

Village of Bluffton Council Meeting Agenda
Bluffton Town Hall, 3rd Floor
154 North Main Street, Bluffton
March 7, 2016
8:00 PM

- 1. Opening Ceremonies**
 - a. Call to Order
 - b. Pledge of Allegiance
- 2. Minutes**
 - a. Approval of the minutes for the Bluffton Village Council meeting held on Monday, February 15, 2016.
- 3. Bills**
- 4. Administrator's Report**
- 5. Safety Services**
- 6. Financials**
- 7. Committee Reports**
- 8. Airport Advisory Commission**
- 9. Shannon Cemetery**
- 10. Public Comment**
- 11. Meeting Dates**
 - a. Council – Monday, March 7, 2016 at 8:00 PM
 - b. Streets and Alleys/Pathway Board Meeting- Thursday, March 17, 2016 at 12:00 PM
 - c. Airport Advisory Commission- Thursday, March 17, 2016 at 7:45 PM at Bluffton Airport
 - d. Council- Monday, March 21, 2016 at 8:00 PM
- 12. Adjournment – Motion and Second**

Mayor Augsburg presiding. Messrs: Burrell, Johnson, Sehlhorst, Talavinia, and Warren present.

Mr. Warren moved, seconded by Mr. Sehlhorst to approve the minutes of the regular council meeting held on February 1, 2016. Roll Call: Yes (6) Messrs: Warren, Sehlhorst, Burrell, Johnson, Miller, and Talavinia. No (0), motion approved.

Mr. Talavinia moved, seconded by Mr. Burrell to approve the bills as presented. Total payroll of \$39,064.27 and non-payroll of \$121,884.71. Roll Call: Yes (6) Messrs: Talavinia, Burrell, Warren, Johnson, Miller, Sehlhorst, and Warren. No (0), motion approved.

Mr. Johnson moved, seconded by Mr. Sehlhorst to approve Hovest Construction to resurface the Buckeye Park shuffleboard courts, at a cost of \$6,000.00. Roll Call: Yes (6) Messrs: Johnson, Sehlhorst, Burrell, Miller, Talavinia, and Warren. No (0), motion approved.

Mr. Burrell moved, seconded by Mr. Warren to add Phill Talavinia, Council President, as an authorized signer to the Village depository accounts. Roll Call: Yes (5) Messrs: Burrell, Warren, Miller, Johnson, and Sehlhorst. No (0). Mr. Talavinia abstained, motion approved.

Mr. Talavinia moved, seconded by Mr. Johnson to approve the 2015 annual financial statements as presented. Roll Call: Yes (6) Messrs: Talavinia, Johnson, Burrell, Miller, Sehlhorst, and Warren. No (0), motion approved.

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

February 18, 2016	Airport Advisory Commission	7:45 PM
March 7, 2106	Council	8:00 PM
March 17, 2016	Pathway Board & Streets, Alleys, Sidewalks, & Lights	Noon

Mr. Talavinia moved, seconded by Mr. Johnson to enter into executive session for the discussion of contracts. Those in attendance include Council, Mayor, Solicitor, Assistant to the Administrator Blackburn, and Fiscal Officer Kindle. Roll Call: Yes (6) Messrs: Talavinia Johnson, Burrell, Miller, Sehlhorst, and Warren. No (0), motion approved.

Mr. Johnson motioned to exit from executive session.

Mr. Talavinia moved, seconded by Mr. Burrell to advertise for bids for the Village wide garbage contract for a three (3) year contract, same terms as existing contract, bids due by April 2, 2016. Roll Call: Yes (6) Messrs: Talavinia, Burrell, Johnson, Miller, Sehlhorst, and Warren. No (0), motion approved.

Mr. Johnson moved, seconded by Mr. Warren to pay the Ottawa water bill at a rate of \$2.30/100 cubic feet, until the 2015 and 2015 rate issues are resolved. Roll Call: Yes: (6) Messrs: Johnson, Warren, Burrell, Miller, Sehlhorst, and Talavinia. No (0), motion approved.

