

Village of Bluffton Council Meeting Agenda

November 10, 2025 at 7:00 PM



Opening Ceremonies

Call to Order, Mayor Johnson presiding
Pledge of Allegiance



Minutes

Approval of the minutes from the Council Meeting held on Monday, October 27, 2025.

Bills

Public Comment:

Committee Reports

Parks & Recreation Committee: 10/28 & 11/06
Personnel Committee: 11/29
Insurance Committee: 11/06

Boards & Commissions

Board of Zoning & Building Appeals: 11/03
Planning Commission 11/03
Pathway Board: 11/06
Airport Commission: 11/07

LEGISLATION

ORDINANCE NO. 11-2025

2nd Reading

AN ORDINANCE ACCEPTING THE REVISED FEES FOR CONNECTION TO THE VILLAGE OF BLUFFTON, OH WATER AND SANITARY SEWER SERVICES

ORDINANCE NO. 12-2025

2nd Reading

AN ORDINANCE ESTABLISHING AND ADOPTING AN APPLICATION FOR PERMIT TO WORK WITHIN THE ROAD RIGHT-OF-WAY (ROW) FOR THE VILLAGE OF BLUFFTON, OHIO, INCLUDING ASSOCIATED FEES

RESOLUTION NO. 23-2025

3rd Reading

Emergency

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE SHERIFF OF ALLEN COUNTY, OHIO AND THE COMMISSIONERS OF ALLEN COUNTY, OHIO FOR DISPATCH SERVICE FOR BLUFFTON POLICE, FIRE, AND EMS FOR A TERM OF THREE YEARS.

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, November 10th at 7:00 pm
- Ordinance Committee Meeting – Tuesday, November 12th at 5:00 pm
- Tree Commission Meeting – Monday, November 17th at 7:00 pm
- Council Meeting – Monday, November 24th at 7:00 pm

Public Comment

Adjournment – Motion and Second

Village of Bluffton – Regular meeting October 27, 2025, at 7:00 p.m.

Council President Cupples presiding. Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia present.

Kingsley motioned, seconded by Sehlhorst, to approve the minutes from the regular council meeting held on October 13, 2025. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

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

The Fiscal Officer gave the following readings:

1st Reading:

Ordinance 11-2025 – An Ordinance accepting the revised fees for connection to the Village of Bluffton, OH water and sanitary sewer services. Steiner motioned to approve the ordinance, seconded by Talavinia. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Ordinance 12-2025 – An Ordinance establishing and adopting as application for permit to work within the road right-of-way (ROW) for the Village of Bluffton, Ohio, including associated fees. Cupples motioned to approve the ordinance, seconded by Sehlhorst. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

2nd Reading:

Resolution 23-2025 – A Resolution authorizing the Mayor to enter into a contract with the Sheriff of Allen County, Ohio and the Commissioners of Allen County, Ohio for dispatch service for Bluffton Police, Fire, and EMS for a term of three years. Talavinia motioned to approve the resolution, seconded by Kingsley. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Resolution 25-2025 – A Resolution authorizing the Village Administrator to enter into an agreement with the Johnny Appleseed Metropolitan Park District for the purpose of making application and accepting funds from the 2026 Cooperative Park Improvement Grant Program and declaring an emergency. Steiner motioned to suspend the rules, seconded by Kingsley. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved. Stahl motioned to approve the resolution, seconded by Sehlhorst. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Resolution 26-2025 – A Resolution in support of and authorization to apply for Land and Water Conservation Funds through the Ohio Department of Natural Resources to provide funding for the construction of Legacy Park together with an agreement to obligate the necessary public funds to construct the identified portions of Legacy Park and declaring an emergency. Kingsley motioned to suspend the rules, seconded by Cupples. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved. Sehlhorst motioned to approve the resolution, seconded by Stahl. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Talavinia motioned, seconded by Sehlhorst, to approve three special event requests from the Chamber of Commerce for Blaze of Lights events. Vine St. will be closed from November 28, 2025, at 8:00 a.m. until December 1, 2025, at noon for the After the Blaze event. Main St. between Elm St. and Franklin St. will be closed on November 29, 2025 from 3:00 p.m. until 12:00 a.m. The area of closure will be reduced as the crowd shrinks. The alley between Fortman Insurance and Sielschott, Walsh, Keifer, Regula & Sherer CPA will be used for Santa's Alley from November 10, 2025, until January 31, 2026. The dates may vary based on the weather to set up and remove. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Steiner motioned to adjourn the meeting.

