

**COUNCIL MEETING
AGENDA
September 3, 2014
8:00 PM
BLUFFTON TOWN HALL**

MINUTES August 18, 2014

BILLS

ORDINANCE NO. 08-14 **1ST READING** **EMERGENCY**
AN ORDINANCE REPAYING MONIES ADVANCED TO THE WATER/SEWER
IMPROVEMENT FUND TO COVER THE EXPENSES ASSOCIATED WITH THE
CURRENT WATERLINE PROJECTS AND DECLARING AN EMERGENCY.

RESOLUTION NO. 08-14 **1ST READING** **EMERGENCY**
A 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 AND
DECLARING AN EMERGENCY.

ADMINISTRATOR'S REPORT

SAFETY

**EXECUTIVE SESSION FOR PERSONNEL REQUESTED BY COUNCILMAN
WARREN**

MEETING DATES

September 3, 2014	Council	8:00 PM
September 3, 2014	Alley Vacation Hearing	8:15 PM
September 4, 2014	Tree Commission	7:30 PM
September 15, 2014	Council	8:00 PM

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

Mr. Kingsley moved, seconded by Mr. Steiner to approve the minutes of the regular council meeting held on August 4, 2014. Roll Call: Yeas (5) Messrs: Kingsley, Steiner, Burrell, Sehlhorst, and Warren. Nays, (0), motion approved. Mr. Collier abstained.

Mr. Sehlhorst moved, seconded by Mr. Steiner to approve the bills as presented. Total non-payroll of \$54,112.47 and payroll of \$45,064.82. Roll Call: Yeas (6) Messrs: Sehlhorst, Steiner, Burrell, Collier, Kingsley, and Warren. Nays (0), motion approved.

The Fiscal Officer announced the following meetings:

August 20, 2014	Utilities Committee	3:00 PM
August 21, 2014	Council As A Whole	7:30 PM
September 3, 2014	Safety Services Committee	7:45 PM
September 3, 2014	Council	8:00 PM
September 3, 2014	Alley Vacation Hearing- Mittendorf/Althaus	8:15 PM

Representative from the Blanchard River Watershed Partnership presented an update on the partnership's activities.

Village Administrator Mehaffie presented a petition from Brent Wilson for an alley vacation on Cherry Street.

Mr. Steiner moved, seconded by Mr. Sehlhorst to close the public hearing for the alley vacation. Roll Call: Yeas (6) Messrs: Steiner, Sehlhorst, Burrell, Collier, Kingsley, and Warren.

Mr. Warren moved, seconded by Mr. Kingsley to authorize the solicitor to prepare legislation to vacate the alley as requested by Brent Wilson, with the exception of 16 feet on the west side of the alley to remain open. Roll Call: Yeas (6) Messrs: Warren, Kingsley, Burrell, Collier, Sehlhorst, and Steiner. Nays (0), motion approved.

Mr. Steiner moved to adjourn.

MAYOR

FISCAL OFFICER

Village of Bluffton
Bills to be paid
9/3/2014

PAYROLL:

Village	\$	43,666.78
---------	----	-----------

TOTAL PAYROLL	\$	43,666.78
----------------------	-----------	------------------

NON-PAYROLL:

Alloway	Lab Analysis	\$	602.50
All Service Aeration	Portable Toilets, Pumping, & Root Sewer Lines	\$	567.50
Allied Waste	Refuse Service	\$	16,630.42
Aramark	Uniforms	\$	855.65
Auditor of State	2012-13 Audit	\$	656.00
Bluffton Flying Service	Electricity- August	\$	240.00
Bluffton News	Subscription	\$	195.00
Bluffton Precast Concrete	Retaining Wall Block	\$	1,275.00
Bluffton Stone	Small Berm & Crushed Limestone	\$	125.44
F. Stephen Chamberlain	Retainer	\$	1,320.00
Gary Lugibihl Excavating	Alley Approach Repair	\$	250.94
Gempler's	Gloves	\$	113.35
Global Electric	Digester Coupling Repair	\$	5,346.64
Grainger	Fire Alarm Batteries, Gloves, Wheel Cover Parts	\$	383.39
Great Lakes Billing	EMS Run Collection Fees	\$	523.28
Kleem	Street Signs	\$	389.53
Dustin & Angela Montgomery	Reimburse Dirt Work	\$	1,774.96
M & R Plumbing	Thermostat- Police Floor	\$	293.00
AEP	Electricity	\$	16,285.04
Village of Ottawa	Water Usage	\$	68,507.13
Perry	Outside Wireless, Back Up Services	\$	32,248.93
Everett J Prescott	Tap Clamp	\$	243.75
SmartBill	Utility Bill Printing & Postage	\$	730.64
Staples- Business	Office Supplies	\$	85.51
State of Ohio- UST Fund	UST Storage Tank Fee	\$	1,600.00
Treasurer of State	MARCS User Fees	\$	1,140.00
Two Men & Tools	Badertscher- Jetting Damage	\$	450.00
United Healthcare	Hospitalization	\$	10,542.57
Verizon	Air Card	\$	120.15
Yoakam Surveying	Relocate Subdivision Monuments	\$	200.00

Total Non-Payroll	\$	163,696.32
--------------------------	-----------	-------------------

Mayor/ Council President

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

ORDINANCE NO. ~~08~~-14

AN ORDINANCE REPAYING MONIES ADVANCED TO THE WATER/SEWER IMPROVEMENT FUND TO COVER THE EXPENSES ASSOCIATED WITH THE CURRENT WATERLINE PROJECTS AND DECLARING AN EMERGENCY.

