

**COUNCIL MEETING
AGENDA
March 25, 2013
8:00 PM
BLUFFTON TOWN HALL**

MINUTES March 11, 2013

BILLS

ELECTION OF COUNCIL PRESIDENT

ORDINANCE NO. 03-13 **3RD READING**
AN ORDINANCE TO ENACT A FLOOD DAMAGE REDUCTION ORDINANCE
AND FLOODPLAIN MANAGEMENT REGULATIONS FOR THE VILLAGE OF
BLUFFTON, OHIO AND REPEALING ALL PRIOR REGULATIONS.

ORDINANCE NO. 04-13 **3RD READING**
AN ORDINANCE TO SET COMPENSATION FOR THE MEMBERS OF THE
COUNCIL OF THE VILLAGE OF BLUFFTON, OHIO EFFECTIVE JANUARY 1,
2014.

ORDINANCE NO. 07-13 **1ST READING**
AN ORDINANCE ESTABLISHING THAT SIDEWALKS BE CONSTRUCTED AND
MAINTAINED IN ALL RESIDENTIAL AREAS OF THE VILLAGE OF BLUFFTON,
OHIO.

APPOINTMENT OF NEW COUNCIL MEMBER

ADMINISTRATOR'S REPORT

SAFETY

FINANCIALS

MEETING DATES

March 25, 2013	Insurance Committee	7:00 PM
March 25, 2013	Council	8:00 PM
March 25, 2013	Public Hearing for Bed and Breakfast Legislation	8:15 PM
April 8, 2013	Council	8:00 PM

Regular Council

March 11, 2013

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

Mr. Sehlhorst moved, seconded by Mr. Kingsley to approve the minutes of the regular council meeting held on February 25, 2013. Roll Call: Yeas (5) Messrs: Sehlhorst, Kingsley, Collier, McGarrity, and Steiner. Nays (0), motion approved.

Mr. McGarrity moved, seconded by Mr. Steiner to approve the bills as presented. Total non-payroll of \$73,927.88 and payroll of \$33,868.69. Roll Call: Yeas (5) Messrs: McGarrity, Steiner, Collier, Kingsley, and Sehlhorst. Nays (0), motion approved.

Mr. McGarrity moved, seconded by Mr. Sehlhorst to nominate Dave Steiner as Council President. Roll Call: Yeas (5) Messrs: McGarrity, Sehlhorst, Collier, Kingsley, and Steiner. Nays (0), motion approved. Mr. Kingsley moved, seconded by Mr. McGarrity to close the nominations. Roll Call: Yeas (5) Messrs: Kingsley, McGarrity, Collier, Sehlhorst, and Steiner. Nays (0), motion approved.

Mr. Collier moved, seconded by Mr. Sehlhorst to add Dave Steiner as an authorized signer on the Village's bank accounts. Roll Call: Yeas (5) Messrs: Collier, Sehlhorst, Kingsley, McGarrity, and Steiner. Nays (0), motion approved.

Mr. Steiner moved, seconded by Mr. Kingsley to approve the second reading of Ordinance No. 03-13: AN ORDINANCE TO ENACT A FLOOD DAMAGE REDUCTION ORDINANCE AND FLOODPLAIN MANAGEMENT REGULATIONS FOR THE VILLAGE OF BLUFFTON, OHIO AND REPEALING ALL PRIOR REGULATIONS. Roll Call: Yeas (5) Messrs: Steiner, Kingsley, Collier, McGarrity, and Sehlhorst. Nays (0), motion approved.

Mr. McGarrity moved, seconded by Mr. Sehlhorst to approve the second reading of Ordinance No. 04-13: AN ORDINANCE TO SET COMPENSATION FOR THE MEMBERS OF THE COUNCIL OF THE VILLAGE OF BLUFFTON, OHIO EFFECTIVE JANUARY 1, 2014. Roll Call: Yeas (4) Messrs: McGarrity, Sehlhorst, Kingsley, and Steiner. Nays (1) Mr. Collier, motion approved.

