

Village of Bluffton Council Meeting Agenda

Bluffton Town Hall, Third Floor
154 North Main Street, Bluffton
January 14 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, December 17, 2018.

Bills

Committee Reports

Finance & Utilities Meeting - Dec. 27
Ordinance Committee – Jan 3
Streets, Lights, Alleys & Sidewalks – Jan 10

Legislation

Ordinance 11-18

3rd Reading

An Ordinance to enact a comprehensive Access Management Plan as attached Exhibit 1.

Resolution 01-19

1st Reading

Emergency

A Resolution of the Village of Bluffton in support of the Lima-Allen County Regional Planning Commission serving as the Metropolitan Planning Organization for the Allen County, Ohio Study Area and declaring an emergency.

Administrator's Report

- Department of Public Works Report

Safety Services Reports

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

Personnel Meeting – Monday, January 14 at 6:30 pm
Council Meeting – Monday, January 14 at 7:00 pm
Council Meeting – Monday, January 28 at 7:00 pm
Tree Commission – Tuesday, February 12 at 7:00 pm

Public Comment

Adjournment – Motion and Second

Regular meeting December 17, 2018 at 7:00pm.

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 December 10, 2018. Roll Call: Yes (6) Messrs: Cupples, Steiner, Talavinia, Kingsley, Sehlhorst and Stahl. No (0), Abstain (0), motion approved.

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

The fiscal officer gave the following readings:

3rd Reading

R-25-18 – A Resolution authorizing the temporary appropriations for the year 2019 for the Village of Bluffton, Ohio and declaring an emergency. Stahl motioned to suspend the rules and declare an emergency, seconded by Steiner. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved. Sehlhorst motioned to adopt the resolution, seconded by Cupples. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved.

2nd Reading

O-11-18 – An Ordinance to enact a comprehensive Access Management Plan as attached in Exhibit 1. Kingsley motioned to approve the first reading, seconded by Sehlhorst. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved.

O-12-18 – An Ordinance amending the Income Tax Ordinance of the Village of Bluffton, Ohio, to require landlords of rental or leased properties within the village to report the names of their tenants over the age of 18 to the village on an annual basis. Steiner motioned to suspend the rules and declare an emergency, seconded by Cupples. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved. Kingsley motioned to adopt the Ordinance, seconded by Cupples. Kingsley discussed that the ordinance was missing language that would require all persons over 18 living at the residence in question to be reported. Talavinia motioned to table the ordinance until it could be worked on further, seconded by Steiner. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved.

O-13-18 – An Ordinance amending Ordinance No. 05-18 (the Annual Appropriation Ordinance) and declaring an emergency. Kingsley motioned to suspend the rules and declare an emergency, seconded by Cupples. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved. Talavinia motioned to adopt the Ordinance, seconded by Steiner. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved.

Sehlhorst motioned to add Resolution 26-18 to the agenda, seconded by Talavinia. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Talavinia, Sehlhorst and Steiner. No (1) Stahl, Abstain (0), motion approved.

The fiscal officer gave the first reading of:

R-26-18 – A Resolution appointing the firm Hackenberg, Beutler, Rasmussen & Feighner, LLC, with attorney Elliott T. Werth as the Village Solicitor for the Village of Bluffton, Ohio for a period of one (1) year effective January 1, 2019, and declaring an emergency. Cupples motioned to suspend the rules and declare an emergency, seconded by Talavinia. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Talavinia, Sehlhorst and Steiner. No (1) Stahl, Abstain (0), motion approved. Cupples motioned to adopt the resolution, seconded by Sehlhorst. Stahl discussed that he felt like the process of hiring a new solicitor had been rushed and thought that there had already been enough personnel changes recently. Kingsley stated that he would be abstaining for reasons of conflict. Roll Call: Yes (4) Messrs: Cupples, Talavinia, Sehlhorst and Steiner. No (1) Stahl, Abstain (1) Kingsley, motion approved.

Talavinia motioned to approve Kyle Swank's regular EMS membership, seconded by Kingsley. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved.

The fiscal officer gave the annual update of Ordinance 4-13 stating that according to ORC 505.24, the council members would be receiving a 5% increase for 2019.

Kingsley motioned to adjourn the regular council meeting.