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

Parks & Recreation Committee on Tuesday, October 28 at 5:30 p.m.
Personnel Committee on Wednesday, October 29 at noon.
Board of Zoning & Building Appeals on Monday, November 3 at 6:00 p.m.
Planning Commission on Monday, November 3 at 7:00 p.m.
Pathway Board on Thursday, November 6 at noon.
Insurance Committee on Thursday, November 6 at 3:00 p.m.
Parks & Recreation Committee on Thursday, November 6 at 5:30 p.m.
Council Meeting on Monday, November 10 at 7:00 p.m.
Ordinance Committee on Wednesday, November 12 at 5:00 p.m.
Tree Commission on Monday, November 17 at 7:00 p.m.

MAYOR

FISCAL OFFICER

VILLAGE OF BLUFFTON
VOUCHER REPORT 11/10/2025

VENDOR	AMOUNT	DEPARTMENT	DESCRIPTION
AETNA	31,054.80	Multiple	HEALTH INSURANCE
AG-PRO	451.04	Multiple	SKID STEER REPAIRS
ALL SERVICE AERATION, INC	482.50	Multiple	PORTABLE TOILETS
ALLOWAY TESTING	75.00	Multiple	TESTING
ALLOWAY TESTING	50.00	Multiple	TESTING
AMERICAN ELECTRIC POWER	16,142.18	Multiple	ELECTRICITY
AMERICAN ELECTRIC POWER	42.75	Multiple	ELECTRICITY
AMERICAN ELECTRIC POWER	59.62	Multiple	ELECTRICITY
ANTHEM BLUE CROSS BLUE SHIELD	222.75	Multiple	LIFE INSURANCE
BASINGER PLUMBING & HEATING LLC	1,404.00	Land & Buildings	TOWN HALL BOILER/SNOW MELT SYSTEM
BLUFFTON AUTO REPAIR CENTER, LLC	1,262.46	Police	CRUISER REPAIRS
BLUFFTON FLYING SERVICE	5,000.00	Airport	AIRPORT MANAGEMENT
BLUFFTON STONE CO.	66.50	Multiple	STONE
BLUFFTON STONE CO.	73.47	Multiple	STONE
BOBCAT COMPANY	524.67	Multiple	HYDRAULIC FITTINGS & COUPLERS
BOCKRATH & ASSOCIATES	2,500.00	Land & Buildings	FUELING STATION PERIMETER CERTIFICATION
BRYAN LLOYD	121.85	Administrative	BOOTS
CHARTER COMMUNICATIONS	183.95	Multiple	CABLE
CHARTER COMMUNICATIONS	50.40	Administrative	CABLE
CHOICE ONE ENGINEERING	935.00	Multiple	GENERAL ENGINEERING
CHOICE ONE ENGINEERING	165.00	Street	SR 103 INTERSECTION IMPROVEMENTS
CHOICE ONE ENGINEERING	2,350.00	Street	SR 103 INTERSECTION IMPROVEMENTS
CHOICE ONE ENGINEERING	2,675.00	Land & Buildings	ENTRANCE SIGN SURVEY
CINTAS	86.43	Administrative	UNIFORMS
CINTAS	86.43	Administrative	UNIFORMS
CITIZEN'S NATIONAL BANK	92.93	Multiple	AIR HAMMER PARTS
CITIZEN'S NATIONAL BANK	479.40	Multiple	CEU'S - N. JORDAN
CITIZEN'S NATIONAL BANK	4,778.48	Capital Improvements	KITCHEN APPLIANCES FOR REMODEL
CITIZEN'S NATIONAL BANK	265.50	Police	STICKERS
CITIZEN'S NATIONAL BANK	75.39	Police	TRAINING
CITIZEN'S NATIONAL BANK	45.95	Rescue	TRAINING
CITIZEN'S NATIONAL BANK	9.63	Police	TRAINING
CITIZEN'S NATIONAL BANK	39.49	Police	TRAINING MEAL
CITIZEN'S NATIONAL BANK	72.19	Rescue	TRAINING MEALS
CITIZEN'S NATIONAL BANK	80.00	Street	URBAN FORESTRY CONFERENCE
CLEMAN, NELSON & ASSOCIATES, INC	250.00	Administrative	RETAINER & PROFESSIONAL SERVICES
CLINE, CHRISTOPHER	63.00	Rescue	BOOTS
CLINT DAILEY	100.83	Administrative	BOOTS
CONNECT PARENT CORPORATION	240.03	Administrative	PHONES
DYNAMIC AG LLC	752.00	Park	LEGACY PARK FERTILIZATION
EVERETT J PRESCOTT INC	1,220.14	Pool	POOL REPAIR PARTS
EVERETT J PRESCOTT INC	148.00	Water	BRASS & MISC. SUPPLIES
FAMILY HARDWARE DO IT BEST	335.79	Multiple	SUPPLIES
FIVE STAR MAINTENANCE & CONSTRUCTION, INC	17,283.19	Capital Improvements	EMS BUILDING RENOVATION
HANCOCK CLEANING, LLC.	584.25	Land & Buildings	TOWN HALL CLEANING
KALIDA TRUCK EQUIPMENT, INC.	900.00	Multiple	BACK UP CAMERA
KENT KARHOFF LLC	8,042.84	Cemetery	BURIALS & FOUNDATIONS
KOI ENTERPRISES, INC.	421.81	Multiple	PARTS
MARATHON FLEET SERVICES	1,495.54	Multiple	FUEL

