

**COUNCIL MEETING
AGENDA
February 27, 2012
8:00 PM
BLUFFTON TOWN HALL**

MINUTES February 13, 2012

BILLS

ADMINISTRATOR'S REPORT

SAFETY

FINANCIALS

MEETING DATES

February 27, 2012	Finance Committee	7:00 PM
February 27, 2012	Council	8:00 PM
March 1, 2012	Town Hall Meeting for ¼% Income Tax	7:30 PM
March 12, 2012	Personnel Committee	7:00 PM
March 12, 2012	Streets, Alleys, and Lights Committee	7:30 PM
March 12, 2012	Council	8:00 PM

Regular Council

February 13, 2012

Mayor Fulcomer presiding. Messrs: Collier, Gallant, Kingsley, McGarrity, Sehlhorst and Steiner present.

Mr. Gallant moved, seconded by Mr. Kingsley to approve the minutes of the regular council meeting held on January 23, 2012. Roll Call: Yeas (6) Messrs: Gallant, Kingsley, Collier, McGarrity, Sehlhorst, and Steiner. Nays (0), motion approved.

Mr. Steiner moved, seconded by Mr. McGarrity to approve the minutes of the special council meeting held on January 30, 2012. Roll Call: Yeas (6) Messrs: Steiner, McGarrity, Collier, Gallant, Kingsley, and Sehlhorst. Nays (0), motion approved.

Mr. Gallant moved, seconded by Mr. Sehlhorst to approve the bills as presented. Total non-payroll of \$103,293.78 and payroll of \$34,972.30. Roll Call: Yeas (6) Messrs: Gallant, Sehlhorst, Collier, Kingsley, McGarrity, and Steiner. Nays (0), motion approved.

The Fiscal Officer announced the following meetings:

February 16, 2012	Recreation	6:30 PM
February 23, 2012	Income Tax Informational Meeting	7:30 PM
February 27, 2012	Finance	7:30 PM
February 27, 2012	Council	8:00 PM
March 1, 2012	Income Tax Informational Meeting	7:30 PM
March 12, 2012	Streets, Alleys, and Lights	7:00 PM
March 12, 2012	Personnel	7:30 PM

Mr. Gallant moved, seconded by Mr. Steiner to approve Joshua Tanner as an auxiliary police officer. Roll Call: Yeas (6) Messrs: Gallant, Steiner, Collier, Kingsley, McGarrity, and Sehlhorst. Nays (0), motion approved.

Mr. Gallant moved, seconded by Mr. Steiner to approve the purchase of a 2013 Ford Police Interceptor Utility vehicle at an estimated cost of \$37,916 (\$35,616 after trade-in/scrap). Price includes all accessories to make the vehicle road ready (i.e. lettering, video camera system). Roll Call: Yeas (6) Messrs: Gallant, Steiner, Collier, Kingsley, McGarrity, and Sehlhorst. Nays (0), motion approved.

Mr. Kingsley moved, seconded by Mr. Collier to accept the resignation of Andrew Hieronimus from the fire department. Roll Call: Yeas (6) Messrs: Kingsley, Collier, Gallant, McGarrity, Sehlhorst, and Steiner. Nays (0), motion approved.

Mr. McGarrity moved, seconded by Mr. Gallant to accept the resignation of Drew Gable from the fire department. Roll Call: Yeas (6) Messrs: McGarrity, Gallant, Collier, Kingsley, Sehlhorst, and Steiner. Nays (0), motion approved.

Mr. Gallant moved to adjourn.