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

Utility & Finance Committee – Thursday, December 27 at 4:00pm

Ordinance Committee – Thursday, January 3 at 5:30pm

Street, Alley & Sidewalk Committee – Thursday, January 10 at 5:30pm

Personnel Committee – Monday, January 14 at 6:30pm

Council Meeting – Monday, January 14 at 7:00pm

Tree Commission – Tuesday, February 12 at 7:00pm

MAYOR

FISCAL OFFICER

VILLAGE OF BLUFFTON
VOUCHER REPORT 1/14/2019

VENDOR	AMOUNT	DEPT	PURPOSE
AEP	\$1,043.20	MULTIPLE	ELECTRIC
AEP	\$28,051.82	MULTIPLE	ELECTRIC
AEP	\$941.21	MULTIPLE	ELECTRIC
AIM MEDIA MIDWEST	\$633.85	MULTIPLE	ADS
ALL SERVICE AERATION	\$382.50	PARK	PORTABLE TOILETS
ALLEN CO. EMA	\$180.97	FD	METER SENSOR
ALLEN COUNTY SANITARY ENGINEERING DEPT	\$421.40	SEWER	BACKUP SVC
ALLOWAY	\$2,426.50	SEWER	TESTING
ALLOWAY	\$236.00	WATER	TESTING
AMERICAN LEGAL PUBLISHING	\$5,660.00	ADMIN	CODE OF ORDINANCES
ANTHEM	\$12,021.84	MULTIPLE	HEALTH INSURANCE
BAILEY'S EQUIPMENT & APPAREL	\$52.00	PD	UNIFORMS
BLACKHOOF TITLE AGENCY	\$57,384.07	L&B	PROPERTY PURCHASE
BLUFFTON FLYING SVC	\$5,000.00	AIRPORT	MANAGEMENT
BLUFFTON STONE	\$2,244.41	PARK	STONE
BRITE	\$108.00	PD	KEYPAD
CENTURY LINK	\$398.22	ADMIN	PHONES
CHOICE ONE	\$19,809.27	MULTIPLE	ENGINEERING
CLEMANS NELSON	\$340.00	ADMIN	POLICY MANUAL
CULLIGAN	\$27.50	EMS	WATER
DIGITAL DATA	\$1,110.00	PD	ANNUAL FEES
DNC HYDRAULICS	\$225.00	ST	MOTOR
DOMINION ENERGY	\$2,794.89	MULTIPLE	NATURAL GAS
DONNELLY DESIGN STUDIO	\$570.00	PD	DARE SHIRTS
EJP	\$5,764.54	WATER	SUPPLIES
ENGINEERED SOLUTIONS MIDWEST, INC	\$2,553.85	WATER	REPAIR
ESRI	\$587.00	MULTIPLE	LICENSE
FAMILY TRUE VALUE HARDWARE	\$4.99	L&B	SUPPLIES
GREAT LAKES BILLING	\$1,178.08	EMS	BILLING SVC
HOHENBRINK EXCAVATING	\$151,125.81	W/S IMPROV	W. ELM ST
HWE	\$195.08	MULTIPLE	ELECTRIC
INCOME TAX REFUNDS	\$492.57	TAX	REFUNDS
INCOME TAX REFUNDS	\$2,114.00	TAX	REFUNDS
J&D SNYDER EXCAVATING	\$14,200.00	PARK	ROCK WALL
JESSE BLACKBURN	\$295.00	WATER	REIMBURSEMENT FOR TRAINING
JOHN BOWERS	\$164.00	SEWER	TUITION REIMBURSEMENT
JOHNSON, RICHARD	\$100.00	ADMIN	REIMBURSEMENT FOR SOLICITOR
KALIDA TRUCK EQUIPMENT	\$83.00	EMS	MOTOR
KLEEM	\$467.46	ST	SIGNS
K-T RENTAL	\$1,143.04	CULTURAL	LIFT RENTAL
LEIBER GARAGE	\$879.25	PD	REPAIRS
LEXIPOL	\$4,508.00	PD	ANNUAL FEES
M&R PLUMBING	\$4.30	WATER	PARTS
MARATHON	\$489.40	MULTIPLE	FUEL

MYERS EQUIPMENT	\$2,993.18 EMS	AMBULANCE INSTALLATION
NAVITAS	\$1,324.09 ADMIN	PHONES
NORTHWESTERN OHIO SECURITY SYSTEMS	\$104.90 L&B	MONITORING
OCPA	\$50.00 PD	MEMBERSHIP
OHIO PEACE OFFICER TRAINING ACADEMY	\$300.00 PD	TRAINING
OPWC	\$27,555.92 W/S IMPRC	LOAN PAYMENT
OWDA	\$225,055.62 W/S IMPRC	LOAN PAYMENT
P&R COMMUNICATIONS	\$316.73 FD	PAGER BATTERIES
PENNCARE	\$152.00 EMS	CHARTS
PERRY PROTECH	\$92.01 ADMIN	COPIER USAGE
PHYSIO-CONTROL	\$14,242.20 EMS	CPR MACHINE
RAILROAD MANAGEMENT COMPANY	\$514.54 ADMIN	LICENSE
REPUBLIC	\$16,923.96 REFUSE	TRASH SVC
RYAN BURKHOLDER	\$80.67 PD	PETTY CASH
SAFEGUARD	\$419.28 MULTIPLE	TAX FORMS
SHELL FLEET PLUS	\$1,847.87 MULTIPLE	FUEL
SMARTBILL	\$764.65 MULTIPLE	UTILITY BILL SVC
SOUTWEST REGIONAL K9 TRAINING	\$160.00 K9	TRAINING
SPARTA DESIGN	\$1,428.00 PD	SUPPLIES
STAPLES	\$145.60 ADMIN	OFFICE SUPPLIES
STAPLES	\$150.89 ADMIN	OFFICE SUPPLIES
THE CINCINNATI INSURANCE CO	\$1,017.00 MULTIPLE	FIDELITY BONDS
TIME WARNER	\$22.39 PD	CABLE
TOWN & COUNTRY FLOWERS	\$48.00 ADMIN	FUNERAL FLOWERS
TSYS	\$26.08 EMS	MERCHANT SVC
USPS	\$100.00 TAX	POSTAGE
UTILITY SERVICE CO	\$13,539.50 WATER	TOWER MAINTENANCE
VERIZON	\$200.91 MULTIPLE	CARDS/PHONES
VETTER	\$46.91 MULTIPLE	SUPPLIES
VILLAGE OF OTTAWA	\$45,950.19 WATER	WATER
WATCH GUARD	\$25.50 PD	SUPPLIES
TOTAL	\$684,010.61	
BIWEEKLY PAYROLL 12/21/2018	\$38,372.36	
MEDICARE	\$528.56	
OPERS	\$3,019.45	
OP&F	\$3,184.70	
BIWEEKLY PAYROLL 1/4/2019	\$38,143.52	
MEDICARE	\$525.25	
OPERS	\$3,049.05	
OP&F	\$3,191.09	
DECEMBER MONTHLY	\$2,476.48	
MEDICARE	\$35.90	
FICA	\$38.24	
PERS	\$260.37	