Mr. Kingsley moved, seconded by Mr. Steiner to suspend the rules. Roll Call: Yeas (5) Messrs: Kingsley, Steiner, Collier, McGarrity, and Sehlhorst. Nays (0), motion approved.

Mr. McGarrity moved, seconded by Mr. Collier to approve the first reading of Ordinance No. 05-13: AN ORDINANCE AMENDING ORDINANCE NO. 18-12 (THE ANNUAL APPROPRIATION ORDINANCE) AND DECLARING AN EMERGENCY. Roll Call: Yeas (5) Messrs: McGarrity, Collier, Kingsley, Sehlhorst, and Steiner. Nays (0), motion approved.

Mr. Collier moved, seconded by Mr. Sehlhorst to suspend the rules. Roll Call: Yeas (5) Messrs: Collier, Sehlhorst, Kingsley, McGarrity, and Steiner. Nays (0), motion approved.

Mr. Steiner moved, seconded by Mr. Kingsley to approve the first reading of Ordinance No. 06-13: AN ORDINANCE ADVANCING MONIES TO THE WATER/SEWER IMPROVEMENT FUND TO COVER THE EXPENSES ASSOCIATED WITH THE CURRENT WATERLINE PROJECTS AND DECLARING AN EMERGENCY. Roll Call: Yeas (5) Messrs: Steiner, Kingsley, Collier, McGarrity, and Sehlhorst. Nays (0), motion approved.

Mr. McGarrity moved, seconded by Mr. Steiner to suspend the rules. Roll Call: Yeas (5) Messrs: McGarrity, Steiner, Collier, Kingsley, and Sehlhorst. Nays (0), motion approved.

Mr. Kingsley moved, seconded by Mr. Collier to approve the first reading of Resolution No. 05-13: A RESOLUTION MAKING CERTAIN TRANSFERS AND DECLARING AN EMERGENCY. Roll Call: Yeas (5) Messrs: Kingsley, Collier, McGarrity, Sehlhorst, and Steiner. Nays (0), motion approved.

The Fiscal Officer announced the following meetings:

March 12, 2013	Parks Advisory Board	5:30 PM
March 25, 2013	Insurance Committee	7:00 PM
March 25, 2013	Council	8:00 PM
March 25, 2013	Public Hearing- Planning Commission (Bed and Breakfast Regulations)	8:15 PM

Regular Council

March 11, 2013

Mr. Sehlhorst moved, seconded by Mr. Collier to approve Drew Probst moving from part-time patrol officer to auxiliary officer (unpaid). Roll Call: Yeas (5) Messrs: Sehlhorst, Collier, Kingsley, McGarrity, and Steiner. Nays (0), motion approved.

Mr. McGarrity moved, seconded by Mr. Kingsley to approve Jessica Brockert attending EMT school at Apollo Career Center, beginning March 12, 2013. Roll Call: Yeas (5) Messrs: McGarrity, Kingsley, Collier, Sehlhorst, and Steiner. Nays (0), motion approved.

Mr. Steiner moved, seconded by Mr. Collier to approve Mark Delisle attending fire school- no cost to the Village. Roll Call: Yeas (5) Messrs: Steiner, Collier, Kingsley, McGarrity, and Sehlhorst. Nays (0), motion approved.

At this time, the Mayor's Court report for the month of February was presented.

Mr. Steiner moved, seconded by Mr. Sehlhorst to enter into executive session for the discussion of contracts and personnel in relations to filling the vacant Council seat. Roll Call: Yeas (5) Messrs: Steiner, Sehlhorst, Collier, Kingsley, and McGarrity. Nays (0), motion approved.

Mr. Steiner moved, seconded by Mr. McGarrity to exit from executive session and return to regular session. Roll Call: Yeas (5) Messrs: Steiner, McGarrity, Collier, Kingsley, and Sehlhorst. Nays (0), motion approved.

Mr. Kingsley moved, seconded by Mr. McGarrity to approve renewing the solicitor's contract with Steve Chamberlain for a two (2) year period, effective April 1, 2013 at a rate of \$1320/month. Roll Call: Yeas (4) Messrs: Kingsley, McGarrity, Collier, and Steiner. Nays (0). Mr. Sehlhorst abstained, motion approved.

