

**COUNCIL MEETING  
AGENDA  
October 6, 2014  
8:00 PM  
BLUFFTON TOWN HALL**

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**MINUTES**

Regular Meeting      September 15, 2014  
  
Special Meeting      September 18, 2014  
  
Special Meeting      September 25, 2014

**BILLS**

**ORDINANCE NO. 09-14                      3<sup>RD</sup> READING**

AN ORDINANCE ENACTING COUNCIL RULES SETTING FORTH THE SELF GOVERNING RULES OF PROCEDURE FOR THE COUNCIL OF THE VILLAGE OF BLUFFTON IN THE CONDUCT OF ITS LEGISLATIVE PROCEEDINGS AND OTHER MATTERS.

**ORDINANCE NO. 10-14                      2<sup>ND</sup> READING**

AN ORDINANCE TO VACATE PART OF AN ALLEY AS PETITIONED BY BRENT AND JENNIFER WILSON IN THE VILLAGE OF BLUFFTON, OHIO.

**ORDINANCE NO. 11-14                      1<sup>ST</sup> READING                      EMERGENCY**

AN ORDINANCE AMENDING ORDINANCE NO. 27-13 (THE ANNUAL APPROPRIATIONS ORDINANCE) AND DECLARING AN EMERGENCY.

**RESOLUTION NO. 11-14                      1<sup>ST</sup> READING                      EMERGENCY**

A RESOLUTION MAKING CERTAIN TRANSFERS AT THE LEGAL LEVEL OF CONTROL AND DECLARING AN EMERGENCY.

**ADMINISTRATOR'S REPORT**

**SAFETY**

**MEETING DATES**

October 6, 2014	Streets, Alleys, Lights and Sidewalks/ Finance Committee	7:00 PM
October 6, 2014	Council	8:00 PM
October 20, 2014	Council	8:00 PM
October 30, 2014	Trick or Treat	6:00 – 7:30 PM

Regular Council

September 15, 2014

Mayor Augsburg presiding. Messrs: Burrell, Collier, Sehlhorst, Steiner, and Warren present.

Mr. Sehlhorst moved, seconded by Mr. Warren to approve the minutes of the regular council meeting held on September 15, 2014. Roll Call: Yeas (5) Messrs: Sehlhorst, Warren, Collier, Burrell, and Steiner. Nays, (0), motion approved.

Mr. Steiner moved, seconded by Mr. Collier to approve the bills as presented. Total non-payroll of \$94,631.89 and payroll of \$40,588.05. Roll Call: Yeas (5) Messrs: Steiner, Collier, Burrell, Sehlhorst, and Warren. Nays (0), motion approved.

Mr. Steiner moved, seconded by Mr. Warren to approve the second reading of Ordinance No. 09-14: AN ORDINANCE ENACTING COUNCIL RULES SETTING FORTH THE SELF GOVERNING RULES OF PROCEDURE FOR THE COUNCIL OF THE VILLAGE OF BLUFFTON IN THE CONDUCT OF ITS' LEGISLATIVE PROCEEDINGS AND OTHER MATTERS. Roll Call: Yeas (5) Messrs: Steiner, Warren, Burrell, Collier, and Sehlhorst. Nays (0), motion approved.

Mr. Warren moved, seconded by Mr. Sehlhorst to approve the first reading of Ordinance No. 10-14: AN ORDINANCE TO VACATE PART OF AN ALLEY AS PETITIONED BY BRENT AND JENNIFER WILSON IN THE VILAGE OF BLUFFTON, OHIO. Roll Call: Yeas (5) Messrs: Warren, Sehlhorst, Burrell, Collier, and Steiner. Nays (0), motion approved.

The Fiscal Officer announced the following meetings:

September 18, 2014	Special Meeting- Contracts and Council Interviews	6:30 PM
September 25, 2014	Special Meeting- Council Interviews and Appointment	6:30 PM
September 27, 2014	Flag Pole Dedication Ceremony	9:00AM
October 6, 2014	Streets, Alleys, Sidewalks & Finance Committees	7:00 PM
October 6, 2014	Council	8:00 PM

Mr. Burrell moved, seconded by Mr. Collier to approve the estimate of \$31,731.82 from Diller's Flooring for tile and installation on the third floor of town hall. Insurance proceeds will cover a portion of the cost. Roll Call: Yeas (5) Messrs: Burrell, Collier, Sehlhorst, Steiner, and Warren. Nays (0), motion approved.

Mr. Steiner moved, seconded by Mr. Collier to approve purchasing fire hose from Finley Fire, not to exceed \$23,070. Roll Call: Yeas (5) Messrs: Steiner, Collier, Burrell, Sehlhorst, and Warren. Nays (0), motion approved.

Mr. Steiner moved, seconded by Mr. Collier to approve purchasing ten (10) sets of fire department turn-out gear from Finley Fire, not to exceed \$20,250. Roll Call: Yeas (5) Messrs: Steiner, Collier, Burrell, Sehlhorst, and Warren. Nays (0), motion approved.

Mr. Warren moved, seconded by Mr. Burrell to approve purchasing a 2015 Rosenbaur Smart Cab from United Fire Apparatus (state bid contract #800369), at a cost of \$310,206, contingent upon solicitor's review and approval of bonding paperwork. Roll Call: Yeas (5) Messrs: Warren, Burrell, Collier, Sehlhorst, and Steiner. Nays (0), motion approved.

Mr. Steiner moved, seconded by Mr. Collier to enter into executive session for the contracts. Those invited include Council, Mayor, Solicitor, Administrator, and Asst. to the Administrator. Roll Call: Yeas (5) Messrs: Steiner, Collier, Burrell, Sehlhorst, and Warren. Nays (0), motion approved.

Mr. Steiner moved, seconded by Mr. Collier to approve a contract with Utility Services, LLC for the painting and maintenance of the Village's two (2) water towers, contingent upon the solicitor's review of the contract. Roll Call: Yeas (5) Messrs: Steiner, Collier, Burrell, Sehlhorst, and Warren. Nays (0), motion approved.

Mr. Sehlhorst moved, seconded by Mr. Warren to authorize the solicitor to prepare legislation to extend the deadline for sidewalk repairs on the East side of town to July 15, 2015. Roll Call: Yeas (5) Messrs: Sehlhorst, Warren, Burrell, Collier, and Steiner. Nays (0), motion approved.