LONGEVITY	\$5,700.00
MEDICARE	\$82.65
PERS	\$290.00
OP&F	\$343.00
PAYROLL TOTAL	\$99,240.62

**Village of Bluffton
Finance & Utilities & Committee Meeting
December 27, 2018 @ 4:00 PM**

Committee members present: David Steiner, Jerry Cupples & Phil Talavinia

Mayor: Richard Johnson

Village administrator: Jesse Blackburn

The committee discussed water costs.

Meeting adjourned at 4:37 PM.

David Steiner

Jerry Cupples

Phil Talavinia

Ordinance Committee Minutes (Sehlhorst & Kingsley)

Village of Bluffton

January 3, 2019

Present: Joe Sehlhorst, Mitch Kingsley, Richard Johnson

Staff: Jesse Blackburn, Bryan Lloyd

TOPIC: CODIFICATION; STRATEGIC PLANNING

I. Codification

•We began review of the Village Ordinance Codification packet. American Legal Publishing is the successor to our contract for having our ordinances put into a statutory format. They have sent us the initial draft of our codified ordinances. They took all our ordinances from 1969 forward and arranged them according to subject areas under the standard format for statutes in Ohio. They are now working on the index and cleaning of the text. When they send us the next pre-final version it will be our job to proof it and tell them of any changes we wish. This will include adding any ordinances passed since they began their work.

II. Counsel.

•We discussed a civil boundary line dispute that has arisen in the Village. The Village is implicated because one of the parties is seeking permission to tie into Village sewer in the disputed area. The Administrator is seeking counsel about the Village role and response under the circumstances. Administrator will contact the Village Solicitor to ask further questions about the appropriate and lawful issues the Administrator can address.

III. Strategic Planning

•The access management ordinance being voted on suggests the need for planning for the future development of Village roadways. However, there is a need in a number of areas for long range planning: growth of the Village involves housing, commercial and industrial issues. What are appropriate steps toward our future? How might strategic planning enhance our current decisions?

•We are exploring what Comprehensive Planning might entail; what strategic planning should be done; and who should be involved to do these things well.

Future Agenda: Zoning Ordinance Revisions

Submitted, _____

Joe Sehlhorst

Mitch Kingsley

Streets, Lights, Alleys & Sidewalks 1-10-2019

Start: 5:30 PM End: 7:30 PM

Attendance: Joe Sehlhorst, Jerry Cupples, Mayor Johnson, Admin. Jesse Blackburn, Asst. Admin Bryan Lloyd. Guests: Derek Snyder for 3S Development

Topic 1: Bentley Rd. Re-alignment

- Preliminary plans from Choice One Engineering presented
- Right-of-way acquisition would be required on the plans as shown

Derek Snyder from 3S Development (Parkview) requested update concerning when the Village expects to re-align Bentley Rd. with Parkview Entrance. Traffic increasing as more homes and lots are being sold in the Parkview development.

Committee discussed the need to first look into acquiring the additional right of way (estimated 8' to 9' encroachment of property on South side of Bentley)

Preliminary plans from Choice One Engineering already developed. Project should be seriously considered in 2021 while ODOT is scheduled to repave all of State Route 103 in Village. Or when monies become available.

Topic 2: 2019 Street/Sidewalk design for Jefferson St. Improvements

- Preliminary plans presented to committee
- Crosswalk locations/6' Sidewalk thoughts

Crosswalk locations noted on preliminary plan include West side of Thurman St., West side Vance St, and West side of RR Crossing (Triplett Bike Path).

Administration presented the need to install 6' Sidewalks on North Side of Jefferson from Vance St. to Main St.

Administration working on the coordination of the various projects to occur on Jefferson St./SR 103 concerning road closure. Village would like to see:

Jefferson Street (SR103)/Huber St. Water Main Project – Close SR103 from May 20th to July 1

Street Reconstruction/Bridge Project/RR-Xing Improvements – Close SR103 from July 1st to Oct 25

Topic 3: 2020 Jefferson St. Sidewalk/Street design

- Preliminary plans presented
- Crosswalk locations/6' Pathway thoughts – R/W acquisitions would be required

Plan would suggest preferred sidewalk location on South side of Jefferson St. to County Line.

Committee noted that drainage major concern in this area and improvements needed.

Topic 4: Norfolk Southern SR 103 Crossing Improvements

- Norfolk Southern will be presenting proposed plans for the improvements of the crossing to provide pedestrian facilities on both sides of the crossing to the Ohio Rail Development Commission (ORDC) and PUCO by the end of January. Plans will be shared with for Village review from the ORDC.

Committee feels this would greatly improve safety concerns along the Triplett Bike Path crossing from Cobb Lake and Huber St.

Topic 5: Sidewalk/Pathway Connectivity

- 615 additional feet of sidewalk along Jefferson St. being added in 2019
- Contribute \$ to Pathway Board construction project along N. Bentley Rd.
- Addition of crosswalk at Lake St. and N. Main St.

- Upcoming potential R/W and 6' sidewalk costs from Huber to Co. Line Rd. 2020

Administration presented to committee the need to include connectivity while Jefferson St. project occurs on South side from Bridge to RR.

