

# Village of Bluffton Council Meeting Agenda

Bluffton Town Hall, Third Floor  
154 North Main Street, Bluffton  
January 28 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, January 14, 2018.

## Bills

### Committee Reports

Personnel - Mon. Jan 14  
Parks & Recreation – Mon. January 21  
Finance – Mon. January 21

- Blanchard River Watershed Partnership: Annual Planning Session Report

## Legislation

### Resolution 03-19

### 1<sup>st</sup> Reading

### Emergency

A Resolution to make known the Village of Bluffton Ohio's intent to provide municipal services regarding the annexation of a parcel of property owned by Bluffton University into the Village of Bluffton and other matters 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)

Council Meeting – Monday, January 28 at 7:00 pm  
Council Meeting – Monday, February 11 at 7:00 pm  
Tree Commission – Tuesday, February 12 at 7:00 pm

## Public Comment

**Adjournment** – Motion and Second

Village of Bluffton - Regular meeting January 14, 2019 at 7:00pm.

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

Kingsley motioned, seconded by Cupples, to approve the minutes from the regular council meeting held on December 17, 2018. Roll Call: Yes (6) Messrs: Cupples, Steiner, Talavinia, Kingsley, Sehlhorst and Stahl. No (0), Abstain (0), motion approved.

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

The fiscal officer gave the following readings:

### 3<sup>rd</sup> Reading

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

R-1-19 – 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. Steiner motioned to suspend the rules and declare an emergency, seconded by Talavinia. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved. Cupples motioned to adopt the resolution, seconded by Talavinia. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved.

Jesse Blackburn, Administrator, discussed the 2019 Airport plans along with the grants available. Talavinia motioned to grant the Village Administrator the authority to sign and accept the grant contract for ODOT project number M19-04, seconded by Sehlhorst. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved.

Chief Kinn discussed truck 102 in the fire department and that it has reached its end of life and is no longer useful. Talavinia motioned to declare truck 102 as surplus, seconded by Steiner. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved.

Talavinia motioned to accept Catherine Nye's resignation from the fire department and thanked her for her years of service, seconded by Cupples. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved.

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

Chief Burkholder presented Kenneth Dotson as the 2018 Citizen of the Year.

Steiner motioned, seconded by Kingsley, to appoint Cupples as council president for 2019. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved.

Kingsley motioned to enter into executive session to discuss personnel and to include Council Members, Mayor, Administrator, Police Chief, Solicitor and Assistant to the Administrator, seconded by Talavinia. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Talavinia, Sehlhorst, Stahl and Steiner. No (0), Abstain (0), motion approved.

Cupples motioned to adjourn executive session and return to regular meeting session.

Kingsley motioned to adjourn the regular council meeting, seconded by Sehlhorst.

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

Parks & Rec – Monday, January 21 at 5:00pm

Finance – Monday, January 21 at 6:30pm

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

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MAYOR

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FISCAL OFFICER

VILLAGE OF BLUFFTON  
VOUCHER REPORT 1/28/2018

VENDOR	AMOUNT	DEPT	PURPOSE
ALLEN COUNTY TREASURER	\$3,376.55	L&B	PROPERTY TAXES
ALLOWAY	\$2,351.40	W/S	TESTING
APOLLO	\$650.00	PD	TRAINING
CITIZENS NATIONAL BANK	\$12,480.00	MULTIPLE	VILLAGE'S HSA CONTRIBUTION
CLEMANS NELSON	\$1,537.50	ADMIN	POLICY MANUAL
DAVIS & STATON	\$534.00	PD	UNIFORM BARS
DOMINION	\$2,717.58	MULTIPLE	NATURAL GAS
EJP	\$147.88	WATER	SUPPLIES
FINLEY	\$45,275.00	FD	AIR PACKS
HANCOCK COUNTY SHERIFF'S OFFICE	\$55.00	PD	PRISONER HOUSING
HANCOCK WOOD ELECTRIC	\$234.92	MULTIPLE	ELECTRIC
HUBER TECHNOLOGY	\$671.00	SEWER	PARTS
INCOME TAX REFUNDS	\$209.62	TAX	REFUNDS
JOHN P. TIMMERMAN	\$900.00	L&B	FURNACE REPAIR
KALIDA TRUCK EQUIPMENT	\$182.71	STREET	PARTS
LEIBERS GARAGE	\$225.53	PD	AUTO REPAIRS
MID-AMERICAN CLEANING CONTRACTORS	\$461.18	L&B	TOWNHALL CLEANING
NAVITAS	\$1,324.09	ADMIN	PHONES
OHIO PEACE OFFICER TRAINING	\$245.00	PD	TRAINING
OHIO PUBLIC UTILITIES PROTECTION	\$8.00	WATER	CALLOUTS
PERRY PROTECH	\$1,005.45	ADMIN	IT
REPUBLIC	\$16,895.31	REFUSE	TRASH SVC
SAFEGUARD	\$305.45	FINANCE	CHECKS
SHELL FLEET	\$1,604.99	MULTIPLE	FUEL
STAPLES	\$577.79	ADMIN	OFFICE SUPPLIES
STRATTON GREENHOUSE	\$832.86	TREE COMI	TREES
TECHNICON DESIGN GROUP	\$1,237.50	PARK	ENGINEERING
TIME WARNER	\$22.39	PD	CABLE
TREASURER, STATE OF OHIO	\$53.25	POOL	BOILER INSPECTION
TYLER HOCHSTETLER	\$12.72	PD	REIMBURSEMENT FOR MEALS
USA BLUEBOOK	\$612.70	W/S	PARTS/SUPPLIES
USALCO	\$13,293.60	SEWER	ALUM
VERIZON WIRELESS	\$296.39	MULTIPLE	CELLS/CARDS
TOTAL	\$110,337.36		

COUNCIL SIGNATURE : \_\_\_\_\_

DATE : \_\_\_\_\_

## **Personnel Committee - Minutes**

Village of Bluffton

January 14, 2019 6:30 PM

Present: Phill Talavinia, Mitch Kingsley

Staff: Jesse Blackburn, Village Administrator; Bryan Lloyd, Assistant Village Adm.; Mayor Rich Johnson; Police Chief Ryan Burkholder

TOPIC: Personnel Manual; Pay Raise; Evaluations; Job Position

- Received the draft of the Personnel Manual from Clemens-Nelson (contractor); staff will make copies and committee will begin to review and make notations/corrections.