Mr. Sehlhorst moved, seconded by Mr. Burrell to authorize the solicitor to prepare legislation to extend the deadline for sidewalk repairs on the West side of town to October 1, 2015. Roll Call: Yeas (5) Messrs: Sehlhorst, Burrell, Collier, Steiner, and Warren. Nays (0), motion approved.

Mr. Sehlhorst moved, seconded by Mr. Burrell to approve closing Main Street on September 26, 2014 at 6:00 PM for the Homecoming parade. Roll Call: Yeas (5) Messrs: Sehlhorst, Burrell, Collier, Steiner, and Warren. Nays (0), motion approved.

Mr. Steiner moved to adjourn.

MAYOR

FISCAL OFFICER

*Special Council*

*September 18, 2014*

Mayor Augsburg presiding. Messrs: Burrell, Collier, Sehlhorst, Steiner, and Warren present.

Mr. Steiner moved, seconded by Mr. Collier to go into executive session and invite the Mayor to interview candidates to fill the empty seat created by Mr. Kingsley's resignation. Roll Call: Yes (5) Messrs.: Steiner, Collier, Sehlhorst, Warren and Burrell. No (0), motion approved.

Mr. Burrell moved, seconded by Mr. Sehlhorst to go back into the special council meeting. Roll call: Yes (5) Messrs.: Burrell, Sehlhorst, Steiner, Warren and Collier. No (0), motion approved.

Mr. Steiner moved, seconded by Mr. Sehlhorst to suspend the rules. Roll call: Yes (5) Messrs.: Steiner, Sehlhorst, Warren, Burrell and Warren. No (0), Motion approved.

Mr. Warren moved, seconded by Mr. Collier to approve Resolution No. 09-14: A RESOLUTION TO AUTHORIZE THE MAYOR TO ENTER A CONTRACT WITH UTILITY SERVICE CO., INC OF ATLANTA, GEORGIA FOR MAINTENANCE OF THE TWO VILLAGE OF BLUFFTON WATER TOWERS AND DECLARING AN EMERGENCY. Roll call: Yeas (5) Messrs.: Warren, Collier, Sehlhorst, Steiner and Burrell. No (0), motion approved.

Mr. Warren moved, seconded by Mr. Burrell to suspend the rules. Roll call: Yes (5) Messrs.: Warren, Burrell, Collier, Sehlhorst and Steiner. Motion approved.

Mr. Warren moved, seconded by Mr. Burrell to approve Resolution No. 10-14: A RESOLUTION TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT WITH ROSENBAUER SOUTH DAKOTA, LLC FOR A NEW FIRE TRUCK FOR THE VILLAGE OF BLUFFTON FIRE DEPARTMENT AND DELCARING AN EMERGENCY. Roll call: Yes (5) Messrs.: Warren, Burrell, Collier, Sehlhorst and Steiner. Motion approved.

Mr. Warren moved to adjourn.

\_\_\_\_\_  
MAYOR

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

*Special Council*

*September 25, 2014*

Mayor Augsburg presiding. Messrs: Burrell, Collier, Sehlhorst, Steiner, and Warren present.

Mr. Sehlhorst moved, seconded by Mr. Collier to enter into executive session for personnel to hold interviews for the vacant Council seat. Roll Call: Yeas (5) Messrs: Sehlhorst, Collier, Burrell, Steiner, and Warren. Nays, (0), motion approved.

Returned to open session at 8:13PM.

Mr. Warren moved, seconded by Mr. Burrell to nominate Rich Johnson to fill the vacant Council seat. Roll Call: Yeas (2) Messrs: Warren and Burrell. Nays (3) Messrs: Collier, Sehlhorst, and Steiner. Motion failed.

Mr. Collier moved, seconded by Mr. Sehlhorst to nominate Phill Talavinia to fill the vacant Council seat. Roll Call: Yeas (3) Messrs: Collier, Sehlhorst, and Steiner. Nays (0), Messrs: Burrell and Warren, motion approved.

Mr. Warren moved to adjourn.

\_\_\_\_\_  
MAYOR

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

**Village of Bluffton  
Bills to be paid  
10/6/2014**

**PAYROLL:**

Village \$ 35,386.37

**TOTAL PAYROLL \$ 35,386.37**

**NON-PAYROLL:**

85907	Allen County Recorder	Alley Vacation Recording Fees	\$ 563.20
85908	Diller's Flooring	3rd Floor Tile & Installation- Down Pymt	\$ 15,865.91
85909	Rosenbauer South Dakota	2015 Smart Cab Pumper Truck	\$ 310,206.00
	Alloway	Lab Analysis	\$ 1,516.60
	All Service Aeration	Portable Toilets & Pumping	\$ 567.50
	Allied Waste	Refuse Service	\$ 16,867.40
	Applied Specialities	Polymer	\$ 1,742.40
	Arbor Day Foundation	Annual Membership	\$ 15.00
	Arbor Elite	Tree Removal & Stump Grinding	\$ 4,475.00
	Armor Fire	Fire Pump Certification	\$ 825.00
	Associate Green Industries	Tree Academy- Blackburn	\$ 35.00
	Bailey's	Uniforms	\$ 741.00
	Steve Bishop	Road Painting	\$ 700.00
	Bluffton University	Seminar- Blackburn	\$ 12.00
	Bluffton News	Publishing	\$ 546.53
	Bluffton Precast	Catch Basin & Adj Rings	\$ 403.00
	Bound Tree Medical	Pulse Oximeter & Supplies	\$ 1,046.06
	Keith Buckingham	Refund- Utility Bill	\$ 51.67
	F. Stephen Chamberlain	Retainer/Meetings	\$ 1,320.00
	Communiy Markets	National Night Out Supplies	\$ 104.40
	Custom Repair	Cruiser Maintenance/ Ambulance Brakes	\$ 933.32
	D.R. Ebel	OC Spray	\$ 266.73
	Emergency Services	Telephone Charges	\$ 16.83
	Family True Value	Flashlight, Tarp, Batteries	\$ 72.91
	Gary's Repair	Quikvent Carbide Chain	\$ 176.94
	Gempler's	Pants- Service Dept	\$ 769.15
	Grainger	Flashlight Batteries	\$ 81.54
	Greg's Pharmacy	Flu Shots	\$ 125.00
	Hawthorne-Seving	Steel	\$ 65.00
	Webb Ins	Mayor's Bond	\$ 75.00
	J & D Snyder	Push Off Dump	\$ 315.00
	The Lawft	Bullet Proof Vests	\$ 14,708.00
	Marathon	Gasoline	\$ 607.48
	NWOHio Security	Elevator & Alarm Monitoring	\$ 104.90
	AEP	Electricity	\$ 16,987.88
	Ottawa Ordnance	Buffer Tube	\$ 25.50
	Perry	Phones, Wireless Connectivity, Cameras, Door Locks	\$ 62,482.18
	KOI	Truck Maintenance	\$ 196.01
	Staples- Business	Rugs, Wall Clocks, Office Supplies	\$ 641.29
	Time Warner Cable	Internet	\$ 314.90
	Treasurer of State	Operator Renewal- lloyd	\$ 35.00
	United Healthcare	Life Insurance	\$ 102.00
	United States Plastic	Tank Fitting	\$ 50.47
ACH	Centurylink	Telephone Service	\$ 1,067.70
	Verizon	Cell Phone- Service Dept, Air Card- PD	\$ 171.61
	Vetter	PVC Cutter, Caulk Gun, Roof Sealant	\$ 79.54
	W.C.O.I.L.	Internet	\$ 4.95
	Dominion	Natural Gas	\$ 219.41
		<b>Total Non-Payroll</b>	<b>\$ 458,299.91</b>