Committee was also presented by the administration the need for monies allocated for ADA handicap curb ramps to be installed throughout town. ADA Compliance

Will need to consider budget when considering additional connectivity projects for 2019.

Topic 5a: ODOT Transportation Alternatives Program (TAP) Letter of Interest

- Proposed 10' wide pedestrian pathway on south side of SR 103 from Co. Line Rd. to Arby's/Burger King entrance. Pedestrian crossing at Commerce Ln. to access north side of SR 103 businesses and connect to existing pathway. Letter of Interest is being generated by Choice One Engineering.

Topic 6: Main St. Lighting Improvements

- Project still being developed to install LED retrofit bulbs, photocell consolidation, and GFCI outlets wired to operate with photocells. Existing metal halide bulbs were replaced in 2015.

Committee looking for more information before making a recommendation to move forward.

Topic 7: Alley Concerns

- Presbyterian Alley – project needs completed. Submit to Bluffton in Bloom Committee, Cultural Affairs Committee, ask for professional design, place money in budget.
- Plan being developed to address current state of paved alleys – many “paved” alleys exist that either need to be returned to stone or paved.

Topic 8: 2019 Paving Project

- Estimates have not been received as of this date.

Village of Bluffton

ACCESS MANAGEMENT/ DRIVEWAYS

(1) Purpose

The purpose of these standards is to regulate access to public streets. These standards are designed to minimize safety hazards, traffic congestion, and other negative impacts which can result when land use development is not carefully coordinated with the street and roadway system.

(2) Applicability

This section shall apply to all development within the Village.

(3) Variance of Standards

(a) These standards may be varied by the Administrator or designee, in the following situations:

- (i) To accommodate unique safety or design situations; or
- (ii) If indicated by a traffic impact analysis (see 154.10(G)).

(b) The applicant shall be responsible for providing sufficient information to the Administrator or designee, to document a need for such modification.

(c) The standards in this section shall not be used to totally prohibit access to a site that meets all other standards for development under the provisions of this section; however, any access point which is permitted shall meet these access control standards to the maximum extent possible and shall meet all minimum design specifications for access points on arterials.

Permit Application Process

Application for permit for access to roadways within the Village will be completed with the submission of the required Application for Zoning & Building Permit which may be obtained from the Village Administration.

(4) Street Access

(a) Permitted Access

(i) All residential uses are permitted to take direct access to local access streets or minor collector streets.

(ii) Nonresidential uses in a residential zoning district may be permitted direct access to a local access street only if such access would, in the opinion of the Administrator or designee, improve traffic safety, as, for example, on sites located at the intersection of a local access and any type of collector street, or if a traffic impact analysis conducted pursuant to the provisions of 154.10(G) indicates that such use would have no negative impact on the residential street.

(iii) Where a new use will be located on a corner lot, the Administrator or designee shall have the authority to determine where the driveway may access the adjacent street system.

(iv) If there are single-family or two-family dwellings located on a corner lot as of the effective date of this code that have driveway access to a major collector, such use is encouraged to

relocate the driveway access to a lower volume side street (e.g., to a local access street or minor collector street), closing off the driveway that accesses the major collector wherever possible.

(b) Alignment and Separation of Driveways

(i) Driveways shall either be directly opposite other driveways or street intersections or shall be offset by the minimum driveway spacing distances shown in Table 154.10-5, except in locations where there is a raised median in the street.

(ii) A driveway shall intersect a cross-street at, or nearly at, a right, 90 degree angle. In no case shall any intersection have an angle less than 75 degrees.

(iii) The spaces established in Table 154.10-5 shall be measured from edge of pavement to edge of pavement between the 2 closest edges of the driveways. See Figure 154.10-E.

(iv) Single-family and two-family residential uses shall be exempt from this provision

TABLE 154.10-5: MINIMUM DRIVEWAY SPACING	
Posted Speed Limit (Miles Per Hour)	Minimum Driveway Spacing (Feet)
25	105
30	125
35	150
40	185
45	230
50	275

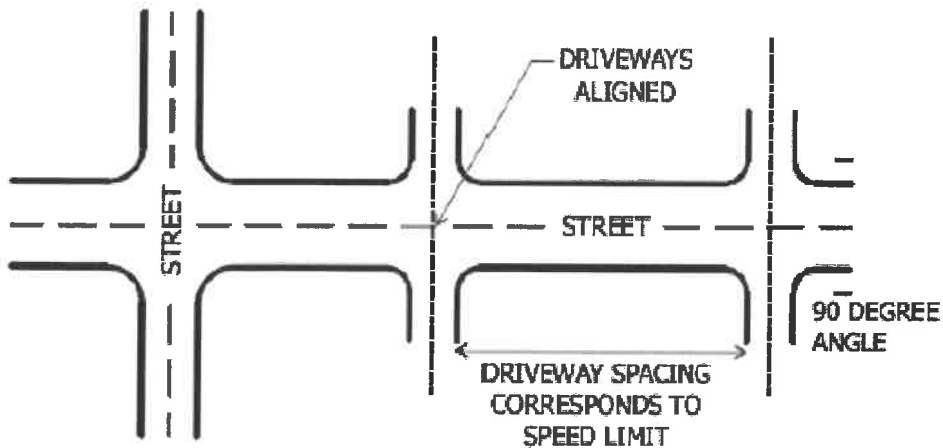


Figure 154.10-E: Illustration of minimum driveway spacing requirements.