MAYOR

FISCAL OFFICER

Village of Bluffton
Bills to be paid
2/27/2012

PAYROLL:

Village \$ 32,699.41

TOTAL PAYROLL \$ 32,699.41

NON-PAYROLL:

83059	First National Bank	Loan Pymt- Jackson, Elm Waterline	\$ 14,053.55
	Allen Co Sheriff	Dispatching Service	\$ 31,878.00
	Allied Waste	Refuse Service	\$ 14,981.33
	Bluffton Stone	Small Berm & Crushed Limestone	\$ 199.28
	Family True Value	Bench Grinder, UPS, Batteries	\$ 177.30
	Hancock-Wood	Electricity	\$ 203.16
	Riley Creek Sign	Signs	\$ 260.00
	Laerdal	CPR Supplies	\$ 1,018.95
	M & R Plumbing	Brass Plug, Coupler, Clamps	\$ 15.65
	Ohio Police & Fire Pension	2011 4th Quarter Employer Portion	\$ 13,861.10
	KOI Siferd Hosselman	Coupler, Winter Blades, Fluids	\$ 183.02
	Staples- Business	Paper Towels, Binder	\$ 52.36
	Staples Credit	Bookcase- Mayor's Office	\$ 54.99
	Verizon	Cell Phone- Service Dept	\$ 50.89
	Dominion	Natural Gas	\$ 2,797.80
		Total Non-Payroll	\$ 79,787.38

Mayor/ Council President

X: Then and Now approved by Council

Village of Bluffton
Allen and Hancock Counties
Statement of Net Assets - Modified Cash Basis
December 31, 2011

	<u>Governmental Activities</u>	<u>Business - Type Activities</u>	<u>Total</u>
Assets			
Equity in Pooled Cash and Cash Equivalents	<u>\$2,339,821</u>	<u>\$936,121</u>	<u>\$3,275,941</u>
<i>Total Assets</i>	<u><u>\$2,339,821</u></u>	<u><u>\$936,121</u></u>	<u><u>\$3,275,941</u></u>
Net Assets			
Restricted for:			
Capital Projects	\$394,552	\$39,649	\$434,201
Debt Service	863	216,008	216,870
Other Purposes	195,602		195,602
Permanent Fund Purpose			
Nonexpendable	1,851		1,851
Unrestricted	<u>1,746,952</u>	<u>680,463</u>	<u>2,427,417</u>
<i>Total Net Assets</i>	<u><u>\$2,339,821</u></u>	<u><u>\$936,121</u></u>	<u><u>\$3,275,941</u></u>

See accompanying notes to the basic financial statements

Village of Bluffton
Allen & Hancock Counties
Statement of Activities - Modified Cash Basis
For the Year Ended December 31, 2011

	Program Cash Receipts			
	Cash Disbursements	Charges for Services and Sales	Operating Grants and Contributions	Capital Grants and Contributions
Governmental Activities				
General Government	\$509,143		\$276,956	
Security of Persons and Property	\$765,377	256,292	6,800	3,062
Public Health Services	\$42,861			
Leisure Time Activities	\$104,184	59,093		
Community Environment	\$0			
Basic Utility Services	\$10,750	16,290	914	
Transportation	\$320,427			26,567
Capital Outlay	\$424,298			
Debt Service:				
Principal Retirement	\$320,567			
Interest and Fiscal Charges	\$13,943			
<i>Total Governmental Activities</i>	2,511,550	331,675	284,670	29,629
Business Type Activity				
Water	581,183	910,268		
Sewer	516,216	725,479		
Sewer Debt Service Reserve	0	0		
Water Debt Service	536,145	0		
Sewer Improvement	410,607	0		
Other Enterprise Funds	537,785	187,393	0	
<i>Total Business Type Activities</i>	2,581,936	1,823,140		
Total	\$5,093,486	2,154,815	284,670	\$29,629

General Receipts

Property Taxes Levied for:
 General Purposes
 Municipal Income Taxes
 Other Taxes
 Enterprise Zone Fees
 Notes Issued
 Sale of Capital Assets
 Interest
 Miscellaneous

