

Village of Bluffton Council Meeting Agenda

December 11, 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, November 27, 2023

Bills

Committee Reports

Finance Committee: 11-30

Boards & Commissions

Tree Commission: 11-29

Cemetery Board: 12-1

LEGISLATION

RESOLUTION NO. 34-2023

2nd Reading

A RESOLUTION TO ACCEPT THE RATE CHARGED BY THE VILLAGE OF OTTAWA, OHIO TO THE VILLAGE OF BLUFFTON, OHIO FOR BULK WATER BEGINNING JANUARY 1, 2024

Village Administration Report:

Mayor:

Safety Services Reports:

-EMS-

-Fire Dept.-

-Police Dept.-

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

- Village Council – Monday, December 11th at 7:00 pm
- Ordinance Committee - Tuesday, December 19th at 5:00 pm
- Village Council – Tuesday, December 26th at 7:00 pm

Public Comment

Adjournment – Motion and Second

Village of Bluffton – Regular meeting November 27, 2023, at 7:00 p.m.

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

Cupples motioned, seconded by Stahl, to approve the minutes from the regular council meeting held on November 13, 2023. Roll Call: Yes (5) Messrs: Cupples, 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 (5) Messrs: Cupples, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

The fiscal officer gave the following readings:

1st Reading:

Ordinance 11-2023 – An Ordinance to increase the current income tax upon the income of all residents or those persons receiving income within the Village of Bluffton, Ohio which is to be collected annually for twenty (20) years effective January 1, 2025, and in accordance with Ohio Revised Code 718.04. Upon the passing of said twenty (20) years this tax will need to be renewed. This additional income shall be measured by municipal taxable income at a rate of 0.5% annually. The purpose of the income tax is to provide revenue for the capital needs and operations of the safety services departments of the Village of Bluffton, Ohio which include the Bluffton EMS, Bluffton Fire and Bluffton Police departments. Upon passing of said Ordinance the total tax rate for the Village of Bluffton, Ohio shall be 1.75% annually. Steiner motioned to table the Ordinance, seconded by Sehlhorst. Roll Call: Yes (5) Messrs: Cupples, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

3rd Reading:

Resolution 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. Steiner motioned to adopt the Resolution, seconded by Talavinia. Roll Call: Yes (5) Messrs: Cupples, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

1st Reading:

Resolution 34-2023 – A Resolution to accept the rate charged by the Village of Ottawa, Ohio to the Village of Bluffton, Ohio for bulk water beginning January 1, 2024. Cupples motioned to adopt the Resolution, seconded by Steiner. Roll Call: Yes (5) Messrs: Cupples, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Steiner motioned, seconded by Cupples, for the Village to award a grant of \$5,000 to the Bluffton Chamber of Commerce to be used for expenses for the benefit of Main St. in Bluffton and for the Village to award a grant of \$5,000 to the Bluffton Center for Entrepreneurs in support of their mission supporting entrepreneurial activity in Bluffton. Roll Call: Yes (5) Messrs: Cupples, 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.

Tree Commission on Wednesday, November 29 at 7:00 p.m.

Finance Committee on Thursday, November 30 at noon.

Cemetery Board on Friday, December 1 at 4:00 p.m.

Village Council on Monday, December 11 at 7:00 p.m.

