

Village of Bluffton Council Meeting Agenda

June 24, 2024 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 Tuesday, June 10th, 2024

Bills

Public Comment:

Committee Reports

Joint Personnel & Finance Committee – April 24th

Finance Committee – June 13th

Insurance Committee – June 24th

Boards & Commissions

LEGISLATION

RESOLUTION NO. 14-2024

3rd Reading

A RESOLUTION OF THE VILLAGE OF BLUFFTON TO PLACE ON THE NOVEMBER 5, 2024 BALLOT THE ISSUE OF IMPOSING AN ADDITIONAL UNIFORM INCOME TAX AT A RATE OF ZERO POINT FOUR PERCENT (0.4%) FOR THE PURPOSE OF GENERATING REVENUE FOR THE CAPITAL NEEDS AND OPERATIONS OF THE SAFETY SERVICES DEPARTMENTS OF THE VILLAGE OF BLUFFTON, OHIO WHICH INCLUDE THE BLUFFTON E.M.S., BLUFFTON FIRE AND BLUFFTON POLICE DEPARTMENTS, PURSUANT TO O.R.C. 718.04.

RESOLUTION NO. 15-2024

1st Reading

Emergency

A RESOLUTION STATING WHAT SERVICES THE VILLAGE OF BLUFFTON, OHIO WILL PROVIDE TO THE TERRITORY PROPOSED TO BE ANNEXED TO THE VILLAGE OF BLUFFTON, OHIO CURRENTLY SITUATED IN ORANGE TOWNSHIP, COUNTY OF HANCOCK, STATE OF OHIO AND DECLARING AN EMERGENCY.

RESOLUTION NO. 16-2024

1st Reading

Emergency

A RESOLUTION AUTHORIZING THE ADVERTISEMENT FOR PUBLIC BID ON THE POCONO DRIVE UTILITY IMPROVEMENTS PROJECT AND DECLARING AN EMERGENCY.

ORDINANCE NO. 04-2024

3rd Reading

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 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 ZERO POINT FOUR PERCENT (0.4%) ANNUALLY. THE PURPOSE OF THE INCOME TAX IS TO RAISE REVENUE FOR THE CAPITAL NEEDS AND OPERATIONS OF THE SAFETY SERVICES DEPARTMENTS OF THE VILLAGE OF BLUFFTON, OHIO WHICH INCLUDE THE BLUFFTON E.M.S., BLUFFTON FIRE AND BLUFFTON POLICE DEPARTMENTS. UPON PASSING OF SAID ORDINANCE THE TOTAL TAX RATE FOR THE VILLAGE OF BLUFFTON, OHIO SHALL BE ONE POINT SIX FIVE PERCENT (1.65%) ANNUALLY.

Village Administration Report:

Mayor:

Safety Services Reports:

-EMS-

-Fire Dept.-

-Police Dept.-

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

- Council Meeting – Monday, June 24th at 7:00 pm
- Bluffton In Bloom Committee – Thursday, June 27th at 7:00 pm
- Board of Zoning & Building Appeals - Wednesday, July 3rd at 7:00 pm
- Planning Commission Meeting – Monday, July 8th at 6:00 pm
- Council Meeting – Monday, July 8th at 7:00 pm
 - Public Hearing – ADA Transition Plan – Lima- Allen Co. Regional Planning at 7:15 pm
- Tree Commission – Tuesday, July 9th at 7:00 pm

Public Comment

Adjournment – Motion and Second

Village of Bluffton – Regular meeting June 10, 2024, 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 May 28, 2024. 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:

2nd Reading:

Resolution 14-2024 – A Resolution of the Village of Bluffton to place on the November 5, 2024 ballot the issue of imposing an additional uniform income tax at a rate of zero point four percent (0.4%) for the purpose of generating revenue for the capital needs and operations of the Safety Services Departments of the Village of Bluffton, Ohio which include the Bluffton E.M.S., Bluffton Fire, and Bluffton Police Departments, pursuant to O.R.C. 718.04. Talavinia motioned to adopt the Resolution, seconded by Cupples. Roll Call: Yes (5) Messrs: Cupples, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Ordinance 04-2024 – 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 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 0.4% annually. The purpose of the income tax is to raise revenue for the capital needs and operations of the Safety Services Departments of the Village of Bluffton, Ohio which include the Bluffton E.M.S., Bluffton Fire, and Bluffton Police Departments. Upon passing of said Ordinance the total tax rate for the Village of Bluffton, Ohio shall be 1.65% annually. Stahl motioned to adopt the Ordinance, seconded by Sehlhorst. Roll Call: Yes (5) Messrs: Cupples, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Cupples motioned, seconded by Sehlhorst, to approve the special event request for Food Truck Days at the Bluffton Community Pool. Events will be July 2, 12, & 13, 2024. July 2 will be from 12:00 – 6:00 p.m. and the 12th & 13th will be from 8:00 a.m. – 6:00 p.m. Roll Call: Yes (5) Messrs: Cupples, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Talavinia motioned, seconded by Stahl, to approve the special event request for the Dom Memorial Bike & Jeep Ride on Aug. 10, 2024. Elm St. from Main St. to Vance St. will be closed from 9:30 am until noon. 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.