Total General Receipts

Transfers
Advances

Total General Receipts and Transfers

Change in Net Assets

Net Assets Beginning of Year

Net Assets End of Year

See accompanying notes to the basic financial statements

Net (Disbursements) Receipts and Changes in Net Assets

Governmental Activities	Business-Type Activities	Total
(\$232,187)	\$0	(\$232,187)
(499,223)	0	(499,223)
(42,861)	0	(42,861)
(45,092)	0	(45,092)
0	0	0
6,454	0	6,454
(293,860)	0	(293,860)
(424,298)		(424,298)
(320,567)	0	(320,567)
(13,943)	0	(13,943)
(1,865,575)	0	(1,865,575)
	329,085	329,085
	209,262	209,262
	0	0
	(536,145)	(536,145)
	(410,607)	(410,607)
	(350,392)	(350,392)
0	(758,797)	(758,797)
(1,865,575)	(758,797)	(2,624,372)
161,479		161,479
1,710,016		1,710,016
138,170		138,170
6,548		6,548
		0
		0
6,585	16	6,601
162,353	0	162,353
2,185,151	16	2,185,167
(772,750)	772,750	0
(82,890)	82,890	0
1,329,511	855,656	2,185,167
(536,065)	96,859	(439,205)
2,875,886	839,262	3,715,148
<u>\$2,339,821</u>	<u>\$936,121</u>	<u>\$3,275,943</u>

Village of Bluffton
Allen and Hancock Counties
Statement of Assets and Fund Balances- Modified Cash Basis
Governmental Funds
December 31, 2011

	General	TownHall Improvement	Street	Fire & Rescue Improvement	Other Governmental Funds	Total Governmental Funds
Assets						
Equity in Pooled Cash and Cash Equivalents	\$1,836,976	\$16,656	\$65,693	\$274,273	\$146,222	\$2,339,821
<i>Total Assets</i>	<u>\$1,836,976</u>	<u>\$16,656</u>	<u>\$65,693</u>	<u>\$274,273</u>	<u>\$146,222</u>	<u>\$2,339,821</u>
Fund Balances						
Nonspendable	\$225					\$225
Restricted		\$16,656	\$65,693	\$274,273	\$146,222	\$502,844
Committed						\$0
Assigned	\$124,296					\$124,296
Unassigned	\$1,712,455					\$1,712,455
<i>Total Fund Balances</i>	<u>\$1,836,976</u>	<u>\$16,656</u>	<u>\$65,693</u>	<u>\$274,273</u>	<u>\$146,222</u>	<u>\$2,339,821</u>

See accompanying notes to the basic financial statements

VILLAGE OF BLUFFTON
ALLEN & HANCOCK COUNTIES
Statement of Cash Receipts, Disbursements and Changes in Modified Cash Basis Fund Balances
Governmental Funds
For the Year Ended December 31, 2011

	General	Townhall Improvement	Street	Fire & Rescue Improvement	Other Governmental Funds	Total Governmental Funds
Receipts						
Municipal Income Taxes	\$1,368,013	\$342,003				\$1,710,016
Property and Other Local Taxes	184,816		106,220		8,612	299,649
Charges for Services	312,629				19,046	331,675
Payments in Lieu of Taxes	6,548					6,548
Fines, Licenses and Permits	16,091		22,392		44,541	83,024
Intergovernmental	284,670		25,567		4,063	314,300
Special Assessments			40,330			40,330
Gifts and Contributions	1,649		5,000			6,649
Interest	5,468	25	468	545	78	6,585
Miscellaneous	22,254		10,094			32,347
Total Receipts	2,202,139	342,029	210,071	545	76,340	2,831,124
Disbursements						
Current:						
General Government	509,143					509,143
Security of Persons and Property	729,930			33,983	1,465	765,377
Public Health Services	24,021				18,839	42,861
Leisure Time Activities	104,184					104,184
Community Environment						0
Basic Utility Services	10,750					10,750
Transportation	93,990		226,436			320,427
Capital Outlay	92,912	36,132	257,238		38,016	424,298
Debt Service:						0
Principal Retirement		320,567				320,567
Interest and Fiscal Charges		13,943				13,943
Total Disbursements	1,564,930	370,642	483,674	33,983	58,320	2,511,550
Excess of Receipts Over (Under) Disbursements	637,209	(28,614)	(273,604)	(33,438)	18,020	319,574
Other Financing Sources (Uses)						
Loan Proceeds						0
Transfers In	85,000		100,000	90,000	2,000	277,000
Transfers Out	(1,049,750)					(1,049,750)
Advances In	(82,890)					(82,890)
Advances Out						0
Total Other Financing Sources (Uses)	(1,047,640)	0	100,000	90,000	2,000	(855,640)
Net Change in Fund Balances	(410,430)	(28,614)	(173,604)	56,562	20,020	(536,065)
Fund Balances Beginning of Year	2,247,406	45,270	239,297	217,711	126,202	2,875,886
Fund Balances End of Year	\$1,836,976	\$16,656	\$65,693	\$274,273	\$146,222	\$2,339,821