Mr. Burrell moved, seconded by Mr. Warren to adjourn.

MAYOR

FISCAL OFFICER

Tree Commission
Village of Bluffton
February 2, 2016

Present: Joanne Antibus, Jesse Blackburn, Berch Carpenter, Becky Ramey, Jon Sommer.

Tree removal requests- A petition signed by all residents of Salome Circle requests the removal of all the flowering crab apple trees planted in the cul-de-sac due to heavy fruiting of the trees and subsequent mess on the sidewalks. This is not an isolated request, as other residents have requested the removal of pear trees, for the same reason, in several other locations around town.

Tree commissioners agreed that we are sympathetic to the situation and requests. Several solutions were discussed, including removing all the trees at once, or removing half this year and half next year. In the end it was decided that Jesse would get estimates for removal and grinding, and, based on the costs, remove trees as budgeting allows.

Sara Lane honey locusts- The resident at 1025 Sara Lane has requested the removal of several honey locust trees on village property adjacent to his lot which he feels are a potential hazard to his property. We will ask Stephanie Miller, ODNA Urban Forester, to evaluate the trees, and proceed on her recommendation.

Sincerely,
Jon Sommer
Secretary

Minutes of the Bluffton Airport Advisory Commission

Thursday, January 21, 2016, 7:45 P.M.

Present: Mayor Judy Augsburger, Dave Blank, Bill Suter, Roger Edwards, Roger Warren, Joe Selhorst, Nick Vance, Jamie Mehaffie (Village Administrator), Steve Chamberlain (Village Solicitor) Tony Pinks,

Absent: Jim McKibben

Minutes of December 10, 2015 were approved as written. Motion by Dave Blank, seconded by Roger Warren, unanimously approved.

Compass Rose

Judy Augsburger asked if we still intended to move ahead with the compass rose project.

Nick Vance indicated "The Ninety Nines", an association of women pilots, may paint a compass rose for a donation. It is understood that our compass rose would not be done to surveyor's standards. It would be decorative, and still provide a useful reference and save a lot of money.

A motion was made by Roger Edwards that we contact "The Ninety Nines" regarding the painting of a compass rose. Nick Vance seconded the motion, and Nick indicated he would make the contact, discuss costs, and scheduling. The motion was passed unanimously.

Tributes to Dottie Anderson

Nick indicated he had asked the FAA to name an "Approach Fix" for Bluffton Airport to "DOTII". Dotii would be a name given to an unmarked location used for instrument landings at the Bluffton Airport. The FAA has not gotten back to Nick on that topic.

Bill Suter asked the commission to consider naming the main terminal building at the Bluffton Airport. The suggested name was "Dottie Anderson Terminal". He suggested the Bluffton Village Council could do this since they are the owners of the building. Nick suggested we contact Dottie's niece, Connie Anderson about an appropriate bronze art piece for the lobby of the terminal. There was no opposition to the suggestions, but the topic was tabled at Judy Augsburger's suggestion that we wait and discuss this with Connie, possibly at her house next month.

Engineering Firm/Master Plan

Steve Chamberlain indicated that the advertisement for a certified engineering firm has not been posted, although a draft document is done. The FAA guidelines will generally require the Village of Bluffton to score each proposal via a point system. Steve suggested the Village Council appoint the Airport Commission to do the scoring of the received proposals. Steve said he would get the advertisement and a list of firms and posting locations to Jamie Mahaffie next week (the week of Jan 15th), so they would be posted. There is no government requirement that the ad be placed in a newspaper. The posting could be done by a village website, direct, or a trade site.

It was decided that the Engineering firm for 5G7 would be advertised as soon as possible, and the deadline for submission would be Friday, March 4, at 4:00 P.M.

