Village of Bluffton Council Meeting Agenda

Bluffton Town Hall, Third Floor 154 North Main Street, Bluffton October 28, 2019 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, October 14, 2019.

Bills

Committee Reports

Parks and Recreation – October 21 Utilities – October 23 Ordinance – October 24

Commission/Board Reports

Tree Commission - October 8

LEGISLATION

Resolution 20-19

1st Reading

Resolution accepting the amounts and rates determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor.

Administrator's Report

Public Works Department Report

Safety Services Reports

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

Council Meeting – Monday, October 28th at 7:00 pm

Board of Zoning & Building Appeals - Monday, November 4th at 7:00 pm

Alley Vacation Hearing - Monday. November 11 at 6:30 pm

Council Meeting – Monday, November 11th at 7:00 pm

Public Comment

Adjournment – Motion and Second



Village of Bluffton - Regular meeting October 14, 2019 at 7:00 p.m.

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

Cupples motioned, seconded by Sehlhorst, to approve the minutes from the regular council meeting held on September 23, 2019. Roll Call: Yes (4) Messrs: Cupples, Sehlhorst, Stahl, and Talavinia. No (0), Abstain (2) Kingsley and Steiner, motion approved.

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

Steiner motioned to approve Chief Burkholder issuing a letter of intent to Ford for the purchase of a new police cruiser in 2020 in order to lock in pricing, seconded by Stahl. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved. The purchase is subject to final 2020 budget appropriations.

Chief Burkholder reported that Father John from St. Mary's Catholic Church has experience as a chaplain assisting police departments and safety services and is interested in volunteering in that role in Bluffton. Sehlhorst motioned to add Father John as a volunteer chaplain for the police and safety services departments, seconded by Cupples. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

EMS Chief Basinger reported two resignations. Talavinia motioned to accept the resignations of Blane Miller and Shona Cartwright and to remove them from the active roster, seconded by Stahl. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Stahl motioned to close Main St. from Snider Road to College Avenue for the Blaze of Lights parade on November 30 from 4:30pm to 6:30pm with Elm St. to College Avenue remaining closed until 10pm, seconded by Sehlhorst. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Kingsley motioned to hold an executive session to review bids for flood plain properties and surplus items to include Council and the Mayor, Solicitor, Village Administrator, Assistant Village Administrator and Fiscal Officer, seconded by Sehlhorst. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Cupples motioned to adjourn the executive session. Council returned to regular session.

Kingsley motioned to accept the bids for the flood plain properties and surplus items, seconded by Steiner. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Cupples motioned to adjourn the meeting, seconded by Steiner.

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

Parks & Recreation – Monday, October 21, 5:30pm Utilities Committee – Wednesday, October 23 at 5:00 p.m. Ordinance Committee – Thursday, October 24 at 8:00 p.m. Council Meeting – Monday, October 28 at 7:00 p.m.