MAYOR

FISCAL OFFICER

VILLAGE OF BLUFFTON
VOUCHER REPORT 12/11/2023

| VENDOR | AMOUNT | DEPARTMENT | DESCRIPTION |
|--|-----------|---------------------|-------------------------------|
| ALL PHASE ELECTRIC SUPPLY CO. | 1,812.50 | Street | RIVERBEND STREET LIGHTS |
| ALL SERVICE AERATION, INC | 1,082.50 | Park | PORTABLE TOILETS |
| AMERICAN ELECTRIC POWER | 11,773.72 | Multiple | ELECTRICITY |
| AMERICAN ELECTRIC POWER | 203.38 | Multiple | ELECTRICITY |
| AMERICAN ELECTRIC POWER | 74.57 | Multiple | ELECTRICITY |
| AMERICAN ELECTRIC POWER | 747.62 | Multiple | ELECTRICITY |
| ANTHEM BLUE CROSS BLUE SHIELD | 165.00 | Multiple | LIFE INSURANCE |
| BEAVER RESEARCH COMPANY | 166.16 | Multiple | HAND CLEANER |
| BEAVERDAM CONTRACTING INC. | 21,546.10 | Capital Improvement | GEIGER ST. WATER MAIN PROJECT |
| BLUFFTON CENTER FOR ENTREPRENEURS | 5,000.00 | Administrative | 2023 ANNUAL SUPPORT |
| BLUFFTON CHAMBER OF COMMERCE | 5,000.00 | Administrative | 2023 ANNUAL SUPPORT |
| BLUFFTON FLYING SERVICE | 5,000.00 | Airport | AIRPORT MANAGEMENT |
| BLUFFTON VETERINARY HOSPITAL AND PET CARE CENTER | 14.56 | Police | K9 CARE |
| BOBCAT COMPANY | 27.56 | Street | OIL FILTER |
| BOUND TREE MEDICAL | 979.57 | Rescue | MEDICAL SUPPLIES |
| BUREAU OF WORKERS COMPENSATION | 27,808.00 | Administrative | WORKERS COMPENSATION |
| CHARTER COMMUNICATIONS | 43.40 | Administrative | CABLE |
| CHARTER COMMUNICATIONS | 178.93 | Multiple | CABLE |
| CHARTER COMMUNICATIONS | 169.98 | Administrative | CABLE |
| CHOICE ONE ENGINEERING | 3,000.00 | Street | LAWN AVE. STORM |
| CHOICE ONE ENGINEERING | 400.00 | Multiple | GENERAL ENGINEERING |
| CINTAS | 74.70 | Administrative | UNIFORMS |
| CINTAS | 74.70 | Administrative | UNIFORMS |
| CITIZEN'S NATIONAL BANK | 70.20 | Police | MEETING |
| CITIZEN'S NATIONAL BANK | 278.56 | Police | PLAQUE |
| CITIZEN'S NATIONAL BANK | 0.31 | Administrative | VERIZON DEVICE PAYMENT |
| CITIZEN'S NATIONAL BANK | 1,385.94 | Administrative | TAX MAILINGS |
| CONNECT PARENT CORPORATION | 221.29 | Administrative | PHONES |
| COUNTY ELECTRIC LLC | 131.50 | Street | MAIN ST LIGHT POLE REPAIR |
| DOTY, MICHAEL | 413.30 | Police | PD AUTO REPAIRS |
| EVERETT J PRESCOTT INC | 3,374.52 | Water | WATER METER |
| FAMILY HARDWARE DO IT BEST | 790.38 | Multiple | SUPPLIES |
| GLOBAL ELECTRIC, INC | 6,094.40 | Sewer | PRESS ROLLER |
| GLOBAL ELECTRIC, INC | 13,201.55 | Sewer | BLOWER REPAIR |
| GREAT LAKES BILLING ASSOCIATES, INC. | 1,204.77 | Rescue | EMS BILLING SERVICE |
| HOWE ENTERPRISES LLC | 581.25 | Police | FRAMES |
| JOHN HOCHSTETLER | 128.00 | Park | NO SWIMMING OR SKATING SIGNS |
| JUSTIN SHANNON | 582.75 | Land & Buildings | TOWN HALL CLEANING |
| KOI ENTERPRISES, INC. | 288.50 | Sewer | BATTERIES FOR DUMP TRUCK |
| KOI ENTERPRISES, INC. | 799.66 | Multiple | PARTS |
| M&R PLUMBING & HEATING, INC. | 40.48 | Multiple | SUPPLIES/PARTS |
| MANNIK SMITH GROUP | 6,000.00 | Park | FUNDING ASSISTANCE |
| MARATHON FLEET SERVICES | 1,100.51 | Multiple | FUEL |
| MIDNET MEDIA | 180.00 | Administrative | WEB HOSTING |
| NATIONAL PEN COMPANY | 499.85 | Multiple | PENS |
| NEW HORIZON COMMUNICATIONS | 600.43 | Administrative | PHONES |
| NORTHWESTERN OHIO SECURITY SYSTEMS | 196.00 | Land & Buildings | MONITORING |
| OHIO MUNICIPAL LEAGUE | 790.00 | Administrative | 2024 ANNUAL DUES |
| PERRY CORPORATION | 281.25 | Land & Buildings | SECURITY CAMERA SERVICE |
| PERRY CORPORATION | 185.08 | Administrative | IT CONTRACT |
| PERRY CORPORATION | 23.61 | Administrative | IT CONTRACT |
| PERRY CORPORATION | 31.13 | Administrative | IT CONTRACT |
| PERRY CORPORATION | 902.00 | Administrative | IT CONTRACT |