WHEREAS, it was necessary to advance monies to the Water/Sewer Improvement Fund for the purpose of covering expenses associated with the waterline projects with the expectation that the Water/Sewer Improvement Fund will advance the monies back to the General Fund as income tax monies are collected.

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

SECTION 1: That monies are repaid to the General Fund from the Water/Sewer Improvement Fund as follows:

General Fund:	Water/Sewer Improvement Fund:
Advances In:	Advances Out:
A1-0I-41930 +\$76,746.00	E9-5B-52730 -\$76,746.00

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 these appropriations are needed before expenditures may 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: _____ Noes: _____ Abstain: _____

Attest:

FISCAL OFFICER

MAYOR

Approved as to Form:

SOLICITOR

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 **VILLAGE OF BLUFFTON**, Allen County, Ohio, met in _____

session on the _____ day of _____, _____, at the office of

_____ with the following members present:

Mr. /Ms. _____ moved the adoption of the following Resolution:

RESOLVED, by the Governing Board of **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, _____; and

WHERE AS, the Budget Commission of Allen County, Ohio, 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 limitation; therefore, be it

RESOLVED, By the Governing Board of **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:

SCHEDULE A VILLAGE OF BLUFFTON SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY THE BUDGET COMMISSION AND COUNTY AUDITOR'S ESTIMATED TAX RATES				
FUND	Amount to be Derived from Levies Outside the 10 Mill Limitation	Amount Approved by Budget Commission Inside 10 Mill Limitation	County Auditor's Estimate of Tax Rate to be Levied	
			Inside 10 mill limit	Outside 10 mill limit
	Column II	Column IV	V	VI
GENERAL FUND		\$ 193,273	2.5	
TOTALS		\$ 193,273	2.5	

SCHEDULE B LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES		
FUND	Maximum Rate Authorized to be Levied	County Auditor's Estimate of Yield of Levy
GENERAL FUND		
Total General Fund Outside 10 Mill Limitations	0	\$ -
TOTALS	0	\$ -

and be it further

RESOLVED, That the Clerk of said Board certify a copy of this Resolution to the County Auditor of said County.

_____ seconded the Resolution and the roll being called upon

its adoption the vote resulted as follows:

_____	YES	NO
_____	YES	NO
_____	YES	NO

YES

NO

YES

NO

YES

NO

Adopted the _____ day of _____, 20____

Clerk of the Village Council,

Village of Bluffton
Allen County, Ohio

2014

CERTIFICATE OF COPY

ORIGINAL ON FILE

The State of Ohio, Allen County, ss.

I, _____, Clerk of the Council of the **Village of Beavertdam**, within and for said County, and in whose custody the Files and Records of said Council are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original: Resolution _____, now on file that the foregoing has been compared by me with said original document, and that the same is a true and correct copy thereof.

WITNESS my signature, this _____ day of _____, 20__

Clerk of Council

(A copy of this Resolution must be certified to the County Auditor before the first day of October each year, or at such later date as may be approved by the Board of Tax Appeals)

Filed _____, 20__

Rhonda Eddy-Stienecker
Allen County Auditor

By _____
Deputy

**To: Mayor Augsburger
Council Members**

Waterline Projects

The Village now has the financial agreements in hand from the Ohio Public Works Department for two water main replacement projects. The Village will be receiving grant from the OPWC for an amount not to exceed \$113,100 for the Kibler Street Water Main Replacement project (engineer's estimate of \$226,200) and a loan for the Garmatter Street Water Main Replacement not to exceed \$135,026 (engineer's estimate of \$270,053). I advised the engineers and we will be placing the projects out to bid immediately with a scheduled bid opening date of Friday, September 26, 2014 at 11:00 AM.

Augsburger Path Project

We did receive some good news from ODOT this past week concerning the Augsburger Path Project. The Central Office's OES representatives have determined that, since the project is an ODOT-Let project then ODOT is able to use their credits to cover the mitigation needs of the project. Matt Rosebrock from the District 2 office will be forwarding me an updated project schedule as the project looks to move forward.

Water Towers

We are in the process of acquiring additional proposals from companies that claim to be able to offer a comparable maintenance service program as the one we received from Utility Service. It is anticipated that we will have these additional proposals prior to the September 15th regularly scheduled Council Meeting.