- Evaluations: Police Chief, Administrator and Assistant VA have conducted evaluations of all employees and placed these in personnel files. Administrator evaluation needs to be completed.

- Recommendations:

- Noted that Social Security is giving a COLA of 2.8% this year; also noted that the village gave raises over several years where there was no SS COLA. Bring the issue of pay raise to the council and put pay raise into appropriations discussion. We want to signal our affirmation of staff for good work and a positive work environment.

- Administrator recommends the creation of a new position: Collections; we will get more details on this and take further steps

- There was a worker's compensation claim

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Phill Talavinia

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Mitchell Kingsley



# VILLAGE OF BLUFFTON

154 N. MAIN STREET \* P.O. BOX 63 \* BLUFFTON, OHIO 45817-0063  
(419) 358-2066 \* FAX (419) 358-8137

JESSE R. BLACKBURN, ADMINISTRATOR  
RICHARD JOHNSON, MAYOR

LAURA EWING, FISCAL OFFICER  
BRYAN LLOYD, ASSISTANT ADMINISTRATOR

## Job Description

**Job Title:** Operator of Record for Wastewater Collections

**Report to:** Assistant Administrator

### Summary of the Position:

The Operator of Record for Wastewater Collections will work directly with the Assistant Administrator to ensure the Village of Bluffton meets all requirements set forth by the Ohio EPA. This person must maintain a valid Ohio EPA certification in Wastewater Treatment or Wastewater Collections.

### Duties & Responsibilities

- Recordkeeping in accordance to the Ohio EPA rule 3745-7-09.
- Reporting of noncompliance incidences to Ohio EPA, Wastewater operator, and Assistant Administrator.
- Coordinate with the Assistant Administrator to develop and implement grease trap regulations for the Village of Bluffton.
- Implementation of Public Pollutant Minimization Program.
- Perform preventative and routine maintenance and repairs on lift stations and other wastewater collections equipment.
- Coordinate repairs and additional man power with Assistant Administrator.
- Collection and reporting of system samples in compliance with the Ohio EPA.
- Weekly system checks of collection system including siphons and lift stations.
- Deliver quarterly report to Village Administrator in coordination with Assistant Administrator.
- Ensure that the Facility's minimum staffing requirements are being met either by themselves or in conjunction with the Assistant Administrator's designee.
- Other duties specified by Village Administrator or Assistant Administrator.

**Parks & Rec - Minutes**

Village of Bluffton

January 21st, 2019

Present: Ben Stahl, Mitch Kingsley, Rich Johnson, Jesse Blackburn, Bryan Lloyd, Laura Ewing

Start: 5:00 End: 6:30

Topics: 2019 pool rates/wages, 2019 budget

**Minutes:**

- 2019 pool rates/wages
  - Pool employee compensation will be raised to keep pace with the increase in Ohio's minimum wage. Accordingly, the cost of some admission passes will also be increased slightly.
  - Pending review and agreement from the pool manager.
  - Resolution to be presented to council soon.
- 2019 budget
  - Reviewed the administration's suggestions for the 2019 capital improvement budget. Highlights include improvements at the pool, playground, and pathways.
  - Largest single expense--aside from the completion of the Buckeye Park restroom--is the addition of new equipment at the Buckeye Park.
  - Committee needs further discussion on the type of equipment to install this year.

**Village of Bluffton**  
**Finance Committee Meeting**  
**January 21, 2019 @ 6:00 PM**

Finance Committee members present: David Steiner & Phil Talavinia

Mayor: Richard Johnson

Village Administrator, Jesse Blackburn, and Bryan Lloyd Assistant Village Administrator.

Fiscal Officer, Laura Ewing

The committee reviewed capital improvements list prepared by the Administrator along with the details of the 2019 Appropriations Ordinance. After several changes, the committee approved the presentation of the 2019 Appropriations Ordinance for its first reading at the next council meeting to be held Monday, January 28, 2019. The Finance Committee will request a meeting of the Council as a whole to be scheduled at the January 28, 2019 Council meeting to review the 2019 appropriations ordinance before the second reading.

Meeting adjourned at 8:15 PM.

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David Steiner

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Phil Talavinia





**Annual Planning Work Session**  
**Thursday January 17, 2019**  
**6:00 pm – 9:00 pm**  
**Hancock County Engineer's Conference Room**  
**1900 Lima Avenue, Findlay, OH**

**AGENDA**  
**Door open/Dinner 5:30 – 6:00**

Time	Topic
5:30 – 6:00	<b>Door Open – Dinner</b> <ul style="list-style-type: none"> <li>• Pizza, Salad, Fruit, Pop, or water - \$3.00 donation welcome</li> </ul>
6:00 – 6:05 5 minutes Jane McCleary	<b>Welcome</b> <ol style="list-style-type: none"> <li>1. Goal(s) for today - What do we need to accomplish               <ol style="list-style-type: none"> <li>a. Review finances</li> <li>b. Identify focus for 2019, Projects</li> <li>c. Fundraising</li> <li>d. Update Strategic Plan</li> <li>e. Review Committees</li> <li>f. Other?</li> </ol> </li> <li>2. Board members Complete Mileage Form</li> <li>3. <i>All Board members, not representing a corporation or sponsor, need to pay memberships by February meeting</i></li> <li>4. Sign Board Member Waiver and Volunteer information form</li> <li>5. Non-Discrimination statement - <i>need to re-approve this for any Federal grant</i></li> </ol>
6:05 – 6:20 15 minutes  Tim Macke	<b>BRWP Financial Update</b> <ol style="list-style-type: none"> <li>1. Year-end Financial Report</li> <li>2. 2019 Budget Approval - VOTE</li> </ol>
6:20 - 6:30 10 minutes  Lauren Sandhu Phil Martin	<b>Grants – Active, Potential &amp; Project Proposals</b> <ol style="list-style-type: none"> <li>1. Grants on which Lauren will work – potential grants handout               <ul style="list-style-type: none"> <li>o Ohio Grant Watch</li> </ul> </li> <li>2. Grants Phil Martin will complete-coordinator's report handout</li> </ol>
6:30 – 7:00 30 minutes  Lauren Sandhu Jane McCleary	<b>Fundraising</b> <ol style="list-style-type: none"> <li>1. Brainstorm-Creating a Case for support / a sense of urgency: Why BRWP needs to exist? What would be different if we didn't exist?</li> </ol>
7:00 – 7:15 15 minutes  Lauren S. Jane M.	<b>Clean Lake 2020 Plan</b> <ol style="list-style-type: none"> <li>1. Review new Clean Lake Erie 2020 Plan  <a href="http://www.ohiosenate.gov/senators/gardner/news">http://www.ohiosenate.gov/senators/gardner/news</a> </li> </ol> <b>Advocacy Opportunity</b> <ol style="list-style-type: none"> <li>1. Overview of benefits and funding possibilities related to TCF Advocacy Seminars</li> </ol>
7:15 - 7:30 15 minutes  Lauren S. Jane M.	<b>Identify BRWP Work Focus for 2019</b> <ol style="list-style-type: none"> <li>1. Will our focus change somewhat with new coordinator and new issues facing BRWP?</li> </ol>
<b>7:30 – 7:35</b>	<b>BREAK</b>



