

Village of Bluffton Council Meeting Agenda

October 10, 2022 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, September 26, 2022

Bills

Committee Reports

Joint Meeting: Streets, Alleys, Lights and Sidewalk;

Ordinance

-Sept. 28

Complete Streets Task Force – (SALS)

-Oct. 4

Joint Meeting: Utilities; Finance

-Oct. 5

Boards & Commissions

Pathway Board- Oct. 6

LEGISLATION

Village Administration Report:

Mayor:

Safety Services Reports:

-EMS-

-Fire Dept.-

-Police Dept.-

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

Village Council – Monday, October 10th at 7:00 pm

***Bluffton Beyond Tomorrow – Open House** – Wednesday, October 19 from 3:30 – 7:30 pm at

Bluffton Middle School Cafetorium

Village Council – Monday, October 24th at 7:00 pm

Public Comment

Adjournment – Motion and Second

Village of Bluffton – Regular meeting September 26, 2022, at 7:00 p.m.

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

Cupples motioned, seconded by Kingsley, to approve the minutes from the regular council meeting held on September 12, 2022. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0) 0, motion approved.

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

The Fiscal Officer gave the following readings:

1st Reading:

Ordinance 03-2022 – An Ordinance authorizing the appropriation of a 0.113 acre perpetual standard highway easement, including the lighted trade sign located thereon, a 0.011 acre perpetual sewer easement, a 0.037 acre temporary 1 easement, a 0.016 acre temporary 2 easement from Kenneth D. and Diana L. Lugibihl from the property located at 141 St. Rt. 103, to prepare for the future expansion of the St. Rt. 103 roadway including construction of a multi-use pathway along with lighting and storm sewer improvements adjacent to the St. Rt. 103 roadway and declaring an emergency. Cupples motioned to suspend the rules, seconded by Sehlhorst. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved. Kingsley motioned to adopt the Ordinance, seconded by Stahl. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

2nd Reading:

Resolution 21-2022 – A Resolution accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying the to the county auditor and declaring an emergency. Talavinia motioned to suspend the rules, seconded by Kingsley. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved. Steiner motioned to adopt the Resolution, seconded by Cupples. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

1st Reading:

Resolution 26-2022 – A Resolution providing legislation consent for the Village of Bluffton of Allen County, Ohio to participate in the ODOT project title: Municipal Bridge Inspection Program and declaring an emergency. Stahl motioned to suspend the rules, seconded by Cupples. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved. Talavinia motioned to adopt the Resolution, seconded by Kingsley. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Talavinia motioned, seconded by Sehlhorst, to approve the special event request for the Bluffton Homecoming Parade on October 7, 2022. Main Street, between Snider Rd. and College Ave. and College Ave. from Main St. to the stadium will be closed from 5:30 p.m. until approximately 6:00 p.m. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Cupples motioned, seconded by Kingsley, to declare 2 old Police Department shotguns as surplus and to sell them as legally allowed. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

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

Steiner motioned to exit executive session and return to open session, seconded by Sehlhorst. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Stahl motioned to enter into executive session to discuss legal matters with the Mayor, Council members, Village Administrator, Fiscal Officer, and Village Solicitor, present, seconded by Kingsley. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Stahl motioned to exit executive session and return to open session, seconded by Talavinia. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Cupples motioned to adjourn the meeting.

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

Joint Streets, Alleys, Lights, and Sidewalk & Ordinance Committees on Wed., September 28 at 5:30 p.m.

Joint Utilities & Finance Committee on Wednesday, October 5 at noon.

Village Council on Monday, October 10 at 7:00 p.m.

