336,356.85	\$543,242.70	(\$206,885.85)	
F2	COMMUNITY EVENTS	\$5,880.77	\$0.00	\$0.00	\$0.00	\$0.00	\$5,880.77	\$0.00	\$5,880.77	
F3	COMMUNICATIONS FUND	\$6,960.24	\$0.00	\$0.00	\$0.00	\$0.00	\$6,960.24	\$0.00	\$6,960.24	
F4	POLICE CONTINUING PRO	\$6,848.17	\$0.00	\$4,247.72	\$6,000.00	\$0.00	\$8,600.45	\$2,075.00	\$6,525.45	
F5	UTILITY RECOVERY	\$1,956.12	\$0.00	\$0.00	\$0.00	\$0.00	\$1,956.12	\$0.00	\$1,956.12	
F6	NATIONAL NIGHT OUT	\$4,875.77	\$2,675.00	\$1,263.26	\$0.00	\$0.00	\$6,287.51	\$1,170.53	\$5,116.98	
F7	Shannon Cemetery Fund	\$300.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,300.00	\$3,700.00	\$2,600.00	
F8	POLICE K9 FUND	\$3,868.04	\$0.00	\$578.55	\$0.00	\$0.00	\$3,289.49	\$421.45	\$2,868.04	
G2	UNCLAIMED MONIES TRU	\$225.20	\$0.00	\$0.00	\$0.00	\$0.00	\$225.20	\$0.00	\$225.20	
G4	CEMETARY TRUST - CW	\$1,326.66	\$0.00	\$0.00	\$0.00	\$0.00	\$1,326.66	\$0.00	\$1,326.66	
G5	CEMETARY TRUST - MATT	\$524.37	\$0.00	\$0.00	\$0.00	\$0.00	\$524.37	\$0.00	\$524.37	
H1	SPECIAL ASSESSMENT - K	\$897.17	\$0.00	\$0.00	\$0.00	\$0.00	\$897.17	\$0.00	\$897.17	
H4	SPECIAL ASSESSMENT -	\$849.41	\$0.00	\$0.00	\$0.00	\$0.00	\$849.41	\$0.00	\$849.41	
H6	SPECIAL ASSMT - JACKSO	\$119.67	\$0.00	\$0.00	\$0.00	\$0.00	\$119.67	\$0.00	\$119.67	
Grand Total:		\$3,704,445.94	\$3,756,349.37	\$4,152,752.77	\$1,365,715.00	\$1,365,715.00	\$3,308,042.54	\$2,232,583.15	\$1,075,459.39	

Village of Bluffton
Finance Committee Meeting
July 15, 2021 @ 12:00 PM

Finance Committee members present, David Steiner & Phil Talavinia
Mayor, Richard Johnson
Staff present, Jesse Blackburn, Village Administrator and Kevin Nickel, Fiscal Officer
Amber Troutwine from PerryProtech

Amber Troutwine of PerryProtech gave a presentation detailing the current internet network in use by the Village. Currently some of the wireless connections are either not working or very slow and lack cyber security. A proposal was made to update the connections to all the village locations with internet and improve cyber security. The cost of implementation of the plan was quoted at \$8,603.83. The committee agreed with the proposed changes and supported the Village Administrator making the purchase under his spending authority. When the new system is installed, there will be additional ongoing costs for internet connections.