\_\_\_\_\_  
Mayor/ Council President

X: Then and Now Approved by Council

A: Addition to list

Statement of Cash Pos w/MTD

AS OF: 09/30/2014

YEAR: 2014

FUND NO.	FUND DESCRIPTION	STARTING ACCOUNT:			ENDING ACCOUNT: z			UNEXPENDED BALANCE	OUTSTANDING ENCUMBRANCE	ENDING BALANCE
		BEGINNING BALANCE	M-T-D	Y-T-D	[-DISBURSMENTS-]	M-T-D	Y-T-D			
A1	GENERAL FUND	2046293.40	202275.43	2102890.84	138839.73	2046685.18	2102499.06	166653.02	1935846.04	
B1	STREET FUND	100213.45	17535.03	457719.86	93.00	425459.02	132474.29	73308.59	59165.70	
B2	STATE HIGHWAY FUND	43914.22	954.40	26158.26	26000.00	26000.00	44072.48	0.00	44072.48	
B3	CEMETARY FUND	16617.26	4000.00	30494.00	9011.93	27702.81	19408.45	2747.96	16660.49	
B4	PARK FUND	9828.64	0.00	4815.00	1137.33	9086.57	5557.07	8730.74	3173.67-	
B5	BENROTH MEMORIAL BR	534.63	0.00	0.00	0.00	0.00	534.63	0.00	534.63	
B6	FEMA GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
B7	COURT COMPUTER	4903.14	0.00	210.00	0.00	0.00	5113.14	0.00	5113.14	
B8	DUI ENFORCEMENT & E	136.01	0.00	583.00	0.00	500.00	219.01	0.00	219.01	
B9	PERMISSIVE LICENSE	0.00	0.00	8000.00	0.00	0.00	8000.00	0.00	8000.00	
C1	STREET DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
C2	SWIMMING POOL DEBT	863.28	0.00	0.00	0.00	0.00	863.28	0.00	863.28	
D1	CAPITAL IMPROVEMENT	3477.57	0.00	0.00	0.00	0.00	3477.57	0.00	3477.57	
D2	STORM SEWER IMPROVE	4536.44	0.00	55000.00	0.00	4544.02	5492.42	4500.00	50492.42	
D3	FIRE & RESCUE IMPRO	412733.83	15.49	90163.38	310206.00	425918.75	76978.46	52874.12	24104.34	
D4	SWIMMING POOL IMPRO	11369.67	0.00	0.00	0.00	0.00	11369.67	0.00	11369.67	
D5	EQUIPMENT REPLACEME	83.98	0.00	53441.50	0.00	49347.58	4177.90	0.00	4177.90	
D6	AIRPORT IMPROVEMENT	55955.38	1035.36	4121.05	0.00	0.00	60076.43	0.00	60076.43	
D7	STREET IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
D8	TOWN HALL IMPROVEME	330856.73	190.14	148451.12	26188.91	63147.41	416160.44	104294.61	311865.83	
D9	POLICE EQUIPMENT RE	424.71	0.00	52000.00	0.00	32932.00	19492.71	15100.00	4392.71	
E1	WATER FUND	221208.33	72301.08	919615.76	115526.92	725385.81	415438.28	267558.07	147880.21	
E2	SEWER FUND	168133.33	63364.61	575682.80	65019.32	639070.23	104745.90	72005.82	32740.08	
E3	SEWER DEBT SERVICE	225527.50	2050.25	18452.25	0.00	0.00	243979.75	0.00	243979.75	
E4	SEWER DEBT SERVICE	41121.59	20500.00	184500.00	0.00	0.00	225621.59	245310.00	19688.41-	
E5	WATER DEBT SERVICE	0.00	0.00	305000.00	0.00	558229.22	253229.22-	0.00	253229.22-	
E6	SEWER REPLACEMENT &	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
E7	REFUSE FUND	62583.19	16616.73	155390.40	16688.10	151889.19	66084.40	64546.00	1438.40	
E9	WATER/ SEWER IMPROV	92206.71	18964.86	342610.44	76746.00	285286.35	149530.80	94891.11	54639.69	
F1	WATER CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
F2	COMMUNITY EVENTS	5880.77	0.00	0.00	0.00	0.00	5880.77	0.00	5880.77	
F3	COMMUNICATIONS FUND	4012.24	0.00	0.00	1140.00	3420.00	592.24	1260.00	667.76-	
F4	POLICE CONTINUING PR	649.87	0.00	0.00	0.00	0.00	649.87	0.00	649.87	
F5	UTILITY RECOVERY	16459.88	0.00	0.00	0.00	0.00	16459.88	0.00	16459.88	
G2	UNCLAIMED MONIES TR	225.20	0.00	0.00	0.00	0.00	225.20	0.00	225.20	
G3	INCOME TAX FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
G4	CEMETARY TRUST - C/	1326.66	0.00	0.00	0.00	0.00	1326.66	0.00	1326.66	
G5	CEMETARY TRUST - MA	524.37	0.00	0.00	0.00	0.00	524.37	0.00	524.37	
H1	SPECIAL ASSESSMENT	897.17	0.00	0.00	0.00	0.00	897.17	0.00	897.17	
H2	SPECIAL ASSESSMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
H4	SPECIAL ASSESSMENT	849.41	0.00	0.00	0.00	0.00	849.41	0.00	849.41	
H5	SPECIAL ASSMT - MAI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
H6	SPECIAL ASSMT - JAC	119.67	0.00	0.00	0.00	0.00	119.67	0.00	119.67	
	TOTAL:	3884468.23	419803.38	5535299.66	786597.24	5474604.14	3945163.75	1173880.04	2771283.71	