MAYOR

FISCAL OFFICER

VILLAGE OF BLUFFTON
VOUCHER REPORT 10/10/2022

VENDOR	AMOUNT	DEPARTMENT	DESCRIPTION
ALLOWAY TESTING	75.00	Multiple	TESTING
ALLOWAY TESTING	87.00	Multiple	TESTING
ALLOWAY TESTING	91.00	Multiple	TESTING
ALLOWAY TESTING	81.00	Multiple	TESTING
ALLOWAY TESTING	87.00	Multiple	TESTING
ALLOWAY TESTING	25.00	Multiple	TESTING
ALLOWAY TESTING	97.00	Multiple	TESTING
ALLOWAY TESTING	127.50	Multiple	TESTING
AMERICAN ELECTRIC POWER	12,317.25	Multiple	ELECTRICITY
AMERICAN ELECTRIC POWER	985.27	Multiple	ELECTRICITY
ANGIE ESSINGER	196.10	Multiple	PETTY CASH REIMBURSEMENT
APPLIED SPECIALITES, INC	4,716.80	Sewer	POLYMER
ARMOR FIRE PROTECTION INC.	1,150.00	Administrative	2022 FIRE PUMP CERTIFICATION
BAILEY'S EQUIPMENT & APPAREL	20.00	Police	UNIFORMS
BLACKBURN, JESSE	149.00	Park	RECORDING FEES - HANCOCK COUNTY
BLUFFTON FLYING SERVICE	5,000.00	Airport	AIRPORT MANAGEMENT
BLUFFTON STONE CO.	876.06	Multiple	STONE
CENTURYLINK	63.86	Multiple	PHONES
CENTURYLINK	279.37	Multiple	PHONES
CHOICE ONE ENGINEERING	310.00	Street	BENTLEY ROAD IMPROVEMENTS
CHOICE ONE ENGINEERING	775.00	Multiple	GENERAL ENGINEERING
CINTAS	45.89	Park	RICK L. APPRECIATION
CINTAS	83.16	Administrative	UNIFORMS
CINTAS	76.16	Administrative	UNIFORMS
COTTERMAN & COMPANY, INC	1,855.03	Land & Buildings	TOWN HALL ROOF REPAIR
DAFT EROSION CONTROL LLC	190.00	Park	STRAW BLANKETS
EVERETT J PRESCOTT INC	1,013.51	Capital Improvements	LARGE METERS
EVERETT J PRESCOTT INC	7,481.77	Capital Improvements	LARGE METERS
EVERETT J PRESCOTT INC	2,394.00	Water	LARGE METERS
FRESH ENCOUNTER CORPORATE	21.46	Administrative	SUPPLIES
GARY'S REPAIR	26.97	Park	MOWER/GROUNDS SUPPLIES
GLOBAL ELECTRIC, INC	5,553.66	Sewer	GENERATOR REPAIR
GLOBAL ELECTRIC, INC	610.00	Street	TRAFFIC LIGHT REPAIR
HANCOCK HOME SERVICES, LLC	428.75	Land & Buildings	TOWN HALL CLEANING
KEVIN NICKEL	12.78	Administrative	REIMBURSE TRAINING MEAL
KLEEM	4,568.29	Street	STREET SIGNS
LEXIS NEXIS RISK DATA MANAGEMENT INC.	50.00	Administrative	ADDRESS SEARCHES
MARATHON FLEET SERVICES	2,927.35	Multiple	FUEL
NATHAN JORDAN	145.25	Sewer	LICENSE RENEWAL
NORTHWESTERN OHIO SECURITY SYSTEMS	196.00	Land & Buildings	MONITORING
OHIO UTILITIES PROTECTION SERVICE	4.00	Administrative	MANUAL CALLOUTS
PERRY CORPORATION	187.17	Administrative	IT CONTRACT
PERRY CORPORATION	21.39	Administrative	IT CONTRACT
PERRY CORPORATION	25.95	Administrative	IT CONTRACT
PERRY CORPORATION	176.77	Administrative	IT CONTRACT
PERRY CORPORATION	175.50	Administrative	IT CONTRACT
RAILROAD CUSTOMS LLC	300.00	Park	TOOLCAT RHINO LINING
RAYLE, ERIC	44.80	Police	REIMBURSE TRAINING MEALS
RENT ALL MART	256.85	Park	CHIPPER RENTAL
RHONDA HOHENBRINK	53.38	Administrative	MILEAGE REIMBURSEMENT FOR TRAINING
SMARTBILL	905.54	Multiple	BILLING SERVICES
TK ELEVATOR CORPORATION	683.05	Land & Buildings	BATTERY LOWERING KIT

TOMMY TIRE SALES LLC	20.00	Water
VERIZON WIRELESS	160.64	Multiple
VETTER LUMBER CO.	228.24	Multiple
WARREN FIRE EQUIPMENT, INC.	1,546.36	Fire
WESSLER ENGINEERING	750.00	Sewer
WESSLER ENGINEERING	321.25	Sewer
	<u>60,797.13</u>	

REPAIRS
 CELL PHONES
 SUPPLIES
 ANNUAL SCBA MAINTENANCE
 WWTP ENG. STUDY
 SANITARY ON-CALL SERVICES

BIWEEKLY PAYROLL 10/7/22	47,195.87
MEDICARE	645.49
OPERS	2,474.64
OP&F	2,374.88

SEPTEMBER MONTHLY	2,569.00
MEDICARE	37.22
OPERS	192.17
FICA	40.14

Council Signature : _____

Date: _____

September 28, 2022,

Joint Streets and Ordinance Committee Meeting Minutes

Start: 5:30 pm End: 6:44 pm

Present: Joe Sehlhorst, Jerry Cupples, Mitch Kingsley. Admin. Jesse Blackburn.