Mr. Kingsley moved to adjourn.

MAYOR

FISCAL OFFICER

Village of Bluffton

Bills to be paid

3/25/2013

PAYROLL:

Village	\$	32,364.55
Quarterly	\$	7,275.27

TOTAL PAYROLL \$ 39,639.82

NON-PAYROLL:

Alloway	Lab Analysis	\$	75.00
Andritz-Ruthner	Repair Parts	\$	307.69
AED Superstore	Face Shields	\$	79.05
Bailey's	Uniforms	\$	218.00
Bluffton Aeration	Garmatter St & Rooting & Jetting	\$	3,060.00
Bluffton Flying Service	Management Fee	\$	4,500.00
Bluffton Stone	Berm & Limestone	\$	134.82
Cheney Bros	Diving Board Platforms	\$	1,034.00
Grainger	Shelving	\$	769.42
Great Lakes Billing	EMS Run Collection Fees	\$	1,327.68
Hancock-Wood	Electricity	\$	202.16
Ideal Images	Digitizing Logo	\$	85.00
JB Networks	Server & Wireless Issues	\$	95.00
Riley Creek Sign	Lettering- New Cruiser	\$	875.00
Lima Chamber of Commerce	State of the State Luncheon Tickets	\$	60.00
Ohio Dept of Job & Family	January Unemployment Charges	\$	27.00
Village of Ottawa	Water Usage	\$	40,987.99
Ohio Police & Fire Pension	Feb. Employer Contribution	\$	4,289.72
Rhodes & Co	Bridge Inspection	\$	2,600.00
Don Snyder Excavating	Grade Alley	\$	300.00
Staples- Business	Toner, Cleaning Supplies, Power Supply	\$	451.81
Tomlin Equip	Motor	\$	268.73
United Healthcare	Life Insurance	\$	84.00
USA Blue Book	Sampler Pump	\$	6,644.19
Verizon	Cell Phone	\$	32.60
Dominion	Natural Gas	\$	2,620.64

Total Non-Payroll \$ 71,129.50

Mayor/ Council President

X: Then and Now Approved by Council

ORDINANCE NO. 07-13

AN ORDINANCE ESTABLISHING THAT SIDEWALKS BE CONSTRUCTED AND MAINTAINED IN ALL RESIDENTIAL AREAS OF THE VILLAGE OF BLUFFTON, OHIO

WHEREAS: the Council of the Village of Bluffton finds that there exists a need in the Village of Bluffton, Ohio that all residential areas of the Village have available for the public use and public good, properly constructed and maintained sidewalks, and;

WHEREAS: the Council of the Village of Bluffton specifically finds that a comprehensive program of maintenance, repair, construction and reconstruction must take place and costs thereof be assessed against the several property owners and;

WHEREAS: the Council finds that a series of resolutions and ordinances may be required to complete this program, of which, this ordinance is deemed to be the initiating or primary ordinance;

IT IS THEREFORE ORDAINED BY THE COUNCIL OF THE VILLAGE OF BLUFFTON, OHIO THAT:

SECTION 1: that any and all existing sidewalks within the Village of Bluffton Ohio shall be maintained and repaired in good order pursuant to the standards and designs as specified in Exhibit "A" that is attached hereto, which may from time to time be amended by the Village Administrator or by the Village council at its discretion.

SECTION 2: that the Village of Bluffton Council hereby directs the Village Administrator to enforce sidewalk construction along street frontages of property owners and builders as required any subdivision covenants according to the specifications as set forth in exhibit A herein.

SECTION 3: that the Village of Bluffton requires that any and all new subdivision developments or other construction developments within the Village corporation limit shall have sidewalks as specified in Exhibit "A" as attached.

SECTION 4: that the Village of Bluffton requires that any street where there is a residential structure, within the Village of Bluffton, Ohio shall have sidewalks that comply with the design standards set forth herein.