| | | | |
|------------------------------------|------------|------------------|---------------------------|
| PERRY CORPORATION | 1,119.69 | Administrative | IT CONTRACT |
| POSITIVE PROMOTIONS | 303.95 | Administrative | 2024 CALENDARS |
| RUMPKE | 26,058.16 | Refuse | TRASH SERVICES |
| RYAN BURKHOLDER | 126.68 | Police | TRAINING MILES |
| RYAN BURKHOLDER | 45.76 | Police | PETTY CASH REIMBURSEMENT |
| SAFEGUARD BUSINESS SYSTEMS | 434.72 | Multiple | TAX FORMS |
| SHELL FLEET PLUS | 2,156.49 | Multiple | FUEL |
| STAPLES BUSINESS ADVANTAGE | 132.60 | Multiple | SUPPLIES |
| STAPLES BUSINESS ADVANTAGE | 261.35 | Multiple | SUPPLIES |
| STRATTON GREENHOUSES | 427.50 | Street | RILEY CREEK VILLAGE |
| STRATTON GREENHOUSES | 2,988.00 | Street | RILEY CREEK VILLAGE |
| STRATTON GREENHOUSES | 1,356.00 | Street | TREE PLANTINGS |
| TOWN & COUNTRY FLOWERS | 66.95 | Multiple | FLOWERS |
| TOWN & COUNTRY FLOWERS | 100.00 | Multiple | FLOWERS |
| TREASURER, STATE OF OHIO | 2,795.52 | Water | 2024 WATER SYSTEM LICENSE |
| TREE TECH | 2,625.00 | Street | TREE REMOVAL |
| VAN HORN, HOOVER & ASSOCIATES, INC | 8,500.00 | Land & Buildings | ANNEXATION PLAT |
| VERIZON WIRELESS | 52.25 | Multiple | CELL PHONES |
| VERIZON WIRELESS | 160.44 | Multiple | CELL PHONES |
| VETTER LUMBER CO. | 4,339.00 | Multiple | CORDLESS TOOLS |
| VETTER LUMBER CO. | 18.58 | Multiple | SUPPLIES |
| INCOME TAX | 744.44 | Administrative | INCOME TAX |
| | 180,533.25 | | |
| NOVEMBER MONTHLY | 2,569.00 | | |
| MEDICARE | 37.22 | | |
| OPERS | 269.03 | | |
| FICA | 40.14 | | |
| BIWEEKLY PAYROLL 12/1/23 | 52,013.66 | | |
| MEDICARE | 713.07 | | |
| OPERS | 4,021.62 | | |
| OP&F | 4,541.13 | | |

Council Signature : _____

Date: _____

**Village of Bluffton
Utilities Committee Meeting
November 15, 2023 @ 12:00 PM**

Committee members present: David Steiner & Jerry Cupples

Staff present: Jesse Blackburn, Village Administrator, Kevin Nickel, Fiscal Officer.
Mayor Johnson

The committee reviewed the annual Ottawa water rate. The Village administration was asked to inquire about the larger than usual increase in payroll and related expenses.

The Village administrator reviewed the current water tap fees. The committee requested that comparable data from area communities be obtained for further discussion at a later date.

Adjourned at 1:00 PM.