(c) Driveway Setbacks

- (i) Driveways for residential dwellings shall be set back a minimum of 3 feet from all shared lot lines.
- (ii) Driveways for nonresidential uses shall be set back a minimum of 10 feet from all shared lot lines unless shared parking or joint parking arrangements are made. This setback shall be increased to 25 feet if the use is adjacent to a lot in a residential zoning district.
- (iii) All driveways that access vehicular use areas where there is parking for 5 or more vehicles shall be set back a minimum of 100 feet from any stop sign as measured from the sign pole to the closest edge of the driveway pavement.

(d) Dimensions of a Driveway

(i) Multi-Family Dwellings and Nonresidential Uses

- A. All driveways shall have a minimum five-foot flare.
- B. In no case shall any driveway exceed 30 feet in width.

(ii) Single-Family Dwellings

- A. All driveways shall have a minimum width of 8 feet and a minimum three-foot flare.
- B. In no case shall a driveway exceed 30 feet in width along its full length with the exception of any turnaround areas used for maneuverability.

(e) Additional Standards

- (i) All Driveways shall be constructed to the latest versions of the Ohio Department of Transportation design and construction standards, and shall be approved by the Village Administrator or designee prior to drive construction.
- (ii) Driveways shall be set back from an intersection of 2 roadways to the maximum extent feasible.

(5) Intersection Visibility

- (a) In order to provide a clear view to the motorist there shall be a triangular area of clear visibility that is free of any obstructions where there is an intersection of 2 or more streets and/or where a driveway intersects with a street.

- (b) Where a street intersects with another street, the triangular areas shall be defined by measuring 35 feet from the intersection of the extension of the front and side street curb lines (or the edge of pavement where there is no curb) and connecting the lines across the property. See [Figure 154.10-F](#).

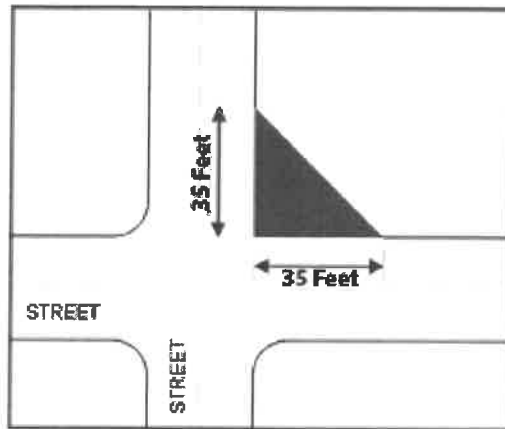


Figure 154.10-F: Intersection visibility area for 2 intersecting streets.

- (c) Where a driveway intersects a street, the triangular areas shall be defined by measuring 25 feet from the edge of the driveway along the street and 20 feet along the driveway, perpendicular from the street. See [Figure 154.10-G](#).

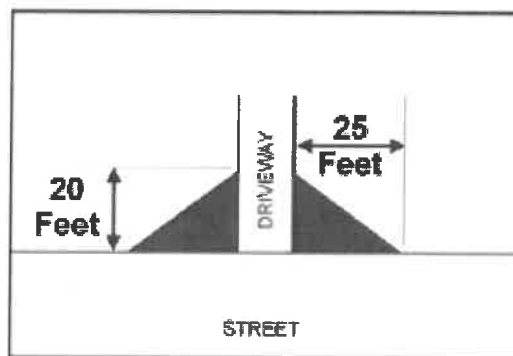


Figure 154.10-G: Traffic safety visibility triangle for driveway and street intersections.

- (d) Section 5(c) shall not apply to driveways for single-family or two-family dwellings.
- (e) The Administrator or designee may reduce the distance requirement where it is determined that a narrow parcel frontage would excessively reduce buildable area.

- (f) No structure, sign, or landscape element shall exceed 36 inches in height, measured from the top of the curb, within the area established above, unless approved by the Administrator or designee. Trees may be located within these areas provided they are pruned and/or the canopy is trimmed to provide clear visibility (with the exception of the tree trunk) up to 10 feet above the top of the curb.
- (g) Where no curb exists, the height shall be measured from the top of the pavement.

TRAFFIC IMPACT ANALYSIS (TIA)

(1) Intent

A Traffic Impact Analysis (TIA) is intended to identify the transportation impacts which are likely to be generated by a proposed use and to identify improvements required to ensure safe ingress to and egress from a proposed development, maintenance of adequate street capacity, and elimination of hazardous conditions.

(2) Applicability

A TIA shall be required in the following cases:

- (a) Any use, re-use, expansion, or new development that at its access point will generate, or add more than 60 peak hour trips.
- (b) The development is expected to reduce the level of service (LOS) on adjacent roadways and/or intersections to below a level of service below D, as noted or defined in the Highway Capacity Manual; as determined by the Village Administrator or Designee.
- (c) Any use that due to its size, density, traffic generation rates, or location can reasonably be expected to create traffic issues, as determined by the Administrator or designee are required to submit a TIA. As determined by the Village Administrator or Designee.

(3) Contents of a TIA

The TIA shall be prepared and certified by a professional engineer and shall include, at a minimum, the following data and information. Information and statistics required by this section may, when available, be obtained from the Village.

(a) Study Area

- (i) The minimum study area shall include all proposed and existing site access locations and major intersections (signalized and unsignalized) adjacent to the site. Depending on the overall size of the development, as well as the nature of the development, the Administrator may require that additional areas be included in the study, based upon, but not limited to, local or site-specific issues, local policy, and impacts that are likely to occur to residential areas. Final determination of the study area shall be agreed upon by the Administrator and the developer.