Finance Committee on Thursday, June 13 at noon.

Public Meeting on Tuesday, June 18 at 7:00 p.m. at EMS Building, 115 E. Washington St., Bluffton

Council Meeting on Monday, June 24 at 7:00 p.m.

Bluffton in Bloom on Thursday, June 27 at 7:00 p.m.

Tree Commission on Tuesday, July 9 at 7:00 p.m.

MAYOR

FISCAL OFFICER

VILLAGE OF BLUFFTON
VOUCHER REPORT 6/24/2024

VENDOR	AMOUNT	DEPARTMENT	DESCRIPTION
AMERICAN ELECTRIC POWER	20,580.74	Multiple	ELECTRICITY
AMERICAN ELECTRIC POWER	965.86	Multiple	ELECTRICITY
ANTHEM BLUE CROSS BLUE SHIELD	948.16	Multiple	VISION & DENTAL INSURANCE
BASINGER PLUMBING & HEATING LLC	375.98	Land & Buildings	SECOND FLOOR A/C REPAIRS
BASINGER PLUMBING & HEATING LLC	687.62	Land & Buildings	ANNUAL SERVICE AGREEMENT
BEAVERDAM CONTRACTING, INC.	3,508.00	Sewer	117 1/2 W. WASHINGTON SEWER TAP
BEAVERDAM CONTRACTING, INC.	4,061.00	Sewer	159 SUNSET DR. SEWER REPAIR
BEAVERDAM CONTRACTING, INC.	6,400.00	Street	STORM SEWER - RILEY CREEK
BEAVERDAM CONTRACTING, INC.	36,975.00	Street	S. LAWN STORM SEWER
BLUFFTON PAVING, INC.	60,041.00	Street	2024 PAVING
BLUFFTON PAVING, INC.	19,312.00	Street	2024 PAVING
BLUFFTON PAVING, INC.	5,856.00	Street	2024 PAVING
BLUFFTON RILEY CREEK SPORTSWEAR, LLC	346.00	Pool	POOL TANKS & TEES
BLUFFTON VETERINARY HOSPITAL AND PET CARE CENTER	67.00	Police	K9 SUPPLIES & CARE
CHARTER COMMUNICATIONS	39.99	Multiple	CABLE
CHARTER COMMUNICATIONS	183.93	Multiple	CABLE
CINTAS	252.92	Administrative	UNIFORMS
CINTAS	81.16	Administrative	UNIFORMS
CINTAS	84.90	Administrative	UNIFORMS
CLEMANS, NELSON & ASSOCIATES, INC	175.00	Administrative	RETAINER
DEGEN EXCAVATING CO., INC.	5,433.23	Sewer	LIFT STATION VALVES
DOMINION EAST GAS	235.96	Multiple	NATURAL GAS
DOTY, MICHAEL	244.95	Police	PD AUTO REPAIRS
FLUID LOSS PREVENTION, LLC	592.00	Water	LEAK DETECTION
FOUR U PACKAGING & SUPPLIES	1,491.65	Street	AQUATITE CONCRETE PATCH
GALL'S, AN ARAMARK COMPANY	130.00	Police	EQUIPMENT - R. ZIMMERMAN
GALL'S, AN ARAMARK COMPANY	102.99	Police	EQUIPMENT - ZIMMERMAN
GALL'S, AN ARAMARK COMPANY	57.87	Police	EQUIPMENT - T. HOCHSTETLER
GLOBAL INDUSTRIAL	3,508.20	Park	BOTTLE FILL & DOG BOWL STATIONS
GREAT LAKES BILLING ASSOCIATES, INC.	2,362.36	Rescue	EMS BILLING SERVICE
HANCOCK-WOOD ELECTRIC CO-OP	169.98	Multiple	ELECTRICITY
HANCOCK-WOOD ELECTRIC CO-OP	61.00	Multiple	ELECTRICITY
KOI ENTERPRISES, INC.	166.37	Multiple	PARTS
LEGACY FARMER COOP	894.05	Street	FUEL
LEXIS NEXIS RISK DATA MANAGEMENT INC.	50.00	Administrative	ADDRESS SEARCHES
MANNIK SMITH GROUP	2,000.00	Land & Buildings	H2OHIO GRANT APPLICATION
MIAMI PRODUCTS & CHEMICAL CO.	969.20	Pool	POOL CHEMICALS
MIAMI PRODUCTS & CHEMICAL CO.	732.00	Pool	LADDER & DIVING BOARD STEPS
OHIO TREASURER	54,467.14	Multiple	LOAN PAYMENT
PERRY CORPORATION	3,521.38	Administrative	IT CONTRACT
PERRY CORPORATION	62.50	Administrative	IT CONTRACT
PERRY CORPORATION	1,835.49	Fire	NEW WORKSTATION
PROFORMA	90.00	Police	UNIFORMS
RADIO HOSPITAL	396.00	Police	ANTENNAS FOR PORTABLES
RUMPKE	26,036.94	Refuse	TRASH SERVICES
SAM'S CLUB	1,720.29	Multiple	SUPPLIES
SHELL FLEET PLUS	1,548.78	Multiple	FUEL
STAPLES BUSINESS ADVANTAGE	66.62	Multiple	SUPPLIES
STAPLES BUSINESS ADVANTAGE	96.95	Multiple	SUPPLIES