David Steiner

Jerry Cupples

**Village of Bluffton
Finance Committee Meeting
November 30, 2023 @ 12:00 PM**

Committee member present, David Steiner, and Phil Talavinia

Mayor Richard Johnson

Staff present: Jesse Blackburn, Village Administrator, Jan Basinger, EMS Chief, Jon Kinn, Fire Chief and Police Lt Matt Oglesbee.

The committee met to review tabled Ordinance 11-23 increasing the village income tax rate by .5% to fund equipment purchases for the safety services departments and provide additional operating expenses to hire full-time staff for the EMS department.

At the beginning of the meeting the Village Administrator informed the committee that after recalculating costs the tax rate to fund emergency services would be .35%.

There was discussion to prepare Ordinance 11-23 to specify the amount for safety services equipment replacement and the amount for full-time EMS staff. In discussion it was noted by the EMS chief that the change to full-time staff would not happen for several years. It was suggested that the .35% be used until the full-time staff is hired to fund safety services replacements, noting that the estimated replacement cost of a new ladder truck in 2029 would be about \$3,000,000. After the full-time staff is hired, the revenue from the safety services income tax would be divided between safety services equipment replacement and EMS operating expenses.

The committee suggested that a council as a whole meeting be scheduled at a later date to discuss all of the budgeting changes if Ordinance 11-23 is approved by the voters in a future election.

The meeting was adjourned at 12:45 PM.

David Steiner

Phil Talavinia

Tree Commission
Village of Bluffton
Tuesday, October 17th, 2023

Present: Leo Herrera, Radha Tague, Becky Ramey, John Summers, Ben Stahl, Jesse Blackburn.

Continuing Business

Riley Creek Village tree removal/replacement:

A diagram with placements of proposed new trees will be distributed to homeowners. Sites will be marked and planting is expected to begin in early November.

SRK:

Proposals for alternate layouts for soccer fields/walking paths are being reviewed, with consideration for water runoff management. Design of tree planting layouts will resume when final park layout has been selected.

Tree Replacements on Elm Street:

Waiting on Stratton Greenhouses to confirm if nursery vendor will provide replacements for failed trees, to replace with same variety.

New Business

Trees on 103

Tree commissioners reviewed potential locations for tree plantings along 103/County Line where the new bike path will be installed. Potential locations will continue to be discussed in future meetings as the project progresses.

The next Tree Commission meeting date is scheduled for Wednesday, November 29th, 2023 at 7:00pm.

Tree Commission
Village of Bluffton
Wednesday, November 29th, 2023

Present: Leo Herrera, Radha Tague, Becky Ramey, John Sommer, Jesse Blackburn, Jonathan Andreas.

Continuing Business

Riley Creek Village tree removal/replacement:

Tree planting has begun; 9 trees have already been planted; 7 on Riley Creek Ct, and 2 on Richland Drive. Per request of the homeowner, and following review of the site by tree commissioners, one additional tree (Native Flame Hornbeam) was added to the plan, to be planted in the tree lawn between 97 and 98 Richland Drive, making a total of 18 trees scheduled for planting. Planting is anticipated to be completed next week.

SRK:

An additional layout for the SRK park/soccer fields was reviewed. Design of tree planting layouts will resume when final park layout has been selected.

Trees on 103:

Tree commissioners reviewed potential locations for tree plantings along 103 & County Line where the new bike path will be installed. The stretch between the car wash and Citizens Pkwy on the south side of 103 appears to be the best suited location for tree planting along the bike path, but would require coordination with the landowner. Tree planting along bike path on the east side of County Line may not be possible due to overhead power line easements. The tree lawn on the west side of County Line near the intersection to Cherry St appears to be a good candidate for tree planting, presenting no conflict with sewer or drainage pipes, and will be inspected for potential planting for the 2024 season.

New Business

Tree City USA:

Tree commissioners reviewed 2023 tree budget/expenditures in anticipation of submitting Tree City USA application. John has collected the necessary paperwork and will submit the application before the deadline.

Future Developments:

Commissioners reviewed various sites of potential future development in Bluffton, including a proposed project for a roundabout on 103 at Navajo Drive, in order to facilitate holistic long term planning for tree installation.