(b) Existing Conditions

The report shall contain information clearly describing, in written or graphic form, the existing and proposed conditions including:

- (i) The proposed land use of the site and anticipated stages of construction;
- (ii) The existing street system including major intersections, ingress and egress locations, roadway and right-of-way widths, traffic signals and traffic control devices and public transportation facilities;
- (iii) Any proposed changes in the street system; and
- (iv) The highest average peak hour volume for any weekday hour between 3:00 p.m. and 6:00 p.m.

(c) Development Impact

The report shall include information on the average weekday trip generation rate (trip ends) and the highest average hourly weekday trip generation rate between 3:00 p.m. and 6:00 p.m. for the proposed use as determined from figures provided by a professional engineer.

(d) Determination of the Capacity of the Roadway

- (i) Data and procedures contained in the Ohio Department of Transportation's Access Management Manual (latest edition) and ITE Trip Generation Manual (latest edition) shall be utilized to calculate the level of service of roadways as required for this TIA. Roadway service volumes shall be calculated at level of service D for roads identified as collectors.
- (ii) All collector roadways operating below level of service D (inclusive of levels E and F) shall be identified as congested locations.

(e) Conclusions

The projected total future peak hour traffic demand shall be calculated for all roads fronting on a proposed site and all intersections within the study area. This demand shall consist of an assumed normal increase of traffic volume of 1 % per year (or the Lima Allen County Regional Planning Commission projections, whichever is less) and the anticipated traffic that will be generated by the proposed development. An analysis shall be undertaken to determine if roadways and intersections will operate at the appropriate level of service following completion of the development, given the future peak hour traffic that will be generated by the proposed development. This analysis consists of the comparison of the total future peak hour intersection and roadway traffic demand with the service volumes for level D computed in 154.10(G)(3)(d) above. All roadways and intersections that would operate below the required level of service following completion of the development shall be considered deficient.

(4) Mitigating Traffic Impacts

If the TIA results in the conclusion that the level of service of adjacent roadways and/or intersections is or will become deficient prior to the proposed development and will not be able to accommodate the increased traffic load generated by the proposed development, any or all of the following mitigating steps may be required, at the developer's expense, by the Administrator or designee. The Administrator or designee shall make their determination prior to approval of a site plan or zoning permit.

- (a) Limitation of the number and/or location of access points;
- (b) Design of access points to prevent certain turn movements;
- (c) Dedication of and/or improvement to the right-of-way abutting the development of improvements in the immediate vicinity of the development to add turn lane, through traffic lanes or allow redesign of intersections or access points to accommodate additional traffic or turning movements;
- (d) Installation of traffic signals or other traffic control devices as may be warranted by the Ohio Manual of Uniform Traffic Control Devices (OMUTCD).
- (e) Development of the site at a lower intensity than originally proposed.

(5) Responsibility for Improvements

The Developer shall be responsible for all proposed improvements. The responsibility includes (but not limited to) planning, financial commitment, and construction of the proposed improvements. Additionally, the Developer will be required to provide a performance bond in the amount of the proposed project's final engineers estimate plus a minimum of twenty percent (total amount of performance bond shall be a minimum of 120% of project estimate). Furthermore, right-of-way dedication shall be required in all cases.

(6) Appeals Procedure

Any and all appeals from the Village Administrator's decision may be taken by any person aggrieved by any decision of the Administrator or designee to the Village of Bluffton, Ohio's Board of Building and Zoning Appeals.

Such appeal shall be taken within 20 days after the decision, by filing with the Village of Bluffton, a written notice of appeal specifying the grounds thereof and otherwise comply with the appeals process set forth in Article 26 of the Zoning Ordinance.

The Administrator or designee shall review the appeal and take into consideration the grounds of the appeal. If, upon review of the grounds of the appeal, the Village Administrator or designee and the appealing party can craft a solution that addresses the appeal, then, the Village Administrator and the party appealing shall sign a document setting forth the solution and file the same with the records of the Village and the appeal shall be dismissed.

If an equitable solution to the appeal is not reached, the matter will be forwarded to the Board of Building and Zoning Appeals for hearing and decision. The Board of Building and Zoning Appeals shall conduct a public hearing on the appeal. The Board of Building and Zoning Appeals shall reduce their decision to writing signed by Chair of the said Board. Further appeals, if any, shall be had, according to law, with the Common Pleas Court of Allen County, Ohio.

RESOLUTION NO. 01-19

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 10. That it is found and determined that all formal actions of the Council concerning and relating to the adoption of this resolution were adopted in the open meeting of this Council and that all deliberation of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Passed and Adopted the _____ day of _____, 20 __, by the governing board of the Village of Bluffton, Ohio by the following vote:

Ayes: _____ Noes: _____ Abstain: _____
Attest:

FISCAL OFFICER

MAYOR

Approved as to Form:

VILLAGE SOLICITOR



Administrator's Report

To: Mayor Johnson & Council Members

1-14-19

SR 103 Bridge Replacement: ALL - 103 - 1.52:

Eagle Bridge will begin this project in July and SR 103 will be closed from July 1 until late October. The marked Detour Route will direct traffic on N. Main St. & Co. Line Rd.

Jefferson St. Improvements Project:

Project scope to include water main replacement, storm sewer replacement, street reconstruction, curb and sidewalk replacement. Assessments of abutting property owners for costs of sidewalk and curb will occur with this project.