West Side Interceptor

Attached to this report is a proposed amendment to the original engineering contract for the West Side Interceptor project that was originally executed in July of 2008. The proposal is to review and update the design plans for both the installation of the sanitary sewer interceptor and associated main lines and the WWTP Headworks. At this time, I am seeking to move forward with the design components of the proposal including the Design, Soil Borings and Easements work so that we can move toward undertaking the project.

Executive Session Request

Councilman Warren submitted a written request (attached) to be put on the agenda for the September 3, 2014 Council meeting to discuss personnel matters.

Montgomery Reimbursement

Included in the bills is a reimbursement for Dustin Montgomery for work performed by Hohenbrink Hardscapes for work done to install storm line and fill in the road-side ditch at the front of Mr. Montgomery's property on N. Dixie Hwy. This reimbursement was discussed and approved last year when the Village made the decision to install storm line and fill in the ditch. Mr. Montgomery had recently performed the work prior to the Village's project.

Ohio Municipal League Conference Information

Attached to the report is the information on the upcoming Ohio Municipal League's Annual Conference. This information is also available online at www.omlohio.com.

August 08, 2014

Village of Bluffton
07-60301-010 / 14247

Mr. James R. Mehaffie, Village Administrator
Village of Bluffton
100 E. Elm Street, P.O. Box 63
Bluffton, Ohio 45817-0063

Subject: Amendment #4 to the Agreement between Client (Village of Bluffton) and Engineer (CT Consultants, formerly Floyd Browne Group) dated July 29, 2008.

Dear Mr. Mehaffie:

Based upon your discussions with Chuck Hall and Mac McCauley on March 10th, 2014, CT Consultants (CT) is submitting an amendment to the original contract for the New West Interceptor and WWTP Headworks Improvements, dated July 29, 2008, between the Village of Bluffton and Floyd Browne Group, all contracts having been assigned to CT Consultants as of October 1, 2012.

The New West Interceptor and WWTP Headworks Improvements project was suspended in 2009 and accounts have been closed at the Village and at CT. The project is now being re-activated and modified. The scope and fee to provide the services for this re-activated and modified project are outlined below.

The services to be provided by CT Consultants (CT) are:

- Review and update the New West Interceptor design
- Review the WWTP Headworks design and modify per the description below
- Prepare new Permit-to-Install applications to the Ohio EPA for both designs
- Procure an additional soil boring for Headworks project
- Review and update Easements
- Bidding services
- Construction administration
- Resident project representative
- Construction staking
- Record drawings
- Operation and Maintenance (O&M) manual
- Start-up and training
- Operations assistance

If assistance is needed in applying for and coordinating funding sources, such services can be provided by amendment to this Contract. A detailed scope of services follows.

I. Design

- A. Hold a kick-off meeting to discuss any changes or new information.
- B. Complete a quality review of the New West Interceptor drawings and specifications. CT will update the cover sheet, borders, logos, etc. Any changes to the alignment will be addressed by further amendment to this Contract.
- C. Verify quantities and prepare an updated opinion of probable construction cost for the New West Interceptor project.
- D. Prepare permit applications and submittals as required by Ohio EPA (Permit-to-Install, Notice of Intent). The Permit-to-Install (PTI) obtained in 2009 has expired. The Village of Bluffton is responsible for plan approval fees required.

Mr. Jamie Mehaffie
Village of Bluffton
August 08, 2014

- E. Send drawings to utility companies to confirm any changes or additions. The utility companies were provided with preliminary and final drawings in 2009.
- F. Complete a quality review of the Headworks Improvements drawings and specifications. CT will update the cover sheet, borders, logos, etc. CT will update the specifications to current standards and to avoid installing obsolete equipment.
- G. Modify the Headworks Improvements drawings and specifications to show two new screens rather than modifying and re-using the existing Andritz screen.
- H. Evaluate alternative screen manufacturers, solicit quotes, and coordinate site visits of existing installations, as needed. Prepare a simple decision matrix to evaluate the screen equipment options. Revise the specification to suit.
- I. Incorporate a grit removal system into the Headworks Improvements design, between the screens and the raw pump station wet well. This will alleviate maintenance and replacement concerns with the raw pumps.
- J. Prepare an updated opinion of probable construction cost for the Headworks Improvements project.
- K. Prepare permit applications and submittals as required by Ohio EPA (Permit-to-Install). The Permit-to-Install (PTI) obtained in 2009 has expired. The Village of Bluffton is responsible for plan approval fees required.
- L. Attend design review meetings (1) after the quality review and evaluation of screen manufacturers and grit removal system alternatives, (2) prior to submittal for the Ohio EPA PTI, and (3) prior to advertising for bids. Drawings, specifications, cost estimates, bid forms, and estimated construction schedules will be presented at the meetings.
- M. CT will prepare and distribute meeting minutes and conversation records of key design discussions and decisions between CT and the Village.

II. Soil Borings

Geotechnical investigations were completed in 2009 for the New West Interceptor alignment, but no soil boring was completed for the proposed Headworks Building.