See accompanying notes to the basic financial statements

Village of Bluffton
Allen & Hancock Counties
Statement of Receipts, Disbursements and Changes
In Fund Balance - Budget and Actual - Budget Basis
General Fund
For the Year Ended December 31, 2011

	<u>Budgeted Amounts</u>			(Optional)
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	Variance with Final Budget Positive (Negative)
Receipts				
Municipal Income Taxes	\$1,360,000	\$1,360,000	\$1,368,013	\$8,013
Property and Other Local Taxes	177,800	177,800	184,816	7,016
Charges for Services	312,700	312,700	312,629	(71)
Fines, Licenses and Permits	16,470	16,470	16,091	(379)
Intergovernmental	171,150	171,150	284,670	113,520
Payments in Lieu of Taxes	0	0	6,548	6,548
Gifts and Contributions	0	0	1,649	1,649
Interest	8,000	8,000	5,468	(2,532)
Miscellaneous	13,500	13,500	22,254	8,754
<i>Total receipts</i>	<u>2,059,620</u>	<u>2,059,620</u>	<u>2,202,139</u>	<u>142,519</u>
Disbursements				
Current:				
General Government	485,765	558,204	509,143	49,061
Security of Persons and Property	786,899	818,350	729,930	88,420
Public Health Services	31,000	31,073	24,021	7,052
Leisure Time Activities	131,951	120,510	104,184	16,326
Community Environment	2,000	2,000	0	2,000
Basic Utility Services	9,500	10,750	10,750	0
Transportation	117,975	100,975	93,990	6,985
Capital Outlay	172,500	171,000	92,912	78,088
<i>Total Disbursements</i>	<u>1,737,590</u>	<u>1,812,862</u>	<u>1,564,930</u>	<u>247,932</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>322,030</u>	<u>246,758</u>	<u>637,209</u>	<u>390,451</u>
Other Financing Sources (Uses)				
Transfers In	85,000	85,000	85,000	0
Advances In	212,600	212,600	0	(212,600)
Transfers Out	(944,900)	(1,094,900)	(1,049,750)	45,150
Advances Out	(257,600)	(257,600)	(82,890)	174,710
<i>Total Other Financing Sources (Uses)</i>	<u>(904,900)</u>	<u>(1,054,900)</u>	<u>(1,047,640)</u>	<u>7,260</u>
<i>Net Change in Fund Balance</i>	(582,870)	(808,142)	(410,430)	397,712
<i>Fund Balance Beginning of Year</i>	2,247,406	2,247,406	2,247,406	0
<i>Prior Year Encumbrances Appropriated</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>Fund Balance End of Year</i>	<u>\$1,664,536</u>	<u>\$1,439,264</u>	<u>\$1,836,976</u>	<u>\$397,712</u>

See accompanying notes to the basic financial statements

Village of Bluffton
Allen & Hancock Counties
Statement of Receipts, Disbursements and Changes
In Fund Balance - Budget and Actual - Budget Basis
Street Fund
For the Year Ended December 31, 2011