## Annual Planning Work Session

Thursday January 17, 2019

6:00 pm – 9:00 pm

**Hancock County Engineer's Conference Room**

1900 Lima Avenue, Findlay, OH

<p>7:35 - 8:15 40 minutes</p> <p>Bill Doyle</p>	<p><b>BRWP Strategic Plan</b> (Review what's done, what's next.)</p> <ol style="list-style-type: none"> <li>1. Review and Compare Strategic Plan to CAC Plan</li> <li>2. Can they be combined?</li> </ol>
<p>8:15 - 8:30 15 minutes</p> <p>Lauren S. Jane M.</p>	<p><b>Committees</b> (Direction for 2019) - Review brief committee descriptions. Remain or change to new committee. Identify new chairs if needed.</p> <ol style="list-style-type: none"> <li>1. Metrics – should this stay as Ad Hoc or become a separate committee</li> <li>2. Education, Outreach &amp; Communications</li> <li>3. Stewardship/Fundraising</li> <li>4. Board Governance-need new chair</li> <li>5. Membership</li> <li>6. Change Community Advisory Council to Advocacy??</li> </ol> <ul style="list-style-type: none"> <li>• Committees meet before February meeting, <i>if possible</i>, to brainstorm goals, action steps, etc. What needs to be done? Who will do it? When will it be completed? Bring report to February board meeting.</li> </ul>
<p>8:30 - 8:50 20 minutes</p> <p>Jane M. Bob Connour Elaine Reynolds</p>	<p><b>2019 Projects</b></p> <ol style="list-style-type: none"> <li>1. Wish List of Projects for grants</li> <li>2. Rain Garden Refurbishment-who, when, what is needed???</li> <li>3. Rain Barrel Project Update</li> </ol>
<p>8:50 - 9:00 10 minutes</p> <p>Lauren S.</p>	<p><b>Daily Operations &amp; Wrap Up</b></p> <ol style="list-style-type: none"> <li>1. Lauren's email: <a href="mailto:lauren@blanchardriver.org">lauren@blanchardriver.org</a>, Phone: 419-889-7192</li> <li>2. Review the Communication Form for accuracy</li> <li>3. Does anyone else want a separate BRWP email?</li> <li>4. Meeting days and times (3<sup>rd</sup> Thursday of month)</li> <li>5. One Drive – paper versus Electronic agendas and handouts for meetings</li> <li>6. Send all documents before board meeting to be downloaded to personal computers?</li> </ol> <p><b>EVALUATION</b></p>

### HANDOUTS for Meeting

1. Membership Form
2. BRWP Year End Financial Report -- to be emailed
3. BRWP 2019 Budget -- To be emailed
4. Lauren's Potential grants
5. Phil's Coordinator Report
6. Non-Discrimination Statement
7. Clean Lake Erie 2020 Plan overview
8. Advocacy Opportunity overview
9. Strategic Plan
10. CAC Plan
11. Committee Descriptions
12. List of Committees and their members
13. Board Communication Preferences
14. Evaluation

2019 Budget Proposal

1/15/2019

Quickbooks		Jan-June	July-Dec.	Quickbooks
Line Item Category	Income	Amount	Amount	Total Line Item
<b>Government Grants</b>				
Federal Grants	GLSNRP-08-18-05	27,000.00	25,440.00	61,480.00
	WS05-14-11 Middle Riley	4,500.00	4,540.00	
<b>State Grants</b>				
Local Government Grant	Hancock County Commissioners	5,000.00	-	14,500.00
	Putnam County Commissioners	1,500.00	-	
	City of Findlay	-	5,000.00	
	Village of Bluffton	1,500.00	-	
	Village of Ottawa	1,500.00	-	
<b>Income</b>				
Grants			-	5,050.00
			-	
			-	
	Heidelberg grant	2,500.00	2,550.00	
<b>Membership</b>				
	Membership - Individuals	700.00	200.00	
	Membership - Corporate	1,000.00	500.00	
<b>Other Income</b>				
	Rain Barrel Decorating Contest Sponsor	2,500.00		2,800.00
	Rain Barrel Decorating Contest Sales	300.00	-	
	<b>Sub-Total</b>	<b>48,000.00</b>	<b>38,230.00</b>	<b>86,230.00</b>
	<b>2018 Carry-over</b>	<b>6,000.00</b>		<b>6,000.00</b>
	<b>Total income plus carry forward</b>		<b>92,230.00</b>	<b>92,230.00</b>
<b>Quickbooks</b>				
Line Item Category	Expense	Amount	Amount	Total Line Item
<b>Business Expense</b>				
	ESRI Software	100.00	-	760.00
	ID software backup	60.00	-	
	Web site Hosting	100.00	100.00	
Business Registration Fee	Freshwater Future & other organization	300.00	100.00	
<b>Contract Services</b>				
Accounting Fees	Ridge and Associates	1,200.00	600.00	20,080.00
Outside Contract Services	Phil Martin	2,600.00	2,600.00	
	GLSNTP-08-18-05	6,500.00	6,580.00	
<b>Cost Share</b>				
	GLSNRP-08-18-05	-	28,200.00	35,800.00
	WS05-14-11 Middle Riley	7,600.00	-	
<b>Facilities &amp; Equipment</b>				
<b>Insurance</b>				
				960.00
	Liability	-	700.00	
	Worker's comp	130.00	130.00	
<b>Marketing/Outreach</b>				
	Brochures, signs, advertising, etc.	1,500.00	1,000.00	3,850.00
	Allen County Fair	-	-	
	Hancock County Fair	100.00	-	
	Hancock Park District Photo	100.00	-	
	Hardin County Fair	-	-	
	Putnam County Fair	100.00	-	
	Putnam County Science Fair	50.00	-	
	Rain Barrel Contest	500.00	500.00	
		-	-	
<b>Office Expense</b>				
	Paper, ink, other consumables	700.00	700.00	1,550.00
	Mail box rental	75.00	75.00	
<b>Payroll</b>				
Employer Payroll Taxes	Social Security (employer share)	645.00	645.00	1,592.00
	Medicare (employer share)	151.00	151.00	
Salaries	Coordinator salary	10,400.00	10,400.00	20,800.00
Permits	ODNR Wildlife Permit	25.00	-	25.00
<b>Travel and Meetings</b>				
Conferences/Meetings	Conference	250.00	250.00	500.00
Vehicle/Travel	Coordinator Mileage	3,550.00	3,550.00	7,100.00
	<b>Sub-Total</b>	<b>36,736.00</b>	<b>56,281.00</b>	
	<b>Total</b>		<b>93,017.00</b>	<b>93,017.00</b>