\* End of Report: VILLAGE OF BLUFFTON \*

ORDINANCE NO. 11-14

AN ORDINANCE: AMENDING ORDINANCE NO. 27-13 (THE ANNUAL APPROPRIATION ORDINANCE) AND DECLARING AN EMERGENCY.

WHEREAS, it is necessary to appropriate funds and amend Ordinance No. 27-13 (The Annual Appropriation Ordinance).

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

SECTION 1: That monies are appropriated for the Street Fund, State Highway Fund, Cemetery Fund, Fire & Rescue Improvement Fund, Town Hall Improvement Fund, Water/Sewer Improvement Fund as follows:

Supplemental Appropriations:

**Street Fund:**

B1-6B-52520                      Equipment                      +\$6,000.00

**State Highway Fund:**

B2-6A-52520                      Street Construction                      +\$26,700.00

**Cemetery Fund:**

B3-2A-52350                      Misc. Services                      +\$5,000.00

**Fire & Rescue Improvement Fund:**

D3-1B-52520                      Equipment                      +\$315,000.00

**Town Hall Improvement Fund:**

D8-7E-52510                      Building Improvement                      +\$31,000.00

**Water/Sewer Improvement Fund:**

E9-5J-52730                      Advances Out                      +\$26,746.00

SECTION 2: That an emergency exists in the daily operation of the Village whereby failure to act will be detrimental to the public health, welfare and safety of the inhabitants thereof, and for the further reason that this appropriation transfer is needed so expenditures can be made.

SECTION 3: 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 were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Passed and Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2014 by the governing board of the Village of Bluffton, Ohio by the following vote:

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

Attest:

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

\_\_\_\_\_  
MAYOR

Approved as to Form:

\_\_\_\_\_  
SOLICITOR

RESOLUTION NO. 11-14

A RESOLUTION: MAKING CERTAIN TRANSFERS AT THE LEGAL LEVEL OF CONTROL AND DECLARING AN EMERGENCY.

WHEREAS, it is necessary to make certain transfers between accounts of the Village of Bluffton.

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

SECTION 1: That the following transfers are hereby made:

**General Fund:**

To:			From:		
A1-7A-52110	Payroll	+\$30,000.00	A1-3D-52110	Payroll	-\$9,500.00
A1-7A-52121	Hospitalization	+\$5,200.00	A1-3D-52122	PERS	-\$1,300.00
A1-7E-52390	Misc. Services	+\$3,200.00	A1-3D-52390	Misc. Services	-\$1,200.00
A1-7E-52510	Land & Buildings	+\$3,000.00	A1-4A-52390	Misc. Services	-\$1,960.00
A1-7G-52340	Professional Services	+\$20.00	A1-6G-52550	Sidewalk Program	-22,023.50
A1-6X-52390	Misc. Services	+\$1,000.00	A1-7C-52390	Court Costs	-\$6,436.50

To transfer appropriations within the same fund to eliminate deficits at legal level of control.

SECTION 2: That an emergency exists in the daily operation of the Village whereby failure to act will be detrimental to the public health, welfare and safety of the inhabitants thereof, and for the further reason that this appropriation transfer is needed so expenditures can be made.

SECTION 3: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution 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 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 this \_\_\_\_\_ day of \_\_\_\_\_, 2014 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

**To: Mayor Augsburger  
Council Members**

**Third Floor Flooring**

Diller Flooring will be completing the installation of the new flooring on the Third Floor today (Friday) and the Service Department will re-install the wood trim on Monday so the Third Floor will be ready for Monday evening's Council Meeting.

**Waterline Projects**

The bid opening for the Kibler Street Water Main Replacement and Garmatter Street Water Main Replacement projects was held on Friday, September 26, 2014 at 11:00 AM. The Bid Tabulations are attached to this report. Beaverdam Contracting, Inc. appears to be the lowest, responsible bidder for each project. Once the Notice to Proceed is received from the Ohio Public Works Commission I will recommend that Council award the contracts for both projects to Beaverdam Contracting, Inc..

**OWE Students**

We have had two Bluffton High School students who are part of the OWE program apply for positions with the Village. After interviewing both of them, I am recommending to Council that the Village hire Alexander Markowski and Machaela McClintock as part-time OWE student workers at a rate of \$7.95 per hour. These student workers will work primarily with the Village Service Department but will also have duties and responsibilities at the Town Hall.

**Property Maintenance**

Attached to the report is a synopsis of Jesse Blackburn's efforts to advise the property owners of 128 E. Elm Street of their responsibility to maintain their property. After consulting with Mr. Chamberlain, the Administration is requesting that the Village Council take action to authorize the Village to abate the nuisance.

**2015 Minimum Wage**

Attached is the news release from the State of Ohio and the 2015 Minimum Wage notice. The minimum wage for 2015 will be adjusted to \$8.10 per hour.