STAPLES BUSINESS ADVANTAGE	1,319.34	Multiple	SUPPLIES
STEVE SWISHER	1,973.10	Police	WHELEN EQUIP. - DURANGO
SUPERIOR UNIFORM SALES, INC.	779.67	Police	UNIFORMS
TREE TECH	650.00	Street	MAIN ST. TREE TRIMMING
UTILITY SERVICE CO, INC.	44,467.14	Water	WATER TOWER PEDISPHERE
VERIZON WIRELESS	119.22	Multiple	CELL PHONES
VILLAGE OF OTTAWA	60,680.20	Water	WATER
WARREN FIRE EQUIPMENT, INC.	350.00	Rescue	EMS JACKETS & PATCHES
ZOLL DATA SYSTEMS	166.09	Rescue	EMS CHARTS
INCOME TAX REFUNDS	8,219.65	Administrative	INCOME TAX REFUNDS
	<u>388,710.57</u>		

MAY FIRE & EMS	13,885.03
MEDICARE	201.34
OPERS	1,466.45
FICA	136.94

BIWEEKLY PAYROLL 6/14/24	64,497.19
MEDICARE	891.18
OPERS	5,605.28
OP&F	4,769.52

Council Signature : _____

Date: _____

Joint Personnel & Finance Committee - Minutes

Village of Bluffton

April 24th, 2024

Present: Phill Talavinia, Mitch Kingsley, Dave Steiner

Staff: Ryan Burkholder, Matt Oglesbee, Jesse Blackburn, Kevin Nickel, Mayor Johnson

TOPIC: Personal sick leave at retirement or separation

The issue of sick leave and its redemption upon retirement or approved separation was brought up by the Police Department.. The village benefits if employees do not abuse the sick leave privilege; and if, when approaching retirement, employees give notice a significant period before their date. The proposal for consideration is a tier of redemption standards that is presented below, followed by a presentation of the current policy.

Updated Policy: Sick Leave Conversion Section 5.02

- (A) (1) Upon separation and/or retirement (without completing the full retirement requirements for the pension plan in which an employee is a member) from active service, an employee shall receive payment of accrued but unused sick leave for active service with the Village of Bluffton if the employee has at least ten (10) years of service as a public employee with the Village, state or any political subdivision of the state or any combination thereof. The amount of the payment shall be one-fourth (1/4) of the employee's accrued but unused sick leave, up to a maximum of forty (40) days of accrued leave.
- (2) Upon retirement from active service, and having met the full retirement requirements for the pension plan in which the employee is a member, the employee shall receive the following payment of the employee's accrued but unused sick leave.
- (a) Upon giving between 60 and 89 days notice of retirement, the employee shall receive payment of 40 days (320 hours) of accrued but unused sick leave.
 - (b) Upon giving between 90 and 119 days notice of retirement, the employee shall receive payment of 60 days (480 hours) of accrued but unused sick leave.
 - (c) Upon giving 120 days or more notice of retirement, the employee shall receive payment of 80 days (640 hours) of accrued but unused sick leave.