200 adder for OH grant watch 1q

## ***What are the Benefits of Clean Water???***

The primary benefit of reducing pollution loads in the streams of the Blanchard River Watershed to meet water quality standards is cleaner water. ***But, How will Citizens and the Communities in the watershed benefit?*** Benefits of clean water to the stakeholders of the watershed include:

- ◇ Improved public health - one of the major pollutants found in the waterways is pathogens or fecal bacteria. The source(s) of these pathogens is failing home septic systems, animal waste, and combined sewer overflows (CSO). Reducing pathogens will make the water safer for living organisms and for drinking.
- ◇ Conservation of natural resources - soil and nutrients - Sediment and nutrient loadings into the waterways creates many problems for the water quality. Algal Blooms are the direct result of phosphorus loading. The problem with Harmful Algal Blooms in Lake Erie are partially due to phosphorus loading from the Blanchard River watershed. High level of nitrates in the drinking water can cause problems for pregnant women. High sediment levels requires more treatment to remove the sediment and make the water safe to drink. High sediment levels also destroy aquatic habitat.
- ◇ Improved riparian habitat
- ◇ Improved aquatic habitat
- ◇ Reductions in the amount of flood damage
- ◇ Improved recreational opportunities - clean water in the Blanchard River and
- ◇ Greater direct economic benefits - improved agricultural benefits and tourism
- ◇ Greater indirect economic benefits - enhanced real estate values for farms and homes. Business more likely to build in an area with high water quality



# BRWP COMMITTEE DESCRIPTIONS

## EXECUTIVE COMMITTEE (EC)

This Committee is the overall administrative team for the organization, with its members consisting of: President, Vice-President, Treasurer, Secretary, Immediate Past President, other staff deemed necessary for Board activities, Watershed Coordinator (non-voting)

Meetings of the Executive Committee shall be scheduled by the President at least twice a calendar year. Minutes of the meetings will be written by the Secretary and sent to the Committee within the following week for review / approval, then forwarded to remaining BRWP Board members.

## BOARD GOVERNANCE COMMITTEE (BG)

The Board Governance Committee has been established to create a continuous flow of highly trained, committed, effective and fulfilled board members to carry out the mission of our organization and to provide for the best board member engagement and experience possible.

The Board Governance Committee will meet at a minimum of two times per year and as needed to complete the following: Ensure board meeting effectiveness, implement the Schedule of Evaluations and summarize the results to the full Board of Directors, oversee board recruitment and selection, present a slate of board members for election each year, and present the slate to the membership at least one month prior to annual meeting.

## Education, Outreach and Communication Committee (EOCC)

The Education, Outreach and Communications Committee (EOCC) is responsible for: Organizing and running the educational activities of the BRWP, communications to the public about the mission and activities of the BRWP, and providing educational materials to schools and other groups about issues relating to water quality. Examples of activities organized by the BRWP are an annual rain barrel decorating contest, community presentations, and an annual river cleanup.

The EOCC will meet quarterly as a minimum, with additional meetings as necessary. The committee will consist of at least one BRWP Board of Directors member, who will serve as the committee chair. Other committee members should represent a diverse range of skills in the areas of education, public relations, social media and website development.

## STEWARDSHIP/FUNDRAISING COMMITTEE (SF)

The Stewardship / Fundraising Committee has been created to support and drive the fundraising efforts needed to support our organization's mission. This committee will assess levels of income needed to augment general revenue streams and will work proactively to secure needed funds through fund development strategies. The Fundraising Committee will create and implement fundraising policies, practices, and procedures and will work to engage the board, the staff, and the community to support the mission of the organization. The Fundraising Committee will provide regular reports to the board.

The Stewardship / Fundraising Committee will meet as needed to accomplish BRWP goals. The committee will consist of at least one BRWP Board of Directors member, who will serve as the committee chair. Other committee members should represent a diverse range of skills in the areas of education, public relations, social media and website development.



# BRWP COMMITTEE DESCRIPTIONS

## COMMUNITY ADVISORY COMMITTEE

The purpose of the Community Advisory Council (CAC) is to bring together Blanchard River watershed stakeholders who will collaboratively identify water-related concerns, give suggestions, and offer future project ideas for their area of the watershed or the total watershed, which are consistent with our mission of clean water, conservation, and water quality.

The BRWP Community Advisory Council will be comprised of a group of leaders from both the business and agricultural sectors, municipal leaders, and any local stakeholders in the watershed. The participants will be invited to meet one to two times a year. The Vice President of the BRWP Board of Directors will be the chair of the Community Advisory Council. The Community Advisory Council meetings will be conducted and scheduled by the local BRWP board members, along with the Executive Committee, and the Watershed Coordinator.