NEW HORIZON COMMUNICATIONS	565.91	Administrative
NORTHWESTERN OHIO SECURITY SYSTEMS	202.00	Land & Buildings
OHIO CAT	391.75	Administrative
OHIO CAT	928.25	Administrative
OHIO CAT	1,266.00	Administrative
PARR PUBLIC SAFETY EQUIPMENT, INC.	58.19	Police
PENNCARE 30	50.00	Rescue
PERRY CORPORATION	126.96	Administrative
PERRY CORPORATION	2,654.50	Administrative
POSITIVE PROMOTIONS	226.95	Administrative
PROBST, GREG	3,150.00	Cemetery
PROMOHITS	100.00	Administrative
RUMPKE	27,587.50	Refuse
SAFEGUARD BUSINESS SYSTEMS	284.51	Administrative
STAPLES BUSINESS ADVANTAGE	635.91	Multiple
STAPLES BUSINESS ADVANTAGE	80.21	Multiple
SUPERIOR UNIFORM SALES, INC.	1,747.20	Police
THE LAWFT	215.00	Police
THE LAWFT	79.19	Police
TWISTED WHISK CAFE	325.00	Park
ULINE	467.89	Park
VERIZON WIRELESS	90.30	Multiple
VERIZON WIRELESS	45.48	Multiple
VETTER LUMBER CO.	266.54	Multiple
INCOME TAX REFUNDS	1,387.00	Administrative
	<u>146,774.42</u>	

PHONES
 MONITORING
 LIFT RENTAL
 LIFT RENTAL
 LIFT RENTAL
 RADAR UNIT TESTING & REPAIR
 MEDICAL SUPPLIES
 IT CONTRACT
 SQL UPGRADE
 2026 CALENDARS
 CEMETERY RECORDS VERIFICATION
 AMERICA250 FLYER
 TRASH SERVICES
 PAYROLL WITHHOLDING CHECKS
 SUPPLIES
 SUPPLIES
 UNIFORMS
 UNIFORMS
 UNIFORMS
 DOG PARK OPENING SUPPLIES
 DOG PARK POOP BAGS
 CELL PHONES
 CELL PHONES
 SUPPLIES
 INCOME TAX REFUNDS