	<u>Budgeted Amounts</u>			(Optional)
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	Variance with Final Budget Positive (Negative)
Receipts				
Property and Other Local Taxes	100,000	100,000	106,220	6,220
Fines, Licenses and Permits	20,000	20,000	22,392	2,392
Intergovernmental	0	0	25,567	25,567
Special Assessments			40,330	40,330
Gifts and Contributions	0	0	5,000	5,000
Interest	1,950	1,950	468	(1,482)
Miscellaneous	0	0	10,094	10,094
<i>Total receipts</i>	<u>121,950</u>	<u>121,950</u>	<u>210,071</u>	<u>88,121</u>
Disbursements				
Current:				
Transportation	235,056	248,143	226,436	21,707
Capital Outlay	250,000	284,315	257,238	27,077
<i>Total Disbursements</i>	<u>485,056</u>	<u>532,458</u>	<u>483,674</u>	<u>48,784</u>
<i>Excess of Receipts Over (Under) Disbursements</i>	<u>(363,106)</u>	<u>(410,508)</u>	<u>(273,604)</u>	<u>136,904</u>
Other Financing Sources (Uses)				
Transfers In	100,000	100,000	100,000	0
<i>Total Other Financing Sources (Uses)</i>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>	<u>0</u>
<i>Net Change in Fund Balance</i>	(263,106)	(310,508)	(173,604)	136,904
<i>Fund Balance Beginning of Year</i>	239,297	239,207	239,207	0
Prior Year Encumbrances Appropriated	0	0	0	0
<i>Fund Balance End of Year</i>	<u>(\$23,809)</u>	<u>(\$71,301)</u>	<u>\$65,603</u>	<u>\$136,904</u>

See accompanying notes to the basic financial statements

Village of Bluffton
Allen and Hancock Counties
Statement of Fund Net Assets - Modified Cash Basis
Proprietary Funds
 December 31, 2011

	Business-Type Activities						Total Enterprise Funds
	Water Fund	Sewer Fund	Sewer Debt Service Reserve Fund	Water Debt Service Fund	Sewer Improvement Fund	Other Enterprise Funds	
Assets							
Equity in Pooled Cash and Cash Equivalents	\$333,308	\$226,882	\$176,322	\$0	\$0	\$199,610	\$936,122
Total Assets	<u>\$333,308</u>	<u>\$226,882</u>	<u>\$176,322</u>	<u>\$0</u>	<u>\$0</u>	<u>\$199,610</u>	<u>\$936,122</u>
Net Assets							
Restricted for:							
Capital Projects						\$159,923	\$159,923
Debt Service			\$176,322			\$39,687	\$216,009
Unrestricted	\$333,308	\$226,882					\$560,190
Total Net Assets	<u>\$333,308</u>	<u>\$226,882</u>	<u>\$176,322</u>	<u>\$0</u>	<u>\$0</u>	<u>\$199,610</u>	<u>\$936,122</u>

See accompanying notes to the basic financial statements

Village of Bluffton
Allen & Hancock Counties
Statement of Cash Receipts,
Disbursements and Changes in Fund Net Assets - Modified Cash Basis
Proprietary Funds
For the Year Ended December 31, 2011