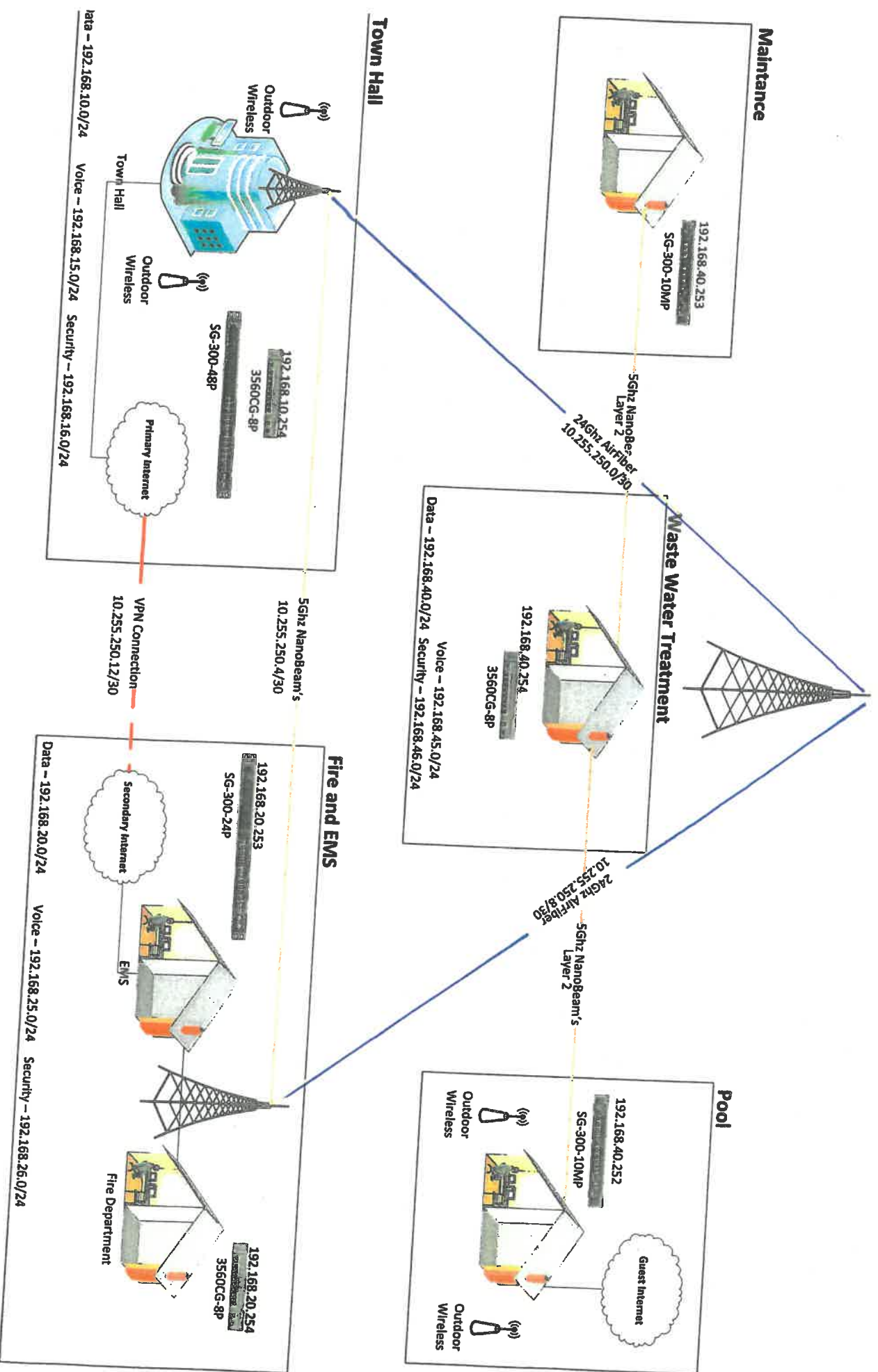
Included in these minutes are a diagram of the existing system and a copy of the proposal to update the system.

Meeting adjourned at 1:15 PM.

David Steiner

Phil Talavinia

Village Of Bluffton



Inter-Office Connectivity Upgrades

Qty	Description	Unit Price	Ext. Price
	Maintenance & WWTP		
	[1] FortiGate-40F Hardware plus 3 Year 24x7 FortiCare and FortiGuard Unified Threat Protection (UTP) - 5 Port - 10/100/1000Base-T - Gigabit Ethernet - 5 x RJ-45 - 3 Year Forticare and Fortiguard Unified (UTM) Protection - Wall Mountable - TAA Compliant		
	[1] Fiber Run (Time & Material) from Pump House to Maint Building		
	[2] Fiber SFP's		
	Setup & Installation		
	SubTotal		\$5,957.04
	Fire/EMS Department		
	[1] FortiGate-40F Hardware plus 3 Year 24x7 FortiCare and FortiGuard Unified Threat Protection (UTP) - 5 Port - 10/100/1000Base-T - Gigabit Ethernet - 5 x RJ-45 - 3 Year Forticare and Fortiguard Unified (UTM) Protection - Wall Mountable - TAA Compliant		
	Setup & Installation		
	SubTotal		\$2,646.79

SubTotal	\$8,603.83
Tax	\$0.00
Total	\$8,603.83

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ORDINANCE NO. 07-2021

AN ORDINANCE TO ACCEPT THE VILLAGE OF BLUFFTON CREDIT CARD POLICY.