- A. CT will procure this additional soil boring to confirm soil type, rock elevation and composition, etc.

III. Easements

The easement exhibits and legal descriptions were completed in 2009 for the New West Interceptor alignment.

- A. CT will research the property ownership for each easement and revise the exhibits and legal descriptions as required. CT will re-publish the exhibits and legal descriptions.
- B. If the interceptor alignment changes, then any modifications to the easement exhibits and legal descriptions would be addressed by further amendment to the Contract.
- C. The Village will negotiate and acquire easements necessary for performance of work.

IV. Bidding

- A. Prepare the advertisement, instruction to bidders, proposal forms and special conditions for incorporation into the Contract Documents defined as the drawings, specifications, advertisement, instructions to bidders, proposal forms, contract forms, proposal and contract bonds, general and special conditions.
- B. The projects will be bid simultaneously, allowing for separate Contractors for the New West Interceptor project and the Headworks Improvements project, but also allowing for a combination bid from Contractors for both projects.

Mr. Jamie Mehaffie
Village of Bluffton
August 08, 2014

- C. Furnish Village with one (1) hard copy and one (1) electronic CD of final bid and construction documents including specifications, drawings, construction schedule, and bid form.
- D. List the project with Contractor plan rooms. The Village will publish the advertisement in a local newspaper.
- E. Furnish bid packages to bidders in paper or electronic format.
- F. Coordinate bidding and maintain the bidder's list.
- G. Attend, conduct, and prepare minutes for a pre-bid meeting for the project.
- H. Answer bidding contractors' questions and prepare Addenda, if necessary.
- I. Assist the Village at the bid opening.
- J. Assist the Village in evaluating the bids and in preparing construction contracts; this includes the preparation of a final bid tabulation worksheet, identification of the perceived low bidders, reference checks for the low (selected) bidder, and a recommendation letter.
- K. Consult with the Client concerning the bids and make recommendations as to the acceptability of subcontractors or the Contractor when such acceptability is required by the bidding documents.

V. Construction Administration

The construction phase will commence with the award of the construction contract and will terminate upon written approval of final payment for the project, or 30 days after completion of construction period, whichever occurs first. The estimated construction period for this project is nine (9) months.

CT will provide the following construction administration services:

- A. Advise and consult with the Village throughout the construction period.
- B. Act as the Village's representative during the construction of the improvements.
- C. Conduct a pre-construction conference.
- D. Act on behalf of the Village to provide direction to the Contractor during the construction of the improvements.
- E. Conduct site visits at intervals appropriate to the various stages of construction and will report to the Village the progress of the work, will endeavor to guard the Village against defects and deficiencies in the work of the Contractor and may recommend disapproval or rejection of work as failing to conform to the Contract Documents.
- F. Furnish a full-time Resident Project Representative (RPR) to provide further protection against defects and deficiencies in the work of Contractor(s). The RPR will provide more extensive on-site observations of the work in progress and field checks of materials and equipment used by the Contractor(s). The RPR is expected to be needed for eight (8) months of the construction period. The RPR will assist in observing performance of the work of Contractor(s) for the construction of the sanitary sewer and new Headworks Building at the wastewater treatment plant.
- G. Conduct one (1) progress meeting each month during the construction period at the job site with Village and Contractor(s) to evaluate the construction progress.
- H. Review shop drawings for general conformance with the design concept and general compliance with the information given in the Contract documents.
- I. Prepare change orders as required.
- J. Provide recommendation on the Contractor's application for payment based on the work completed by the Contractor.
- K. Conduct an inspection to determine project substantial completion and compliance in accordance with the Contract Documents to ensure the Contractor has fulfilled all of his obligations.
- L. Recommend to the Village, in writing, final payment to the Contractor.

VI. Construction Staking

CT will provide surveying services to stake the proposed gravity sewer and the headworks structure for the Project. The following will be provided as part of the construction staking service:

- A. A stake at each manhole providing the in/out inverts only
- B. An offset stake will be provided at 50 feet intervals along the alignment of the sewer
- C. A cut sheet for each manhole and each interval will be provided to the Village of Bluffton and Contractor(s)
- D. A stake provided at each corner of the new Headworks Building

VII. Record Drawings

CT will prepare a set of reproducible Record Drawings showing changes made during the construction process, based on marked-up prints, drawings and other data furnished by Contractor(s). All survey information to be used for record drawings must be contractor supplied survey coordinates. The Record Drawings will:

- A. Reflect all changes made in the specifications and working drawings
- B. Show exact dimensions, geometry and location of all elements of the work completed under contract
- C. Include redrawn sheets or additional sheets to accurately represent the complete details of the work as constructed
- D. Be marked "RECORD DRAWING" and dated when the drawings were revised

VIII. Operation and Maintenance Manual

- A. Prepare an Operation and Maintenance (O&M) manual chapter for the improvements for inclusion into the existing WWTP O&M manual. Provide two (2) copies of the O&M manual chapter to the Village.