MAYOR	FISCAL OFFICER

VILLAGE OF BLUFFTON VOUCHER REPORT 10/28/19

VENDOR	AMOUNT	DEDT	DESCRIPTION
ALL PHASE ELECTRIC SUPPLY	\$2,350.00	<u>DEPT</u>	DESCRIPTION BIVERBEND LIGHT HECDADES
ALLOWAY TESTING			RIVERBEND LIGHT UPGRADES
ANTHEM	\$15,105.54	MULTIPLE	WATER & WWTP TESTING
APOLLO CAREER CENTER			HEALTH INSURANCE
BAILEY'S EQUIPMENT & APPAREL	\$1,425.00 \$315.00		PHTLS REFRESHER COURSE
BLACKBURN, JESSE			UNIFORM & EQUIPMENT
CLEMANS, NELSON & ASSOC.		ADMIN	PESTICIDE LICENSE RENEWAL
COUNTY ELECTRIC	\$175.00 \$4,210.35		RETAINER
DEGEN EXCAVATING			BUCKEYE & VILLAGE PARK WIRING, ALLEY POWER, 103 SIGNAL REMOVAL
GAME TIME	\$5,251.49		JEFFERSON ST. STORM JETTING AND VIDEO
GREAT LAKES BILLING ASSOC.	\$15,766.59		PLAYGROUND EQUIPMENT
HANCOCK COUNTY SHERIFF	\$664.57		BILLING SERVICES
HANCOCK-WOOD ELECTRIC CO-OP	\$55.00		PRISONER HOUSING
J&D SNYDER EXCAVATING		MULTIPLE	ELECTRIC
KATHY'S ALTERATIONS	\$5,576.00		SANITARY LATERAL
	\$26.49		UNIFORM REPAIR
KLEEM	\$913.93		ROAD SIGNS
LUCAS COUNTY CORONER TOXICOLOGY	\$165.00		TOX SCREENS
MID-AMERICAN CLEANING	\$115.30		TOWN HALL CLEANING
MURPHY TRACTOR & EQUIPMENT	\$203.25		BACKHOE WINDOW REPAIR
NAVITAS	\$1,324.09		PHONE SYSTEM
NWOTCA	\$75.00	ADMIN	TAX PREPARER SEMINAR
OHIO DEPARTMENT OF TAXATION	\$7,292.37	ADMIN	INCOME TAX DISTRIBUTION
PATRIOT CONCRETE	\$8,259.06	STREETS	ADA CURB RAMPS
PERRY CORPORATION	\$1,732.61	ADMIN	IT CONTRACT
REPUBLIC SERVICES	\$20,932.75	ADMIN	TRASH SERVICES
SHELL FLEET PLUS	\$2,158.30	MULTIPLE	FUEL
STAPLES	\$280.67	MULTIPLE	OFFICE SUPPLIES
TAWA TREE SERVICE	\$1,880.40	PARKS	LANDSCAPING FABRIC, ENGINEERED WOOD FIBER
TIME WARNER	\$26.29	ADMIN	CABLE
TOMMY TIRE	\$33.00	STREETS	TIRE REPAIR
TREASURER OF STATE	\$150.00	FIRE	VOLUNTEER FIREFIGHTER DEPENDENTS FUND
VANCE'S OUTDOOR INC.	\$52.00	POLICE	MS3 SLING
VERIZON WIRELESS	\$319.23 (MULTIPLE	CELL PHONES
VILLAGE OF OTTAWA	\$13,449.15	WATER	WATER SUPPY
WESSLER ENGINEERING	\$1,652.72	SEWER	SANITARY SERVICES
INCOME TAX REFUNDS	\$39,317.63		INCOME TAX REFUNDS
TOTAL	\$149,467.73		
BIWEEKLY PAYROLL 10/25	\$43,959.70		
MEDICARE	\$605.97		
OPERS	\$2,675.86		
OP&F	\$2,046.98		

Council Signature :	Date :
council signature :	Date :

Parks & Rec - Minutes Village of Bluffton October 21st, 2019

Present: Ben Stahl, Mitch Kingsley, Jesse Blackburn

Start: 5:30 End: 6:25

Topic:

Minutes:

- Buckeye Park
 - o Playground equipment and EWF has arrived
 - o No date on installation yet
- SR 103 TAP pathway budget review
- 2020 Budget & 10 yr Capital Improvement plan
- 2020 Johnny Appleseed grant
 - o Request \$10k+ toward Village Park ADA improvements

Ben Stahl	Mitch Kingsley	

Village of Bluffton Utility Committee Meeting October 23, 2019 @ 5:00PM

Utility Committee members present: David Steiner & Jerry Cupples

Staff present, Jesse Blackburn

Residences of 235 Brookwood Drive presented the committee with information on the installation of a flood gate automatic backwater valve. Last spring during a flood event their basement was flooded due to the sanitary sewer backing up. The committee was also presented with cost participation policies that have been enacted by other municipalities in the United States and suggested that the Village may want to consider doing the same. The committee informed the residents that this would be a policy decision for Village Council as a whole to consider.

A resident of 349 S Jackson Street discussed his unusually high Village utility bill for the month of September, insisting that he would have noticed if that volume of water had been passing through his home. He requested additional adjustments to his bill and requested that his meter be changed. The resident was informed by the committee that additional adjustments would not be within the current policy of the Village. It was decided that the Village will replace the meter and send the old one to an independent laboratory for testing.

At 6:00 PM the committee adjour	med the meeting.	
David Steiner	Jerry Cupples	

Ordinance Committee Minutes (Sehlhorst & Kingsley)

Village of Bluffton

October 24, 2019

Present: Joe Sehlhorst, Mitch Kingsley

Staff: Jesse Blackburn

TOPIC: CODIFICATION

I. Codification

- •American Legal Publishing (ALP) has advanced the codification process by giving us their summary and annotation of the codification draft. This will lead us through the draft with notations of inconsistencies and of questions about final language and status of the codification.
- •We COMPLETED review of the Codification draft using the ALP annotation. After a few additional house-keeping actions needed by staff, the revisions and answers will be sent to ALP to compile our final version of the Codification (our deadline is October 31, 2019).