## MEMBERSHIP COMMITTEE

The Membership Committee's purpose is the recruitment and retention of members and sponsors of the Blanchard River Watershed Partnership. Duties of the Membership Committee are to:

1. Actively recruit new members and promote and encourage participation in BRWP.
2. Assist the Watershed Coordinator in maintaining the membership roster for the BRWP.
3. Evaluate dues/membership levels and make recommendations for changes in those levels to the Board of Directors, as needed.
4. Provide input/suggestions to expand/ improve membership value.
5. Provide input/suggestions on how to increase membership to further support BRWP initiatives.
6. Be able to answer questions regarding BRWP's mission, objectives and structure; Address questions and provide information regarding membership (e.g. questions relating to dues, membership categories, etc.).
7. Follow up with any potential members to address questions, provide additional information, and help facilitate their joining BRWP.
8. Reach out to those who have not renewed their membership to determine why and encourage them to rejoin
9. Assess membership needs through instruments such as surveys and questionnaires or other methods suggested by the Board, and communicate the members' needs to the Board.
10. Coordinate with the Stewardship Committee where their fundraising activities overlap with the Membership Committee's Sponsor recruitment activities.

## METRICS COMMITTEE

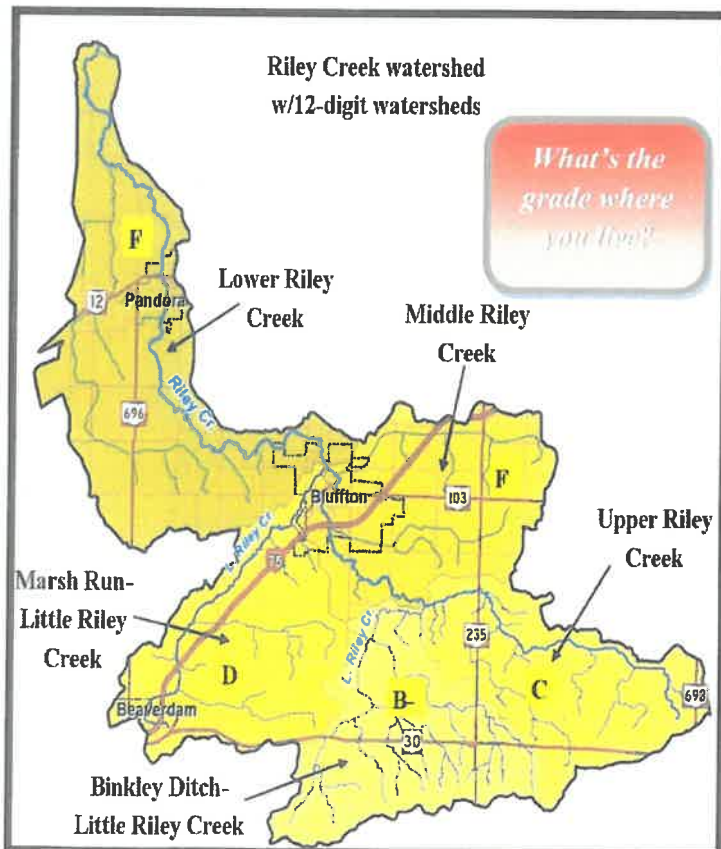
A metric is a meaningful measurement taken over a period of time that communicates vital information about a process or activity, leading to fact-based decisions. Metrics should incorporate "best practices" related to the performance being measured and must provide intelligence for decision makers, not just compile data. Performance measures should be limited to those that relate to strategic organizational goals and objectives, and that provide timely, relevant and concise information for use by decision makers at all levels to assess progress toward achieving predetermined goals. Metrics should provide justification for an organization's existence to potential funders.

# RILEY CREEK WATERSHED REPORT CARD

Riley Creek watershed southern boundary runs east-west along the Hancock/Hardin County line and along SR. 30 in Allen County to Beaverdam. From Beaverdam the western boundary follows a ridge just northwest of Little Riley Creek to the northeast until the ridge reaches the Phillips/Rockport Rd. intersection. Here the western boundary runs west to SR 696 before turning north to the mouth off Riley Creek north of Road K-6. The eastern boundary starts near SR. 698/US 30 intersection. The eastern boundary moves northward along a ridge till it reaches CR. 27. From here, the ridge boundary moves in a slight northwest direction just north of CR. 27 eventually crossing CR. 28 near TR. 56. At this point the ridge turns northward until it reaches TR. 34 just east of TR. 56. The boundary ridge now turns to the west again running just north of Bluffton until it reaches the Bixel/Phillips Rd. intersection. From here the boundary ridge runs just east of the Riley Creek through Pandora to the Blanchard River.

### Watershed Facts:

- ◆ average maximum temperature is 85°F
- ◆ average minimum temperature is 17° F
- ◆ average annual precipitation is 37-36 inches
- ◆ bedrock consists of dolostone (dolomite)
- ◆ wetlands comprise 956 acres
- ◆ ponds and lakes - 115 acres
- ◆ streams and rivers - 132 acres



Riley Creek watershed Final Grade = **D to D**

The *causes of impairments* include:

- ◆ direct habitat alterations
- ◆ nitrates/nitrites (Nitrogen)
- ◆ organic enrichment (sewage) biological indicators
- ◆ phosphorus (total)
- ◆ sedimentation/siltation
- ◆ low flow alterations
- ◆ nutrient/eutrophication biological indicators
- ◆ temperature, water

The *sources of impairments* are:

- ◆ channelization
- ◆ crop production with subsurface drainage
- ◆ urban runoff/storm sewers
- ◆ failing septic tanks
- ◆ combined sewage overflows
- ◆ municipal point source discharges, and stormwater
- ◆ dam or impoundment
- ◆ streambank modification/destabilization

Riley Creek Watershed (HUC 04100008 04)					
Total	Cities & Villages	Total Square	Total	Priority	Watershed
7,672	Beaverdam, Bluffton, Pandora	82.2	54,873.60	NA	NA
<b>Binkley Ditch-Little Riley Creek (0400008 04 01)</b>					
669	None	14.4	9,193.90	0	0
<b>Upper Riley Creek (0400008 04 02)</b>					
591	None	14.4	9,185.00	0	0
<b>Marsh Run-Little Riley Creek (0400008 04 03)</b>					
2,204	Beaverdam, Bluffton	16.3	10,404.60	0	0
<b>Middle Riley Creek (0400008 04 04)</b>					
1,548	Bluffton	15.6	9,995.50	0	0
<b>Lower Riley Creek (0400008 04 05)</b>					
2,660	Bluffton, Pandora	25.1	16,094.60	0	20

School Districts completely or partially within this watershed are Ada Exempted Village, Allen East Local, Bluffton Exempted Village, Columbus Grove Local, Cory Rawson Local, Hardin Northern Local, Ottawa-Glandorf Local, and Pandora Gilboa Local.

