

Village of Bluffton Council Meeting Agenda

October 23, 2023 at 7:00 PM



Opening Ceremonies

Call to Order, Mayor
Johnson presiding

Pledge of Allegiance



Minutes

Approval of the minutes for the Village Council meeting held on Monday, October 9, 2023

Bills

Public Comment:

Committee Reports

Parks & Recreation Committee: 10/16

Boards & Commissions

Tree Commission: 10/17

LEGISLATION

RESOLUTION NO. 30-2023

1st Reading

A RESOLUTION AUTHORIZING THE ATTACHED WAGE SCHEDULE TO BE ADDED TO THE PERSONNEL POLICY AND PROCEDURE MANUAL OF THE VILLAGE OF BLUFFTON, OHIO AS EXHIBIT A: WAGE SCHEDULE FOR VILLAGE EMPLOYEES.

RESOLUTION NO. 31-2023

1st Reading

A RESOLUTION ESTABLISHING PAY INCREASES TO THE WAGES/SALARIES OF CERTAIN VILLAGE EMPLOYEES OF THE VILLAGE OF BLUFFTON, OHIO, EFFECTIVE AS STATED IN THE ATTACHED EXHIBIT (A), AND ESTABLISHING BENEFIT CHANGES AS STATED IN THE ATTACHED EXHIBIT (B).

RESOLUTION NO. 32-2023

1st Reading

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH THE JOHNNY APPLESEED METROPOLITAN PARK DISTRICT FOR THE PURPOSE OF MAKING APPLICATION AND ACCEPTING FUNDS FROM THE 2024 COOPERATIVE PARK IMPROVEMENT GRANT PROGRAM

RESOLUTION NO. 33-2023

1st Reading

A RESOLUTION OFFERING A PICK-UP OF VOLUNTARY CONTRIBUTIONS THROUGH A PAYROLL DEDUCTION FOR THE PURCHASE OF SERVICE CREDIT BY EMPLOYEES WHO ARE MEMBERS OF THE OHIO POLICE & FIRE PENSION FUND AND WHO ARE NOT MEMBERS OF THE BARGAINING UNIT.

Village Administration Report:

Mayor:

Safety Services Reports:

-EMS-

-Fire Dept.-

-Police Dept.-

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

- Personnel Committee – Monday, October 23rd at 6:00 pm
- Parks & Recreation Committee – Monday, October 23rd at 6:30 pm
- Village Council – Monday, October 23rd at 7:00 pm
- Bluffton Beyond Tomorrow Committee – Wednesday, November 1st at 7:30 pm
- Village Council – Monday, November 13th at 7:00 pm

Public Comment

Adjournment – Motion and Second

Village of Bluffton – Regular meeting October 9, 2023, at 7:00 p.m.

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

Cupples motioned, seconded by Kingsley, to approve the minutes from the regular council meeting held on September 25, 2023. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

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

The Fiscal Officer gave the following readings:

3rd Reading:

Ordinance 10-2023 – An Ordinance to vacate a portion of Thurman Street and a portion of an abutting alley as requested by Village Administration. Cupples motioned to adopt the Ordinance, seconded by Sehlhorst. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Sehlhorst motioned, seconded by Stahl, to approve the Special Event request for the Harvest Festival to be held October 28, 2023. College Ave. between Main St. and Jackson St. will be closed from 7:00 a.m. until 3:00 p.m. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Cupples motioned, seconded by Kingsley, to approve the Special Event request for the Bluffton University Homecoming to be held October 21, 2023. Vine St. between Main St. and the alley will be closed from noon until 12:00 a.m. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, and Steiner. No (0), Abstain (1) Talavinia, motion approved.

Cupples motioned, seconded by Kingsley, to enter executive session to discuss imminent litigation and employee compensation with the Mayor, Solicitor, Council, Administrator, and Fiscal Officer present. No action is expected to be taken after the session. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

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

Cupples motioned to adjourn the meeting.

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

Parks & Recreation Committee on Monday, October 16 at noon.

Tree Commission on Tuesday, October 17 at 7:00p.m.

Village Council on Monday, October 23 at 7:00 p.m.