Future Agenda: Zoning Ordinance Revisi	ions
Submitted,	
Joe Sehlhorst	Mitch Kingsley

Tree Commission Village of Bluffton, OH October 8, 2019

Present: Nancy Benroth, Ben Stahl, Jon Sommer, Becky Ramey, Jesse Blackburn, Stephanie Miller

Minutes- The minutes from the September 17, 2019meeting were approved.

Stephanie Miller, Ohio Department of Natural Resources urban forester for northwest Ohio, presented the commission, village administrator and council representative with a questionnaire and various scenarios as part of a regional effort by ODNR to help Tree City USA communities in a self-evaluation of their tree programs. Results will be compiled and available later in the fall. Among other things, the survey was helpful in moving the commission toward developing a written tree plan for the village which includes budgeting for planting, replanting, pruning, removal and care for public street trees.

W. Elm St. planting- In regards to planting trees in the recently completed West Elm St. project, Stephanie advised allowing the tree lawns to settle over the winter, evaluate the conditions in the spring, and begin planting as we are able in the fall of 2020. Stephanie is available to help us during the process.

Young tree training- A young tree training session with Stephanie for pertinent village staff was scheduled for January 10, 2020 from 7:30 am to 11:45 am.

The next meeting of the Tree Commission is scheduled for Tuesday, November 12, 2019 at 7:00 pm in the town hall.

Jon Sommer Secretary R-20-19

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

The Governing Board of the VILLAGE OF BLUFFTON, Allen County, Ohio, met in			
session on the 28th day of	October	20 19, at the office of	
Village of Rluffton	with the followin	ng members present:	
-			
-			
-			
	moved the adoption	of the following Resolution:	
RESOLVED by the Governin	a Board of the VIII s	CE OF DIVIETTAN AND A	

RESOLVED, by the Governing Board of the VILLAGE OF BLUFFTON, Allen County, Ohio, in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2020; and

WHEREAS, the Budget Commission of Allen County, Ohlo, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore, be it

RESOLVED, By the Governing Board of the VILLAGE OF BLUFFTON, Allen County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Village the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

VILLAGE OF BLUFFTON

Schedule A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY THE BUDGET COMMISSION AND COUNTY AUDITOR'S ESTIMATED TAX RATES

Fund	Amount approved by Budget Comm. Inside	Amount to be Derived from Levles Outside 10 M. Limitation	Auditor's Estimate of Tax Rate to be Levied	
	10 M. Limitation		Inside 10 M. Limit	Outside 10 M. Limit
	Column I	Column II	All .	IV
General Fund	224,146.00		2.50	
Special Funds				
OTAL	224,146.00	_	2.50	

Schedule B

Levies outside 10 mill limitation, exclusive of Debt Levies

The state of the s			
Fund	Maxium Rate Authorized to be Levied	Co. Auditor's Estimate of Yield of Levy (Carry to Schedule A, Column II)	
	-	-	
TOTAL	-	-	
and be it further RESOLVED, That the Clerk of said Board certify a copy of	this Resolution to the Allen County Auditor.		
S	seconded the Resolution and the roll being calle	ed	
upon its adoption the vote resulted as follows:			
-	YES	NO	
	YES	NO	
	YES	V O	
	YES	10	
	YES	ю	
dopted theday of20			

Clerk - Village of Bluffton

Administrator's Report

To: Mayor Johnson & Council Members



Census 2020:

Bluffton has joined the Lima/Allen County Complete Count Committee – additional information in following pages. Mission is to ensure Lima/Allen County gets its fair share of federal resources and congressional representation by encouraging the full participation of all Lima/Allen county residents in Census 2020. More updates to follow.

Ordinance Codification: Village review is complete – to be sent this week!

Jefferson St. Improvements Phase I: Coordination efforts of following contractors: ODOT bridge – Eagle Bridge; ODOT Paving – Shelly Company; Bluffton projects (water mains (2), storm sewer, streetscape) - BCl and Bluffton Paving; Railroad Crossing – Norfolk Southern and Vorst Paving. Their work is appreciated!