**Aquatic Life Use Attainment**

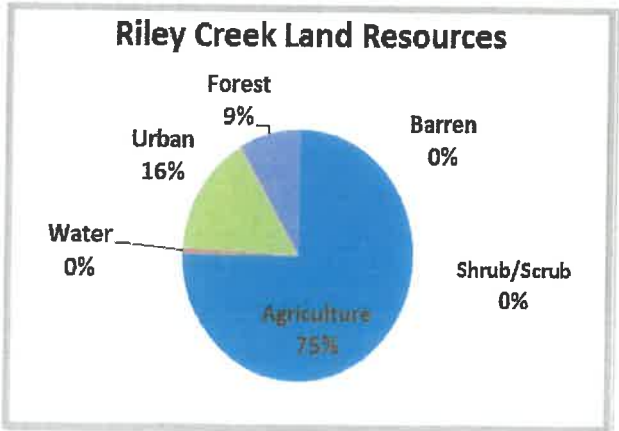
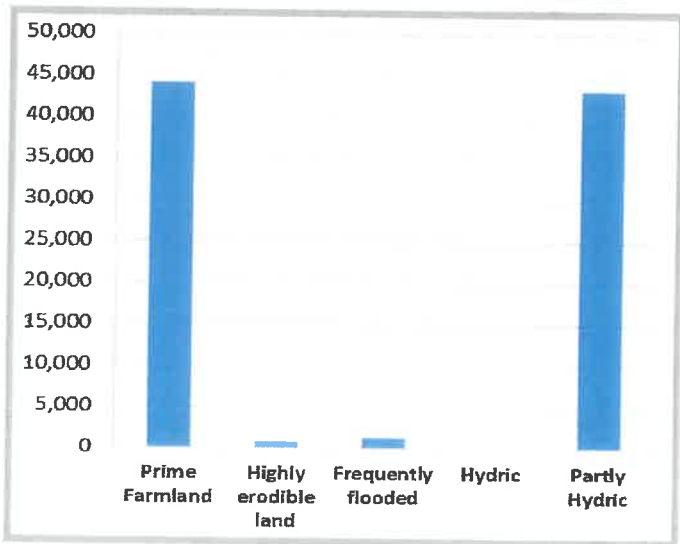
Designation indicating the water body provides suitable habitat for survival and reproduction of desirable fish, shellfish, and other aquatic organisms.

**Binkley Ditch-Little Riley Creek: impaired**

**Upper Riley Creek: impaired**

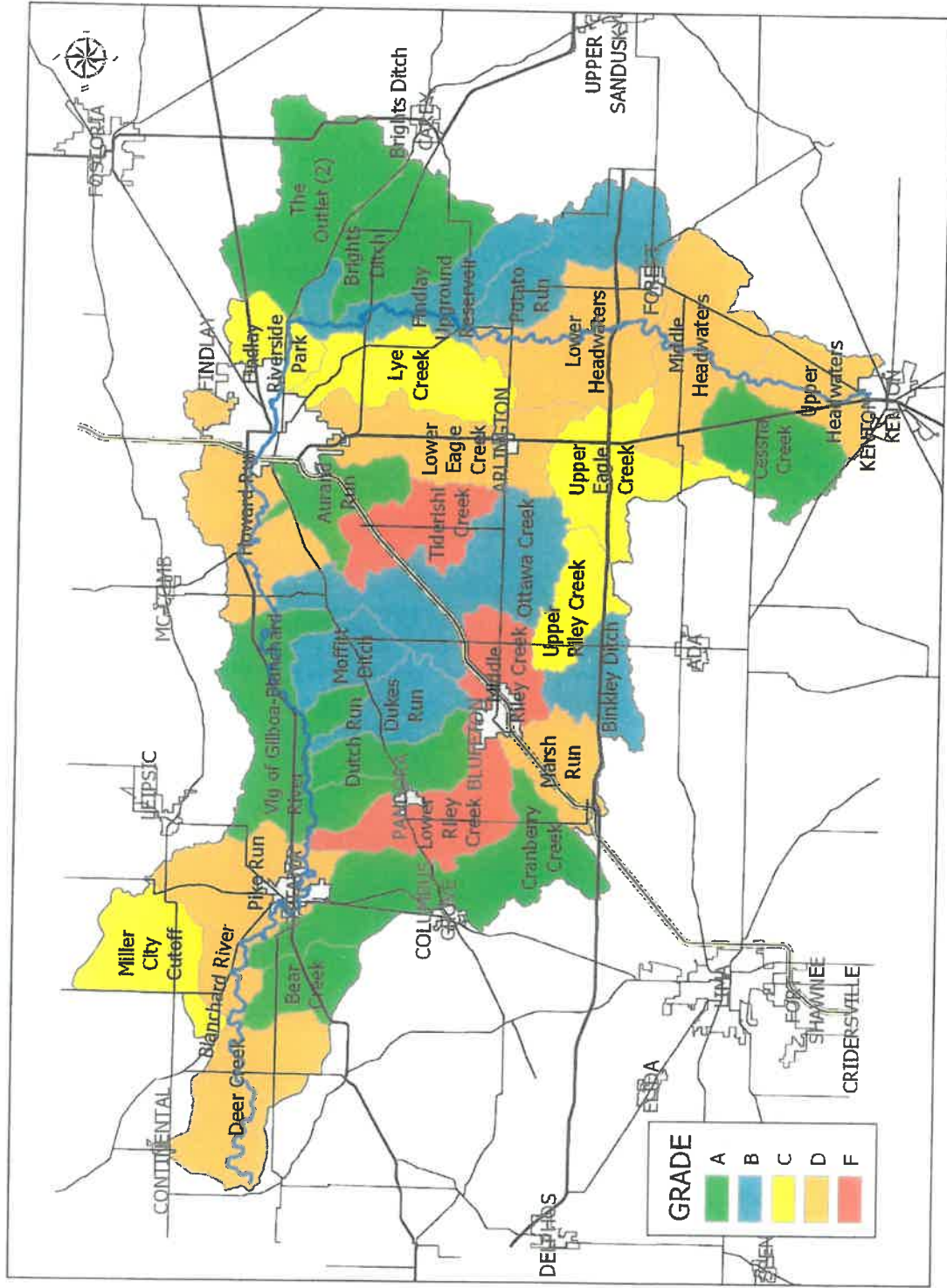
**Marsh Run-Little Riley Creek: impaired**