Current Policy: Retirement Section 5.15

- (A) (1) **Notice**- All employees are required to notify the Employer of their anticipated retirement in writing at least sixty (60) days prior to the effective date of the employee's retirement to allow the Employer time to plan for any necessary replacement of the employee.
- (B) Procedure
- (1) When an employee intends to retire, the employee must submit a signed, dated letter to the employee's supervisor (Resignation Form) which states the employee intends to retire and the effective date of the employee's retirement at least sixty (60) days in advance. The supervisor should forward a copy of the letter immediately to the Village Administrator who should forward a copy of the letter to the Fiscal Officer's office to allow benefits and separation payments to be determined.
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Respectfully submitted,
Jesse Blackburn – on behalf of Mitch Kingsley

Phill Talavinia

Mitchell Kingsley

**Village of Bluffton
Finance Committee Meeting
June 13, 2024 @ 12:00 PM**

Committee member present, David Steiner, and Phil Talavinia, Mayor Johnson
Staff present, Jesse Blackburn, Village Administrator and Kevin Nickel, Fiscal Officer, Bryan Lloyd Assistant Administrator Police Chief Ryan Burkholder, Fire Chief Jon Kinn and EMS Chief Jan Basinger.

The committee reviewed Ordinance 04-2024 to request that the voters of the Village of Bluffton approve an increase in income tax of 0.4% for 20 years to fund the capital needs and operating expenses of the safety services departments of the village. There was discussion regarding the allocation of these funds included in the final reading of the Ordinance and to be included in the Ordinance enacting the 0.4% income tax if approved by the voters of the Village. After discussion the committee decided to recommend the allocation of the 0.4% income tax 77% for the operations of the safety services departments, 21.5% Fire & EMS Capital and 1.5% Police Capital.

77% operations of the safety services, if approved by the voters, would be placed into a Safety Services Operating fund. The full EMS payroll and operating expenses would be paid from this fund. In the event the Village is unable to fully staff the EMS department due to labor shortages being experienced in the United States some of the excess could be used to fund operating expenses in the Police and Fire departments. This would reduce the general fund expenditure for these services.

21.5% of the 0.4% tax collected would be used to purchase Fire and rescue vehicles along with other capital equipment.

1.5% of the 0.4% tax collected would be used for new additional costs for equipment in the Police Department.

If the 0.4% income tax generates \$1,000,000 the allocation would be as follows:

Safety Services Operating	77.0%	770,000.00
Fire & EMS Capital	21.5%	215,000.00
Police Capital	1.5%	15,000.00
Total	100.0%	1,000,000.00

Projections to determine the amount needed used current income tax revenues with inflation applied for the next 20 years. The above is only an example.

The meeting adjourned at 12:57 PM.

David Steiner

Phil Talavinia

Insurance Committee – Minutes

Village of Bluffton

June 24, 2024 at 3:30 p.m.

Present: Jerry Cupples, Dave Steiner

Staff: Mayor Johnson, Jesse Blackburn, Kevin Nickel

The committee met to discuss the renewal of three insurance policies.

Cyber Insurance – The premium increased from \$4,147.50 to \$4,397.50. Limits and coverage remain the same.

Safety Services Accident – We are at the end of a three-year agreement which averaged \$4,816/yr. The renewal is a one-year agreement with a premium of \$4,817 for the same coverage.

Property & Liability – The premium increased 20% over last year, from \$80,324 to \$97,209.50. Total insured value increased by 10% and PEP also took a 10% increase. Village assets are insured at replacement cost.

The committee recommends that the three policies be renewed.

The meeting was adjourned at 4:00 p.m.

Jerry Cupples

Dave Steiner

RESOLUTION NO. 14-2024

A RESOLUTION OF THE VILLAGE OF BLUFFTON TO PLACE ON THE NOVEMBER 5, 2024 BALLOT THE ISSUE OF IMPOSING AN ADDITIONAL UNIFORM INCOME TAX AT A RATE OF ZERO POINT FOUR PERCENT (0.4%) FOR THE PURPOSE OF GENERATING REVENUE FOR THE CAPITAL NEEDS AND OPERATIONS OF THE SAFETY SERVICES DEPARTMENTS OF THE VILLAGE OF BLUFFTON, OHIO WHICH INCLUDE THE BLUFFTON E.M.S., BLUFFTON FIRE AND BLUFFTON POLICE DEPARTMENTS, PURSUANT TO O.R.C. 718.04