WHEREAS, House Bill (H.B.) 312 of the 132nd General Assembly, Section 1, as codified and made applicable to the Village through O.R.C. § 717.31, sets forth regulations and requirements for local government entities and political subdivisions to adopt a written policy for the use of credit card accounts; and

WHEREAS, H.B. 312 establishes new safeguards for credit card use and seeks to reduce credit card abuse for all local government entities and citizens across Ohio, and;

WHEREAS, specifically, H.B. 312 requires the Village to adopt a written policy for the use of credit card accounts addressing all of the following: (1) the officer or positions authorized to use a credit card account; (2) the types of expenses for which a credit card account may be used; (3) the procedure for acquisition, use, and management of a credit card account; (4) the procedure for submitting itemized receipts; (5) the procedure for credit card issuance, reissuance, cancellation, and the procedure for reporting lost or stolen credit cards; (6) each credit card account's maximum credit limit; and (7) the actions or omissions by an officer or employee that qualify as misuse of a credit card account; and

WHEREAS, all local government entities must adopt a written policy addressing these requirements prior to opening a credit card account; and

WHEREAS, Council for the Village of Bluffton desires to adopt a written credit card policy for the purpose of reflecting the requirements now in effect under H.B. 312 and codified by O.R.C. § 717.31, safeguarding the Village against credit card fraud and abuse, and promoting responsible acquisition, management, and use of Village credit cards.

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

SECTION 1: That Village Council adopts the Village of Bluffton Credit Card Policy, attached hereto as Exhibit A and incorporated herein by reference.

SECTION 2: All other Sections and Sub-Sections of the Village of Bluffton Employee Personnel Policy and Procedure Manual, not specifically addressed in Exhibit A, shall remain unchanged, in effect, and enforceable.

SECTION 3: Council hereby expressly declares that the Village of Bluffton Credit Card Policy attached hereto as Exhibit A shall serve as the exclusive written policy of the Village of Bluffton for the use of credit card accounts and shall apply to all employees, officer, and departments of the Village.

SECTION 4: 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 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 _____ 2021 by the governing board of the Village of Bluffton, Ohio by the following vote (2/3 required):

Yes: _____ No: _____ Abstain: _____

Attest:

Fiscal Officer

Mayor

Approved as to Form:

Village Solicitor

PERSONNEL POLICY AND PROCEDURE MANUAL

CREDIT CARD POLICY

SECTION 6.XXXXXX

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A. POLICY

1. Purpose

The purpose of this policy is to establish the procedure and protocol for the use of the Village business credit cards and other vendor supplied lines of credit, in accordance with Ohio House Bill 312. In accordance with House Bill 312, the name of the Village of Bluffton shall appear on any credit card to be used by the Village of Bluffton.

2. Definition

“Credit card account” means any bank-issued credit card account, store-issued credit card account, financial institution-issued credit card account, financial depository-issued credit card account, affinity credit card account, or any other card account allowing the holder to purchase goods or services on credit or to transact with the account, and any debit or gift card account related to the receipt of grant moneys.

“Credit card account” does not include a procurement card account, gasoline or telephone credit card account, or any other card account where merchant category codes are in place as a system of control for use of the card account.

3. Types of expenses for which a credit card account may be used.

- a. Meals
- b. Gas & Oil
- c. Repair and maintenance of Village assets (e.g., buildings, vehicles, tools, equipment, etc.)
- d. Professional development – includes classes, seminars, conferences & lodging.
- e. Purchased Services
- f. Equipment
- g. Capital

4. Procedure for issuance/acquisition or reissuance/reacquisition of credit card accounts

In order to open a new credit card account a request must be made to the Fiscal Officer. The request shall be reviewed by the Fiscal Officer. Once approved, the Fiscal Officer shall open the account. The name of the Village of Bluffton shall appear on the Credit Card Account(s).

5. Eligibility to Use Card

- a. The Village Administrator is an authorized credit card account user, with a maximum per credit card purchase of \$2,500.