SECTION 5: that any area of the Village where there is a residential structure existing that does not currently have a sidewalk with install and maintain a sidewalk that complies with the design standards set forth herein.

SECTION 6: PROJECT PHASES AND GENERAL TIME LINES: the overall sidewalk project for the Village of Bluffton shall take place in three (3) phases as set forth in this section;

For purposes of this project, the Village of Bluffton shall be divided into the South East half and North West half with Main Street in Bluffton acting as the dividing line, and the following definitions shall apply:

EXISTING SIDEWALK REPAIR: Any and all *existing sidewalks* within the Village of Bluffton will be reviewed by the Village Administrator or his designee to determine if the said *existing sidewalk* is in need of repair or replacement.

CONSTRUCTION AND INSTALLATION OF CONNECTING SIDEWALKS: The Village Administrator or his designee shall identify those residential areas of the Village of Bluffton where sidewalks do not, as of the date of this Ordinance, exist, but where there are shorter areas fronting streets where sidewalks would, in the judgment of the Village Administrator or his designee, be an extension of existing sidewalks. These shall be deemed *Connecting Sidewalks* for purposes of this project. Any and all *connecting sidewalks* within the Village of Bluffton will be reviewed by the Village Administrator or his designee to determine if the said *connecting sidewalk* should be constructed and installed.

CONSTRUCTION AND INSTALLATION NEW SIDEWALKS: The Village Administrator or his designee shall identify those residential areas of the Village of Bluffton where sidewalks do not, as of the date of this Ordinance, exist in residential areas but would, in the judgment of the Village Administrator or his designee, be an area where sidewalks should be installed (also being areas not included in Phase One or Phase Two). These shall be deemed *New Sidewalks* for purposes of this project.

Phase One: Notice shall then be provided in 2013 to each property owner of any *existing sidewalk* deemed in need of repair or replacement and any *connecting sidewalks* in the SOUTH EASTERN ONE HALF of the Village of Bluffton, Ohio. The Notice shall advise the property owner that they have until May 1, 2014 to complete any required repair, replacement or construction of such existing sidewalk and connecting sidewalk. If the said repair or replacement is not completed by May 1, 2014 then the Village shall undertake such repair and replacement and proceed to assess the property owner the costs thereof as provided by law. It is the goal to have Phase One completed at the end of the 2014 construction season.

Phase Two: Notice shall then be provided in 2014 to each property owner of any *existing sidewalk* deemed in need of repair or replacement and any *connecting sidewalks* in the NORTH WESTERN ONE HALF of the Village of Bluffton, Ohio. The Notice shall advise the property owner that they have until May 1, 2015 to complete any required repair or replacement. If the said repair or replacement is not completed by May 1, 2015 then the Village shall undertake such repair and replacement and proceed to assess the property owner the costs thereof

as provided by law. It is the goal to have Phase Two completed at the end of the 2015 construction season.

Phase Three: Any and all *new sidewalks* within the Village of Bluffton will be reviewed by the Village Administrator or his designee to determine if the said *new sidewalk* should be constructed and installed. Notice shall then be provided in 2015 to each property owner of any *new sidewalk* that should be constructed and installed. The Notice shall advise the property owner that they have until May 1, 2016 to complete any required installation and construction. If the said installation and construction is not completed by May 1, 2016 then the Village shall undertake such installation and construction and proceed to assess the property owner the costs thereof as provided by law. It is the goal to have Phase Three completed at the end of the 2016 construction season.

SECTION 7: that the Village Administrator or his designee shall cost republished by means of newspaper or other public notice the intention of the Village of Bluffton Ohio to begin a sidewalk improvement repair and construction program commencing in 2013. Set noticed shall not be construed to be a legal notice triggering timelines for construction however the same shall be advisory in nature and shall advise residents that sidewalk repairs instructions will be reviewed by the Village for possible assessment at a later date.

SECTION 8: that the Village Administrator or his designee shall conduct a survey of all properties the street frontage within the Village of Bluffton Ohio and create a master document indicating the name of the owner, the tax parcel number, the approximate front Street footage, and the current condition of said sidewalk at the time of review. The Village Administrator or his designee shall use the following criteria in the determination of whether sidewalks shall be repaired or replaced: 1. Cracks 2. Unevenness 3. Water pocketing 4. Stumbling blocks 5. Slipperiness.