**VILLAGE OF BLUFFTON**  
**KIBLER STREET WATER MAIN REPLACEMENT AND**  
**JACKSON STREET STORM SEWER**  
**BID TABULATION**  
September 26, 2014

REF. NO.	ITEM NO.	DESCRIPTION	UNIT OF MEASURE	APPROX. QTY.	BEAVERDAM CONTRACTING BLUFFTON, OHIO		HOHENBRINK EXCAVATING FINDLAY, OHIO		JDR EXCAVATING FINDLAY, OHIO		HELMS & SONS EXCAVATING FINDLAY, OHIO	
					UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
1	201	CLEARING AND GRUBBING, AS PER PLAN	LUMP	1	\$1,000.00	\$1,000.00	\$12,560.00	\$12,560.00	\$8,500.00	\$8,500.00	\$3,000.00	\$3,000.00
2	202	REMOVED, AS PER PLAN	LUMP	1	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00	\$22,000.00	\$22,000.00	\$2,000.00	\$2,000.00
3	202	CURB REMOVED	FT.	234	\$3.00	\$702.00	\$468.00	\$468.00	\$2.00	\$468.00	\$2.50	\$585.00
4	202	WALK REMOVED	S.F.	737	\$3.00	\$2,211.00	\$737.00	\$737.00	\$1.00	\$737.00	\$1.05	\$773.85
5	202	VALVE BOX REMOVED	EACH	8	\$300.00	\$2,400.00	\$250.00	\$2,000.00	\$100.00	\$800.00	\$135.00	\$1,080.00
6	202	FENCE REMOVED	FT.	40	\$10.00	\$400.00	\$80.00	\$400.00	\$5.00	\$200.00	\$10.50	\$420.00
7	203	EXCAVATION INCLUDING EMBANKMENT CONSTRUCTION, AS PER PLAN	C.Y.	1537	\$15.00	\$23,055.00	\$12,296.00	\$15,370.00	\$15.00	\$23,055.00	\$8.00	\$12,296.00
8	304	AGGREGATE BASE, AS PER PLAN	C.Y.	182	\$35.00	\$6,370.00	\$6,188.00	\$3,276.00	\$33.00	\$6,006.00	\$31.00	\$5,642.00
9	407	TACK COAT @ 0.075 GAL/S.Y.	GAL	47	\$3.00	\$141.00	\$70.50	\$70.50	\$2.00	\$94.00	\$2.50	\$117.50
10	408	PRIME COAT @ 0.40 GAL/S.Y.	GAL	248	\$3.00	\$744.00	\$372.00	\$372.00	\$2.00	\$496.00	\$3.50	\$868.00
11	448	3-1/2" ASPHALT CONCRETE INTERMEDIATE COURSE, TYPE 2, PG 64-22	C.Y.	61	\$225.00	\$13,725.00	\$225.00	\$13,725.00	\$250.00	\$15,250.00	\$207.00	\$12,627.00
12	448	1-1/2" ASPHALT CONCRETE SURFACE COURSE, TYPE 1, PG 64-22	C.Y.	26	\$225.00	\$5,850.00	\$6,110.00	\$5,850.00	\$250.00	\$6,500.00	\$221.00	\$5,746.00
13	452	6" NON-REINFORCED CONCRETE PAVEMENT, AS PER PLAN	S.Y.	8	\$70.00	\$560.00	\$800.00	\$520.00	\$150.00	\$1,200.00	\$74.00	\$592.00
14	601	ROCK CHANNEL PROTECTION, TYPE C	C.Y.	9	\$60.00	\$540.00	\$360.00	\$50.00	\$90.00	\$810.00	\$75.00	\$675.00
15	602	CONCRETE MASONRY	C.Y.	0.67	\$5,000.00	\$3,350.00	\$402.00	\$536.00	\$1,200.00	\$804.00	\$1,500.00	\$1,005.00
16	608	4" CONCRETE WALK REPLACED, IN-KIND	S.F.	527	\$12.00	\$6,324.00	\$3,689.00	\$6.00	\$7.00	\$4,216.00	\$6.00	\$3,162.00
17	608	CURB RAMPS WITH TRUNCATED DOMES, AS PER PLAN	S.F.	210	\$18.00	\$3,780.00	\$15.00	\$3,150.00	\$11.00	\$2,310.00	\$9.50	\$1,995.00
18	609	CURB REPLACED, IN-KIND	FT.	234	\$20.00	\$4,680.00	\$24.00	\$4,680.00	\$25.00	\$5,850.00	\$23.00	\$5,382.00
19	614	MAINTAINING TRAFFIC, AS PER PLAN	LUMP	1	\$5,000.00	\$5,000.00	\$7,500.00	\$6,720.00	\$12,500.00	\$11,500.00	\$11,500.00	\$11,500.00
20	638	8" PVC C-900 DR-18 WATER MAIN, AS PER PLAN	FT.	1430	\$55.00	\$78,650.00	\$42.00	\$60,060.00	\$46.00	\$65,780.00	\$62.00	\$88,660.00
21	638	3/4" PVC SDR-9 SERVICE BRANCHES, AS PER PLAN	FT.	76	\$50.00	\$3,800.00	\$15.00	\$1,140.00	\$110.00	\$8,360.00	\$167.00	\$12,692.00
22	638	8" GATE VALVE	EACH	3	\$2,000.00	\$6,000.00	\$950.00	\$1,500.00	\$1,200.00	\$3,600.00	\$1,075.00	\$3,225.00
23	638	8" x 8" TAPPING SLEEVE, VALVE, AND VALVE BOX	EACH	1	\$4,000.00	\$4,000.00	\$2,250.00	\$2,900.00	\$4,200.00	\$4,200.00	\$4,000.00	\$4,000.00
24	638	6" FIRE HYDRANT REMOVED, AS PER PLAN	EACH	1	\$3,500.00	\$3,500.00	\$3,250.00	\$3,915.00	\$4,000.00	\$4,000.00	\$4,075.00	\$4,075.00
25	659	FIRE HYDRANT REMOVED	EACH	1	\$1,000.00	\$1,000.00	\$400.00	\$600.00	\$200.00	\$200.00	\$230.00	\$230.00
26	659	SEEDING AND MULCHING, AS PER PLAN	S.Y.	3500	\$2.00	\$7,000.00	\$3,500.00	\$7,000.00	\$0.65	\$2,275.00	\$1.50	\$5,250.00
27	811	4" PVC SDR-35 CONDUIT, TYPE B	FT.	60	\$12.00	\$720.00	\$1,200.00	\$600.00	\$5.00	\$300.00	\$20.00	\$1,200.00
28	811	6" PVC SDR-35 CONDUIT, TYPE B	FT.	65	\$15.00	\$975.00	\$1,300.00	\$650.00	\$7.00	\$455.00	\$20.00	\$1,300.00
29	811	8" PVC SDR-35 CONDUIT, TYPE B	FT.	55	\$18.00	\$990.00	\$1,210.00	\$650.00	\$9.00	\$495.00	\$20.00	\$1,100.00
30	811	10" PVC SDR-35 CONDUIT, TYPE B	FT.	50	\$21.00	\$1,050.00	\$1,200.00	\$500.00	\$15.00	\$750.00	\$20.00	\$1,000.00
31	811	10" CPSP L STORM SEWER	FT.	182	\$45.00	\$8,190.00	\$6,370.00	\$4,004.00	\$22.00	\$4,004.00	\$31.50	\$5,733.00
32	811	12" RCP CL IV STORM SEWER	FT.	342	\$55.00	\$18,810.00	\$36.00	\$12,312.00	\$52.25	\$17,869.50	\$48.00	\$16,416.00
33	811	15" CPSP L STORM SEWER	FT.	265	\$60.00	\$15,900.00	\$38.00	\$10,070.00	\$24.00	\$6,360.00	\$37.00	\$9,805.00
34	811	15" RCP CL III STORM SEWER	FT.	101	\$65.00	\$6,565.00	\$5,050.00	\$5,529.75	\$45.00	\$4,545.00	\$42.00	\$4,242.00
35	811	18" RCP CL III STORM SEWER	FT.	5	\$75.00	\$375.00	\$375.00	\$500.00	\$100.00	\$500.00	\$85.00	\$425.00
36	811	24" CPSP L STORM SEWER	FT.	174	\$75.00	\$13,050.00	\$30.00	\$5,220.00	\$41.00	\$7,134.00	\$45.00	\$7,830.00
37	811	24" RCP CL III STORM SEWER	FT.	34	\$80.00	\$2,720.00	\$2,550.00	\$2,218.50	\$95.00	\$3,230.00	\$57.50	\$1,955.00
38	811	TYPE 1 CATCH BASIN, AS PER PLAN	EACH	2	\$1,800.00	\$3,600.00	\$900.00	\$1,880.00	\$1,200.00	\$2,400.00	\$1,600.00	\$3,200.00
39	811	TYPE 2-2B CATCH BASIN, AS PER PLAN	EACH	6	\$1,500.00	\$9,000.00	\$4,500.00	\$11,280.00	\$900.00	\$5,400.00	\$1,550.00	\$9,300.00
40	811	TYPE 3 STORM MANHOLE, AS PER PLAN	EACH	2	\$2,800.00	\$5,600.00	\$2,750.00	\$5,500.00	\$1,600.00	\$3,200.00	\$2,525.00	\$5,050.00
41	SPEC	ROCK EXCAVATION	C.Y.	200	\$50.00	\$10,000.00	\$2.00	\$200.00	\$1.00	\$200.00	\$56.00	\$11,200.00
						<b>TOTAL</b>	<b>\$199,482.50</b>	<b>\$287,327.00</b>	<b>\$229,426.75</b>	<b>\$257,337.00</b>	<b>\$267,963.35</b>	