**Riley Creek Soil Resources in Acres**





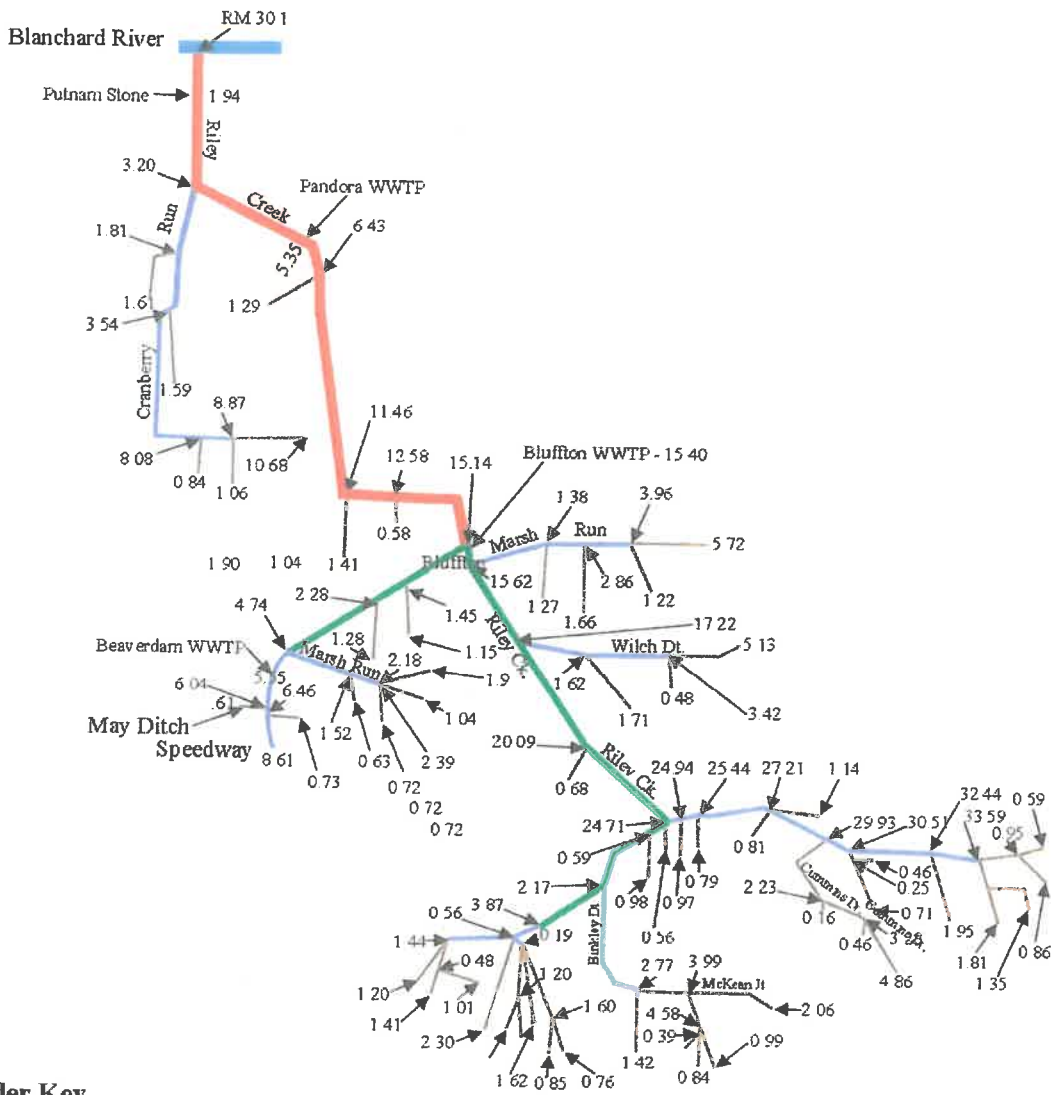
F: Lower Riley Creek, middle Riley Creek  
 F: Tiderishi Creek



2012 Report Card Grades

**Figure 4.1: Schematic Drawing of the Riley Creek Watershed streams showing stream order**  
**HUC #04100008 04**

.25" = 1 mile



**Stream Order Key**  
 (Based on entire watershed)

- first order
- second order
- third order
- fourth order
- fifth order

**RESOLUTION NO. 03-19**

**A RESOLUTION TO MAKE KNOWN THE VILLAGE OF BLUFFTON OHIO'S INTENT TO PROVIDE MUNICIPAL SERVICES REGARDING THE ANNEXATION OF A PARCEL OF PROPERTY OWNED BY BLUFFTON UNIVERSITY INTO THE VILLAGE OF BLUFFTON AND OTHER MATTERS AND DECLARING AN EMERGENCY**

WHEREAS, Bluffton University has filed a petition for annexation of certain property from Richland Township to the Village of Bluffton, and;

WHEREAS, the Village of Bluffton, Ohio herein made known the various municipal services that shall be provided to the said property upon annexation, via Resolution No. 17-18 and;

WHEREAS, the Village of Bluffton, Ohio wishes to accept the proposed annexed property into the Village and;

WHEREAS, an emergency exists in that this resolution must be completed timely to complete the annexation process and begin the services outlined above,

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

SECTION 1: That the Village of Bluffton states that it wishes to accept the proposed annexed property into the Village of Bluffton, Ohio.

SECTION 2: That the Village of Bluffton states that it will provide the following municipal services to the proposed annexed property with: Municipal Water, Municipal Sewer, Police Protection, Fire Protection and all other services of the Village of Bluffton, Ohio.

SECTION 3: That this resolution is deemed an emergency for the reasons set forth herein and shall be in full force and effect immediately from and after its passage.