MAYOR

FISCAL OFFICER

VILLAGE OF BLUFFTON
VOUCHER REPORT 10/23/2023

VENDOR	AMOUNT	DEPARTMENT	DESCRIPTION
ALLOWAY TESTING	2,032.00	Multiple	TESTING
AMERICAN ELECTRIC POWER	6,767.59	Multiple	ELECTRICITY
AMERICAN ELECTRIC POWER	1,263.67	Multiple	ELECTRICITY
ANTHEM BLUE CROSS BLUE SHIELD	20,925.78	Multiple	HEALTH INSURANCE
ANTHEM BLUE CROSS BLUE SHIELD	980.24	Multiple	HEALTH INSURANCE
ANTHEM BLUE CROSS BLUE SHIELD	165.00	Multiple	LIFE INSURANCE
CHARTER COMMUNICATIONS	169.98	Multiple	CABLE
CHARTER COMMUNICATIONS	39.99	Multiple	CABLE
CINTAS	73.04	Administrative	UNIFORMS
CINTAS	73.04	Administrative	UNIFORMS
COUNTY ELECTRIC LLC	2,792.52	Police	FALLEN OFFICERS MEMORIAL
DOMINION EAST GAS	356.76	Multiple	NATURAL GAS
FAMILY HARDWARE DO IT BEST	465.56	Multiple	SUPPLIES
GARY'S REPAIR	67.64	Multiple	PARTS & SUPPLIES
GARY'S REPAIR	6.85	Multiple	PARTS & SUPPLIES
HACKENBERG, FEIGHNER, BISHOP & WERTH, LLC	2,000.00	Administrative	SOLICITOR FEES
HANCOCK-WOOD ELECTRIC CO-OP	169.98	Multiple	ELECTRICITY
HANCOCK-WOOD ELECTRIC CO-OP	54.00	Multiple	ELECTRICITY
KEVIN NICKEL	71.40	Administrative	MILEAGE REIMBURSEMENT - AOS TRAINING
KOI ENTERPRISES, INC.	137.21	Multiple	PARTS
MANNIK SMITH GROUP	2,850.00	Park	PARK DESIGN & FUNDING
NATIONAL ASSOCIATION OF	60.00	Police	MEMBERSHIP DUES
NATIONAL FIRE PREVENTION ASSN	438.45	Fire	FIRE PREVENTION WEEK SUPPLIES
OIAA	50.00	Street	URBAN FORESTRY CONFERENCE - R. ROSE
OIAA	50.00	Street	URBAN FORESTRY CONFERENCE - L. CASTRO
PERRY CORPORATION	218.75	Land & Buildings	DOOR ACCESS CONTROL
PERRY CORPORATION	3,048.20	Administrative	IT CONTRACT
PROMO HITS	548.75	Street	TEMPORARY NO PARKING SIGNS
REINEKE FAMILY TIRE & SERVICE CENTERS	109.95	Police	OIL CHANGE - CRUISER
SHELL FLEET PLUS	2,156.11	Multiple	FUEL
STAPLES BUSINESS ADVANTAGE	299.27	Multiple	SUPPLIES
VERIZON WIRELESS	52.26	Multiple	CELL PHONES
VILLAGE OF OTTAWA	54,330.56	Water	WATER
WARREN FIRE EQUIPMENT, INC.	2,241.12	Fire	SCBA TESTING
ZOLL DATA SYSTEMS	161.26	Rescue	EMS CHARTS
INCOME TAZ REFUNDS	1,112.00	Administrative	INCOME TAX REFUNDS
	106,338.93		
SEPTEMBER FIRE & EMS	14,003.25		
MEDICARE	203.04		
OPERS	1,415.55		
FICA	182.05		
BIWEEKLY PAYROLL 10/20/23	46,447.30		
MEDICARE	632.38		
OPERS	3,567.03		
OP&F	3,996.22		

Council Signature : _____

Date: _____

Parks & Rec - Minutes
Village of Bluffton
SR 103 Pathway
October 9th, 2023

Present: Council - Ben Stahl, Mitch Kingsley
Staff - Jesse Blackburn
Public - Bluffton Community Dog Park Representative, Matthew Ellerbrock

Start: 18:00 End: 18:50
Topics: Bluffton Dog Park

Minutes:

- The committee and Mr. Ellerbrock continued our discussions around the creation of a Bluffton dog park. The topics centered around parking arrangements, ADA accessibility, and rules/enforcement within the park. This continues to be a work in progress, but the individuals who are part of the volunteer group driving this effort are making good progress.

Ben Stahl

Mitchell Kingsley

Parks & Rec - Minutes
Village of Bluffton
SR 103 Pathway
October 16th, 2023

Present: Council - Ben Stahl, Mitch Kingsley, Rich Johnson

Start: 12:00 End: 12:45

Topics: Grant opportunity, 2024 pool rates/wages

Minutes:

- Grants
 - A resident approached Mitch about possible grant funding opportunities for the Village. Because of Mitch's upcoming travel plans, Ben will reach out to the resident to discuss further.
- 2024 Pool Resolution
 - The Ohio minimum wage is increasing 3.5% in 2024, from \$10.10 to \$10.45. Based on other, ongoing wage adjustments throughout the Village, it is the desire of this committee to increase all pool staff wages 6.5%, while not adjusting rates for admissions. This committee will conduct our own study of local rates/wages to verify this is in line with the local market.

Ben Stahl

Mitchell Kingsley

RESOLUTION NO. 30-2023

A RESOLUTION AUTHORIZING THE ATTACHED WAGE SCHEDULE TO BE ADDED TO THE PERSONNEL POLICY AND PROCEDURE MANUAL OF THE VILLAGE OF BLUFFTON, OHIO AS EXHIBIT A: WAGE SCHEDULE FOR VILLAGE EMPLOYEES

WHEREAS, Section 4.01 of the Personnel Policy and Procedure Manual for the Village of Bluffton outlines the Policy and Procedure for the compensation of employee, and;

WHEREAS, there exists a deficiency in the current compensation system for employees as defined in Section 4.01 of the aforementioned Manual, and;

WHEREAS, the addition of the attached document as Exhibit A: Wage schedule for Village Employees fulfill said deficiencies that exist in the Personnel Policy and Procedure Manual.