OCTOBER MONTHLY	2,569.00
MEDICARE	37.22
OPERS	269.03
FICA	40.14

BIWEEKLY PAYROLL 10/31/25	83,218.02
MEDICARE	1,159.90
OPERS	7,563.03
OP&F	5,693.26

Council Signature : _____

Date: _____

Village of Bluffton, Ohio

Statement of Cash from Revenue and Expense

From: 1/1/2025 to 10/31/2025

Funds: A1 to I3

Include Inactive Accounts: No

Fund	Description	Beginning Balance	Net Revenue YTD	Net Expense YTD	Unexpended Balance	Encumbrance YTD	Ending Balance	Message
A1	GENERAL FUND	\$2,085,739.06	\$4,332,567.93	\$4,111,411.04	\$2,306,895.95	\$296,053.21	\$2,010,842.74	
B1	STREET FUND	\$405,675.01	\$493,347.73	\$672,776.79	\$226,245.95	\$1,661,911.52	(\$1,435,665.57)	
B2	STATE HIGHWAY FUND	\$80,128.35	\$20,794.23	\$0.00	\$100,922.58	\$0.00	\$100,922.58	
B3	CEMETARY FUND	\$19,950.53	\$47,596.00	\$50,720.51	\$16,826.02	\$7,975.80	\$8,850.22	
B4	PARK FUND	\$231,930.97	\$257,670.05	\$201,710.77	\$287,890.25	\$40,290.26	\$247,599.99	
B5	BENROTH MEMORIAL BRIDGE FUND	\$4,084.63	\$0.00	\$0.00	\$4,084.63	\$0.00	\$4,084.63	
B7	COURT COMPUTER	\$5,113.14	\$0.00	\$0.00	\$5,113.14	\$0.00	\$5,113.14	
B8	DUI ENFORCEMENT & EDUCATION	\$1,673.01	\$25.00	\$0.00	\$1,698.01	\$0.00	\$1,698.01	
C2	SWIMMING POOL DEBT SERVICE	\$863.28	\$0.00	\$0.00	\$863.28	\$0.00	\$863.28	
C4	BLUFFTON IN BLOOM	\$27,347.72	\$25,000.00	\$34,405.19	\$17,942.53	\$6,000.00	\$11,942.53	
C5	LOCAL FISCAL RECOVERY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
D1	CAPITAL IMPROVEMENT FUND	\$3,477.57	\$0.00	\$0.00	\$3,477.57	\$0.00	\$3,477.57	
D2	STORM SEWER IMPROVEMENT	\$96,024.05	\$45,000.00	\$66,890.78	\$74,133.27	\$0.00	\$74,133.27	
D3	FIRE & RESCUE IMPROVEMENT FUND	\$400,355.22	\$479,298.95	\$688,184.74	\$191,469.43	\$45,699.71	\$145,769.72	
D4	SWIMMING POOL IMPROVEMENT	\$43,186.40	\$100,000.00	\$143,195.13	(\$8.73)	\$0.00	(\$8.73)	
D5	EQUIPMENT REPLACEMENT	\$7,587.00	\$80,000.00	\$77,225.00	\$10,362.00	\$0.00	\$10,362.00	
D6	AIRPORT IMPROVEMENT	\$146,110.98	\$6,544.62	\$6,041.05	\$146,614.55	\$9,032.89	\$137,581.66	
D8	TOWN HALL IMPROVEMENT	\$209,893.39	\$0.00	\$690.50	\$209,202.89	\$0.00	\$209,202.89	
D9	POLICE EQUIPMENT REPLACEMENT	\$92,769.06	\$75,676.86	\$112,739.43	\$55,706.49	\$1,183.00	\$54,523.49	
E1	WATER FUND	\$96,298.69	\$902,444.14	\$859,747.17	\$138,995.66	\$169,933.38	(\$30,937.72)	
E2	SEWER FUND	\$129,047.74	\$694,552.26	\$484,004.01	\$339,595.99	\$63,050.85	\$276,545.14	
E7	REFUSE FUND	\$96,955.93	\$289,978.18	\$278,145.74	\$108,788.37	\$61,854.26	\$46,934.11	
E9	WATER/ SEWER IMPROVEMENT FUND	\$343,756.75	\$911,598.31	\$1,324,591.79	(\$69,236.73)	\$112,123.55	(\$181,360.28)	
F2	COMMUNITY EVENTS	\$5,880.77	\$1,475.00	\$0.00	\$7,355.77	\$0.00	\$7,355.77	
F3	COMMUNICATIONS FUND	\$6,960.24	\$0.00	\$0.00	\$6,960.24	\$0.00	\$6,960.24	
F4	POLICE CONTINUING PROFESSIONAL	\$25,147.65	\$14,936.87	\$11,572.38	\$28,512.14	\$2,580.75	\$25,931.39	
F5	UTILITY RECOVERY	\$1,956.12	\$0.00	\$0.00	\$1,956.12	\$0.00	\$1,956.12	
F6	NATIONAL NIGHT OUT	\$1,469.62	\$5,500.00	\$3,938.67	\$3,030.95	\$0.00	\$3,030.95	
F7	Shannon Cemetery Fund	\$2,600.00	\$0.00	\$0.00	\$2,600.00	\$0.00	\$2,600.00	
F8	POLICE K9 FUND	\$3,638.36	\$2,000.00	\$134.00	\$5,504.36	\$0.00	\$5,504.36	
G2	UNCLAIMED MONIES TRUST	\$225.20	\$0.00	\$0.00	\$225.20	\$0.00	\$225.20	
G4	CEMETERY PP TRUST - C/W	\$1,326.66	\$0.00	\$0.00	\$1,326.66	\$0.00	\$1,326.66	
G5	CEMETERY PP TRUST - MATTER	\$524.37	\$0.00	\$0.00	\$524.37	\$0.00	\$524.37	