**GARMATTER STREET WATER MAIN REPLACEMENT  
BID TABULATION**  
September 26, 2014

REF. NO.	ITEM NO.	DESCRIPTION	UNIT MEASURE	APPROX QTY.	UNIT COST	TOTAL COST	BEAVERDAM CONTRACTING BLUFFTON, OHIO	HOHENBRINK EXCAVATING FINDLAY, OHIO	JDR EXCAVATING FINDLAY, OHIO	HELMS & SONS EXCAVATING FINDLAY, OHIO	GLEASON BROTHERS HOLLAND, OHIO
1	202	REMOVED, AS PER PLAN	LUMP	1	\$5,000.00	\$5,000.00	\$2,500.00	\$1,348.00	\$18,000.00	\$2,000.00	\$5,000.00
2	202	VALVE BOX REMOVED	EACH	10	\$250.00	\$2,500.00	\$250.00	\$300.00	\$1,000.00	\$130.00	\$2,500.00
3	202	CURB REMOVED	FT.	176	\$4.00	\$704.00	\$2.00	\$5.00	\$3.00	\$2.75	\$5.00
4	304	AGGREGATE BASE, AS PER PLAN	C.Y.	166	\$35.00	\$5,810.00	\$34.00	\$18.00	\$5,810.00	\$31.00	\$4,000.00
5	407	TACK COAT @ 0.075 GAL/S.Y.	GAL	45	\$225.00	\$10,125.00	\$1.50	\$67.50	\$90.00	\$2.50	\$112.50
6	408	PRIME COAT @ 0.40 GAL/S.Y.	GAL	239	\$5.00	\$1,195.00	\$1.50	\$358.50	\$478.00	\$3.50	\$836.50
7	448	ASPHALT CONCRETE INTERMEDIATE COURSE, TYPE 2, PG 64-22	C.Y.	60	\$225.00	\$13,500.00	\$240.00	\$14,400.00	\$20,000.00	\$177.50	\$14,400.00
8	448	ASPHALT CONCRETE SURFACE COURSE, TYPE 1, PG 64-22	C.Y.	27	\$225.00	\$6,075.00	\$240.00	\$6,480.00	\$9,450.00	\$192.00	\$6,750.00
9	452	6" NON-REINFORCED CONCRETE PAVEMENT, AS PER PLAN	SY	14	\$60.00	\$840.00	\$100.00	\$65.00	\$350.00	\$77.50	\$60.00
10	609	CURB REPLACED (IN-KIND)	FT.	176	\$20.00	\$3,520.00	\$4,400.00	\$10.00	\$1,900.00	\$27.75	\$4,400.00
11	614	MAINTAINING TRAFFIC, AS PER PLAN	LUMP	1	\$5,000.00	\$5,000.00	\$5,000.00	\$7,200.00	\$5,500.00	\$14,000.00	\$4,500.00
12	638	8" PVC C-900 DR-18 WATER MAIN, AS PER PLAN	FT.	1912	\$50.00	\$95,600.00	\$42.50	\$38.30	\$87,952.00	\$52.00	\$95,600.00
13	638	3/4" PVC SDR-9 SERVICE BRANCHES, AS PER PLAN	FT.	543	\$50.00	\$27,150.00	\$15.00	\$8,145.00	\$20,634.00	\$4.00	\$27,150.00
14	638	8" GATE VALVE	EACH	4	\$2,000.00	\$8,000.00	\$950.00	\$1,500.00	\$1,200.00	\$1,075.00	\$1,350.00
15	638	6" x 6" TAPPING SLEEVE, VALVE, AND VALVE BOX	EACH	2	\$3,000.00	\$6,000.00	\$1,750.00	\$2,414.00	\$4,000.00	\$1,500.00	\$4,300.00
16	638	8" x 8" TAPPING SLEEVE, VALVE, AND VALVE BOX	EACH	2	\$4,000.00	\$8,000.00	\$4,500.00	\$5,800.00	\$9,000.00	\$3,975.00	\$8,600.00
17	638	FIRE HYDRANT REMOVED	EACH	3	\$750.00	\$2,250.00	\$400.00	\$1,500.00	\$450.00	\$230.00	\$750.00
18	638	6" FIRE HYDRANT ASSEMBLY, AS PER PLAN	EACH	3	\$3,500.00	\$10,500.00	\$3,500.00	\$3,915.00	\$4,000.00	\$4,925.00	\$12,600.00
19	638	METER AND CHAMBER REMOVED AND RESET	EACH	7	\$500.00	\$3,500.00	\$1,400.00	\$300.00	\$3,000.00	\$230.00	\$2,800.00
20	659	SEEDING AND MULCHING, AS PER PLAN	S.Y.	725	\$3.00	\$2,175.00	\$1.00	\$5.00	\$4,350.00	\$2.40	\$1,610.00
21	811	4" PVC SDR-35 CONDUIT, TYPE B	FT.	50	\$20.00	\$1,000.00	\$10.00	\$5.00	\$250.00	\$20.00	\$1,000.00
22	811	6" PVC SDR-35 CONDUIT, TYPE B	FT.	50	\$20.00	\$1,000.00	\$10.00	\$5.00	\$250.00	\$20.00	\$1,000.00
23	811	8" PVC SDR-35 CONDUIT, TYPE B	FT.	50	\$25.00	\$1,250.00	\$12.00	\$6.00	\$400.00	\$20.00	\$1,000.00
24	811	10" PVC SDR-35 CONDUIT, TYPE B	FT.	50	\$30.00	\$1,500.00	\$15.00	\$750.00	\$500.00	\$20.00	\$1,500.00
25	SPEC	ROCK EXCAVATION	C.Y.	200	\$100.00	\$20,000.00	\$0.01	\$2.00	\$200.00	\$56.00	\$11,200.00
<b>TOTAL</b>							<b>\$159,104.00</b>	<b>\$187,319.60</b>	<b>\$218,882.00</b>	<b>\$227,341.00</b>	<b>\$238,138.00</b>