BE IT THEREFORE RESOLVED BY THE COUNCIL OF THE VILLAGE OF BLUFFTON, OHIO (AT LEAST TWO-THIRDS OF THE MEMBERS ELECTED THERETO CONCURRING) THAT:

Section 1. That the Village Administrator is hereby authorized to request Clemans, Nelson & Associates, Inc to add the attached document to Section X Exhibits, as Exhibit A: Wage schedule for Village Employees, to the Personnel Policy and Procedure Manual for the Village of Bluffton and make additional changes to Section 4.01 Policy and Procedure as needed.

Section 2. That is found and determined that all formal actions of the Council concerning and relating to the adoption of this resolution were made in open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements of the Open Meetings Law including Section 121.22 of the Ohio Revised Code.

Passed and adopted this _____ day of _____, 20____ by the Council of the Village of Bluffton, Ohio by the following vote:

Ayes: _____ Nays: _____ Abstain: _____

Attest:

Fiscal Officer

Mayor

Approved as to form:

Village Solicitor

Wage Schedule for Village of Bluffton Employees 2023

Administrative Department

Salaried Administration Position Requirements

-All salaried employees must maintain the minimum requirements as all full-time Public Works Department employees.

-In addition to the above-mentioned requirements salaried employees shall have the following:

Village Administrator: Minimum of Bachelor's Degree

Assistant Village Administrator: Minimum of Bachelor's Degree

Fiscal Officer: Minimum of Bachelor's Degree

The following pay scale applies to employee's hired/promoted to the respective positions on or after January 1, 2024

Village Administrator	Assistant Village Administrator	Fiscal Officer
\$72,000 – \$100,000	\$62,000 – \$90,000	\$62,000 – \$90,000

The Mayor will be responsible for evaluation of the Village Administrator and Fiscal Officer.

Part-Time Administrative Staff Employee Requirements

Utility Clerk

Prospective employee must have a high school diploma/GED and be bondable

The Utility Clerk is a part-time position assigned to work less than 35 hours per week.

The Utility Clerk will have a pay range of \$18.50 – \$26.00/hr. Increases in pay will be approved by Village Council.

The Utility Clerk is eligible for paid leave and holiday leave in accordance to Village policy manual section 5 Employee benefits

Village Income Tax Administrator

Prospective employee requirements

-Must have a high school diploma/GED

-Education and experience in accounting and finance preferred.

-Must be bondable.

The Tax Administrator is a part-time position assigned to work less than 35 hours per week.

The Tax Administrator will have a pay range of \$19.50 – \$27.00/hr. Increases in pay will be approved by Village Council.

The Tax Administrator is eligible for paid leave and holiday leave in accordance to Village policy manual section 5 Employee benefits

Cemetery Sexton

Prospective employee must have a high school diploma/GED

The Cemetery Sexton is a part-time, as-needed position with an annual pay range of \$5,000 – \$6,500.

Increases in pay will be decided and approved by Village Council.

The Cemetery Sexton is not eligible for and accrual of paid leave or holiday benefits.

Other Part-Time/Seasonal/Intern Administration Positions

Requirements and wages prepared by Village Administrator and approved by Village Council

Wage Schedule for Village of Bluffton Employees 2023

Police Department

Salaried Police Department Position Requirements

-All salaried employees must maintain the minimum requirements as all full-time police employees.

-In addition to the above-mentioned requirements salaried employees shall have the following:

Police Chief: Minimum of Bachelor's Degree and minimum of 10 years of full-time experience

Police Lieutenant: Minimum of Bachelor's Degree and minimum of 5 years full-time experience

Police Sergeant: Minimum of Associate's Degree and minimum of 3 years full-time experience

The requirements above and the following pay scale applies to employee's hired/promoted to the respective ranks on or after July 1st, 2020

Chief of Police	Police Lieutenant (Asst. Chief)	Police Sergeant
\$72,000-\$100,000	\$62,000-\$90,000	\$60,000-\$85,000

The Mayor will be responsible for evaluation of the Chief of Police.

Full-Time Police Department Employee Requirements and Starting Wages

-Prospective employees must have a high school diploma/GED.

-Prospective employees must have a current/valid certification from OPOTA, or have an agreement in place with the Village of Bluffton regarding completion of an OPOTA approved academy.

-Emergency Medical Responder (EMR) certificate through the Ohio Division of EMS. This is not required at time of hire, but the officer must attend the next available locally provided training as department staffing levels allow. Officer must continue training until certified and may not practice emergency medical response procedures, other than first aid, until certified. Must maintain through length of employment.

The Chief of Police will be responsible for determining applicable law enforcement prior service and qualifications for prospective new hires.

Full-Time Patrol Officers will have a pay range of \$24.00 – \$34.00/hr. Increases in pay will be approved by Village Council.

The Police Administration will be responsible for determining the applicable law enforcement experience and qualifications for prospective new hires and recommending starting wages to the Mayor and Personnel Committee for final presentation and approval from Village Council.

Village Council has the authority to modify the starting pay and requirements based on prospective employee's qualifications.