FAA Document Dated January 14, 2016

The Airport received a letter at the airport address to Ms. (sic) Jamie Mehaffie, President Bluffton Airport from Brittan Smith Detroit Airports District Office. The letter was detailing changes the FAA wants made to the Draft Scope of Work (SOW) for the airport. It was agreed that the FAA letter was indicating work for Richland Engineering to do. Richland and ODOT were cc'd on letter, so there was nothing required of Airport Commission or Jamie.

Budget Planning for 2017

Dave Blank said that he will get with Nick to come up with a list of things they know will need attention in the future, so that budgeting may be done appropriately. Jamie indicated that \$30,000 was allocated by the Village to get the Master Plan process moving.

Next Meeting: Thursday, February 18, 2016 at 7:45 P.M.

Location of Meeting: **Connie Anderson's home**

 176 Albert St.

 Bluffton, OH

Respectfully Submitted: Bill Suter Co-Chairman the Bluffton Airport Commission

Village of Bluffton
Bills to be paid
3/7/2016

PAYROLL:

	Village	\$	35,453.84
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	TOTAL PAYROLL	\$	35,453.84
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NON-PAYROLL:

87344	Village of Ottawa	Water Usage	\$	41,558.67
	Allen Co Chiefs of Police Assn	2016 Membership Dues	\$	20.00
	Alloway	Lab Analysis	\$	1,775.60
	All Service Aeration	Portable Toilets & Jetting	\$	672.50
	Allied	Refuse Service	\$	16,546.78
	Bluffton Presbyterian Church	Reams Display- Electricity	\$	208.14
	F. Stephen Chamberlain	Retainer/Meetings	\$	1,320.00
ACH	Citizens National Bank	Principal & Interest	\$	21,671.31
	CT Consultants	West Side Interceptor Design	\$	3,745.00
	Josh Brown	Cruiser Maintenance	\$	59.00
	Family True Value Hardware	Ice Melt & Channel Lock	\$	42.97
	Findlay Implement	Filters- Skid Loader	\$	193.98
	Reineke Family Tire	Headlight- Cruiser	\$	20.75
	First National Bank	Interest- Line of Credit	\$	13.74
	Grainger	Lamp Recycling Kit, Drill Bits, & Tools	\$	297.74
	Greg's Pharmacy	Batteries & Aspirin	\$	12.07
	Hancock Co Sheriff	Prisoner Housing	\$	55.00
	Marathon	Gasoline	\$	288.80
	NWOhio Security	Elevator & Alarm Monitoring	\$	104.90
	Ohio State Board of Pharmacy	Drug License Renewal- Police Dept	\$	112.50
	AEP	Electricity	\$	16,251.21
	Park Enterprises	Grinding of Brush Dump	\$	15,650.00
	Perry Corp	Fortinet Renewal & IT Support	\$	511.34
	Everett J Prescott	Water Meter- Mennonite Home	\$	1,704.30
	Riley Creek Mercantile	Misc Supplies	\$	7.96
	KOI	Water Pump & Vehicle Maintenance	\$	599.19
	SmartBill	Utility Bill Printing & Postage	\$	746.70
	Staples- Business	Shredder & Office Supplies	\$	452.37
	Time Warner	Internet	\$	314.90
	Tommy Tire	Admin Car Tires & Cruiser Tire Repair	\$	715.04
	United Healthcare	Hospitalization	\$	10,485.44
	United Healthcare	Life Insurance	\$	96.00
ACH	Centurylink	Telephone Service	\$	1,075.82
	USALCO	Alum	\$	12,167.28
	Utility Sales Agency	Trench Floor Drain	\$	806.70
	Vance's	Ammunition & Taser Cartridges	\$	337.41
	Verizon	Air Card & Service Dept Cell Phone	\$	172.31
	Vetter	Keys	\$	5.05
	Wagner Overhead	Shop Door Repair	\$	296.00
	W.C.O.I.L.	Internet	\$	4.95