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 of any of its committees that resulted in such formal actions in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Passed and Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019 by the governing body of the Village of Bluffton, Ohio by the following vote:

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

Attest:

\_\_\_\_\_  
FISCAL OFFICER

\_\_\_\_\_  
MAYOR

Approved as to Form:

\_\_\_\_\_  
SOLICITOR



## Administrator's Report

To: Mayor Johnson & Council Members

1-28-19

### Jefferson St. Improvements Project:

Engineer's Estimate: \$940,541.00

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 <sup>st</sup> week of July, completion end of October

### Jefferson St. Water Main Replacement Project:

Engineer's Estimate: \$353,272.00

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

Project span: Huber St. from intersection of Huber & Mound St. to Jefferson St. (SR 103)  
Jefferson St. from Huber St. to Co Line Rd.

Timeline:

February -	public meeting w/ property owners
March -	Resolution to bid project presented to Village Council
March/April -	Project is bid
April -	Project is awarded
<u>Proposed</u> — May 20 -	Begin construction

- District One ODOT has agreed with this proposed extended road closure period. (ODOT road closure to run July 1 – Oct. 25) Extended road closure allows time for single contractor to complete both Jefferson St. projects
- Jan 28 – Meeting with District One ODOT to finalize coordination plans between projects.

### Republic Refuse Hauling Contract:

Three year Contract was awarded in June 2016 with an option to extend contract for one year if Bluffton approves proposed monthly rate change from \$15.23 to \$18.25 per month for residential services from June 1, 2019 – May 31 2020. I propose to accept this extension by passing a Resolution and bidding a new refuse hauling contract In 2020. A sample Resolution follows this report for your review.

### ODOT's Statewide Municipal Bridge Inspection program:

2018 Bridge Inspection Report for the N. Spring St. bridge was received January 10<sup>th</sup> from Richland Engineering Limited. The Sufficiency Rating fell from an 82.5 to a 79. Recommended actions at this time consist of sealing the asphalt on the bridge deck.

**ODOT's Transportation Alternative Program (TAP) – S.R. 103 Bike and Pedestrian Facility**

This program provides funds for projects that advance non-motorized transportation facilities. Choice One Engineering has worked with the Village to develop a potential project that consists of a 10' wide Pedestrian Pathway located on the south side of S.R. 103 extending from the Co. Line Rd. to the entrance for Arby's & Burger King. Choice One will be submitting a Letter of Interest (LOI) to ODOT that is used to ensure the project meets the minimum eligibility guidelines. The TAP funding being applied for will be available to use in 2023. Currently exploring the options of using Outdoor Recreation Facility Grants from the Ohio Department of Natural Resources for additional funding – grants being considered are: Clean Ohio Trails Fund and Recreational Trails Program More updates will follow.

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

- 💡 Committee of the Whole
- 💡 Personnel

RESOLUTION \_\_-19

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

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

WHEREAS, Republic Services has provided an interest in continuing services based on a one-year extension of the current Contract terms with a new monthly rate of \$18.25 and;

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

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

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

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

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Mayor

Approved as to form:

\_\_\_\_\_  
Elliott T. Werth  
Village Solicitor



**RICHLAND ENGINEERING LIMITED**

29 North Park Street, Mansfield, Ohio 44902-1769 • 419/524-0074 • FAX 419/524-1812

**Celebrating 50 Years of Engineering Excellence**

117001

January 10, 2019

Village of Bluffton  
154 North Main Street  
P.O. Box 68  
Bluffton, Ohio 45817

Attn: Jesse Blackburn  
Village Administrator

Re: 2018 Bridge Inspection Reports

Dear Mr. Blackburn:

Enclosed is one (1) printed copy of the 2018 Bridge Inspection Report the bridge within your corporate limits that were inspected as part of the Statewide Municipal Bridge Inspection program of the Ohio Department of Transportation. These reports are also available electronically from ODOT's S.M.S, inventory site.

If you know of any structures with a span (measured along the center line of the road) of ten (10) feet or greater or are multiple conduits where the sum of the pipe diameters plus a half diameter space for the area between conduits exceed 10 feet; please notify me or Omar Abu-Hajar with ODOT so the structure will be added to future work.

The South Spring Street Bridge's Sufficiency rating is currently 79. If the sufficiency rating is less than 80 funding may be available for rehabilitation projects. If the structure's sufficiency rating was less than 50, it may be eligible for funding from programs using State or Federal monies to rehabilitate/replace. We can be available to discuss this more at your convenience. Upon request, REL can be available to assist in the preparation of the funding applications.

If there are any questions, or further information needed, contact me at the numbers shown below or E-mail at (reltd@r-e-l.com).

Sincerely,  
Richland Engineering Limited

  
David H. Timmer, P.E.

REL Project No 117001

Office Phone No. (419) 524-0074

Cellular Phone No. (419) 295-3908





# Department of Public Works

## Assistant Village Administrator

1/14/2019

To: Mayor and Village Council Members

### Work completed

- PLOW SNOW & Salt
- Leak detection
- Lift Station maintenance
- Sanitary Installation
- Camera Sanitary
- Building Maintenance

- Fire Hydrant replacement (University)
- Asset management inventory
- Service disconnection

### Future planning

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

### Upcoming projects

- Replace Large Meters (Tower) February 2nd
- Read meters
- Manhole inspections (on going)
- Valve turning (on going)
- Map sorting

### Cherry St. Gas line installation "Grob Betterment"

The 8" main line has been installed. Northwestern pipe will be working on installing new service lines weather permitting over the next several weeks.

### 10 State Route 103

Currently in the active phase of moving towards the demolition of this property. Contacts have been made with demolition contractors, AEP and Dominion Energy. Hopefully to have this finalized by end of February depending on availability.

### Snow Removal

With last weekend's snow storm we were forced to make contingency plans for the events that were possible. We are very fortunate to have numerous contractors, in a close proximity, very willing to help in a time of need. All Terra Excavating cleared Main St. along with some side streets Saturday night. J&D Snyder loaned a 200 gallon fuel tank along with 1000 gallon reserve supply at their yard in case of power outages. J&D Snyder also prepared snow removal equipment if more assistance was needed.

Also a huge thank you to our Public Works Department for their efforts in the snow removal.

### Salt Consumption

Our current salt consumption is around the expected amount for this time of year, approximately 50 ton. We just received a delivery, and have around 150 ton in inventory currently.