## **128 E. Elm St. – Old Car Wash property**

The following is a summary of actions that have been completed due to the lack of property maintenance at 128 E. Elm St.

- June 6, 2014 – letter sent regarding conditions at property and requesting contact – **no response**
- July 16, 2014 – Certified letter and regular postage letter sent. Letter outlined violations on the property, corrective actions needed, a deadline for completion, and a summary of the consequences for no action being taken. - **no response** – Certified letter was returned as UNCLAIMED on 8-27-14
- September 05, 2014 – Letter sent with a Certificate Of Mailing. This was the same letter sent on July 16<sup>th</sup> with only a few dates changed and added paragraph of extended time. – **no response**

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A partial copy of the last letter sent to the property owners on Sept. 3, 2014 is as follows:

Dear Property Owner:

As of the date of this letter, the property that you own at 128 E. Elm Street in the Village of Bluffton is still in violation of several Village Ordinances. Consider this letter an Official Order to complete the subsequent corrective actions listed regarding the following Village Ordinances.

### **ORDINANCE NO. 07-05 AN ORDINANCE ADOPTING A BASIC BUILDING MAINTENANCE CODE FOR THE VILLAGE OF BLUFFTON, OH**

#### **SECTION 1.**

##### **PART 1. MAINTENANCE**

##### **B. MAINTENANCE REQUIRED**

##### **1. Maintenance of Structure**

(a.) All surfaces shall be covered with a protective coating, including paint, shingles, plastic/aluminum/asbestos or vinyl siding or other material which preserves the structure and does not contribute to deterioration.

- **CORRECTIVE ACTION NEEDED:** Cover all portions of exposed OSB and other wood products with an above mentioned product.

##### **2. Maintenance of Premises and Landscape Elements**

(f.) All yards, courts or lots shall be kept free of accumulations of trash, garbage, waste, rubbish, refuse, and any substances which may cause a fire hazard or may act as a breeding place for vermin or insects.

- **CORRECTIVE ACTION NEEDED:** Empty the dumpster located on the property and have the dumpster removed.

Please refer to the enclosed copy of this ordinance paying special attention to PART 2. PENALTY. A fine of \$250.00 per day can be assessed if this property is not maintained to the standards outlined above.

The above mentioned PENALTY will be assessed beginning August 20, 2014 unless the corrective actions are completed in their entirety.

## **128 E. Elm St. – Old Car Wash property**

ORDINANCE NO. 24-13 AN ORDINANCE TO ESTABLISH REGULATIONS FOR THE MOWING AND MAINTENANCE OF PROPERTIES AND ADJOINING AREAS

**SECTION 4 UNIFORM HEIGHT SPECIFICATIONS.** Grass, weeds or brush shall be cut, mowed and maintained so as not to exceed the following height specifications:

C. Business and Industrial Areas – not to exceed seven (7")

- **CORRECTIVE ACTION NEEDED:** Cut or mow all vegetation on the property to the standards listed above.

Please refer to SECTION 7 ABATEMENT BY VILLAGE, which lists a cost of \$100.00 per hour with a minimum charge of two hours per occurrence if you continue to neglect this property. Please further note a \$100.00 per occurrence fine can also be assessed to you until this property complies with the Ordinance listed above.

The above mentioned abatement actions and fine(s) will begin on July 31, 2014 unless the listed corrective action has been completed in its entirety.

Upon reviewing our records, it is noted that unacceptable property maintenance is an ongoing issue with this property. The Village of Bluffton can maintain the mowing maintenance of this property at a minimum of \$200.00 per occurrence, plus additional fines. The Village of Bluffton can also contract the needed Building Maintenance issues and assess the associated costs and fines to you as well. These bills and fines will be assessed to the property tax at 128 E. Elm if they are not paid within one (1) month. These actions **are not** a desired result for us, but will be necessary unless you maintain your property to the above described conditions.

It is now September 3, 2014 and we have heard nothing from the owners of this property at the address listed on the Allen County Auditors Website. We will mail this letter one last time to hope it is responded to by September 12, 2014. If no response is given by this time, we will move forward with the above described actions.