WHEREAS, the Village of Bluffton currently provides Safety Services through a full-time Police Department along with Volunteer Emergency Medical Services (EMS) and Fire Departments, and;

WHEREAS, the Village of Bluffton currently has an income tax rate of one point two-five percent (1.25%), and;

WHEREAS, the Village of Bluffton current income tax rate generates insufficient revenue to support the capital and operational needs of its Safety Services Departments and;

WHEREAS, the Village of Bluffton pursuant to the Ohio Revised Code Section 718.04 does wish to place the issue on the November 5, 2024 ballot of imposing an additional uniform income tax at a rate of zero point four percent (0.4%) for the purpose of generating revenue for the capital and operational needs of the Village of Bluffton Safety Services Departments.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE

VILLAGE OF Bluffton, OHIO:

Section 1: That an additional income tax shall be levied upon the income of all the residents or those persons receiving income from within the Village of Bluffton, Ohio.

Section 2: That this tax shall be collected annually and in accordance with ORC 718.04.

Section 3: That this tax shall be effective January 1, 2025 and collected for the next twenty (20) years.

Section 4: That this tax shall be measured by the Municipal Taxable Income at a Rate of zero point four percent (0.4%) annually, increasing the total tax in the Village of Bluffton, Ohio to one point six five percent (1.65%) annually.

Section 5: That the purpose of said tax is to provide revenue for the capital needs and operations of the Safety Services Departments of the Village of Bluffton, Ohio. Should the voters approve the zero point four percent (0.4%) increase, the increase shall be allocated seventy seven percent (77.0%) to the operations of safety services, twenty one point five percent (21.5%) to the Fire & Rescue

Improvement Fund, and one point five percent (1.5%) to the Police Equipment Replacement Fund.

Section 6. That the Village of Bluffton directs the Board of Elections of Allen County and Board of Elections of Hancock County to conduct the election in which the question of whether this proposed income tax shall be put before the voters.

Section 7: That the Village of Bluffton shall file a copy of this resolution and proposed ordinance to the Board of Elections of Allen County and Board of Elections of Hancock County for their approval no less than ninety (90) days before the November 5, 2024 election.

Section 8: That if a majority of those voting on this issue in the November 5, 2024 election approve, the proposed ordinance shall be passed.

Section 9: 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 the open meeting of this Council and that all deliberation of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Passed and Adopted the _____ day of _____, 20__, by the governing board of the Village of Bluffton, Ohio by the following vote:

Ayes: _____ Noes: _____ Abstain: _____

Attest:

Kevin Nickel
Village Fiscal Officer

Richard Johnson
Mayor

Approved as to Form:

VILLAGE SOLICITOR

RESOLUTION NO. 15-2024

A RESOLUTION STATING WHAT SERVICES THE VILLAGE OF BLUFFTON, OHIO WILL PROVIDE TO THE TERRITORY PROPOSED TO BE ANNEXED TO THE VILLAGE OF BLUFFTON, OHIO CURRENTLY SITUATED IN ORANGE TOWNSHIP, COUNTY OF HANCOCK, STATE OF OHIO AND DECLARING AN EMERGENCY

WHEREAS, Ohio Revised Code 709.03 (D), requires a statement from the municipal legislative authority stating what services, if any, that will be provided to the territory proposed to be annexed upon annexation, and approximately when they will be furnished, and;

WHEREAS, it is the desire of this Council to provide said statement in compliance with said Revised Code Section, and;

WHEREAS, an emergency exists in the timely approval and filing of this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Bluffton, State of Ohio:

SECTION 1: That in the event the Hancock County Commissioners should approve the petition for annexation of the subject property referenced above and should the legislative authority of the Village of Bluffton, Ohio, annex said property, it is the intent of this council to make available the following services:

- a. sanitary sewer system*
- b. water distribution system*
- c. storm sewer services
- d. street maintenance
- e. full-time police protection
- f. services from the Bluffton Volunteer Fire Department and Bluffton EMS
- g. enforcement of the Village of Bluffton's Ordinances, including zoning ordinances, subdivision code ordinances, building code ordinances, and other provisions of related inspection services

*If water and sewer connections are not already present at the property, the extension of Bluffton's water and sewer systems will be performed upon development of the property.

All other services will be available to said property upon completion of the annexation.