Jefferson St. Improvements Phase II:

Sidewalk easements have been reviewed. Individual meetings with property owners will be scheduled this week.

S.R. 103 Pedestrian Pathway

Request Council approval to enter into an agreement with Choice One Engineering described below:

Project Snapshot: Choice One intends to provide construction plans, right of way plans, and topographic survey for the HAN-BLUFFTON MULTI USE PATHWAY (PID: 111220).

• The construction cost is estimated at \$1,002,194 (ODOT funding \$840,000).

Lump Sum Fee Schedule		
Topographic Survey	\$8,500.00	
Construction Plans	\$93,500.00	
ODOT Right of Way Plans	\$22,500.00	
Total	\$124,500.00	
Construction Administration Services	Hourly Upon Request	

These services and fees will be split over the next 3-4 years.

State & U.S. Bike Route System Update:

USBR 25 completion planned for Spring of 2020. Project still stands at 90% complete.

Community News: Trick-or-Treat will be Thursday, October 31 from 6:00 to 7:30 pm.

Council Committee Meetings: We would like to schedule following meetings the week of Nov 4:

- o Personnel -
- Streets, Lights, Alleys & Sidewalks request PD & PWD at meeting – locate 3 speed signs, 2020 budget
- o Finance 2020 budget

2019 Goal: Designate all 5 USBRs

Route Name	# Needed	Complete
USBR 21	19	63%
USBR 25	6	90%
USBR 30	13	74%
USBR 130	3	77%
USBR 44	7	84%
	48	78%









Department of Public Works

Assistant Village Administrator

10/28/2019

To: Mayor and Village Council Members

❖ E. Jefferson St Phase 1 & Bridge: The asphalt was completed today, the bridge deck is scheduled to be grooved tomorrow, and all line striping to happen on Wednesday. Once the line striping is complete the roadway will be ready to be opened.

Work to be performed

- o the asphalt at the driveways as well as the bike path.
- o Installation of brick pavers at Stratton Auto
- ❖ <u>ADA Ramps</u>: The 26 ADA curb ramps have been completed for the 2019 season.
- ❖ <u>Sidewalk evaluations:</u> a priority list is being compiled to determine what work can be completed yet this year if any. Several concrete patches have also been performed in the last few weeks.
- Leaf Pickup: The PWD will begin regular leaf pick up this week. The residents are asked to rake the leaves into long narrow rows at the edge of the road.
- ❖ <u>Buckeye park:</u> the playground equipment has arrived. The installation crew is scheduled to be on site tomorrow to begin installation. The PWD has begun site prep for the equipment and will continue to work with the installation team this week.

PWD work completed

Meter reading, meter replacement, Fire hydrant flushing repairs and winterization, concrete work, water leak x2, water valve repair, leaf pick up, winterized swimming pool, sign project, dirt work

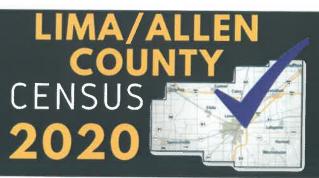
PWD upcoming schedule

Buckeye park playground installation, Fire hydrant repairs, winterization parks, leaf pick up, insulating water meters, catch basin replacement, street sign replacement, catch basin cleaning and turning valves

Notes:

Variance hearing Monday, November 4th, 7:00pm Alley vacation hearing Monday, November 11th, 6:30pm

BE COUNTED



LIMA / ALLEN COUNTY COMPLETE COUNT

Why is it important to have an accurate count of Lima / Allen County's population?

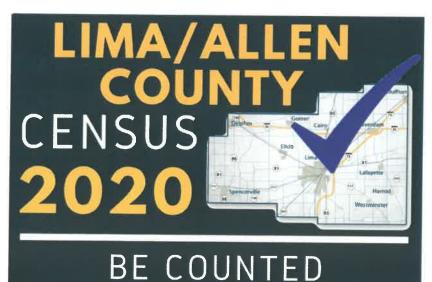
Only once each decade, the United States (U.S.) Census Bureau attempts to count every resident in the United States. The next enumeration will be April 1, 2020, and will be the first to rely heavily on online responses. In addition, the primary and perpetual problem facing the U.S. Census Bureau is the under -count of certain population groups. Foreign-born residents, undocumented residents, non-white residents, renters, and children under five years old, especially those younger than one year old, comprise the most under-counted populations.