	Business-Type Activities						Total Enterprise Funds
	Water Fund	Sewer Fund	Sewer Debt Service Reserve Fund	Water Debt Service	Sewer Improvement Fund	Other Enterprise Funds	
Operating Receipts							
Charges for Services	\$874,714	\$719,929				\$187,393	\$1,782,036
Other Operating Receipts	35,554	5,550				0	41,104
<i>Total Operating Receipts</i>	<u>910,268</u>	<u>725,479</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>187,393</u>	<u>1,823,140</u>
Operating Disbursements							
Personal Services	64,768	122,891					187,660
Fringe Benefits	28,759	47,859					76,619
Contractual Services	450,575	192,077				181,337	823,989
Materials and Supplies	20,079	48,965					69,045
Capital Outlay	17,002	64,316			410,607	111,337	603,281
<i>Total Operating Disbursements</i>	<u>581,183</u>	<u>476,108</u>	<u>0</u>	<u>0</u>	<u>410,607</u>	<u>292,675</u>	<u>1,780,573</u>
<i>Operating Income (Loss)</i>	<u>329,085</u>	<u>249,371</u>	<u>0</u>	<u>0</u>	<u>(410,607)</u>	<u>(105,282)</u>	<u>62,566</u>
Non-Operating Receipts (Disbursements)							
Interest		(25,981)		(226,600)	16	(160,110)	(412,675)
Principal Payments		(14,127)		(309,545)		(85,000)	(408,673)
Interest and Fiscal Charges							0
<i>Income (Loss) before Transfers</i>	<u>329,085</u>	<u>209,262</u>	<u>0</u>	<u>(536,145)</u>	<u>(410,591)</u>	<u>(350,392)</u>	<u>(758,781)</u>
Transfers In	370,000		24,603	535,665	280,000	368,750	1,579,018
Transfers Out	(535,665)	(270,603)					(806,268)
Advances In					82,890		82,890
Advances Out							0
<i>Change in Net Assets</i>	<u>163,420</u>	<u>(61,341)</u>	<u>24,603</u>	<u>(481)</u>	<u>(47,701)</u>	<u>18,359</u>	<u>96,858</u>
<i>Net Assets Beginning of Year</i>	<u>169,888</u>	<u>288,223</u>	<u>151,719</u>	<u>481</u>	<u>47,701</u>	<u>181,251</u>	<u>839,262</u>
<i>Net Assets End of Year</i>	<u>\$333,308</u>	<u>\$226,882</u>	<u>\$176,322</u>	<u>\$0</u>	<u>\$0</u>	<u>\$199,610</u>	<u>\$936,121</u>

See accompanying notes to the basic financial statements

**To: Mayor Fulcomer
Council Members**

Paperless Project

I thought the electronic-only distribution of the Council Packets for the last Council Meeting went well. I have heard nothing but good comments about the change from those who regularly receive the Council Packet. If anybody has any suggestions or concerns, please let me know.

Alleys

We have received comments from a number of residents concerning the condition of the stone public alleys. Due to the Winter weather that we have had (or, rather, have not had) the alleys have become a challenge. The fact that the ground never froze and remained frozen, coupled with the saturation of the ground, the alleys are becoming quite muddy due to the water seeping up through the base and stone. During normal Winter conditions, the ground would be frozen and would not act in this way. While the Service Department has been responsive to work orders to fill stone potholes in alleys, due to the ground conditions the stone works its' way out in a matter of days, even though it was tamped in. The Service Department will continue to do what it can to address this challenge, but, realistically, it needs to dry out a bit before long-lasting solutions can be implemented.

Brush Dump Grinding

The contractor started grinding the Brush Dump this week, as scheduled. There appears to be a considerably larger amount of mulch this year.

Pesticide Recertification Conference

I attended the Ohio Pesticide Commercial Applicator 2012 Recertification Conference on Dayton on February 15, 2012. I attended the following educational seminars and completed my required five hours of continuing education necessary to renew my Commercial Applicator license when it is set to expire this September: Industrial Vegetation- Vegetation Management, Forestry- Herbicide Control for Tree Planting and TSI, Forestry- Non-Native Impacts on Ohio, Forests- including Asian Longhorn Beetle, Core- Regulatory Update, Core- Case Studies, Turf Insect- Turf Control Update, Turf Weed- Grassy Weed Update, Vector Control- Tick Biology and Disease, Aquatic- Weed ID and Control, and Industrial Vegetation- NPDES Permitting Update. While there have been a few regulatory changes recently, none of them should result in significant impacts on our operations.

OCMA Winter Conference

I attended the OCMA Winter Conference in Columbus February 22-23, 2012. I attended the following sessions and came away with a number of thoughts and ideas related to management, operations and performance: Regionalism: Is Bigger Better?; From Gray Fields to Green Fields: How Two Premier Parks Changed the Face of Downtown Columbus; City of Painesville's "Property Maintenance Toolbox; Civic/Citizen Engagement; Health Trends in Local Government; What is the Current State of the U.S. Economy?; Performance Based Pay Revolution in Vandalia; Town/Gown Roundtable; and Permission to Manage.