Topic: Complete Streets Update

- Updated Streets and Ordinance Committee about Complete Streets Program.
- Presented Bluffton Complete Streets Policy for review.
 - o Program Start: March 29, 2022 "Complete Streets"
 - o Bluffton Complete Streets Team
 - Joe Sehlhorst, Streets; Jesse Blackburn, Village Admin., Village residents: Travis Music and Ryan Shoemaker, Allen County Health Dept.: Bri Buzard, Lima-Allen County Regional Planning: Adam Haunhorst, Toole Design Group: Tobi Otulana, and Smart Growth America.
- Bluffton Complete Streets Vision Statement
 - o Thoughtful creation of streets to improve safety and facilitate movement for all users in the Bluffton community including pedestrians, cyclists, transit riders, and motorists.
- Series of Zoom Meetings led by Smart Growth America and Toole Design Group to educate us and other select Ohio communities about Complete Streets.
 - o Ohio Action Institute 2022
 - Complete Streets policies help communities develop a comprehensive approach to building Complete Streets
 - Complete Streets are streets designed and operated to enable safe use and to support comfortable, convenient, and independent mobility for all users.
 - **Ten Elements of a Complete Street Policy:** Vision & Intent, Diverse Users, Commitment, Clear Exceptions, Jurisdiction, Design, Context Sensitivity, Performance Measures, Project Selection Criteria, and Implementation Steps
 - Benefits of Complete Streets help create livable communities that improve conditions for people walking, biking, taking transit. Also, help achieve community goals relating to safety, health, accessibility, sustainability, and equity.
 - o Monthly Zoom Meetings
 - o Public Outreach Efforts from Bluffton Complete Streets Team
 - Created and distributed Complete Streets brochure. – see attachment
 - Created and distributed Complete Streets survey (195 respondents)
 - Created Sidewalks, Streets, and Crossings Walk Audit Survey
 - Group event with public invite auditing parts of Elm St., Jefferson, Cherry, and Jackson St. (elementary school area).
 - o All Day Policy Writing Event
 - Held at Third Floor Village Town Hall
 - Began the day taking a van tour all around Bluffton
 - Then spent all day working in groups and together on the Ten Elements of a Complete Streets Policy
 - o Next Steps: Policy review and scoring by Smart Growth America Organization
 - Bluffton Complete Streets review and update. Then Resolution "policy" presentation to Council for approval.

Complete Streets Benefits



Health

Lowered risk of chronic disease, reduced daily stress from driving, less motor vehicle congestion, improved air quality.



Environment

Reduced motor vehicle emissions, more compact development with less impermeable surface.



Economy

Lower health care costs, increased productivity, increased retail sales in pedestrian-oriented environments, and reduced costs for roadway updates.



Social

Increased interaction and community building; greater social safety; roads turned into people-oriented spaces, increased mobility options for all, community wide solutions to address systemic inequalities.

What is a Complete Street?