A complete and accurate count of Lima / Allen County's population is essential because the data collected by the decennial Census determines the number of seats for Ohio residents in the U.S. House of Representatives and is also used to distribute billions of dollars in federal funds to our local community. More than 70 federal programs that benefit Lima / Allen County, including education, health, and human services programs, uses Census numbers as part of their funding formulas.

Ohio Governor Mike DeWine issued an Executive Order (2019-13D) describing Ohio's Census 2020 initiative. In support of the state's overall census outreach strategy, Lima Mayor David Berger and Allen County Commissioner Jay Begg created an advisory committee, the Lima/Allen County Complete Count Committee. The Lima/Allen County Complete Count Committee is a panel of community leaders from across the community working to implement strategies that will support the 2020 Census at the local level by educating residents about the Census and encouraging them to participate.

In addition, the Lima/Allen County Complete Count office is a community wide outreach and awareness campaign tasked to ensure an accurate and complete count of all Lima/Allen County residents in the upcoming federal Census 2020.

Mission: Ensure Lima/ Allen County gets its fair share of federal resources and congressional representation by encouraging the full participation of all Lima/ Allen county residents in Census 2020.



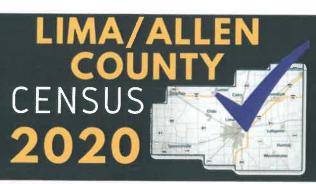
CONTACT US!

Census 2020 - Lima/ Allen County Complete Count
Office of the Mayor, City of Lima
Attention: Sharetta Smith, Chief of Staff
50 Town Square, 3rd Floor
Lima, Ohio 45801
419.998.5596
Email: sharetta.smith@cityhall.lima.oh.us

Email: sharetta.smith@cityhall.lima.oh.us Visit our website at: www.cityhall.lima.oh.us

We're also on social media:
@City-of-Lima-OH-Government

BE COUNTED



FREQUENTLY ASKED QUESTIONS

What is the Lima/ Allen County Complete Count Committee?

The Lima Allen County Complete Count Committee is an advisory panel of community members who represent diverse populations from across the community. The panel members work to implement strategies to increase the count in their representative communities.

What is the main purpose of the Lima / Allen County Complete Count Committee?

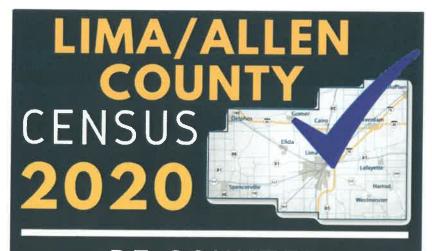
The main purpose of the Committee is to develop, recommend, and assist in the administration of a Census strategy for a complete and accurate count of Lima/Allen County's population. Members will help develop a targeted outreach campaign focused on hard-to-count communities, including individuals and families living in hard-to-find housing units, people who speak limited or no English, disabled and elderly residents, homeless communities, minorities, and new immigrants.

What is the role of a Lima / Allen County Complete Count Committee member?

- Communicate and raise awareness of the importance of Census campaign efforts to community leaders and guide them in implementing strategies for a complete and accurate count in their respective communities.
- Provide expertise and insight to develop an outreach strategy leveraging existing community partnerships.
- · Participate as experts, or assign designees, on Census established subcommittee groups.
- Identify effective methods of outreach to Lima/Allen County residents and provide recommendations to the Lima/Allen County census staff.
- Collaborate with public and private partners and community-based organizations to support Census outreach activities.

Why is it important to have an accurate count of Ohio's population?

A complete and accurate count of Ohio's population is essential to the state because the data collected by the Census determines the number of seats each state gets in the U.S. House of Representatives and is used to distribute billions of of dollars in federal funds to our local community. More than 70 federal programs that benefit Lima / Allen County, including education, health, and human services programs, uses Census numbers as part of their funding formulas.



BE COUNTED

CONTACT US!

Census 2020 - Lima/ Allen County Complete Count Office of the Mayor, City of Lima Attention: Sharetta Smith, Chief of Staff 50 Town Square, 3rd Floor Lima, Ohio 45801 419.998.5596 Email: sharetta.smith@cityhall.lima.oh.us

Email: sharetta.smith@cityhall.lima.oh.us Visit our website at: www.cityhall.lima.oh.us

We're also on social media: @City-of-Lima-OH-Government