SECTION 9: that the Village of Bluffton Shell thereafter undertake procedures pursuant to Ohio Revised Code Chapter 729 to enforce construction repair or replacement of sidewalks pursuant to designs set forth in Exhibit "A" and thereafter provide requisite legal notices to residents and engage contractors for purposes of completing construction or repair sidewalks wherein the owners are noncompliant with notices.

SECTION 10: that the Village Administrator or his designee shall provide a report to the Village council on a quarterly basis regarding the progress of the master sidewalk repair and improvement plan.

SECTION 11: that the Council shall, designate three (3) members of the Council to act as a Review Board for the Sidewalk Project.

- a) The Council may make such appointments on an ad hoc basis as required.
- b) Any property owner who wishes to appeal the order or determination of the Village Administrator or his designee as to this project shall provide, in writing, such objections and deliver it to the Village Administrator within 90 days of receiving a notice to construct or repair sidewalks. Upon receipt, the matter will be scheduled for a hearing before the Review Board.
- c) The Review Board shall have the power to review the orders of the Village Administrator and may, but is not required to make recommendations or modification as may be deemed appropriate. In determining what is appropriate, the Review Board shall consider any matter deemed proper and shall specifically consider the following: 1) the difference in cost per foot of the installation of a particular section of sidewalk from the average costs, 2) the overall intent that any residential area of the Village be accessible by sidewalks.

SECTION 12: that is found and determined that all formal actions of the Council concerning and relating to the adoption of this ordinance 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 _____, 2013 by the Council of the Village of Bluffton, Ohio by the following vote:

Ayes: _____ Nays: _____ Abstain: _____

Attest:

Clerk

Mayor

Approved as to form:

F. Stephen Chamberlain
Village Solicitor

Village of Bluffton
Public Sidewalk Repair Policy

Purpose - The purpose of this policy is to protect the public health, safety and welfare of the citizens and inhabitants of the Village by preventing and eliminating tripping hazards on the public sidewalks to pedestrians, by repairing and/or replacement of required sections of sidewalks, to achieve, as close as possible, a uniform grade. Public sidewalk - "public sidewalk" means any main or approach sidewalk, between the curb line and private property line.

Responsibility - Every owner of any lot or parcel of land situated within the Village shall keep, repair and maintain the sidewalk along all public streets, drives, avenues, boulevards or lanes adjoining such lot or parcel. The cost of such keeping, repairing and maintaining shall be the responsibility of the individual owner or Village as determined. Sidewalk sections which extend from existing sidewalks to the curb to facilitate the crossing of streets are the responsibility of the Village.

Determination factor – A public sidewalk is required to be repaired or replaced when a section(s) has a separation of one-half inch (1/2") or greater in the surface elevation which creates a tripping hazard (See sketch A). Also, a section(s) which has cracks, surface deterioration or separations which create an uneven surface and are large enough to create either a tripping hazard or a possible ankle turning situation must be replaced (See sketch B). Sidewalk sections, which meet with severe slopes or rises, greater than 10:1 shall be repaired as required (See sketch C). Village inspection of sidewalks to identify sidewalks which require repair and/or replacement will be done by walking the designated area and using a one-half inch (1/2") template to measure the amount of separation.

Repair/Replacement - Public sidewalk repair and/or replacement can be accomplished by the following methods:

1. Remove the existing damaged section(s) of sidewalk and replace with new section(s) of sidewalk per Village Sidewalk Specifications. (A copy follows this policy). Replacement sections shall be extended to existing control/expansion joints.
2. Raise or lower specific section(s) of sidewalk using compacted berm stone as a sub-base for the walk. Sidewalk leveling can also be achieved by concrete leveling contractors who drill holes in sidewalk and pump a concrete or grout mixture under the walk, which raises it and levels the walk.
3. Ramping or grinding of sidewalk sections to achieve a uniform grade is prohibited.
4. If the section(s) break or separation is not located at a sidewalk joint, then the sidewalk section(s) must be replaced with new sidewalk.
5. If a property owner wishes to repair/replace the sidewalk themselves, or hires a

contractor to repair/replace the adjacent sidewalk, they must first obtain a sidewalk permit from the Village. (Copy is attached).