Pedestrian Improvements

sidewalks | crosswalks | median crossing islands



Trees & Greenspace

tree lawns | neighborhood parks | landscaping



Bike Improvements

bike lanes | trails and paths | bike parking



Traffic Calming

center turning lanes | round-a-bouts | on-street parking



Disability Facilities

reachable buttons | wheelchair friendly sidewalks | median crossing



Public Transit Facilities

bus shelters | well lit waiting areas | bus lanes

Complete Streets Vision

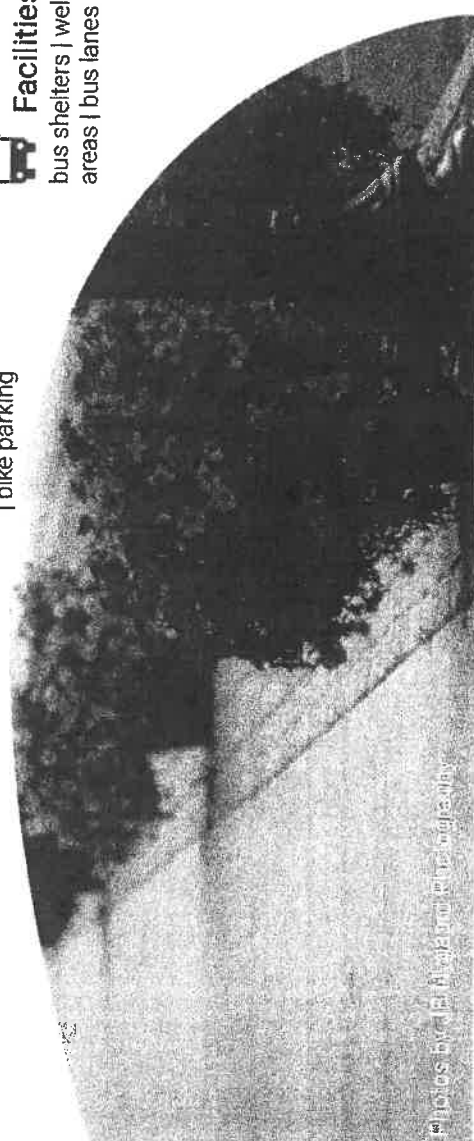
Thoughtful creation of streets to improve safety and facilitate movement for all users in the Bluffton community including pedestrians, cyclists, transit riders, and motorists.

Learn More!

YouTube: Complete Streets 101
<https://youtu.be/sc-GKNecibg>

Resource: US Department of Transportation
<https://highways.dot.gov/complete-street>

Resource: Smart Growth America
<https://smartgrowthamerica.org/what-are-complete-streets/>



Photos by the Bluffton Planning Authority

Key Elements of a Complete Street Policy

Vision & Intent

Approach Complete Streets as a network and establishing goals.

Diverse Users

Consider the needs for all community members and modes.

Commitment

Commit to implement Complete Streets during all projects and phases.

Clear Exceptions

Identify specific pre-approved exceptions to avoid vague loopholes.

Jurisdiction

Collaborate with agencies, departments, and jurisdictions.

Design

Adopt best practice design guidance.

Context Sensitivity

Consider the character of the area and mitigate unintended consequences.

Performance Measures

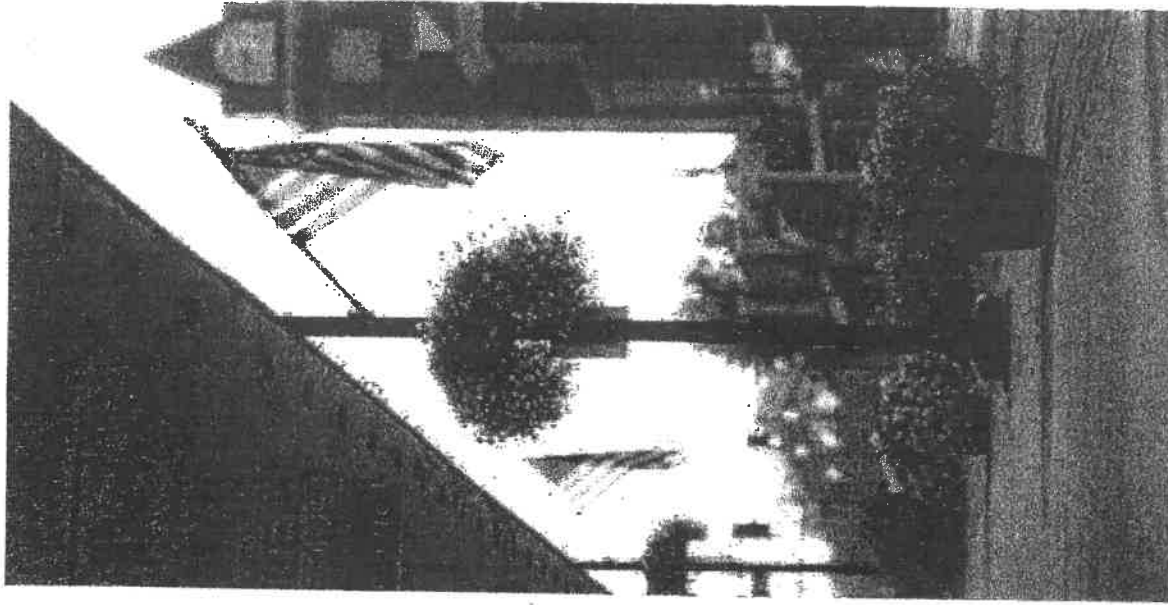
Establish performance measures that ensure that insure the policy had successful and positive impact.

Project Selection Criteria

Create a process for prioritizing which projects to fund on a limited budget.

Implementation Steps

Include specific next steps to implement the policy.



This Complete Streets policy is just another step in our continued efforts to provide safe and accessible streets.