Wage Schedule for Village of Bluffton Employees 2023

Part-Time Police Department Employee Requirements and Starting Wages

- Prospective employees must have a high school diploma/GED.
- Prospective employees must have successfully completed an OPOTA approved police academy and must hold a current/valid certification from OPOTA.
- Emergency Medical Responder (EMR) certificate through the Ohio Division of EMS. This is not required at time of hire but must attend the next available locally provided training as department staffing levels allow. Must maintain through length of employment.
- Part-time police officers are assigned to work less than 35 hours per week. Officers designated as part-time will have a starting rate of pay of \$20.00/hr. Increases in pay will be decided and approved by Village Council. Part-time police officers are not eligible for the accrual of paid leave or holiday benefits.

Licensure and Certification

Police Department Employees:

Employees that hold OPOTA instructor certificates/specialized instructor certificates, or specialized courses shall be eligible for the following compensation:

\$.50 more/per hour for hourly employees. \$1,040.00 per annum for salaried employees. Employees are eligible to be compensated for up to two certifications only. The Chief of Police will be responsible for determining if employees meet the requirements/departamental needs for these increases in pay.

Note: Current police instructors will be eligible for the new adjustment(s) relating to their instructor certifications upon the start date of this schedule.

Wage Schedule for Village of Bluffton Employees 2023

Public Works Department

Full-Time Public Works Department Employee Requirements and Starting Wages

-Prospective employees must have a high school diploma/GED

-The following pay scale applies to new Department of Public Works employees hired for full time service on or after January 1, 2024

PWD Maintenance	Licensed Operator
\$19.50 – 28.00/hr	\$24.50 – 35.00

The Village Administration will be responsible for determining the applicable public works experience and qualifications for prospective new hires and recommending starting wages to the Mayor and Personnel Committee for final presentation and approval from Village Council.

The pay scale will be determined by applicant credentials which include: EPA licenses /certificates held, prior experience.

Village Council has the authority to modify the starting pay and requirements based on prospective employee's qualifications.

Part-time and Seasonal Public Works Department Employees

Part-time Public Works Department employees

Prospective employee requirements:

- Valid State of Ohio Driver's license
- High school diploma/GED, or enrolled in high school

Part-time Public Works employees are assigned to work less than 35 hours per week. Employees designated as part-time will have a pay range of \$16.00 – 21.00/hr. Increases in pay will be decided and approved by Village Council. Part-time Public Works employees are not eligible for the accrual of paid leave or holiday benefits.

Seasonal Public Works Department employees

Prospective employee requirements

- Valid State of Ohio Driver's license
- High school diploma/GED, or enrolled in high school

Seasonal employees as defined in Section 3.02 will have a pay range of \$15.00 – 20.00/hr. Increases in pay will be approved by Village Council. Seasonal employees are not eligible for the accrual of paid leave or holiday benefits.

Wage Schedule for Village of Bluffton Employees 2023

Licensure and Certification

Public Work's Department Employees:

Public Works Department Employees that hold valid Ohio EPA professional operator licensures shall be eligible for the following compensation:

Class I professional water operator:	\$1.50 more per hour
Class I professional wastewater operator:	\$1.00 more per hour
Class II professional wastewater operator:	\$1.00 more per hour
Class III professional wastewater operator:	\$2.00 more per hour

Employees listed with the Ohio EPA as Operators of Record for the Village of Bluffton will receive compensation of at least \$1.00 more per hour.

Other industry related licenses and/or certificates that add value to employment with Bluffton will be considered for extra compensation.

Wage Schedule for Village of Bluffton Employees 2023

Village of Bluffton Employee Wages

Wage Adjustment

In the month of January of each year, Village Council will consider an annual wage adjustment for Village employees to be effective January 1.

This wage adjustment will be based on the employee's current rate of pay and will only be approved after a positive employee performance review completed in accordance with current policy.

Annual COLA wage adjustment for 1st year employees will be prorated based on hiring date. See following Table.

Hire Date	% COLA received
January - March	100%
April – June	75%
July – September	50%
October - December	25%

**RESOLUTION NO. 31-2023
VILLAGE OF BLUFFTON, OHIO**

A RESOLUTION ESTABLISHING PAY INCREASES TO THE WAGES/SALARIES OF CERTAIN VILLAGE EMPLOYEES OF THE VILLAGE OF BLUFFTON, OHIO, EFFECTIVE AS STATED IN THE ATTACHED EXHIBIT (A), AND ESTABLISHING BENEFIT CHANGES AS STATED IN THE ATTACHED EXHIBIT (B).

BE IT RESOLVED by the Council of the Village of Bluffton, Ohio, two-thirds (2/3) of all those elected or appointed thereto concurring:

SECTION 1. That effective immediately upon adoption of this Resolution, the wages and or salaries of Village employees shall be increased as listed herein on Exhibit (A), shall be effective October 29, 2023.

SECTION 2. That effective immediately upon adoption of this Resolution, the benefits of Village employees shall be adjusted as listed herein on Exhibit (B), shall be effective January 1, 2024.

SECTION 3. That the Village Administrator and Fiscal Officer are hereby directed to make the necessary changes to the Personnel Policy & Procedure Manual as needed.