IX. Operations Assistance

- A. Provide start-up services to check the system and provide initial hands-on training for Village personnel.
- B. Provide site visits/phone calls to resolve operations issues during the first year commencing at substantial completion.

Mr. Jamie Mehaffie
Village of Bluffton
August 08, 2014

Project Quotation

CT's fee for these additional professional services will be a **Lump Sum of Three Hundred Forty Thousand Two Hundred Dollars (\$340,200)**. Reimbursable expenses (i.e., prints, reproductions, photos, mileage, etc.) are included in the price shown for professional services. A breakdown of these fees is as follows:

Design	Lump Sum	\$ 74,900
Soil Borings	Lump Sum	\$ 3,000
Easements	Lump Sum	\$ 5,500
Bidding	Lump Sum	\$ 15,000
Construction Administration and Resident Representation	Lump Sum	\$195,000
Construction Staking	Lump Sum	\$ 12,300
Record Drawings	Lump Sum	\$ 13,100
Operation and Maintenance Manual	Lump Sum	\$ 6,400
Operations Assistance	Lump Sum	\$ 15,000
TOTAL		\$340,200

Note: If the construction period is extended for reasons beyond CT's control or is requested by the Village, the Village will pay CT for additional services in the following amounts:

- Extended Construction Administration Services \$5,200 per month
- Extended Project Representative Services \$85 per hour

This Project Quotation was prepared with the intent of providing both Construction Administration and Resident Project Representative services during the nine (9) month construction period. The fee for Construction Administration will be renegotiated if the Village decides not to use the Resident Project Representative services.

Assumptions and Exclusions

Below is a list of additional assumptions and exclusions that apply to this change in scope for technical services. These items were considered while defining the scope and fee for CT's services and further explain the responsibilities of Village and CT.

Other Assumptions and Exclusions:

1. As part of the Construction Administration services, CT will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work.
2. CT will not supervise, direct, or have control over Contractor's work nor will CT have authority over or responsibility for the construction means, methods, techniques, sequences or procedures or the safety precautions.
3. CT will not be responsible for the Contractor's failure to perform the construction work in accordance with the Contract Documents.
4. The review of shop drawings will not include review of quantities, dimensions, weights or gauges, fabrication processes, construction methods, coordination with the work of other trades, or construction safety precautions, all of which are the sole responsibility of the Contractor.
5. Review of shop drawings, product data, samples, and other submittals required by the Contract documents shall be only for general conformance with the design concept and general compliance with the information given in the Contract documents. CT shall not be responsible for any deviations from the Contract Documents not clearly noted by the Contractor, nor shall CT be required to review partial submissions or those for which submissions for correlated items have not been received.

Mr. Jamie Mehaffie
Village of Bluffton
August 08, 2014

If this change is satisfactory, you may authorize CT to proceed at once by signing both copies of this letter and returning one copy to CT. If there is a need for clarification, please contact CT at 614-885-1700.

We look forward to working with you.

Respectfully submitted,



Jay W. Shutt, P.E.
Vice President

ACCEPTED: Village of Bluffton

By _____

Title _____

Date _____

Name of Client's Designated Representative:

Aug 28th 2014

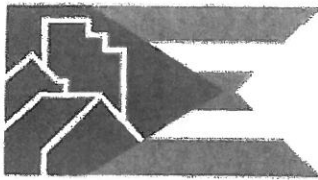
I request to be put on the
agenda at Sept 3rds 8:00
open Council Meeting to discuss
Personnel issues.

Roger L Warren

Aug 28th 2014

I request to be put on the
agenda at Sept 3rds 8:00
open Council Meeting to discuss
Personnel issues.

Roger L Warren



Ohio Municipal League

Our Cities and Villages ★ Bringing Ohio to Life

The Ohio Municipal Leagues 63rd Annual Conference ~ October 8th, 9th & 10th

OML - REGISTRATION

Everyone attending must submit a registration form. This form is to be returned to the OML office. In recognition of those municipalities that send several delegates to the annual conference, we are offering:

Cities - for each 6 full registrations paid from the same city, the 7th will be complimentary.

Villages - for each 3 full registrations paid from the same village, the 4th will be complimentary.

Contact the OML office if you have an interest in exhibiting or sponsorship there is a separate cost and registration form.

EXHIBITS

Probably one of the most popular places at the conference is the exhibit hall. Companies that provide products and services to cities and villages will be available to meet with delegates when the exhibit area opens Wednesday afternoon & again on Thursday Morning. The exhibits will close Thursday afternoon before lunch.

HOTEL AND PARKING

Exhibits, general sessions and workshop sessions will all be held at The Sheraton Hotel at Capitol Square, 75 E. State Street, Columbus Ohio.