Statement of Cash from Revenue and Expense

From: 1/1/2025 to 10/31/2025

Fund	Description	Beginning Balance	Net Revenue YTD	Net Expense YTD	Unexpended Balance	Encumbrance YTD	Ending Balance	Message
H1	SPECIAL ASSESSMENT - KIBLER	\$897.17	\$0.00	\$0.00	\$897.17	\$0.00	\$897.17	
H4	SPECIAL ASSESSMENT - W COLLEGE	\$849.41	\$0.00	\$0.00	\$849.41	\$0.00	\$849.41	
H6	SPECIAL ASSMT - JACKSON ST	\$119.67	\$0.00	\$0.00	\$119.67	\$0.00	\$119.67	
I1	ONE OHIO OPIOID	\$3,473.81	\$657.12	\$0.00	\$4,130.93	\$0.00	\$4,130.93	
I2	FALLEN OFFICER MEMORIAL	\$2,173.69	\$0.00	\$401.40	\$1,772.29	\$0.00	\$1,772.29	
I3	POLICE UNITY TOUR	\$497.50	\$0.00	\$493.50	\$4.00	\$0.00	\$4.00	
Grand Total:		\$4,585,708.72	\$8,786,663.25	\$9,129,019.59	\$4,243,352.38	\$2,477,689.18	\$1,765,663.20	

Meeting: Bike and Pedestrian Pathway Board

Date/Time: Thursday, September 4, 2025, Noon, Town Hall, 3rd Floor

Members Present: Mitch Kingsley, Phill Talavinia, Mark Bourassa, Greg Denecker,
Jenny Pilarowski

Village Liaison Present: Jesse Blackburn, Administrator, Ben Stahl

Agenda: Riley Street Survey

Vine Street closing/School Athletic Field

Minutes of the August 7, 2025 meeting were approved.

- Jesse indicated that the results of the Topographical Survey of Riley Street should be complete soon. The \$17,000.00 cost of the survey was paid by the Village with funds from the Village Motor Vehicle Tax. The survey report will include information on all infrastructure that might be affected by the installation of a pathway or sidewalk. It is the precursor to designing a safe pedestrian passage on that corridor.
- Jesse also reported that a decision on ODOT funds for the I-75 overpass pathway should be available by mid-October.
- Bluffton Exempted Village Schools Multi-Use Turf Field: Greg reported that once the contract with the construction company is complete work will begin this fall on the all weather field. The field will be used for practice only and will be lined to accommodate multiple sports as well as band practices. Lights will be turned off by 9:00pm.
- Ben said two more bike repair stations provided by St. John's UCC Church Bike Ministry have been installed – one by the entrance to the Bluffton University Nature Preserve on Augsburger Road and the other by the shelter at the Pathway by the Bluffton Inn. The church also had a very successful Bike Swap event and have plans to conduct more Swap events twice a year – June and September. A thank you letter will be sent from the Pathway Board to St. John's UCC Church for the four bike repair stations they have provided as part of their Bike Ministry.