Project span: Main St. to Norfolk Southern Railroad right-of-way

Timeline:

February -	public meeting w/ property owners
February -	public hearing at Village Council & Resolution to Proceed presented
March -	Resolution to bid project
March/April -	Project is bid
April -	Project is awarded
July -	Begin construction 1 st week of July, completion end of October

Jefferson St. Water Main Replacement Project:

Project scope to include replacement of existing 4" transite (concrete) water line running from Huber St. to Co. Line Rd. New water line will be installed in the center of Jefferson St. and trench pavement repairs will exist until proposed 2020 road reconstruction project. Final project scope will be determined before February.

Project span: To be determined

Timeline:

March -	Resolution to bid project presented to Village Council
March/April -	Project is bid
April -	Project is awarded
TBD	Begin construction

Norfolk Southern SR 103 grade crossing improvements:

Plans from Norfolk Southern to be presented to Ohio Rail Development Commission (ORDC), Public Utilities Commission of Ohio (PUCO) and Bluffton before the end of January. Hopeful to coordinate the improvements (which consist of adding pedestrian crossings to both sides of the track!!) with the road closure from July - Oct.

Johnny Appleseed Park District - COOPERATIVE PARK IMPROVEMENTS GRANT PROGRAM

Village of Bluffton was awarded \$8,000.00 for Playground Equipment & Surfacing at the Buckeye Park. Project will be developed with Parks and Recreation Committee. Updates to follow.

Republic Refuse Hauling Contract:

Three year Contract was awarded in June 2016 with an option to extend contract for one year if Bluffton desires. Market trends in the cost of recycling processing will result in an increased in monthly rate for next year if we choose to continue the current business relationship with Republic. To maintain the same level of service with Republic, the monthly rate will increase \$3.02. New monthly residential trash and recycling bill proposed to be \$18.25 from current \$15.23.

Bluffton Airport 2019 Grant:

The Federal Aviation Administration (FAA) and The Ohio Department of Transportation Office of Aviation has approved a grant application for a Bluffton Airport project. This project includes the engineering design for the rehabilitation of the taxiway and the removal of obstructions to the runway.

The Project Costs are as follows:

- | | | | |
|---|----------------------|--------------|-----|
| ✕ | Total Project Cost: | \$139,450.00 | |
| ✕ | Total Local Share: | \$6,973.00 | 5% |
| ✕ | Total Federal Share: | \$125,505.00 | 90% |
| ✕ | Total State Share: | \$6,973.00 | 5% |
-
- ✕ Motion from Council needed to proceed with the Ohio Airport Matching Grant Program shown above: Motion granting the Village Administrator the authority to sign and accept the Grant Contract for ODOT Project Number M19-04.
 - ✕ I also need Village Solicitor's signature on ODOT contract.

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

- 💡 Parks & Recreation -
- 💡 Finance -
- 💡 Executive Session – Personnel & Contracts



To: Mayor and Village Council Members

Work completed

- Lift Station maintenance
- Main St. Catch basin cleaning
- Main Line sewer backup
- Water Service line installation
- Valve turning (105 / 513)
- Sanitary trouble shooting
- Camera Sanitary
- TTHM samples
- Building Maintenance
- Manhole inspections (119 / 542)



Upcoming projects

- Replace Large Meters (SRK & GROB) 26th-28th
- Read meters
- Manhole inspections (on going)
- Valve turning (on going)
- Map sorting
- Fire Hydrant replacement (University)
- Asset management inventory

Future planning

- Valve turning (On going)
- Large meter replacement (McDonald's, Tower)
- Catch basin cleaning
- Grading under I-75 - Triplet path & Lions path
- Buckeye Restroom water and sewer lines

Cherry St. Gas line installation “GroB Betterment”

The installation of the new 8” gas line on Cherry St. is well on its way. A few changes have occurred. Northwestern (contractor) will now be open cutting the majority of the project for installation. This change includes removal of all the sidewalk and drive approaches from Geiger to Greding. In the spring new ADA compliant sidewalks will be installed at Dominion’s cost. Notices have been distributed to the residents of Cherry St. but late

Waste Water Treatment Plant Voltage Monitor

AEP has installed the Voltage Monitor at the Waste Water Treatment Plant. The operators will be monitoring faults over the next few months and coordinating with AEP the findings

Grease in Collection system

There has been a noticeable increase in grease in our collection system over the last few weeks. John Bowers and I will be collecting data on grease trap regulations and disposal for review in the upcoming months.

Brush Grinding

3 Bids have been received. It is my recommendation to proceed with Go Green at a cost of \$13,750. They would look to start in 2-3 Weeks.

East of Chicago Sewer Tap

East of Chicago has recently been experiencing sewer backups. It has come to our attention that their current sewer tap is crossing the neighbor’s property. Gary Luginbihl Excavating will be assisting the Village in creating a new tap from the dead end manhole on Washington St. to the property right of way of 407 N. Main St.