SECTION 2: That the purpose of this Resolution is not to legally bind the Village of Bluffton to the rendering of the above referenced services but rather to comply with said Revised Code Section so that the Commissioners may take action upon said annexation petition and further to represent that this property, like all other property within the incorporated limits of the Village of Bluffton, Ohio shall be afforded the same services.

SECTION 3. This resolution shall take effect and be in force from and after the earliest period provided by law.

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 this _____ day of _____, 2024 by the governing body of the Village of Bluffton, Ohio by the following vote:

Yes: _____ No: _____ Abstain: _____

ATTEST:

Kevin Nickel, Fiscal Clerk

MAYOR Richard Johnson

APPROVED:

As to form: _____
SOLICITOR Elliott T. Werth

RESOLUTION NO. 16-2024

A RESOLUTION AUTHORIZING THE ADVERTISEMENT FOR PUBLIC BID ON THE POCONO DRIVE UTILITY IMPROVEMENTS PROJECT AND DECLARING AN EMERGENCY.

WHEREAS, Council has previously authorized the Village Administrator to apply for OPWC funding for the project, and has furthermore previously authorized the Village Administrator to enter into an agreement with Choice One Engineering to prepare plans, specifications, and bidding documents for the Pocono Drive Utility Improvements project, and;

WHEREAS: An emergency exists in the daily operation of the Village whereby failure to act will be detrimental to the public health, welfare and safety of the inhabitants thereof and in order to proceed with this project in an expeditious manner.

NOW THEREFORE, BE IT RESOLVED by the Mayor and the Village of Bluffton Council that the Village Administrator is hereby authorized and directed to advertise to receive sealed bids for the construction of the Pocono Drive Utility Improvements project.

BE IT FURTHER RESOLVED that the advertisement for sealed bids shall conform to the requirements of the Ohio Revised Code.

BE IT FURTHER RESOLVED that that Village of Bluffton reserves the right, in any event, to reject any and all bids.

Passed and adopted this _____ day of _____, 2024 by the governing body of the Village of Bluffton, Ohio by the following vote:

Yes: _____ No: _____ Abstain: _____

ATTEST: _____
FISCAL OFFICER

MAYOR

APPROVED: _____
SOLICITOR

ORDINANCE NO. 04-2024

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 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 ZERO POINT FOUR PERCENT (0.4%) ANNUALLY. THE PURPOSE OF THE INCOME TAX IS TO RAISE REVENUE FOR THE CAPITAL NEEDS AND OPERATIONS OF THE SAFETY SERVICES DEPARTMENTS OF THE VILLAGE OF BLUFFTON, OHIO WHICH INCLUDE THE BLUFFTON E.M.S., BLUFFTON FIRE AND BLUFFTON POLICE DEPARTMENTS. UPON PASSING OF SAID ORDINANCE THE TOTAL TAX RATE FOR THE VILLAGE OF BLUFFTON, OHIO SHALL BE ONE POINT SIX FIVE PERCENT (1.65%) ANNUALLY.

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

- Section 1: That an additional income tax shall be levied upon the income of all the residents or those persons receiving income from within the Village of Bluffton, Ohio.
- Section 2: That this tax shall be collected annually and in accordance with ORC 718.04.
- Section 3: That this tax shall be collected for the next twenty (20) years upon the passing of which the tax will need renewed.
- Section 4: That this tax shall be measured by the Municipal Taxable Income at a Rate of zero point four percent (0.4%) annually, increasing the total tax in the Village of Bluffton, Ohio to one point six five percent (1.65%) annually.
- Section 5: That the purpose of said tax is to raise revenue for the capital needs and operations of the Safety Services Departments of the Village of Bluffton, Ohio and shall be allocated seventy seven percent (77.0%) to the operations of safety services, twenty one point five percent (21.5%) to the Fire & Rescue Improvement Fund, and one point five percent (1.5%) to the Police Equipment Replacement Fund.
- Section 6: That this Ordinance shall be enforceable and go into effect beginning on January 1, 2025, upon approval of the majority of those voting on the issue during the November 5, 2024 election.

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

Ayes: _____ No's: _____ Abstain: _____

Attest:

Kevin Nickel
Village Fiscal Officer

Richard Johnson
Mayor

Approved as to Form:

Elliott T. Werth
Village Solicitor

Village of Bluffton

Administration's Report

To: Mayor Johnson & Council Members



06-24-24

2024 Zoning & Building Permit Update

\$3,646,108.20 worth of development that is regulated by Bluffton's Zoning Code. 68% of this amount is being invested in the Commercial/Industrial Districts.

- See following sheet for details.