A special room rate is available for conference attendees. The rate is \$99 (single/double). **The cut-off date is September 17th.** Parking will be free for all attendees to the conference, whether you are staying at the hotel or driving in for the day, however you **MUST** valet park at the hotel in order to get the free parking. Contact the Hotel directly for your room reservations at: 614-365-4500 or www.starwoodmeeting.com/Book/OMLAnnualConference2014

DIRECTIONS TO HOTEL

Hotel is downtown Columbus, at the intersection of State Street & S. Third Street (South East Corner of the Statehouse).

ANNUAL BUSINESS MEETING

The annual business meeting of the League will take place Thursday at the luncheon session. During this important meeting, one-half of the Board members will be elected for a two-year term. Nominations should be submitted to the OML offices by September 27th 2014. The Nominating Committee will meet Wednesday afternoon, October 8th.

RESOLUTIONS

Suggested conference resolutions by OML members for consideration during the business meeting should be submitted to the OML offices prior to September 27th. The Resolutions Committee will meet Thursday October 9th.

PLEASE CHECK OUR WEBSITE OFTEN FOR CURRENT AND/OR UPDATED INFORMATION
www.omloho.org

On the reverse side is a description of the workshops being offered at this year's Conference

WEDNESDAY, OCTOBER 8 – CONCURRENT WORKSHOPS

2:00 – 3:15 p.m. 4 CONCURRENT WORKSHOPS

1) SPECIAL NLC AND PEW RESEARCH CENTER WORKSHOP – Declining revenues and federal and state aid, obligations to employees, and increased service demands from residents mean city leaders are often faced with tough choices between short-term interests and long-term fiscal health. This two and a half hour session (two workshops) will share national findings on the changing needs of citizens in major U.S. cities; the changing federal, state and local funding relationships; and key fiscal trends and tactics that cities and other governments across the country are employing to navigate the future. Ohio cities will share their unique perspectives. The participants will have the opportunity to learn more about specific strategies in the following areas: COST BENEFITS, SERVICE DELIVERY PERFORMANCE MANAGEMENT, BUDGETING AND FINANCE.

2) DRUG-FREE ACTION ALLIANCE & OHIO MENTAL HEALTH & ADDICTION SERVICES – Start Talking! The misuse and abuse of drugs is a growing concern in every community. Prescription drug abuse and heroin use are on an epic rise, with the highest number of unintentional drug overdoses on record. These unintended drug overdoses occur an average of one every 5 hours, making it the leading cause of injury-related deaths in Ohio – ahead of vehicle traffic crashes, suicide and falls. Every municipality and community needs to be actively involved in the prevention of substance abuse to ensure a safe community and to contain the collateral costs incurred by drug abuse. This workshop will explore the problem, teach what effective prevention is, discover the role everyone plays and teach about free, easy-to-use resources to get started.

3) Workers' Comp Workshop – Qualifies for BWC credit - the required hours of training for group-rating-participating municipalities.

4) MAXIMIZING LOCAL RAIL ASSETS - This session will focus on helping attendees to better understand the freight railroads and how to develop a coordinated approach to maximizing local rail assets. Attendees will have a better understanding of the business of freight railroading, how their community fits into the overall development plan, how to leverage their existing assets to foster job growth, and what financing opportunities are available. There will be a discussion of lessons learned from a rail development project in Franklin, Ohio.

3:15 – 4:30 p.m. 3 CONCURRENT WORKSHOPS

1) SPECIAL NLC & PEW RESEARCH CENTER WORKSHOP WILL CONTINUE HERE

2) PLAYGROUND SAFETY & MAINTENANCE PROGRAMS – This session will highlight the primary causes of playground injuries and discuss the responsibilities municipalities and manufacturers have for providing and maintaining safe playgrounds. There will be a discussion of the current regulatory environment and how to develop operational policies to ensure compliance. Participants will learn how to establish a playground audit and inspection protocol. Participants will learn how to identify and correct potential hazards.

3) CITY AND VILLAGE COUNCIL SESSION – “Wellness Plans for Municipalities” This session will discuss how employees and the municipal government may reduce the cost of health care, improve overall health and thus improve productivity.

THURSDAY, OCTOBER 9 CONCURRENT WORKSHOPS

2:00 – 3:00 p.m. 5 CONCURRENT WORKSHOPS

1) ACCESSING COLLEGE & WORKFORCE RESOURCES – INCREASING POSTSECONDARY ATTAINMENT FOR A MORE COMPETITIVE CITY: PART I

More and more city leaders across Ohio and the nation are joining efforts to ensure that residents receive the credentials they need to succeed and advance in the 21st century labor market. Discuss ways that an increased focus on postsecondary attainment could play a more prominent role in your city's economic development strategy. Learn about multiple roles that municipal leaders take in cities large and small from experts with the National League of Cities. Also consider how best to “plug in” to local efforts with members of the Ohio College Access Network, and how to use tools such as Ohio Means Jobs

2) “Property Maintenance and Code Enforcement” This session will discuss specific municipal experiences re code enforcement, property maintenance and land banks.