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



Police Activity Summary
December 2018

Police Calls for Service – 589
 Traffic Stops – 86
 Citations – 21

Citations

Driving Under Suspension	-	3
Expired License Plates	-	2
Failure to Yield	-	2
O.V.I.	-	1
Plates from another Vehicle	-	1
Speed	-	8
Traffic Control Device	-	3
Wrongful Entrustment of Motor Vehicle	-	1
Total	-	21

Complaint Reports

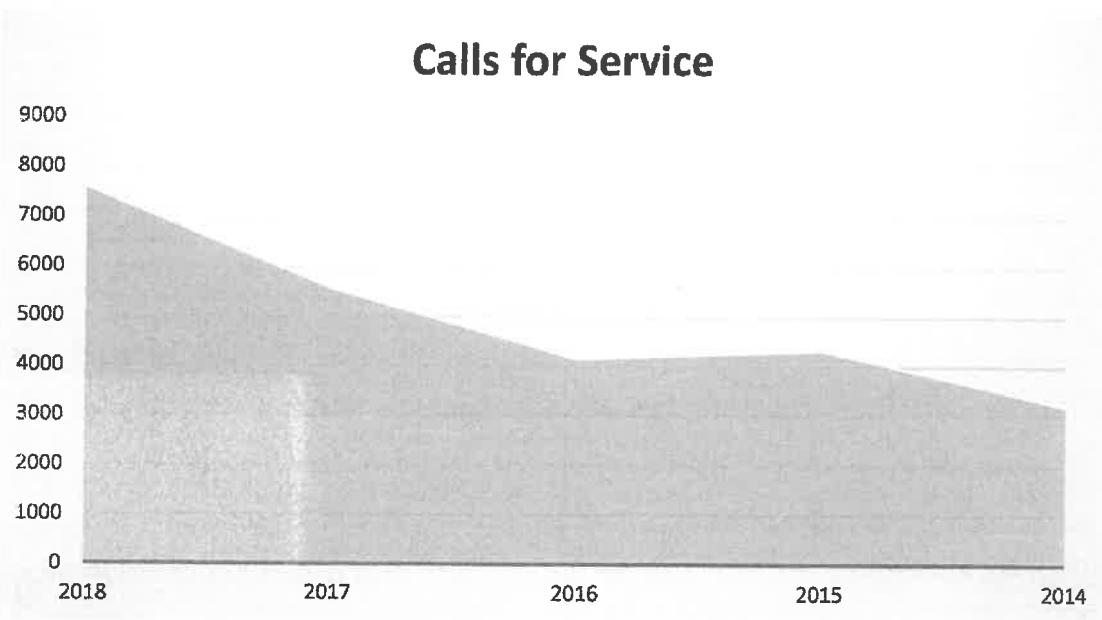
Assault	-	1
Criminal Damaging	-	4
Drug Offense	-	1
Driving Under Suspension	-	3
Fraud	-	3
Miscellaneous	-	5
O.V.I.	-	1
Sex Offense	-	1
Theft	-	1
Wrongful Entrustment of Motor Vehicle	-	1
Total	-	21

- Theft loss for December is \$65.00 with \$0.00 recovered.

Building Checks	223	127	118	141	127	125	89	111	200	118	117	127	1623
Wall Being Check	0	0	0	1	0	0	0	0	0	0	0	0	1
Warrant Service - Attempted	6	1	0	4	0	2	3	2	0	0	1	2	21
Receiving Stolen Property	0	0	0	0	0	0	0	1	0	0	0	0	1
Deceased Person	0	0	2	1	1	0	0	0	0	0	1	0	5
Urgent Call	0	0	0	0	0	0	0	0	0	0	0	0	0
Assist Officer	0	0	0	0	0	0	0	0	0	0	0	0	0
Foot Patrol	3	4	2	1	0	1	2	4	1	3	2	2	25
Blake Patrol	0	0	0	0	0	0	0	0	0	0	0	0	0
Court Assignment / Duties	0	0	0	17	13	8	11	14	4	1	0	10	78
Request Canine Assistance	0	0	0	0	4	5	5	4	3	5	2	3	31
Total	879	710	773	683	622	518	544	644	605	549	496	598	7621



Calls for Service



Years	Calls for Service
2018	7621
2017	5598
2016	4177
2015	4359
2014	3235

2018 increase of 2023 Calls from Service



Chief's Leadership Award

This award is given to the officer who has shown strong leadership, encourages mentoring, and has much dedication toward department and community.

The 2018 Chief's Leadership Award goes to:

SGT. TYLER HOCHSTETLER and KATO

Chief of Police



Officer of Year

This award is given to the officer that was nominated by their peers.

This officer was very proactive in traffic enforcement and taking drugs off the streets. This officer was Always willing to stay past shift and assist other officers. There is always a positive and motivating attitude. This officer makes work enjoyable.

The 2018 Officer of the Year:

OFFICER DOMINIC FRANCIS



Chief of Police

Citizen of the Year

The Citizen of the Year is Kenneth Dotson who nominated by an Officer Hope Hannah, in the Bluffton Police Department. On November 28, 2018, Bluffton EMS and Fire were dispatched to the 138 mile post marker, south bound on I75 for a motor vehicle accident. Before, Fire and EMS had arrived one of the vehicles was on fire at the accident. Mr. Dotson (bystander) stopped to help get the lady from the burning vehicle before it became fully engulfed. Officer Hannah states, "To me that was a selfless act to risk his own life to save another person's life". I nominate Kenneth Dotson for his act of bravery and willingness to go above and beyond.

The 2018 Citizen of the Year:

KENNETH DOTSON

Officer

Chief of Police

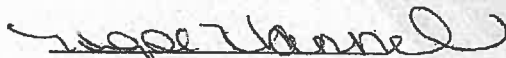
Mayor

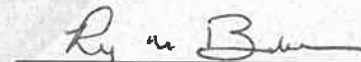
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The 2018 Citizen of the Year:

KENNETH DOTSON


Officer


Chief of Police


Mayor