6. Sidewalk sections which must be replaced with new concrete must meet the sidewalk specifications of the Village of Bluffton. (Copy is attached).

Sidewalk Marking - Sidewalks requiring repair/replacement or mud jacking will be marked by appropriate Village officials during the initial inspection. The markings used will be as follows:

1. Solid colored dots on the edge of a section of sidewalk which has a separation of one-half inch (1/2") or greater means the section can be repaired by either leveling the adjacent section of sidewalk or the lower section can be replaced with new concrete. The appropriate Village officials will be responsible for marking individual sections of sidewalks to be repaired with orange paint to "remove & replace" or green paint to "Mud Jack" lift & level. A white paint dot with the orange or green paint dot is used to identify Village responsibility for "repair/replace" or "mud jack" sidewalk repairs.
2. Two orange end lines with orange arrows in between means that all sections between the end lines must be replaced with new concrete.
3. "CR" marked on sidewalks at curbs means the sidewalks and curb must be removed and replaced with curb ramps in accordance with Ohio Department of Transportation (ODOT) standards. This is normally done by a contractor and is the responsibility of the Village.

NOTE: All underground systems within the public right of way, such as "irrigation systems" and pet "invisible fences" will be the property owner's responsibility to identify. Please do not hesitate to call if you have any question.

Village of Bluffton

SPECIFICATIONS FOR SIDEWALK CONSTRUCTION AND REPAIR

Cross Section Standard Concrete Sidewalk (page 5)

NOTE: A permit is required to construct or reconstruct sidewalks in the Village of Bluffton (a copy of which is attached)

1. Sidewalk Standards

Sidewalks shall be four (4) feet wide and four (4) inches thick, except at drive approaches. Across residential drive approaches, sidewalks shall be six (6) inches thick. Sidewalks shall slope toward the street one quarter inch ($\frac{1}{4}$) per foot (thus the edge closest to the street shall be one (1) inch lower than the edge adjacent to the property line). Two (2) inches of berm stone, ODOT item 411 stabilized crushed aggregate, shall be placed under the walk and compacted.

Residential Drive Approaches

All concrete drive approaches shall be six (6) inches thick with 4" of item 304 or item 411 aggregate base. Asphalt drive approaches to be two (2) inch minimum asphalt with four (4) inch aggregate base compacted.

2. Subgrade

All soft spongy material shall be removed and replaced with suitable material and compacted until it is firm. Grass and other plant material must be removed. The subgrade should be wet down the night before the concrete is poured and shall be damp at the time of pouring.

3. Forms

Forms shall be of wood or metal and extend for the full depth of the concrete, and of sufficient strength to resist the pressure of the concrete without springing.

4. Concrete

Shall test 4,000 psi at 28 days with not less than 600 pounds of cement per cubic yard of concrete regardless of strength obtained, and not over six and one-half ($6\frac{1}{2}$) gallons of water per sack of cement and not over five (5) inch slump. The amount of air entrained in the concrete shall be between four (4) and eight (8) percent with a preferred amount of six (6) percent. In general, materials shall meet item 608.02 of the State of Ohio Department of Transportation Construction and Materials Specifications, except as otherwise provided herein. Do not pour concrete on frozen ground or when temperatures will drop below 32° F.

5. Grade

Any sidewalk constructed or reconstructed shall be constructed or reconstructed on such plane inclination and level so that the wearing surface thereof shall be uniform and even throughout its length and width and shall be uniform and even with any adjoining and connecting walk. Grade between curb edge and sidewalk edge, shall slope one-half ($\frac{1}{2}$) inch per foot toward top of curb.