Next Meeting: November 6, 2025, Noon, 3rd Floor of the Town Hall

Meeting adjourned at 12:35pm

Respectfully submitted,
Jenny Pilarowski

Parks & Rec - Minutes
Village of Bluffton
Town Hall
October 28th, 2025

Present: Council - Ben Stahl
Admin - Jesse Blackburn, Kevin Nickel
Public - Bluffton Soccer Club

Start: 5:30 End: 6:30
Topics: Legacy Park

Minutes:

- We discussed the progress so far, the current status, and the planned work for 2026 and beyond. We reviewed the engineering diagram of the building that will house storage, concessions, restrooms, and covered seating, as well as the associated costs. The administration presented ideas for grant funding and the implications therewith.
- We scheduled another meeting in a week to finalize the plans for "Phase 2" of this project.

Ben Stahl

Mitchell Kingsley

Parks & Rec - Minutes
Village of Bluffton
Town Hall
November 6th, 2025

Present: Council - Ben Stahl
Admin - Jesse Blackburn, Kevin Nickel
Public - Bluffton Soccer Club, Bluffton Lions Club

Start: 5:30 End: 6:30
Topics: Legacy Park

Minutes:

- Based on restrictions associated with potential grant funding, we agreed to move forward with a grant application that did not include building material or construction. This frees up the Soccer Club to start fundraising and soliciting material donations immediately and allows the grant application to focus on other aspects of the park. The "Phase 2" 2026 goal is the completion of the building and "playable surfaces" for the fields.
- The Bluffton Lions Club provided an update on their fundraising efforts and showed potential color palettes for the play equipment.

Ben Stahl

Mitchell Kingsley

Personnel Committee - Minutes

Village of Bluffton

October 29, 2025, 12:00 PM

Present: Phill Talavinia, Mitch Kingsley

Staff: Jesse Blackburn, Kevin Nickel, Noah Babcock, Ryan Burkholder, Matt Oglesbee,

TOPIC: Personnel Manual Update and Incorporation

- This meeting was one of the last in a series held for the purpose of updating the Bluffton Employee Personnel Manual and incorporating a number of changes that have been adopted by Village Council.

- We did a final walk through of changes to the manual sections including newly adopted Sick Leave Policy (full-time EMS required adjustments); Holiday Policy (Police, EMS, PWD equivalency adjustments); and Vacation Policy (changes previously adopted).

- All of these changes have been recorded by our Administrator and they will be submitted to our consulting entity, Clemens Nelson, for incorporation into our manual. We will do a final review of their work before having a new 'print' completed.

Respectfully submitted,
Mitchell Kingsley

Phill Talavinia

Mitchell Kingsley

ORDINANCE NO. 11-2025

AN ORDINANCE ACCEPTING THE REVISED FEES FOR CONNECTION TO THE VILLAGE OF BLUFFTON, OH WATER AND SANITARY SEWER SERVICES

WHEREAS, the Village of Bluffton provides public water and sanitary sewer utility services to residential, commercial, and industrial users within and, where capacity permits, beyond the corporate limits of the Village; and

WHEREAS, the Village Administration and Utilities Committee have reviewed the current connection fee schedule and recommended adjustments to reflect the true and current cost of: system capacity, infrastructure extensions, equipment & labor rates and inspection services; and

WHEREAS, the Bluffton Village Council has determined that adoption of revised connection fees is necessary to maintain the fiscal integrity of the utility systems, ensure equitable participation by all new users in system development costs, and continue to provide reliable public utility services.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Bluffton, Ohio, that:

SECTION 1. Adoption of Revised Connection Fees.

The schedule of fees for connection to the Village's water and sanitary sewer systems, as recommended by Village Administration and approved by the Village Utilities Committee, is hereby accepted and adopted as the official connection fee schedule for the Village of Bluffton.

SECTION 2. Schedule of Fees.

Effective upon passage of this ordinance, the attached Exhibit A shall serve as the connection fees to public water and sanitary sewer services provided by the Village Bluffton, OH to take effect on January 1, 2026.

SECTION 3. Repeal of Inconsistent Provisions.