SECTION 4. This Resolution is hereby declared to be an emergency measure for the immediate preservation of the public peace, health and safety of the Village of Bluffton, Ohio, and for the further reason it is immediately necessary to enact said increases without further delay.

SECTION 5. That is found and determined that all formal actions of the Council concerning and relating to the adoption of this Resolution were made in an open meeting of this Council and that all deliberations of the Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements of the Open Meetings Law including Section 121.22 of the Ohio Revised Code.

WHEREFORE, This Resolution shall take effect and be in force from and after the earliest period allowed by law and approval by the signatures below.

Passed and adopted this _____ day of _____, 2023 by the Council of the Village of Bluffton, Ohio by the following vote:

Ayes: _____ Nays: _____ Abstain: _____

Attest:

Fiscal Officer

Mayor

Approved as to form:

Village Solicitor

Wage Changes - Exhibit A

Effective for Pay Period Oct. 29-Nov. 11, 2023 (Pay Date 11/17/23)

Full-Time		New	
Employee	Position	Rate	
Basinger, Jan	Waste Water Operator	\$	32.58
Lloyd, Bryan	Assistant Administrator	\$	79,715.00
Jordan, Nathaniel	Collections Operator	\$	30.36
Phillips, Scott	Water Operator	\$	32.84
Dailey, Clint	Service	\$	25.09
Swank, Kyle	Service	\$	23.87
Fruchey, Logan	Service	\$	22.51
Nickel, Kevin	Fiscal Officer	\$	76,473.38
Blackburn, Jesse	Administrator	\$	83,465.09
Burkholder, Ryan	Chief	\$	80,717.55
Oglesbee, Mathew	Lieutenant	\$	76,542.24
Hochstetler, Tyler	Sergeant	\$	68,190.51
Kill, Brianna	Patrol Officer	\$	25.62
Hannah, Hope	Patrol Officer	\$	28.06
Michael, Abigail	Patrol Officer	\$	28.06
Noble, Skyler	Patrol Officer	\$	25.62
Rayle, Eric	Patrol Officer	\$	27.44
Probst, Austin	Patrol Officer	\$	24.50
New Hire	Patrol Officer	\$	25.00

Part-Time			
Essinger, Angie	Utility Clerk	\$	23.34
Hohenbrink, Rhonda	Income Tax Admin	\$	25.07
Ludwig, Bernie	Cemetery Sexton	\$	6,194.35
Schroeder, Chris	Seasonal Mower	\$	15.00
Schroll, Jeff	Seasonal Mower	\$	15.00
Lichtle, Richard	Seasonal Mower	\$	16.00
Montgomery, Charles	Patrol Officer	\$	20.00
Tyzzler, Elliott	Patrol Officer	\$	20.00
Hartzog, Troy	Patrol Officer	\$	20.00



VILLAGE OF BLUFFTON

154 N. MAIN STREET * P.O. BOX 63 * BLUFFTON, OHIO 45817-0063
(419) 358-2066 * FAX (419) 358-8137

RICHARD JOHNSON, Mayor
JESSE BLACKBURN, Village Administrator

KEVIN NICKEL, Fiscal Officer
BRYAN LLOYD, Assistant Administrator

www.bluffton-ohio.com

Proposals for Improved Pay & Benefits – Exhibit B

1. <u>Wage Increase</u> - as submitted - Effective for 11/17/23 Pay Date	<u>Cost</u>
<ul style="list-style-type: none">Recommend approving immediately for PD hiring need.Recommend starting this increase for the last 4 pay periods of the year with a COLA increase to be given separately.	Admin/PWD \$ 79,852 P.D. 76,839 \$156,691
2. <u>Vacation</u> - ~ \$9,500 total – Effective for 2024 Vacation Accrual	
A. <u>Lateral credit for vacation time</u> granted to eligible employees. <ul style="list-style-type: none">Eligible employees must be recommended by Department Head to Mayor and Personnel Committee for final approval of credit.	\$1,650
B. <u>Pro-rate eligible vacation time upon hire date.</u>	\$0- \$3,000
C. <u>Accelerated vacation accrual.</u>	\$6,063
3. <u>Longevity:</u> Increase from \$200, \$300, \$400, \$500 to: \$400, \$600, \$800, \$1,000 <ul style="list-style-type: none">Request for disbursement with 1st pay period in December 2024.	\$5,600
4. <u>Federal Holiday Recognition</u> – recognize 3 additional Federal Holidays <ul style="list-style-type: none">A survey of 16 local communities shows an average of 10.3 Federal Holidays being recognized. Effective for 2024.	\$3,671
5. <u>Phone Stipend:</u> Bring your own technology (BYOT) stipend has not been updated in over 15 years. Current average from online search is around \$40.00 per month. <ul style="list-style-type: none">See attached sheet for recommendation. To be effective January 2024.	\$4,656
6. <u>Weekend Pay Adjustment</u> – weekend/holiday pay rate of \$75.00 per day along with 2 hours of comp time has not been adjusted for over 15 years <ul style="list-style-type: none">Recommend raising rate of pay to \$100.00 per day along with the 2 hours of comp time. Effective January 1, 2024.	\$2,775
TOTAL COST OF PROPOSED CHANGES	\$182,893
7. <u>Health Insurance:</u> Increase from paying 86.46% to 100% Changes to Health Insurance will be under consideration at the next renewal date (Jan. 1).	\$30,890