6. Finishing

The concrete shall be deposited in a single layer. It shall be struck off with a template and smoothed with a float to obtain a sandy texture. No plastering will be permitted. All outside edges and joints shall be edged with a quarter ($\frac{1}{4}$) inch radius edging tool. It must have a light broom finish.

7. Joints

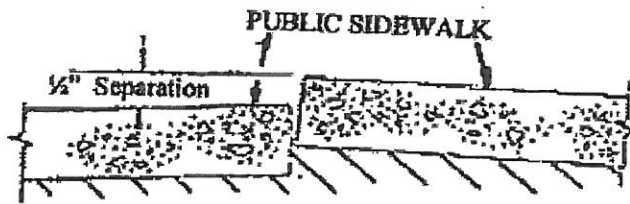
Joints shall be placed at intervals of five (5) feet and shall be perpendicular to the outside edges of the walk. Joint depth shall be one-quarter ($\frac{1}{4}$) the slab thickness. Premoulded expansion joints of one-half ($\frac{1}{2}$) inch thick shall be placed not more than twenty-five (25) feet apart and whenever sidewalk intersect other sidewalks, curbs, drives, etc.

8. Curing

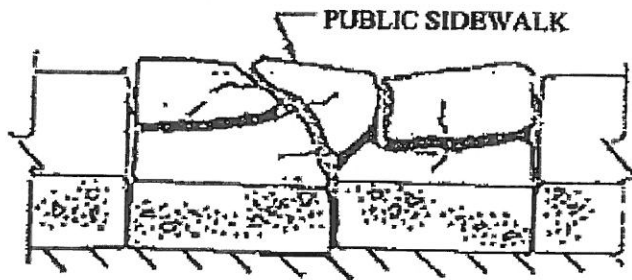
Spray exposed surfaces with a uniform application of curing membrane immediately after finishing surface and free water has dissipated.

9. Driveways (Residential)

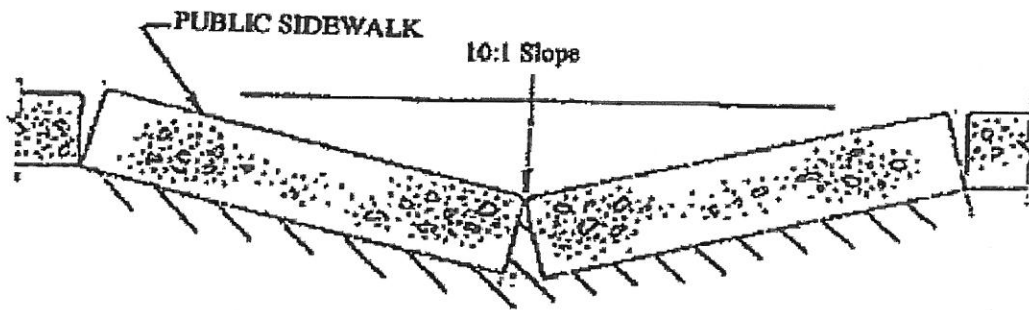
Where there is an existing portland cement concrete or asphaltic concrete drive in reasonable good condition, the sidewalk may terminate at the edge of such a drive. Where stone or dirt driveways exist or the drive in the area of the sidewalk is not in good condition, then the sidewalk shall be constructed across the driveway and shall be six (6) inches thick. The Village will make the final determination with regard to the condition of a drive.