PERSONNEL POLICY AND PROCEDURE MANUAL

CREDIT CARD POLICY

SECTION 6.XXXXXX

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- b. The Mayor is an authorized credit card account user, with a maximum per credit card purchase of \$2,500.
- c. The Village Fiscal Officer is an authorized credit card account user, with a maximum per credit card purchase of \$2,500.
- d. The Assistant Administrator and the Operators of Record for the Water, Wastewater Treatment, and Collections System, or their designee(s) are authorized credit card account users, with a maximum per credit card purchase of \$2,500.
- e. The Police Chief, Fire Chief, and EMS Chief, or their designee(s), are authorized credit card account users, with a maximum per credit card purchase of \$2,500.
- f. A maximum of \$5,000 may be charged on a single purchase on a credit card *IF* two (2) of three (3) individuals – the Mayor, Village Administrator, and/or the Fiscal Officer, concur ***PRIOR TO*** the charge being incurred.

6. Procedure for Issuance of Card to Employee for Use

The Village will use a sign in and sign out policy where an employee authorized to use a credit card for allowable purposes shall sign a form checking out and checking in the credit card. The form shall at a minimum document the following: the name of the employee, the card signed out, the purpose for the use of the card, the date the card was signed out, the time the card was signed out and signed in, and the signature of the employee the card was signed in.

Before the employee shall be allowed to sign out any credit card, they shall be issued a copy of this policy and sign the acknowledgement form below.

7. Procedure for Managing Credit Card Account

The Fiscal Officer shall retain day-to-day control over all credit cards. The credit card(s) shall be kept in the possession of the Fiscal Officer.

Any employees using the card shall sign the card out and return the card at a reasonable time – usually no later than the close of business. The employee shall sign out the card and sign in the card once returned. Exceptions shall be made as deemed necessary by the Fiscal Officer and documented in writing.

All credit cards shall be paid in full by the due date – to avoid interest charges.

8. Procedure for Use of Credit Card Accounts

- a. The Village recognizes that the credit card provides convenience to employees in acquiring goods and services for the Village. The Village also recognizes the

PERSONNEL POLICY AND PROCEDURE MANUAL

CREDIT CARD POLICY

SECTION 6.XXXXXX

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additional risk inherent with credit card usage. Therefore, whenever a vendor will accept a Village purchase order, a purchase order should be used in lieu of the Village credit card.

- b. Credit cards will still require the normal appropriation and encumbrance system to be followed. All purchases via credit cards must assure that any and all purchases have sufficient funds appropriated and encumbered to cover the purchase.
- c. Approval for purchases with Village credit cards must be obtained prior to purchases from/by the Village Administrator, Fiscal Officer, Police Chief, Fire Chief, EMS Chief, and/or the Department Head.
- d. Expense Itemization/Documentation
 - i. For every transaction/use of a credit card, the user/purchaser must submit an itemized receipt to the Fiscal Officer or their designee as soon as practical, but in no event later than the return of the credit card.
 - ii. The itemized receipt shall have the purchase order number written on it.
 - iii. The itemized receipt shall have the purpose and/or project for which the purchase was made written on it.
 - iv. For all travel related expenses, purchases must also comply with the provisions of the Travel Expense Reimbursement Policy in Section 6.01 of the Employee Handbook.
 - v. A credit card statement will not suffice for itemized receipt.
 - vi. Missing documentation (itemized receipts) may result in an employee being personally responsible for the purchase/expense, and/or may be considered misuse of a credit card.

9. Procedure for Reporting Lost or Stolen Credit Cards

Whenever any officer or employee who is authorized to use a credit card suspects the loss, theft, or possibility of an unauthorized or unlawful misuse of a Village credit card, the officer or employee shall notify the Village Fiscal Officer and Village Administrator immediately, and subsequently make a report in writing. The Village Fiscal Officer shall immediately notify cardholder services to place a hold on the relevant account.

10. Misuse of a credit card

The use of a Village credit card account for expenses beyond those authorized by this policy, or any failure to comply with the Credit Card Policy and Procedures, constitutes misuse of a credit card account.

- a. Criminal Penalty – An officer or employee of the Village of Bluffton or a public servant as defined under section 2921.01 of the Revised Code who knowingly

PERSONNEL POLICY AND PROCEDURE MANUAL

CREDIT CARD POLICY

SECTION 6.XXXXXX

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misuses a credit card account held by the Village of Bluffton violates section 2913.21 of the Revised Code, as well as any other applicable criminal penalty.

- b. Misuse of a credit card account may also subject an officer or employee of the Village to disciplinary action.
- c. The officer or employee is liable in person and upon any official or employee has given to the political subdivision to reimburse the treasury for the amount for which the officer or employee does not provide itemized receipts in accordance with this policy and/or for any other unauthorized use of a Village of Bluffton credit card account as established by this policy.