3) “Annexation – Current and Future Issues” – Senate Bill 5, which took effect in 2002, changed Ohio's annexation laws from a one-size-fits-all procedure to establishing four separate processes, calling for four separate types of petitions and warning with different consequences depending on the processes used. Since the original passage of Senate Bill 5 changes have occurred which effect the choices made regarding the annexation process to use. There also will be a brief discussion of the court cases which have developed.

4) VILLAGE COUNCIL SESSION – “Public Records – Complying with the Public Records Law”

5) USING MUNICIPAL ADVISORS – This session will discuss the effective use of municipal advisors/consultants for municipal operations or projects.

3:00 – 4:00 p.m. 4 CONCURRENT WORKSHOPS

1) ACCESSING COLLEGE AND WORKFORCE RESOURCES SESSION – MUNICIPAL LEADERSHIP FOR INCREASED POSTSECONDARY ATTAINMENT: PART II Build upon the previous workshop by delving deeper into specific strategies that municipal leaders can embrace or support to enhance postsecondary attainment in the community. Explore options such as FAFSA completion campaign, forming an action coalition or network, helping adults with some college complete their degrees, and enhancing college resources available at public libraries and community centers. Consider what's involved, likely partners, how to get started, and the return on investment for each strategy.

2) “LAND USE, ZONING AND PLANNING 101”

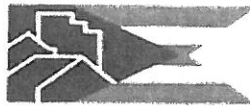
3) “HOW TO EFFECTIVELY USE BOARDS, COMMISSIONS & CITIZEN TASK FORCES – One City's Experience, with examples”

4) CITY COUNCIL SESSION – “Municipal Law – Changes and New Developments”

FRIDAY, OCTOBER 10

9:30 a.m. – 11:30 a.m. – 4 CONCURRENT AGENCY WORKSHOPS

Representatives from the Ohio Department of Natural Resources, the Ohio EPA, the Ohio Department of Transportation and the Ohio Department of Commerce will discuss the various grant opportunities through their agencies and how to apply. Handouts will be available.



Ohio Municipal League

Our Cities and Villages ★ Bringing Ohio to Life

63rd Annual Conference

October 8th, 9th & 10th

Sheraton Hotel at Capitol Square, Columbus

REGISTRATION FORM

Name as it is to appear on badge _____ Title _____

Municipality or Company Name _____

() _____
Phone

_____ Email

<p>City Registration Special Register 6- get 1 free. For every six paid full registrations from one city, a seventh attendee is free. (Write "free" over seventh delegate fees section)</p>	<p>Village Registration Special Register 3- get 1 free. For every three paid full registrations from one village, a fourth attendee is free. (Write "free" over fourth delegate fees section)</p>
--	--

Conference Registration Fees

Please check all the options which best fits your needs. All delegates from municipalities that are current OML members are entitled to the member rates. If you are unsure if your municipality is a member please contact the OML office. The Women in Government Breakfast function is a separate purchase and not included in any of the OML packages.

- Full Registration October 8th, 9th & 10th** Includes all functions on the agenda unless otherwise noted.
- OML Member** \$150.00 **Non-Member** \$225.00

<input type="checkbox"/> Wednesday October 8th Only Includes workshops & reception in Exhibit area	<input type="checkbox"/> Thursday October 9th Only Includes continental breakfast, general session, workshops & lunch.	<input type="checkbox"/> Friday October 10th Only Includes continental breakfast, general session, and workshops.
<input type="checkbox"/> OML Member \$50.00	<input type="checkbox"/> OML Member \$50.00	<input type="checkbox"/> OML Member \$50.00
<input type="checkbox"/> Non-Member \$75.00	<input type="checkbox"/> Non-Member \$75.00	<input type="checkbox"/> Non-Member \$75.00

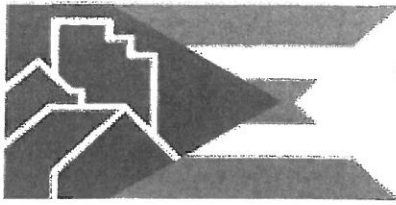
Costs not included in Registration Options:

<input type="checkbox"/> Women in Government Breakfast Meeting Thursday, October 9 th \$12.50 each <input type="checkbox"/> Attendee <input type="checkbox"/> Guest/Spouse	<input type="checkbox"/> Guest/Spouse Meal Package \$50.00 (Includes all meal functions except Women in Gov't Breakfast) _____ Guest/Spouse name as it is to appear on badge.
--	---

TOTAL ENCLOSED \$ _____

Refund Policy

No refunds will be made unless cancellation is received prior to October 1st, 2014. No refunds will be made for "no shows."
Make Checks Payable & Return To: Ohio Municipal League, 175 South Third St., Suite 510, Columbus, Ohio 43215-7100
You may fax registrations to 614/221-4390.