Any prior ordinances or resolutions establishing conflicting or superseded connection fees for water or sanitary sewer services are hereby repealed to the extent of such conflict.

SECTION 4. Implementation.

The Village Administrator and Fiscal Officer are hereby authorized and directed to incorporate the revised connection fees into the Village's official Fee Schedule and to make such fees available to the public through permitting documents.

SECTION 5.

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

Passed and adopted the _____ day of _____, 2025, by the governing board of the Village of Bluffton:

Ayes: _____

Noes: _____

Abstain: _____

Attest _____
Fiscal Officer

Mayor

Approved as to form: _____

Village Solicitor

Exhibit A

Capacity Fee		
TAP Size	Water	Sewer
3/4"	\$ 700	\$ 700
1"	\$ 1,050	\$ 1,050
1-1/2"	\$ 2,100	\$ 2,100
2"	\$ 4,200	\$ 4,200
3"	Fee established by negotiation with Village Council	
4"		
6"		
8"		

Water tap fee								
	3/4"	1"	1-1/2"	2"	3"	4"	6"	8"
Capacity Fee	\$ 700	\$ 1,050	\$ 2,100	\$ 4,200	Fee negotiated with Village Council			
Material	\$ 1,900	\$ 2,100	\$ 4,800	\$ 5,800	Property owner repsonsible for all costs installed to Village specifications by approved contractor			
Equipment & Labor	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000				
Inspection & programming	\$ 150	\$ 150	\$ 150	\$ 150				
**	\$ 3,750	\$ 4,300	\$ 8,050	\$ 11,150	TBD	TBD	TBD	TBD
Site Specific Costs								
Add'l charges (i.e. boring)	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Solid surface cut and repair	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500

Sewer tap fees (based from water service size)								
	3/4"	1"	1-1/2"	2"	3"	4"	6"	8"
Capacity Fee	\$ 700	\$ 1,050	\$ 2,100	\$ 4,200	Fee negotiated with Village Council			
Inspection and mapping	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
Lift station fee \$500								
* Connection Fees	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Sewer Tap Fee	\$ 850	\$ 1,200	\$ 2,250	\$ 4,350				
Total Water and Sewer Tap	\$ 4,600	\$ 5,500	\$ 10,300	\$ 15,500	TBD	TBD	TBD	TBD
Site Specific costs are additional								
Lift Station and connection Fees are additional								

3/4"	1"	1.5"	2"	3"	4"	6"	8"
	Village to supply all labor and material to the right of way including the purchase and installation of the water meter and setting.	Village to supply tap and service line with a shut off valve and valve box at the right of way. Village to supply meter and Radio. Property owner is <u>responsible for all work beyond right of way</u> including meter hook-up					
Property owner is responsible for all labor and material to establish service according to village specifications. Water meter must be an OMNI C2 meter with sensus 510M/ MXU							
Property owner is responsible for supplying and connecting sewer lateral from the building to the right of way. See Bluffton Code of Ordinances - Chapter 52: Sanitary Sewer Regulations for specifications. www.bluffton-ohio.com/zoning							
If a service lateral has not been extended to the property, the property owner will be responsible for the complete cost to create the service tap and extend a lateral to the property line. This work will be performed by Village approved contractor.							

ORDINANCE NO. 12-2025

AN ORDINANCE ESTABLISHING AND ADOPTING AN APPLICATION FOR PERMIT TO WORK WITHIN THE ROAD RIGHT-OF-WAY (ROW) FOR THE VILLAGE OF BLUFFTON, OHIO, INCLUDING ASSOCIATED FEES

WHEREAS, the Village of Bluffton owns and maintains public roadways, streets, alleys, and related right-of-way (ROW) infrastructure for the use and benefit of the public; and

WHEREAS, excavation, construction, installation, maintenance, or other work activities within the public right-of-way can affect the integrity, safety, and long-term condition of Village streets, utilities, and drainage systems; and

WHEREAS, the Village Council finds it necessary to establish a formal permit process for any private individual, contractor, public utility, or other entity proposing to perform work within the public ROW to ensure such work is conducted in a manner that protects public infrastructure and public safety; and

WHEREAS, the adoption of a permit application and fee schedule will allow the Village to recover reasonable administrative, inspection, and restoration-related costs associated with regulating and overseeing right-of-way activities.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Bluffton, Ohio, that:

SECTION 1. Adoption of Application Form.