Bluffton Community Swimming Pool – Additional Hires

Request that Council approve the hiring of:

Xavier Diller – Head Lifeguard

Jacob Dawson – Lifeguard

Aaron Ungashick - Lifeguard

Pocono Drive Utility Improvements

Bids will be opened on Thursday, July 11th at 10:00 AM at the Town Hall.

S. Lawn Avenue Storm Sewer Improvements

Replacement of undersized and failing storm sewer was completed near the end of a drainage network shown below that extends to serve properties from Kibler St/S. Lawn to Main St. Improved areas are shown in white.



Raybern Consulting – Data Analysis of meter reading & meter billing Follow-up meeting on July 2nd.

Street Sweeping

Dates for this service will be announced this week. Notice will be provided using the Everbridge alert and community notification system. If not signed up for this free service, please use the link on the Village website found under Village News.

Mayor Johnson – Special Events Permits

- The Bluffton Baking Company, LLC is requesting approval to set up at the Bluffton Pool or Vine St. pending final scheduling approval granted by the Pool Manager or Liz Gordon-Hancock for Vine St.

Committee Meetings:

Finance

Village of Bluffton -- 2024 Zoning & Bldg Permits

Permit No.	Date	Owner	Address (of project)	Flood permit	Type of Construction		Cost Estimate	Total
					Commercial/Industrial	Residential		
1	1/18/2024	Sean Burrell	194 E. Jefferson	NA		Demo	\$ 4,000.00	Hancock County
2	1/18/2024	Sean Burrell	117 W. Washington	NA		ADU conversion	\$ 50,000.00	
3	2/20/2024	Mike Burris - 1861 Wine Lounge	115 N. Main St.	NA		Patio	\$ 4,500.00	Hancock County
4	2/23/2024	AEP	Various - Rockhill-Woodcock line removal	Yes		Temp. access to existing lines	\$ -	
5	2/23/2024	Bluffton Schools	135 E. College Ave - parking lot	Yes		Concrete pads - shot & discuss	\$ 5,000.00	Hancock County
6	3/15/2024	Lisa Rains	851 St. Rt. 103	NA		Fence	\$ 2,000.00	
7	3/15/2024	Praveen Vohra	212 S. Main St.	NA		Addition	\$ 10,025.00	Hancock County
8	3/19/2024	Zach Nycz	191 Sunset Drive.	NA		pool	\$ 1,200.00	
9	3/21/2024	Jacob Carr	501 Hunters Run	NA		Fence	\$ 24,564.30	Hancock County
10	3/21/2024	BTMS Investments	505 E. Jefferson St.	NA		Sign	\$ 7,500.00	
11	3/21/2024	Ben Niye	137 N. Jackson	NA		Deck	\$ 19,000.00	Hancock County
12	3/26/2024	GROB Systems	1070 Navajo Drive	N/A		Demolition	\$ 40,000.00	
13	3/26/2024	Manhar Solanki - Fairway Inn	855 S.R. 103	N/A		Demolition - UST removal	\$ 700,000.00	Hancock County
14	3/27/2024	True Word Tabernacle	345 Co. Line Rd.	N/A		Addition/Parking Lot	\$ 12,600.00	
15	4/12/2024	Orrie Augsburg	213 S. Jackson	N/A		Fence	\$ 29,500.00	Hancock County
16	4/12/2024	Sean Burrell	194 E. Jefferson	N/A		Garage / driveway	\$ 1,323,890.00	
17	4/16/2024	GROB Systems	1070 Navajo Drive	N/A		Parking Lot - Phase 9	\$ -	Hancock County
18	4/19/2024	Ryan Meyer	104 E. Elm St	N/A		Remodel	\$ 1,800.00	
19	4/23/2024	Jennifer Savzan	184 Garmatter St.	N/A		Fence	\$ 5,506.50	Hancock County
20	5/9/2024	A-Z Portion Control Meats	201 N. Main St.	N/A		Driveway	\$ 1,000.00	
21	5/23/2024	Levi Smith	174 Bern St.	NA		Fence	\$ 17,500.00	Hancock County
22	5/23/2024	Bob Hursh	505 Greding St	NA		Driveway	\$ 650.00	
23	5/23/2024	Randy Spallinger	220 Riverbend	NA		Pergola	\$ 1,000.00	Hancock County
24	5/23/2024	Joshua Fulk	219 N. Spring St	NA		Fence	\$ 800,000.00	
25	5/23/2024	Dustin Riepenhoff	335 Parkview	NA		New Home	\$ 1,300.00	Hancock County
26	5/23/2024	Kyle Swank	327 S. Jackson	NA		Fence	\$ 20,000.00	
27	5/30/2024	Cliff Harmon	570 Hunters Run	NA		Pergola	\$ 125,000.00	Hancock County
28	6/10/2024	Tracy Miles	147 Riley St.	NA		New Home	\$ 25,500.00	
29	6/19/2024	St. John's UCC	223 W. College Ave.	N/A		Handicap ramp	\$ 4,115.40	Hancock County
30	6/19/2024	Ross Emans	364 S. Main St.	N/A		Sidewalk	\$ 3,957.00	
31	6/19/2024	Sean Goodwin	9965 N. Dixie	N/A		Porch slab	\$ 50,000.00	Hancock County
32	6/19/2024	Don and Dima Snyder	104 Hawthorn Ct.	N/A		Addition	\$ 10,000.00	
33	6/19/2024	James Benroth	174 Hillcrest Dr.	N/A		Driveway	\$ 325,000.00	Hancock County
34	6/24/2024	SumiRiko Ohio, Inc.	320 Snider Rd.	N/A		Temporary Storage Buildings	\$ -	
35								Hancock County
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VILLAGE OF BLUFFTON