11. Procedure for Cancellation of Credit Card Accounts

The Fiscal Officer is responsible for administration of Village credit card accounts, to include cancellation of credit card accounts.

12. Credit Card "Points" and /or Other Reward Program Benefits

- a. Benefits/Rewards – All the benefits and any reward program associated with Village credit card use (i.e., credit card "points" and/or other reward program benefits provided by a credit card issuer) shall accrue to the benefit of the Village.
- b. Annual Report of Rewards – The Fiscal Officer shall file a report with the Village Council detailing all rewards received based on the use of the Village's credit card account on an annual basis.

13. Compliance Officer

Because the credit cards are being maintained in the possession of the Fiscal Officer and issued using a sign out and sign in procedure, the Village is not utilizing a Compliance Officer designated by the Mayor. Should there be a time where the Village issues credit cards to individual employees that are not signed out and in each day, the Village shall first name a Compliance Officer.

PERSONNEL POLICY AND PROCEDURE MANUAL

CREDIT CARD POLICY

SECTION 6.XXXXXX

PAGE 5 OF 6

VILLAGE OF BLUFFTON PERSONNEL POLICY AND PROCEDURE MANUAL CREDIT CARD USE
ACKNOWLEDGEMENT

Your signature acknowledges that you have received, reviewed, and understand the Village's Policy on Village Credit Use. Improper use of a Village credit card can be considered misappropriation of Village funds. This may result in disciplinary action up to and including termination of employment. Your signature below verifies that you have read the Village policies and procedures and agree to comply with them as well as with the following responsibilities.

Employee Signature

Fiscal Officer Signature

Employee Printed Name

Fiscal Officer Printed Name

Date: _____

Date: _____

PERSONNEL POLICY AND PROCEDURE MANUAL

CREDIT CARD POLICY

SECTION 6.XXXXXX
PAGE 6 OF 6

ATTACHMENT "A"

CREDIT CARD HOLDER SIGNED
ACKNOWLEDGEMENT FORM

I, _____, an employee of the Village of Bluffton, acknowledge that I:

1. have received a copy of the Village's Credit Card Policy, and
2. have read and understand the Village's Credit Card Policy, and
3. agree to conform to all the conditions and requirements of the Village's Credit Card Policy, and
4. accept personal responsibility for the safeguard and proper use of any and all Village credit cards, which either have been provided to me or "checked out" for use in performance of my Village duties, and
5. understand that I am personally liable for the misuse of any Village credit cards provided to me or "checked out" by me, and
6. shall be held personally responsible for the misuse of any Village credit cards provided to me or "checked out" by me, and
7. shall be held personally responsible for inappropriate charges made on any Village credit cards provided to me or "checked out" by me, and
8. shall be held personally responsible for failing to timely provide the Fiscal Officer with itemized receipts, and
9. shall be held personally responsible for failing to timely notify the Fiscal Officer that a Village credit card(s) provided to me or "checked out" by me is lost or compromised, and
10. understand the Fiscal Officer, the Village Administrator, or my Appointing Authority shall, at a minimum, discontinue my use of a Village credit card for violation or misuse of the credit card, and
11. understand my misuse of any Village credit cards may lead to discipline, which could include termination/demotion, and
12. understand my misuse of any Village credit cards may be subject to potential criminal penalties in addition to potential discipline, and
13. hereby authorize that any inappropriate charges may be withheld from my salary.

Employee Printed Name

Employee Signature

Village of Bluffton

Administration's Report

To: Mayor Johnson & Council Members



07-26-21

American Rescue Plan Act Update:

- Registration has been approved.
- Request for a meeting with the Committee of the Whole to discuss use of these funds

Dominion Energy – Gas line replacement program

New main lines have been installed. Connections to homes and businesses along the project route will be completed by mid-August. Restoration of disturbed areas will begin around this time.

Village Network being updated

The computer network of the Village is being updated with the addition of firewalls and hard-wired connections at the Town Hall, WWTP, and Fire Dept. to provide all Village buildings with secure, reliable connections through a virtual private network (VPN). Project has been started by PerryPro Tech. Initial taps and connections for the VPN are scheduled for installation by Spectrum on or before Friday, July 30.