	\$	151,119.42
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 Mayor/ Council President

X: Then and Now Approved by Council
 A: Addition to list

Statement of Cash Pos w/MTD

AS OF: 03/01/2016

YEAR: 2016

FUND NO.	FUND DESCRIPTION	STARTING ACCOUNT:		ENDING ACCOUNT: z				UNEXPENDED BALANCE	OUTSTANDING ENCUMBRANCE	ENDING BALANCE
		BEGINNING BALANCE		[-----RECEIPTS-----]	M-T-D	Y-T-D	Y-T-D			
A1	GENERAL FUND	2396288.16	309651.83	499779.65	159731.34	289713.67	2606354.14	429502.57	2176851.57	
B1	STREET FUND	134886.58	11361.15	22161.40	13742.09	25907.90	131140.08	244530.50	113390.42	
B2	STATE HIGHWAY FUND	42282.18	922.00	1801.42	0.00	950.00	43133.60	0.00	43133.60	
B3	CEMETARY FUND	15296.62	500.00	3343.00	1062.12	1474.24	17165.38	22341.46	5176.08	
B4	PARK FUND	6182.40	0.00	0.00	1540.76	2000.26	4182.14	12101.30	7919.16	
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	5113.14	0.00	0.00	0.00	0.00	5113.14	0.00	5113.14	
B8	DUI ENFORCEMENT & E	269.01	0.00	0.00	0.00	0.00	269.01	0.00	269.01	
B9	PERMISSIVE LICENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
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	28669.46	0.00	0.00	0.00	0.00	28669.46	0.00	28669.46	
D3	FIRE & RESCUE IMPRO	124671.53	0.00	0.00	0.00	0.00	119401.32	6306.16	22363.30	
D4	SWIMMING POOL IMPRO	7298.36	0.00	0.00	0.00	5270.21	119401.32	3000.00	116401.32	
D5	EQUIPMENT REPLACEMENT	12113.32	0.00	0.00	0.00	0.00	7298.36	6307.00	991.36	
D6	AIRPORT IMPROVEMENT	6286.81	0.00	1694.00	0.00	0.00	12113.32	15569.87	3456.55	
D7	STREET IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	7980.81	0.00	7980.81	
D8	TOWN HALL IMPROVEME	370520.85	0.00	0.00	0.00	0.00	370520.85	0.00	370520.85	
D9	POLICE EQUIPMENT RE	24.96	0.00	0.00	0.00	0.00	24.96	0.00	24.96	
E1	WATER FUND	201427.37	87406.39	167274.94	62253.40	125236.40	243465.91	34678.00	34653.04	
E2	SEWER FUND	86393.10	68709.80	133632.01	56310.96	131476.59	88548.52	646007.82	402541.91	
E3	SEWER DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	294692.43	206143.91	
E4	SEWER DEBT SERVICE	44125.78	21671.31	43342.62	21671.31	43342.62	44125.78	216713.10	172587.32	
E5	WATER DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	254058.81	255031.53	509090.34	
E6	SEWER REPLACEMENT &	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
E7	REFUSE FUND	57820.72	18383.54	37468.92	16753.65	16779.30	78510.34	183255.89	104745.55	
E9	WATER/ SEWER IMPROV	384531.18	70064.94	110578.78	36164.00	36164.00	458945.96	248630.21	210315.75	
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	6960.24	0.00	0.00	0.00	0.00	6960.24	0.00	6960.24	
F4	POLICE CONTINUING PR	2671.52	0.00	0.00	0.00	0.00	2671.52	0.00	2671.52	
F5	UTILITY RECOVERY	16459.88	0.00	0.00	0.00	14503.76	1956.12	0.00	1956.12	
F6	NATIONAL NIGHT OUT	150.00	0.00	0.00	0.00	0.00	150.00	0.00	150.00	
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:	3965141.90	588670.96	1021076.74	381573.72	946877.76	4039340.88	2618667.84	1420673.04	

* End of Report: VILLAGE OF BLUFFTON *

**To: Mayor Augsburgur
Council Members**

Refuse and Recycling Contract

The public notices for the bidding of the refuse and recycling contract have been published. The bid deadline for the contract is April 1, 2016.