154 N. MAIN STREET, P.O. BOX 63 BLUFFTON, OHIO 45817-0063
419-358-2066

APPLICATION FOR SPECIAL EVENTS

EVENT NAME: _____ DATE(S) OF EVENT: Summer 2024
 APPLICANT: Jenna Wilkins CONTACT PERSON: SAME
 APPLICANT'S ADDRESS: 9301 Augsburg Rd CONTACT'S PHONE: 419 889 1957
 E-MAIL ADDRESS (OPTIONAL): blufftonbakery@gmail.com
 LOCATION OF EVENT: Bluffton pool
 TIME(S) FOR EVENT: open hours
 DESCRIPTION OF EVENT: setting up food trailer a few times a week at Bluffton pool, or occasionally on Vine St.

** Pending final scheduling approved by Pool Manager for swimming pool use of Chamber for Vine St.*

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

TRAFFIC CONTROL: 0 NUMBER OF OFFICERS REQUESTED: 0
 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: 0

SECURITY: 0 NUMBER OF OFFICERS REQUESTED: 0
 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: 0 FIRE DEPT. SERVICES: 0
 WATER SERVICE: 0 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: Hosler Corbin * 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: JW DATE: 6.12.24

APPROVED
 MAYOR'S SIGNATURE: _____ DATE: _____



Audit Number:
GCUR-D33PDE

License No.
BNAR-CR7RUT

Location Allen County Public Health, PO BOX 1503 Lima, OH 45802-1503
Name of Facility/License holder The Bluffton Baking Company, LLC, Jenna Wilkins
Address City State Zip 9301 Augsburger Rd, Bluffton, OH, 45817
Category / Descriptive Mobile Food Service Operation - Mobile

This license has been issued in accordance with the requirements of Chapter 3717 of the Ohio Revised Code and is subject to revocation or suspension for cause and is not transferable without consent of the licensee.

This license shall expire on March 1, 2025

If this is a mobile food service operation, the license is not valid unless pertinent information appears on the reverse side.

04-Mar-2024
Date

Brandon M. Fisher, MA, REHS
Health Commissioner

WEA 588888-0000

This license must be displayed in a conspicuous place at the location.

Ohio Department of Health

Jenna Wilkins
ATTN: Jenna Wilkins
9301 Augsburger Rd
Bluffton OH 45817



THEBLU1

OP ID: CP

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/30/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hosler-Corbin Insurance 2420 Bright Road Findlay, OH 45840 Hosler-Corbin Ins.	419-422-2822	CONTACT NAME: Hosler-Corbin Ins. PHONE (A/C, No, Ext): 419-422-2822 E-MAIL ADDRESS: hoslercorbin@bright.net FAX (A/C, No): 419-425-4506
	INSURER(S) AFFORDING COVERAGE	
INSURER A : Celina Insurance Group		NAIC # 20176
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
 The Bluffton Baking Company LLC
 9301 Augsburg Rd
 Bluffton, OH 45817

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INBR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		7324834-0	03/20/2024	03/20/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Baked Goods Liability and extended liability to farmers markets

CERTIFICATE HOLDER Hancock County Farmers Market Marathon Center for the Performing Arts 200 W Main Cross St Findlay, OH 45840	HANCFA1	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Hosler-Corbin Ins.
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