Pathway Board – Creating Healthy Communities Partnership

Continued partnership between the Bluffton Pathway Board and the Creating Healthy Communities Program through Allen County Public Health have resulted in the supply of grant funded bike racks that will be delivered this week and installed by the Public Works Department in the near future. Locations include: - Family Dollar – Citizens Bank parking lot – Twisted Whisk – Etcetera Shop

New street name signs

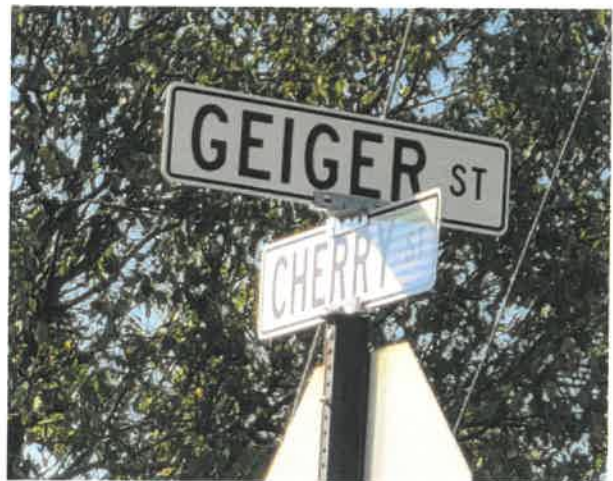
A few intersections with missing street name signs were replaced with the newly selected style. Plans for this year include replacing up to 1/2 of the street name signs in town.

Bluffton Airport – Taxiway Rehab project

Bluffton Paving has completed the first layer of asphalt and is scheduled to complete the installation of new asphalt tomorrow.

Request for use of Public Parks – Story Walks

1. Buckeye Park (9/12)
 2. Bike Trail heading out to Village Park (9/19)
 3. Village Park Starting at Shelter (9/26)
 4. Cobb Lake (10/3)
- Request by Bluffton Presbyterian Sunday School –



Special Event Permits:

- ✓ Senior Street Painting – Football & Cheerleading, August 8th
- ✓ Bluffton Relay for Life – August 20
- ✓ Bluffton Fall Festival at Bluffton Hospital – September 25
- ✓ Blaze of Lights Parade – Nov. 27

Council Committee Meetings: Request for meetings with:



VILLAGE OF BLUFFTON

154 N. MAIN STREET, P.O. BOX 63 BLUFFTON, OHIO 45824-7-0063
419-358-2066



APPLICATION FOR SPECIAL EVENTS

EVENT NAME: Senior Street Painting (Football + Cheerleaders) DATE(S) OF EVENT: Sunday, Aug 8, 2021
 APPLICANT: Amy Tabler CONTACT PERSON: Amy Tabler
 APPLICANT'S ADDRESS: 446 W. Elm, Bluffton CONTACT'S PHONE: 419-231-7014
 E-MAIL ADDRESS (OPTIONAL): jimannytabler423@gmail.com
 LOCATION OF EVENT: West College Ave Bridge by HS Football Stadium
 TIME(S) FOR EVENT: 9:00 Am - 9:00 pm
 DESCRIPTION OF EVENT: Senior Football Players + Cheerleaders street painting

SERVICES REQUESTED FROM VILLAGE: Must provide map of plans and any other information required as necessary.

TRAFFIC CONTROL: _____ NUMBER OF OFFICERS REQUESTED: _____
 Number of officers required to cover security will be determined on a case by case basis upon consultation with the Chief of Police
 ROAD CLOSURE: _____
 SECURITY: _____ NUMBER OF OFFICERS REQUESTED: _____
 Number of officers required to cover security will be determined on a case by case basis upon consultation with the Chief of Police
 EMS SERVICES: _____ FIRE DEPT. SERVICES: _____
 WATER SERVICE: _____ OTHER SERVICES: _____

ALCOHOL SERVED: YES _____ NO * Applicant is responsible for obtaining the proper alcohol permit from the Division of Liquor Control prior to the event.

EVENT'S INSURER: _____ * Village must be listed as Additional Insured

ATTACH CERTIFICATE OF INSURANCE TO APPLICATION

PLEASE LIST VENDORS, SERVICES, CONTRACTORS, ETC. INVOLVED WITH EVENT:	
NAME OF VENDOR	TYPE OF SERVICE PROVIDED

* FOOD VENDORS ARE RESPONSIBLE FOR OBTAINING ANY NECESSARY HEALTH DEPARTMENT PERMITS

I understand that the granting of this permit for the special event creates no agreement or guarantee, express or implied, to any person or entity for any liability whatsoever connected with this special event. Any liability is the sole responsibility of the person or organization responsible for the special event. By signing this application, I acknowledge that all statements made herein are true and correct and that I have the authority to bind the organization that I represent.