The Village of Bluffton has added **10** street improvements over the last **8** years.

With a wide range of planned improvements, from bridge replacement to an enhanced pedestrian crossing, we are working to improve streets for everyone and every mode.



(419) 238-4467 ext. 168



bluffard@allenhealthdept.org



www.bluffton-ohio.com/



Bluffton Complete Streets Policy

...safe streets for everyone

Bluffton Complete Streets Agenda 10/4/22

- **Recap on Streets and Alleys Committee Meeting**
 - Committee is in favor
 - Joe represented the team well
- **Is there a need to follow-up with the community about survey results?**
 - Not currently
 - Once policy is written, thank you for participation would be nice to tie to the policy
 - Survey participation and data will be a selling point for council
 - Will want summary of data for council
 - Wed. 10/19 from 3:30-7:30pm will be a Bluffton Strategic Planning Open house.
 - Will want poster and handouts and planning at a Complete Streets table to tie into the strategic planning
- **Any communications/press release needed to follow policy adoption?**
 - Press release after policy is enacted thanking folks for participation and vision/explanation of policy

Next meeting: Tues. 11/1 12pm on GoTo

Other notes:

- No word from SGA yet. Will be a couple weeks
- Edits to the policy were discussed – including code, more specifics, etc.
 - We will add these after we get score from SGA
- Next steps:
 - Hear back from SGA
 - Enact policy (present revised policy to Streets and Alleys Committee > Committee present to Council > 3 readings of policy will take 6 weeks
 - Implement policy (will still have access to Toole Consulting)
- Tobin, Bri, and Jesse will touch base 10/11 via email to review materials for open house. Adam will print necessary materials

Village of Bluffton

Administration's Report

To: Mayor Johnson & Council Members



10-10-22



Bluffton Beyond Tomorrow

Comprehensive Plan – Steering Committee:

An In-person event has been scheduled for Wednesday, Oct. 19 from 3:30 – 7:30 pm at the Bluffton Middle School Cafetorium. The event will feature interactive stations to gather further details on topics uncovered from the initial on-line survey.

★ Locally sourced light refreshments provided.

2022 Leaf Pick-up

Leaf-pick up will begin, Thursday, October 24. Please place your leaves in long, narrow rows close to the back edge of the curb, or edge of the roadway if no curb is present.

Sanitary Sewer – Collections System Update

Compliant Connections to the Sanitary Sewer –

Sump Pump Inspections –

October Update: 35.6% Complete

OPWC Funding Applications – Round 37:

Funding applications have been submitted to Ohio Public Works Commission (OPWC) District 13 on Oct. 4. Projects are scheduled for completion in 2023-24. Projects are:

1. Geiger Street Water Replacement (\$146,332.00)
2. Garau St. Water Replacement (\$135,412.00)

Hydrant Flushing:

Bi-annual hydrant flushing began on Monday, October 3rd. If discolored water is present at your home, run an outside spigot until water runs clear again.

Trick-or-Treat: Bluffton will hold Trick-or-Treat on Thursday, Oct. 27th from 6:00-7:30 pm. If you choose to participate in Trick-or-Treating, please turn on your porch light.

Mayor Johnson – Special Event Requests

- ✓ Blaze of Lights Parade – November 26 at 5:00

Council Committee Meetings: Request for meetings with:



VILLAGE OF BLUFFTON

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

APPLICATION FOR SPECIAL EVENTS

EVENT NAME: Blay of Rights Parade DATE(S) OF EVENT: November 26-27
 APPLICANT: Junior Wehrhauk - Chairman CONTACT PERSON: Junior Wehrhauk
 APPLICANT'S ADDRESS: 20791 St Rt 68 Arlington CONTACT'S PHONE: 419-889-4315
 E-MAIL ADDRESS (OPTIONAL): NONE
 LOCATION OF EVENT: Main Street of Bluffton
 TIME(S) FOR EVENT: 5:00 P.M.
 DESCRIPTION OF EVENT: Floats, Bands, Fire Trucks Marching Baton Corps
Miscellaneous Units

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

TRAFFIC CONTROL: yes NUMBER OF OFFICERS REQUESTED: Police Chief & officers
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: 4:45 P.M.

SECURITY: 6 NUMBER OF OFFICERS REQUESTED: 6
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: 2 FIRE DEPT. SERVICES: 4

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
<u>?</u>	<u>?</u>

* 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 Wehrhauk DATE: 10-11-22

APPROVED
MAYOR'S SIGNATURE: _____ DATE: _____