Accepting Applications

As was advertised in the Bluffton News, the Village is accepting applications for seasonal positions for Lifeguards, Pool Managers, and Service Department laborers. The deadline for applications for Lifeguards and Pool Managers is April 15th, while the deadline for applications for the seasonal Service Department positions is March 11th.

Airport

It is my understanding that representatives from the Airport Advisory Commission intend to attend the Council meeting on Monday evening to make a recommendation to the Village Council regarding the naming of the airport terminal building.

Augsburger Pathway Update

We now have all of the necessary paperwork and permits to remove the trees for the Augsburgur Pathway project. The quotes that we received for the clearing ranged from a low of \$5,300 to a high of \$15,000. It is my intention to notify Tree Tech on Tuesday that we will be accepting their quote to perform the work for \$5,300 and give them the go-ahead to begin.

West Side Interceptor

The OEPA has completed their initial review of the plans for the West Side Interceptor project and we met with our engineers on Thursday to review and discuss their comments. Our engineers are responding to their comments and we will wait and see what their results are.

Validation Protocol

We completed the initial Validation Protocol for the Trihalomethane Removal System. Attached to this report is a summary of the protocol results. Based on the sampling results, the TRS appears to be achieving a 65% reduction in the TTHM levels at the clearwell. The samples at the clearwell indicated a TTHM level of 67.475 ug/L (average) with the TRS turned off and a TTHM level of 44.15 ug/L (average) with the system TRS in operation. The designed system was expected to achieve a minimum of 60% removal. We will be conducting a second validation protocol in August. However, these initial results appear to validate the operational success of the TRS designed by PAX and installed by Utility Service Company.

Winter

The milder winter weather has enabled the Service Department to get a jump on some of the projects that are usually springtime endeavors. We lost a number of pine trees at the Village Park due to a pine borer and were able to remove those trees in addition to a number of limbs and trees that fell onto the bike path.

Additionally, we have been experimenting with the viability of utilizing the skid loader with the pick-up broom attachment to serve as a street sweeper to clean primarily streets with curbs and gutters with some success. Sign replacement, meter changeouts and lighting repairs are some of the responsibilities that we have been able to get ahead of in addition to the usual and necessary vehicle and facility maintenance activities that usually dominate the winter months.

Buckeye Park

If anyone gets any questions, we are following ODNR's guidelines on attempting to reduce or eliminate our goose issues at the Buckeye Park. We have placed lathes with ribbons and are exploring other methods to discourage the Canadian Geese that annually inhabit the park from selecting that area for nesting purposes. We are in the middle of about a three week period of time when the geese are looking for nesting sites and we are following the recommendations that ODNR had published regarding dealing with the protected species.

TTHM RESULTS

TRS turned **OFF** 1/25/2016

TRS off for 1 week

Date of Sample	Water plant	700 Maple Crest	405 Ethan	N. Tower	E. Tower	Hospital
2/1/2016	63.4					
2/2/2016	69.8					
2/3/2016	67.7	75.3	72.3	54.5	51.3	78.6
2/4/2016	69					

average 66.61667 ug/L

average 67.475 ug/L

TRS turned **ON** 2/4/2016 after morning sample

TRS running 1 week prior to sampling

Date of Sample	Water plant	700 Maple Crest	405 Ethan	N. Tower	E. Tower	Hospital
2/15/2016	28.8					
2/16/2016	23.5					
2/17/2016	18.3					
2/18/2016	22.7	32.6	40.4	24.5	39.6	26.6

average 31.06667 ug/L

average 23.325 ug/L

60% removal =26.99