APPLICANT'S SIGNATURE: Amy M Tabler DATE: 7-23-2021

APPROVED

MAYOR'S SIGNATURE: _____ DATE: _____



VILLAGE OF BLUFFTON

154 N. MAIN STREET, P.O. BOX 63 BLUFFTON, OHIO 45817-0063
419-358-2066

APPLICATION FOR SPECIAL EVENTS

EVENT NAME: Bluffton Relay For Life DATE(S) OF EVENT: Aug 20th
 APPLICANT: LYNDA BEST CONTACT PERSON: LYNDA BEST
 APPLICANT'S ADDRESS: 360 W. Elm St. CONTACT'S PHONE: 419-296-2790
 E-MAIL ADDRESS (OPTIONAL): bestlynda568@gmail.com
 LOCATION OF EVENT: Bluffton Presbyterian Church Lawn
 TIME(S) FOR EVENT: 5:30-10:30
 DESCRIPTION OF EVENT: music, walking some kids game in yard

SERVICES REQUESTED FROM VILLAGE: Must provide map of plans and any other information required as necessary.

TRAFFIC CONTROL: _____ NUMBER OF OFFICERS REQUESTED: _____
Number of officers required to cover security will be determined on a case by case basis upon consultation with the Chief of Police

ROAD CLOSURE: _____

SECURITY: _____ NUMBER OF OFFICERS REQUESTED: _____
Number of officers required to cover security will be determined on a case by case basis upon consultation with the Chief of Police

EMS SERVICES: _____ FIRE DEPT. SERVICES: _____

WATER SERVICE: _____ OTHER SERVICES: _____

ALCOHOL SERVED: YES _____ NO * Applicant is responsible for obtaining the proper alcohol permit from the Division of Liquor Control prior to the event.

EVENT'S INSURER: Webb insurance * Village must be listed as Additional Insured

ATTACH CERTIFICATE OF INSURANCE TO APPLICATION

PLEASE LIST VENDORS, SERVICES, CONTRACTORS, ETC. INVOLVED WITH EVENT:	
NAME OF VENDOR	TYPE OF SERVICE PROVIDED

* FOOD VENDORS ARE RESPONSIBLE FOR OBTAINING ANY NECESSARY HEALTH DEPARTMENT PERMITS

I understand that the granting of this permit for the special event creates no agreement or guarantee, express or implied, to any person or entity for any liability whatsoever connected with this special event. Any liability is the sole responsibility of the person or organization responsible for the special event. By signing this application, I acknowledge that all statements made herein are true and correct and that I have the authority to bind the organization that I represent.

APPLICANT'S SIGNATURE: Lynnda Best DATE: 7-14-21

APPROVED

MAYOR'S SIGNATURE: _____ DATE: _____

See Back

Walking Route



Barricodes



VILLAGE OF BLUFFTON
100 E. ELM STREET, P.O. BOX 63 BLUFFTON, OHIO 45817-0063

APPLICATION FOR SPECIAL EVENTS

EVENT NAME: <u>Bluffton Fall Festival at Bluffton Hospital</u>	DATE(S) OF EVENT: <u>September 25, 2021</u>
APPLICANT: <u>Bluffton Hospital</u>	CONTACT PERSON: <u>Jennifer Olson</u>
APPLICANT'S ADDRESS: <u>1900 S Main Street, Findlay, OH 45840</u>	CONTACT'S PHONE: <u>419.429.7677</u>
E-MAIL ADDRESS (OPTIONAL): <u>jolson@bvhealthsystem.org</u>	
LOCATION OF EVENT: <u>Bluffton Hospital - 139 Garau Street, Bluffton OH</u>	
TIME(S) FOR EVENT: <u>10 a.m. to 3 p.m.</u>	
DESCRIPTION OF EVENT: <u>family fun event which will have refreshments, Kona ice treats, carnival games, pumpkin decorating & a fire truck ride</u>	

SERVICES REQUESTED FROM VILLAGE: Must provide map of plans and any other information required as necessary.