I look forward to working with you to properly maintain the property at 128 E. Elm St. in Bluffton, OH. Please contact me with any questions at 419-358-2066, ext 102, or at my cell number 419-348-6420.

Best Regards,

Jesse Blackburn  
Assistant to the Administrator

Cc: F. Stephen Chamberlain  
Village Solicitor



Department  
of Commerce

# NEWS RELEASE

John R. Kasich, Governor

Andre T. Porter, Director  
Department of Commerce

FOR IMMEDIATE RELEASE  
September 30, 2014

Contact: Matt Mullins (614) 644-2556  
[matt.mullins@com.ohio.gov](mailto:matt.mullins@com.ohio.gov)

## **OHIO MINIMUM WAGE SET TO AUTOMATICALLY INCREASE ON JANUARY 1, 2015**

Ohio's minimum wage is scheduled to automatically increase on January 1, 2015 to \$8.10 per hour for non-tipped employees and to \$4.05 per hour for tipped employees. The increased minimum wage will apply to employees of businesses with annual gross receipts of more than \$297,000 per year.

The current 2014 Ohio minimum wage is \$7.95 per hour for non-tipped employees and \$3.98 for tipped employees. The 2014 Ohio minimum wage applies to employees of businesses with annual gross receipts of more than \$292,000 per year.

The Constitutional Amendment passed by Ohio voters in November 2006 states that Ohio's minimum wage shall increase on January 1 of each year by the rate of inflation. The state minimum wage is tied to the Consumer Price Index (CPI) for urban wage earners and clerical workers for the 12-month period prior to September. This CPI index rose 1.6 percent over the twelve month period from September 1, 2013 to August 31, 2014. The Amendment also states that the wage rate for non-tipped employees shall be rounded to the nearest five cents. The Constitutional Amendment is available online:

[www.legislature.state.oh.us/constitution.cfm?Part=2&Section=34a](http://www.legislature.state.oh.us/constitution.cfm?Part=2&Section=34a)

For employees at smaller companies (with annual gross receipts of \$292,000 or less per year in 2014 or \$297,000 or less per year after January 1, 2015) and for 14- and 15-year-olds, the state minimum wage is \$7.25 per hour. For these employees, the state wage is tied to the federal minimum wage of \$7.25 per hour which requires an act of Congress and the President's signature to change.

Information on Ohio's 2015 minimum wage is available online:

[http://www.com.ohio.gov/documents/dico\\_2015MinimumWageposter.pdf](http://www.com.ohio.gov/documents/dico_2015MinimumWageposter.pdf)

###



STATE OF OHIO

# 2015 MINIMUM WAGE

OHIO DEPARTMENT OF COMMERCE  
DIVISION OF INDUSTRIAL COMPLIANCE

JOHN R. KASICH  
Governor

ANDRE T. PORTER  
Director

[www.com.ohio.gov](http://www.com.ohio.gov)

## ***NON-TIPPED EMPLOYEES***

### **A Minimum Wage of**

**\$8.10** per hour

“**Non-Tipped Employees**” includes any employee who does not engage in an occupation in which he/she customarily and regularly receives more than thirty dollars (\$30.00) per month in tips.

“**Employers**” who gross under \$297,000.00 shall pay their employees no less than the current federal minimum wage rate.

“**Employees**” under the age of 16 shall be paid no less than the current federal minimum wage rate.

“**Current Federal Minimum Wage**” is \$7.25 per hour.

## ***TIPPED EMPLOYEES***

### **A Minimum Wage of**

**\$4.05** per hour **PLUS TIPS**

“**Tipped Employees**” includes any employee who engages in an occupation in which he/she customarily and regularly receives more than thirty dollars (\$30.00) per month in tips. Employers electing to use the tip credit provision must be able to show that tipped employees receive at least the minimum wage when direct or cash wages and the tip credit amount are combined.

#### **OVERTIME**

1. An employer shall pay an employee for overtime at a wage rate of one and one-half times the employee’s wage rate for hours in excess of forty hours in one work week, except for employers grossing less than \$150,000 per year.

#### **HANDICAPPED RATE**

To prevent the curtailment of opportunities for employment and avoid undue hardship to individuals whose earning capacity is affected or impaired by physical or mental deficiencies or injuries, a sub-minimum wage may be paid, as provided in the rules and regulations set forth by the Director of the Ohio Department of Commerce.

#### **RECORDS TO BE KEPT BY THE EMPLOYER**

1. Each employer shall keep records for at least three years, available for copying and inspection by the Director of the Ohio Department of Commerce, showing the following information concerning each employee:
  - A. Name
  - B. Address
  - C. Occupation
  - D. Rate of Pay
  - E. Amount paid each pay period
  - F. Hours worked each day and each work week
2. The records may be opened for inspection or copying at any reasonable time and no employer shall hinder or delay the Director of the Ohio Department of Commerce in the performance of these duties.

#### **INDIVIDUALS EXEMPT FROM MINIMUM WAGE**

1. Any individual employed by the United States;
2. Any individual employed as a baby-sitter in the employer’s home, or a live-in companion to a sick, convalescing, or elderly person whose principal duties do not include housekeeping;
3. Any individual employed as an outside salesman compensated by commissions or in a bona fide executive, administrative, or professional capacity, or computer professionals;
4. Any individual who volunteers to perform services for a public agency which is a State, a political subdivision of a State, or an interstate government agency, if
  - (i) the individual receives no compensation or is paid expenses, reasonable benefits, or a nominal fee to perform the services for which the individual volunteered; and
  - (ii) such services are not the same type of services which the individual is employed to perform for such public agency;
5. Any individual who works or provides personal services of a charitable nature in a hospital or health institution for which compensation is not sought or contemplated;
6. Any individual in the employ of a camp or recreational area for children under eighteen years of age and owned and operated by a non-profit organization or group of organizations.
7. Employees of a solely family owned and operated business who are family members of an owner.

For further information about minimum wage issues, please contact: The Ohio Department of Commerce, Division of Industrial Compliance, 6606 Tussing Road, Reynoldsburg, Ohio 43068. Phone: (614) 644-2239. TTY/TDD: 1-800-750-0750.

**POST IN A CONSPICUOUS PLACE**

**Ohio** | **Department of Commerce**

An Equal Opportunity Employer and Service Provider

(REV. 09/30/14)