RESOLUTION NO. 32-2023

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH THE JOHNNY APPLESEED METROPOLITAN PARK DISTRICT FOR THE PURPOSE OF MAKING APPLICATION AND ACCEPTING FUNDS FROM THE 2024 COOPERATIVE PARK IMPROVEMENT GRANT PROGRAM AND DECLARING AN EMERGENCY

WHEREAS, the Commissioners of the Johnny Appleseed Metropolitan Park and the Village of Bluffton desire to provide improved and increased recreational opportunities to residents in the areas each organization services; and

WHEREAS, It is the intent of the Board of Park Commissioners to make funding available to political subdivisions of the State of Ohio throughout Allen county as enabled by the provisions of Section 1545.14 of the Ohio Revised Code.

WHEREAS, an emergency exists in that the timeliness of the approved agreement is necessary for accepting available grant funds.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE JOHNNY APPLESEED METROPOLITAN PARK DISTRICT AND THE COUNCIL OF THE VILLAGE OF BLUFFTON, OHIO.

Section 1. That the Johnny Appleseed Metropolitan Park District and the Village of Bluffton agree to cooperate for the purpose of improving public parklands under the terms and provisions of the Cooperative Park Improvements Grant Program administered by the Board of Park Commissioners for a period of one year and from year to year thereafter, unless terminated by either party upon thirty (30) days written notice to the other party.

Section 2. That the Village Administrator, of the Village of Bluffton is authorized to make application for Grant Program funding to the Board of Park Commissioners for the 2024 fiscal year.

Section 3. That an emergency exists for the reasons set forth in this resolution

Section 4. That it is found and determined that all formal actions of the 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 any of its committees that resulted in such formal action were in open meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Passed and adopted the _____ day of _____, 2023, by the governing board of the Village of Bluffton:

Ayes: _____ Noes: _____ Abstain: _____

Attest _____

Fiscal Officer

Mayor

Approved as to Form: _____

Village Solicitor

**RESOLUTION NO. 33-2023
VILLAGE OF BLUFFTON, OHIO**

A RESOLUTION OFFERING A PICK-UP OF VOLUNTARY CONTRIBUTIONS THROUGH A PAYROLL DEDUCTION FOR THE PURCHASE OF SERVICE CREDIT BY EMPLOYEES WHO ARE MEMBERS OF THE OHIO POLICE & FIRE PENSION FUND AND WHO ARE NOT MEMBERS OF THE BARGAINING UNIT.

The Council of the Village of Bluffton, Allen County, Ohio met at a duly called and authorized meeting of the Council on the date set forth below, such meeting being duly called pursuant to a notice stating the time, place and purpose of the meeting received by all Council members, and the following resolutions were made, seconded, and adopted by those present at the meeting.

WHEREAS, the eligible employees of the Village of Bluffton Police Department participate in the Ohio Police and Fire Pension Fund ("OP&F");

WHEREAS, the Council of the Village of Bluffton, Ohio desires to offer a pick-up for the voluntary purchase of service credit, as provided for in Section 742.56 of the Ohio Revised Code and 742-5-08 of the Ohio Administrative Code, for participating employees of the Village of Bluffton Police Department who are members of the OP&F and who are not members of the bargaining unit;

WHEREAS, OP&F has adopted procedures for reporting picked up contributions in order to properly prepare 1099-R forms for its members pursuant to Section 742.32 of the Ohio Revised Code and Section 742-7-14 of the Ohio Administrative Code;

WHEREAS, employers may pay all or a part of the voluntary contributions for the purchase of service credit for employees participating in the OP&F;

NOW, THEREFORE, BE IT RESOLVED, that effective as of November 15, 2023, the Village of Bluffton, Ohio desires to offer to pick-up the voluntary contributions through a payroll deduction for the purchase of service credit by all Village of Bluffton Police Department employees who are members of the OP&F and who are not members of the bargaining unit. No contributions made prior to the Council of the Village of Bluffton, Ohio action shall be picked-up;

BE IT FURTHER RESOLVED, that said picked up contributions paid through a payroll reduction, even though designated as employee contributions for state law purposes, are being paid by the Village of Bluffton in lieu of said contributions by the employee;

BE IT FURTHER RESOLVED, that the pickup treatment does not apply to contributions made prior to the later of the date the resolution is signed or effective;

BE IT FURTHER RESOLVED, that said employees shall not be entitled to any option of choosing to receive the contributed amounts directly instead of having them paid by the Village of Bluffton to the OP&F;

BE IT FURTHER RESOLVED, that said employees must execute the attached Irrevocable Payroll Deduction Authorization form in order to have this pick-up treatment apply and that the Department must certify the authorization under Ohio Administrative Code 742-5-08.