Ohio Municipal League

Our Cities and Villages ★ Bringing Ohio to Life

63rd ANNUAL CONFERENCE

October 8th, 9th & 10th – Sheraton Columbus at Capitol Square

Wednesday, October 8th

8:00 am **Exhibit Booths Set-up**
(Fern & Exhibitors to set up by 1:00 p.m. so that attendees may visit the booths before the workshops)

10:30 a.m. **REGISTRATION**

1:00 – 2:00 **Exhibits Open**

2:00 - 3:15 p.m. **4 CONCURRENT WORKSHOPS**

<u>Workshop 1</u>	<u>Workshop 2</u>	<u>Workshop 3</u>	<u>Workshop 4</u>
NLC & PEW Research Center “How Cities Managed the Great Recession & Are Positioning for the Future”	“Resources Available for Community Involvement in Curbing Drug Abuse”	Workers’ Comp Workshop (Qualifies for BWC- required credit)	“How to Maximize Local Rail Assets”

3:15 – 4:30 p.m. **3 CONCURRENT WORKSHOPS**

<u>Workshop 1</u>	<u>Workshop 2</u>	<u>Workshop 3</u>
NLC & PEW Research Center (continued)	“Playground Safety & Maintenance Programs and Municipal Liability”	City & Village Council Session “Wellness Plans for Municipalities”

3:00 – 4:30 p.m. **OML BOARD OF TRUSTEES MEETING**

4:30 p.m. **NOMINATING COMMITTEE MEETING**

4:30 - 6:00 p.m. **RECEPTION IN EXHIBIT AREA**

Thursday, October 9th

8:00 a.m. **REGISTRATION**

8:00 a.m. **CONTINENTAL BREAKFAST**

8:00 a.m. **WOMEN IN GOVERNMENT BREAKFAST SESSION**

8:00 a.m. – 12 Exhibit Show

9:30 a.m. -12:00 p.m. **OML GENERAL SESSION**

Welcome: City of Columbus

Featured Topics: 1) Project Labor Agreements/ Local Labor
2) Update on the Oil and Gas Industries
3) Ethics and Conflicts Of Interest – Ohio Ethics Commission

11:45 a.m.-Noon RESOLUTIONS COMMITTEE MEETING

12:00 - 1:30 p.m. LUNCHEON * ANNUAL BUSINESS MEETING

1:30 p.m. - 2:00 p.m. OML INCOME TAX COMMITTEE MEETING

2:00 - 3:00 p.m. 5 CONCURRENT WORKSHOPS

<u>Workshop 1</u>	<u>Workshop 2</u>	<u>Workshop 3</u>	<u>Workshop 4</u>	<u>Workshop 5</u>
Accessing College & Workforce Resources – Part I	“Property Maintenance and Code Enforcement”	“Annexation – Current and Future Issues”	Village Council “Public Records”	“Using Municipal Advisors”

3:00 - 4:00 p.m. 4 CONCURRENT WORKSHOPS

<u>Workshop 1</u>	<u>Workshop 2</u>	<u>Workshop 3</u>	<u>Workshop 4</u>
Accessing College & Workforce Resources – Part II	“Land Use, Zoning & Planning”	“How to Effectively Use Boards, Commissions & Citizen Task Forces”	City Council – “Municipal Law – Changes and New Developments”

Thursday Evening Free

Friday, October 10th

7:30 a.m. REGISTRATION

8:00 a.m. – 9:30 a.m. BREAKFAST MEETING * HB 5 RALLY

9:30 a.m.-11:30 a.m. 4 CONCURRENT AGENCY WORKSHOPS

<u>Workshop 1</u>	<u>Workshop 2</u>	<u>Workshop 3</u>	<u>Workshop 4</u>
ODNR Grants	EPA Grants	ODOT Federal Money	Dept. of Commerce Grants

Please check OML Website for Featured Speakers and Workshop Sessions www.omloho.org

To: Mayor Augsburger
Council Members

Bullet Resistant Vest Purchase

The majority of the police department bullet resistant vests have exceeded their five year life serviceability. There is a safety committee meeting prior to the council meeting for a brief discussion on the purchase. I will have information and be making a request to place the order at the council meeting. I am still finalizing numbers, but the initial price is estimated to be between \$15,000 and \$15,500. We have a USDOJ grant to reimburse the village \$4,669.89, which puts our final cost around \$11,000.

Personnel

Also to be discussed at the safety meeting prior to council will be the appointment of a part-time patrol officer. The Mayor and I have gone over the application, as well as an interview and background process including the sergeants and me. The applicant will be here for public swearing in at the council meeting.

Firearms Purchase

When we approved the expansion of the police force from six to eight full-time officers, I was aware we would also need to purchase handguns for the two new officers. Part-time officers are not issued firearms and carry personally owned weapons. The two officers hired to the full-time positions were from the part-time ranks, and I had them carry their personal weapons while we made sure the probationary period was progressing and they liked their full-time position with our force. It is now evident that the two officers do in-fact like working full-time for us and intend on staying. Their probationary period is going extremely well, so I see no reason to delay purchasing their department issued firearm any longer.

I will have information for the safety committee on State purchasing pricing for the two needed weapons. I anticipate making a recommendation at the council meeting for the purchase.