TRAFFIC CONTROL: _____ NUMBER OF OFFICERS REQUESTED: _____
Number of officers required to cover security will be determined on a case by case basis upon consultation with the Chief of Police

ROAD CLOSURE: Garau Street from Harmon to alley by Bluffton Hospital (see map)

SECURITY: _____ NUMBER OF OFFICERS REQUESTED: _____
Number of officers required to cover security will be determined on a case by case basis upon consultation with the Chief of Police

EMS SERVICES: _____ FIRE DEPT. SERVICES: _____

WATER SERVICE: _____ OTHER SERVICES: _____

ALCOHOL SERVED: YES _____ NO * Applicant is responsible for obtaining the proper alcohol permit from the Division of Liquor Control prior to the event.

Blanchard Valley Health System - self insurance - 2 million and 4 million limits

EVENT'S INSURER: _____ * Village must be listed as Additional Insured

ATTACH CERTIFICATE OF INSURANCE TO APPLICATION

PLEASE LIST VENDORS, SERVICES, CONTRACTORS, ETC. INVOLVED WITH EVENT:	
NAME OF VENDOR	TYPE OF SERVICE PROVIDED
<u>Kona Ice</u>	<u>shaved ice treats</u>
<u>Romick Railway LLC</u>	<u>train rides</u>
<u>UltraSound Party Rentals</u>	<u>inflatable bounce houses</u>

* FOOD VENDORS ARE RESPONSIBLE FOR OBTAINING ANY NECESSARY HELATH DEPARTMENT PERMITS

I understand that the granting of this permit for the special event creates no agreement or guarantee, express or implied, to any person or entity for any liability whatsoever connected with this special event. Any liability is the sole responsibility of the person or organization responsible for the special event. By signing this application, I acknowledge that all statements made herein are true and correct and that I have the authority to bind the organization that I represent.

APPLICANT'S SIGNATURE: _____ DATE: _____

APPROVED

MAYOR'S SIGNATURE: _____ DATE: _____



Jennifer Olson
Corporate Event Planner



VILLAGE OF BLUFFTON

154 N. MAIN STREET, P.O. BOX 63 BLUFFTON, OHIO 45817-0063
419-358-2066

APPLICATION FOR SPECIAL EVENTS

EVENT NAME: Blaze of Lights Parade DATE(S) OF EVENT: November 27-2021
 APPLICANT: Junior Weibrauch CONTACT PERSON: Junior Weibrauch
 APPLICANT'S ADDRESS: 20791 St Rt 68 CONTACT'S PHONE: 419-889-4315
 E-MAIL ADDRESS (OPTIONAL): _____
 LOCATION OF EVENT: Main Street of Bluffton
 TIME(S) FOR EVENT: 5:00 P.M. November 27-2021
 DESCRIPTION OF EVENT: Parade Starting at The Centre and going down Main Street and Ending on East College Street

SERVICES REQUESTED FROM VILLAGE: Must provide map of plans and any other information required as necessary.

TRAFFIC CONTROL: yes NUMBER OF OFFICERS REQUESTED: 10
 Number of officers required to cover security will be determined on a case by case basis upon consultation with the Chief of Police
 ROAD CLOSURE: 4:40 P.M.
 SECURITY: yes NUMBER OF OFFICERS REQUESTED: 10
 Number of officers required to cover security will be determined on a case by case basis upon consultation with the Chief of Police
 EMS SERVICES: yes FIRE DEPT. SERVICES: yes
 WATER SERVICE: _____ OTHER SERVICES: _____

ALCOHOL SERVED: YES _____ NO * Applicant is responsible for obtaining the proper alcohol permit from the Division of Liquor Control prior to the event.

EVENT'S INSURER: Chamber of Commerce * Village must be listed as Additional Insured

ATTACH CERTIFICATE OF INSURANCE TO APPLICATION

PLEASE LIST VENDORS, SERVICES, CONTRACTORS, ETC. INVOLVED WITH EVENT:

NAME OF VENDOR	TYPE OF SERVICE PROVIDED

* FOOD VENDORS ARE RESPONSIBLE FOR OBTAINING ANY NECESSARY HEALTH DEPARTMENT PERMITS

I understand that the granting of this permit for the special event creates no agreement or guarantee, express or implied, to any person or entity for any liability whatsoever connected with this special event. Any liability is the sole responsibility of the person or organization responsible for the special event. By signing this application, I acknowledge that all statements made herein are true and correct and that I have the authority to bind the organization that I represent.

APPLICANT'S SIGNATURE: Junior Weibrauch DATE: July 16-2021

APPROVED

MAYOR'S SIGNATURE: _____ DATE: _____