Passed and adopted this _____ day of _____, 2023, and effective November 15, 2023, by the Council of the Village of Bluffton, Ohio by the following vote:

Ayes: _____ Nays: _____ Abstain: _____

Attest:

Fiscal Officer

Mayor

Approved as to Form:

Village Solicitor

Notes:

1. Picked up contributions will not be included in the gross income of the employees for tax reporting purposes, that is, for federal or state income tax withholding taxes, until distributed from the OP&F.
2. Picked up contributions will be included in the gross income of the employees, for employment tax purposes, if required, as the contributions are made to the OP&F.
3. The employer must specify the unit or units that are covered by this resolution, or the employer may submit separate resolutions for each unit. Reporting to OP&F must be done by unit and by employee within the unit.

Village of Bluffton

Administration's Report

To: Mayor Johnson & Council Members



10-23-23

NOTICE TO RESIDENTS OF BLUFFTON:

The Village of Bluffton is part of the Allen County Electric Aggregation Program.

The letter received last week from Allen County Ohio announcing DYNEGY as an electricity provider as shown below represents the Bluffton Electrical Aggregation program. The recent contract that had Energy Harbor as Bluffton's energy supplier expires in December of 2023 and Dynegy has provided the lowest rate of \$0.06574 per kilowatt-hour (kW/h). This contract will last until December of 2025.

For questions, contact Dynegy at:

888-682-2170 or at DynegyCustomerService@dynegy.com



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Village of Bluffton
154 N Main St
Bluffton, OH 45817-1246

October 13, 2023

Dear Allen County Residents and Small Businesses,

Allen County is pleased to announce it has selected Dynegy as the preferred electricity supplier for the Allen County Electric Aggregation Program. Voters approved the formation of an opt-out aggregation program in November 2011, allowing Allen County officials to bring together residential and small commercial community members to gain group buying power for the purchase of electricity from a certified retail electric supplier. Both Allen County and Dynegy are certified by the Public Utilities Commissions of Ohio.

As an eligible resident or small business, you will be automatically enrolled in the program unless you choose to opt-out (not participate) by November 3, 2023. The aggregation program for Allen County will begin within one to two billing periods following your inclusion as a participant in Allen County's program and will end with your December 2025 meter reading.

Program Details:

- Fixed electricity price of \$0.06574 per kWh through your December 2025 meter reading.
- One energy bill from AEP Ohio, your local electricity provider.
- No fee to cancel at any time.
- By receiving this letter, you do not need to do anything to be a part of the program.
- AEP Ohio continues to deliver your electricity and maintain the electric lines and respond to emergencies.

2023 - CURRENT PROJECTS:

S.R. 103 Resurfacing:

10/27-10/28 (Fri & Sat) Aero Mark will be in Bluffton to install all auxiliary markings from the recent paving project (Main– St./ Jefferson - 140 exit). Work consists of thermoplastic markings for crosswalks, stop bars, and parking spaces. Helms and Sons will be installing No Parking signs on Thursday, (10/26)

S.R. 103 Pedestrian Pathway - ODOT:

10/30 - 10/31 (Mon & Tue) Ebony paving will be milling the Hancock County portion of State Route 103
11/1 - 11/3 (Wed – Fri) Helms and Sons will be paving the Hancock County portion of State Route 103

County Line Rd. Pathway Project:

2024 Projects:

- **Pocono Drive Water & Sewer Improvements:** Awaiting OPWC funding results.
- **Spring St. Water Main Replacement:** Project has been pushed back until 2025.
- **S.R. 103 at Navajo Drive Improvements:**
 - ✓ Project Details are still being finalized.
 - ✓ Awaiting notice from funding sources

Trick-or-Treat: Bluffton will hold Trick-or-Treat on Thursday, Oct. 26th from 6:00-7:30 pm. If you choose to participate in Trick-or-Treating, please turn on your porch light.

Blaze of Lights Display:

- ★ Lights scheduled to be installed on Nov 4th beginning at 8:30 AM
- ★ Figures scheduled to be installed Nov. 11th beginning in the morning. More details to come.

Mayor Johnson Special Event Requests:

1. Main St. closure- Bluffton Area Chamber of Commerce – closed from Cherry/Church to Elm St.
Nov. 25 – 4:00 PM – 12:00 AM
2. Vine St. Closure – Bluffton Area Chamber of Commerce – Blaze After Lighting
Nov. 25 – 4:00 PM – 12:00 AM

Council Committee Meetings:

- Ordinance – ADU topic
- Parks & Recreation – 2024 Johnny Appleseed Project, 2024 NatureWorks, SRK Fields Update
-



VILLAGE OF BLUFFTON

100 E. ELM STREET, P.O. BOX 63 BLUFFTON, OHIO 45817-0063

APPLICATION FOR SPECIAL EVENTS

EVENT NAME: <u>Blaze of Lights</u>	DATE(S) OF EVENT: <u>11/25/2023</u>
APPLICANT: <u>Bluffton Area Chamber of Commerce</u>	CONTACT PERSON: <u>Jim Enneking</u>
APPLICANT'S ADDRESS: <u>154 N. Main Street, PO Box 142</u>	CONTACT'S PHONE: <u>419-369-2985</u>
E-MAIL ADDRESS (OPTIONAL): <u>director@explorebluffton.com</u>	
LOCATION OF EVENT: <u>Main Street</u>	
TIME(S) FOR EVENT: <u>4:00 PM - 12:00 AM</u>	
DESCRIPTION OF EVENT: <u>Close Main Street for the Blaze of Lights celebration following the parade</u> <u>From Cherry/Church to Elm St.</u>	