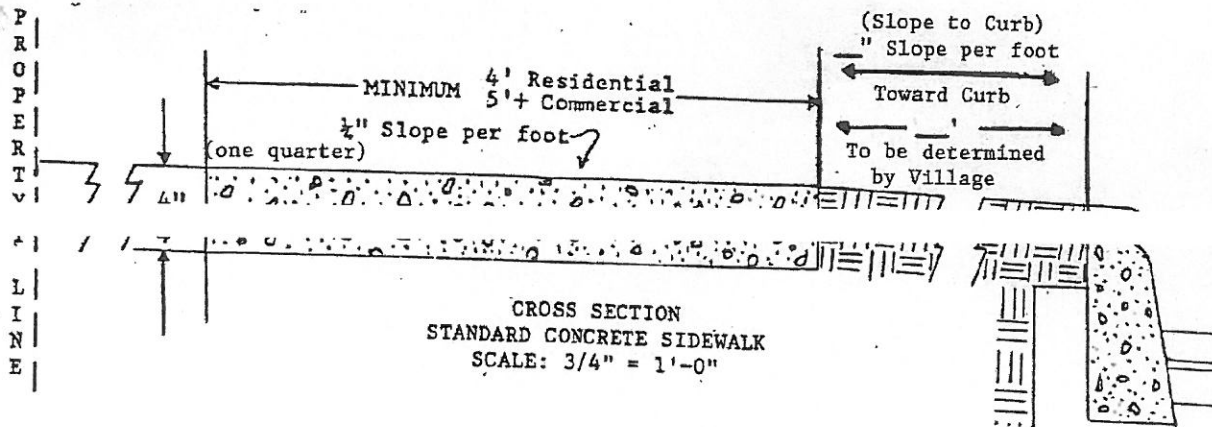
SKETCH A



SKETCH B



SKETCH C



**To: Mayor Gallant
Council Members**

Refuse and Recycling Contract

The Village's Refuse and Recycling Contract is out for bid. The Legal Notice was scheduled to be published March 21st and March 28th in the Bluffton News and the Bid Opening is scheduled for Friday, April 5, 2013 at 11:00 AM.

Ottawa System Update

I met with Jason Phillips, Water Director for the Village of Ottawa, for an update on their progress with the Ohio EPA on addressing the TTHM issue. As previously reported, they submitted a plan to the Ohio EPA in October 2012 to address the matter. Per Mr. Phillips, the Ohio EPA has approved the plan to install an aeration system within their distribution system to reduce the TTHM levels. Once the Permit to Install is approved by the Ohio EPA, it is anticipated that the system will be installed within approximately seventy days and we should see an impact when we conduct our official third-quarter sampling. It is our intent to gather some data points throughout our system in order to determine the impact on our system. Due to the formula used by the Ohio EPA to determine our running Annual Average TTHM levels, we will most likely still have to report non-compliance even after we are in compliance. Instead of simply using the four quarterly sampling results and determining the average level, the formula drops the fourth-quarter sample and uses the third-quarter sample twice. Generally speaking, the third-quarter sample is the highest due to the increased organics in the surface water during that time of year. As noted in February, our first-quarter sample results were below the maximum limit, however, given the formula and the annual average component, we are still in non-compliance. As we discussed, Mr. Phillips is looking forward to addressing Council on the proposed plans. I would recommend that we plan on scheduling a Council as a Whole meeting prior to an upcoming Council meeting for Mr. Phillips presentation. The Village of Ottawa is scheduled to meet on the same dates and at the same times that we have our Council meetings scheduled. Mr. Phillips is checking his schedule, but I am anticipating his presentation in May. Ideally, by that time, the installation of the aeration systems will be underway.

Seasonal Positions

After consulting with Jerry Cupples, I am recommending to Council that we hire the following individuals as Seasonal Employees for mowing, leaf pick-up and general maintenance duties: Robert Badertscher, Ken Von Lehmden, and Andrew Probst. It is anticipated that they would begin work April 1, 2013 and work through the leaf pick-up season.

It is anticipated that I will bring recommendations for pool employees to Council for approval at the April 8th Council meeting.

Wenco Submittal

Geo-Graphics Inc., on behalf of their client- Wenco Wendy's- has submitted plans for the development of their property on S.R. 103. Their proposal includes a

truck parking lot behind the restaurant and a public roadway serving all parts of the parcel including the restaurant, the truck parking and the rear developable land. The roadway has been designed to Village specifications with the intent of it being a public road upon completion. It is my recommendation that Council approve the proposed plan with the intent to dedicate the roadway as a public road upon successful completion of the project.

TIRC Meeting

I attended the annual Allen County Tax Incentive Review Committee meeting on Thursday, March 14, 2013. The DTR agreement expired on 12-31-2012 and the committee approved to allow the agreement to expire. The 2012 Diamond agreement was approved to be continued.