The next Tree Commission meeting date is scheduled for Wednesday, February 21st, 2024 at 7:00pm.

RESOLUTION NO. 34-2023

A RESOLUTION TO ACCEPT THE RATE CHARGED BY THE VILLAGE OF OTTAWA, OHIO TO THE VILLAGE OF BLUFFTON, OHIO FOR BULK WATER BEGINNING JANUARY 1, 2024 AND DECLARING AN EMERGENCY

WHEREAS: The Village of Ottawa and the Village of Bluffton meet and agree each year on the rate that is charged for water purchased by the Village of Bluffton under its existing water contract;

WHEREAS: An emergency exists in the approval and timely acceptance of this negotiated water rate for the Village, whereby failure to act will be detrimental to the public health, welfare and safety of the inhabitants of the Village of Bluffton, Ohio.

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

SECTION 1: That the Village of Bluffton accepts the negotiated water rate charged by the Village of Ottawa, Ohio beginning on January 1, 2024 as follows:

\$3.30 per CCF

SECTION 2: 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 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 _____, 2023 by the Council of the Village of Bluffton, Ohio by the following vote:

Ayes: _____ Nays: _____ Abstain: _____

Attest:

Clerk

Mayor

Approved as to form:

Village Solicitor

Village of Bluffton

Administration's Report

To: Mayor Johnson & Council Members



12-11-23

2023- CURRENT PROJECTS:

- 1. Geiger St. Water Main Replacement:** Another quality project completed under budget - 15.9% under the contract price that was already 15% below the engineer's estimate. Thanks to the Public Works Department for their role in managing and facilitating where needed. Beaverdam Contracting Inc., (BCI) was the contractor on this project.



Contractor's Application for Payment

| | | | | | |
|---------------|--------------------------------------|---------------------------|-----------------------------|-------------------------|-----------------------------|
| Application # | 1 | Application Date: | 12/6/2023 | Application Period: | From 11/1/2023 To 12/6/2023 |
| Owner: | Village of Bluffton | Contractor: | Beaverdam Contracting, Inc. | Engineer: | Choice One Engineering |
| Project: | Geiger Street Water Main Replacement | Contractor's Project No.: | | Engineer's Project No.: | ALL-BLU-2204 |

Change Order Summary

| Approved Change Orders | | |
|------------------------|-----------|-------------|
| Number | Additions | Deductions |
| 1 | | \$20,333.50 |

Application For Payment

| | |
|--------------------------------------|---------------|
| 1. Original Contract Price: | \$128,064.00 |
| 2. Net change by Change Orders: | (\$20,333.50) |
| 3. Current Contract Price (1 plus 2) | \$107,730.50 |

- 2. Garau St. Water Main Replacement:** Work has been completed. Expecting final invoice from (BCI) later this week

2024 Projects:

Pocono Drive Utility Improvements: OPWC has approved a \$240,000 loan at 0% interest over a 30-year term for the project to replace water and sewer main lines along Pocono Drive estimated at \$352,260.

S.R. 103 at Navajo Drive Improvements: OPWC has approved an \$800,000 loan at 0% interest over a 25-year term for the construction of a roundabout at Navajo Drive along S.R. 103 at Navajo Drive.

Other funding sources:

- Ohio Department of Development has provided a \$1,220,000 grant.
- ODOT Jobs and Commerce has provided a \$250,000 grant.



Construction is planned to begin in early spring of 2025.

\$ - Estimated costs for this project are at \$2,386,089.

Community Message

2023 Leaf pickup season ends December 8th

- Either take leaves down to the brush dump or place them in biodegradable bags at the curb. Thank you!



Leaving for the winter? Moving?

Please stop at the Town Hall and let us know! We have some helpful forms for these events.

Pedestrian Pathway construction along:

- Co.Line Rd. - from S.R. 103 to Bern St.
-work will be completed in the spring



Interested in making your Village bill payment easier and never have a late fee?? Enroll in the ACH option described on the back of this bill.



Mayor Johnson:

Council Committee Meetings:

■