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

TRAFFIC CONTROL: _____ NUMBER OF OFFICERS REQUESTED: _____
Number of officers required to cover security will be determined on a case by case basis upon consultation with the Chief of Police

ROAD CLOSURE: Yes. Main Street from Elm Street to College Ave. (Main to Cherry from 4:00 PM - 5:00 PM and from 9:00 PM - 12:00 AM)

SECURITY: _____ NUMBER OF OFFICERS REQUESTED: _____
Number of officers required to cover security will be determined on a case by case basis upon consultation with the Chief of Police

EMS SERVICES: _____ FIRE DEPT. SERVICES: _____

WATER SERVICE: _____ OTHER SERVICES: _____

ALCOHOL SERVED: YES _____ NO X _____ * Applicant is responsible for obtaining the proper alcohol permit from the Division of Liquor Control prior to the event.

EVENT'S INSURER: US Liability Insurance * Village must be listed as Additional Insured

ATTACH CERTIFICATE OF INSURANCE TO APPLICATION

PLEASE LIST VENDORS, SERVICES, CONTRACTORS, ETC. INVOLVED WITH EVENT:	
NAME OF VENDOR	TYPE OF SERVICE PROVIDED
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

* FOOD VENDORS ARE RESPONSIBLE FOR OBTAINING ANY NECESSARY HEALTH DEPARTMENT PERMITS

I understand that the granting of this permit for the special event creates no agreement or guarantee, express or implied, to any person or entity for any liability whatsoever connected with this special event. Any liability is the sole responsibility of the person or organization responsible for the special event. By signing this application, I acknowledge that all statements made herein are true and correct and that I have the authority to bind the organization that I represent.

APPLICANT'S SIGNATURE: James Enneking DATE: 10/18/2023

APPROVED

MAYOR'S SIGNATURE: _____ DATE: _____



VILLAGE OF BLUFFTON

100 E. ELM STREET, P.O. BOX 63 BLUFFTON, OHIO 45817-0063

APPLICATION FOR SPECIAL EVENTS

EVENT NAME: <u>Blaze of Lights - Blaze After Lighting</u>	DATE(S) OF EVENT: <u>11/25/2023</u>
APPLICANT: <u>Bluffton Area Chamber of Commerce</u>	CONTACT PERSON: <u>Jim Enneking</u>
APPLICANT'S ADDRESS: <u>154 N. Main Street, PO Box 142</u>	CONTACT'S PHONE: <u>419-369-2985</u>
E-MAIL ADDRESS (OPTIONAL): <u>director@explorebluffton.com</u>	
LOCATION OF EVENT: <u>Vine Street</u>	
TIME(S) FOR EVENT: <u>4:00 PM - 12:00 AM</u>	
DESCRIPTION OF EVENT: <u>Entertainment for the Blaze of Lights including live music, food, and beverages under a heated tent. Alcohol will be served by the Greenhorn under their license.</u>	

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

TRAFFIC CONTROL: _____ NUMBER OF OFFICERS REQUESTED: _____
Number of officers required to cover security will be determined on a case by case basis upon consultation with the Chief of Police

ROAD CLOSURE: Yes Vine Street closed from 11/22 at noon til 11/27 at noon for tent setup and removal

SECURITY: Yes NUMBER OF OFFICERS REQUESTED: 2
Number of officers required to cover security will be determined on a case by case basis upon consultation with the Chief of Police

EMS SERVICES: _____ FIRE DEPT. SERVICES: _____

WATER SERVICE: _____ OTHER SERVICES: _____

ALCOHOL SERVED: YES X NO _____ * Applicant is responsible for obtaining the proper alcohol permit from the Division of Liquor Control prior to the event.

EVENT'S INSURER: US Liability Insurance * Village must be listed as Additional Insured

ATTACH CERTIFICATE OF INSURANCE TO APPLICATION

PLEASE LIST VENDORS, SERVICES, CONTRACTORS, ETC. INVOLVED WITH EVENT:	
NAME OF VENDOR	TYPE OF SERVICE PROVIDED
<u>Greenhorn</u>	<u>Food and alcohol</u>
<u>Various others</u>	<u>Food</u>
_____	<u>Music</u>
_____	_____
_____	_____
_____	_____
_____	_____

* FOOD VENDORS ARE RESPONSIBLE FOR OBTAINING ANY NECESSARY HEALTH DEPARTMENT PERMITS

I understand that the granting of this permit for the special event creates no agreement or guarantee, express or implied, to any person or entity for any liability whatsoever connected with this special event. Any liability is the sole responsibility of the person or organization responsible for the special event. By signing this application, I acknowledge that all statements made herein are true and correct and that I have the authority to bind the organization that I represent.

APPLICANT'S SIGNATURE: James A. Enneking DATE: 10/18/2023

APPROVED

MAYOR'S SIGNATURE: _____ DATE: _____