The Village of Bluffton hereby adopts the document titled “Application for Permit to Work Within the Road Right-of-Way (ROW),” attached hereto and incorporated herein by reference as Exhibit A. The permit application shall be required for all work within Village-owned or maintained roadways, alleys, or right-of-way, except for routine Village maintenance.

SECTION 2. Administration and Approval.

The Village Administrator or their designee shall review and approve or deny all ROW permit applications. Work may not commence until a permit is issued and all fees have been paid. All applicants shall submit a completed permit form, site plan, and proof of liability insurance or bond as required. The Administrator may require a pre-construction meeting, temporary traffic control plan, or restoration deposit depending on project scope.

SECTION 3. Permit Fees.

As shown in Exhibit A. Permit fees may be adjusted by resolution or future amendment to the Fee Schedule.

SECTION 4. Compliance and Enforcement.

Any person or entity performing work within the Village ROW without a valid permit shall be in violation of this ordinance and subject to enforcement actions, including stop-work orders, restoration at the applicant's expense, and penalties as established in the Village Code of Ordinances.

SECTION 5. Repeal of Inconsistent Provisions.

All prior ordinances, resolutions, or policies inconsistent with this ordinance are hereby repealed to the extent of such conflict.

SECTION 6. Implementation.

The Village Administrator and Fiscal Officer are hereby authorized and directed to incorporate the new permit application and fee schedule into the Village's official Fee Schedule, publish and distribute the permit form through the Village's website and administrative offices, and enforce this ordinance through inspection and permitting procedures.

SECTION 7. Effective Date.

This ordinance shall take effect and be in force from and after the earliest period allowed by law.

SECTION 8.

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

Passed and adopted the _____ day of _____, 2025, by the governing board of the Village of Bluffton:

Ayes: _____ Noes: _____ Abstain: _____

Attest _____
Fiscal Officer Mayor

Approved as to form: _____

Village Solicitor



Exhibit A

APPLICATION FOR PERMIT TO WORK WITHIN ROAD RIGHT-OF-WAY (ROW)

Application is hereby made by:

Company Name: _____

Address: _____

Contact person: _____

Phone number: _____

Email: _____

Project Description:

WE AGREE TO THE FOLLOWING CONDITIONS UPON ISSUANCE OF THE PERMIT:

1. To restore all disturbed surfaces to their original condition and adhere to the specifications or restrictions as outlined below.
2. To keep the disturbance to road surface and shoulder at a minimum. Trenches within the road and shoulder areas will be backfilled with ODOT approved gravel and tamped, so that settlement of the material is minimized. If settlement does occur within one year of backfilling, additional suitable material will be put into place and compacted.
3. All road crossings where said road is hard surfaced (blacktop, concrete etc.) will be made using the bore method unless further permission is granted from The Village of Bluffton regarding cutting the pavement. If an open cut is permitted, the road surface at the trench will be replaced with material of the type that was removed, and the new surface will conform with the grade of the undisturbed surface. Fees for this work are listed below.

PERMIT FEES:

Road Bore/Bore within Right-of-Way: \$5.00 per linear foot with a \$500.00 minimum Fee. Total Bore distance: _____ ft.

Road Cut: \$10.00 per sq. ft. with a 1,000.00 minimum Fee.

Total Road Cut Area: _____ sq. ft.

4. Traffic will be maintained at all times, unless permission is granted by the Village of Bluffton to close the road. Any necessary lights, signs, barricades, and/or flagmen and watchmen will be placed on the job for the protection of traffic at all times, day and night, during the time this

work is being done and that any instructions given by the Village of Bluffton as to handling of traffic will be fully complied with.

5. All mailboxes, signs, yards, driveways, drainage structures, fences, ditches, sidewalks, or other pertinent property damaged or removed during initial construction or future maintenance will be replaced or repaired as good as or better than existing.
6. To notify all property owners within the construction area at least (5) working days before work begins.
7. To notify the Village of Bluffton of any encountered drainage tiles. All drainage tiles encountered will be repaired or replaced.
8. To assume the responsibility for and to save the Village of Bluffton, as signed below, harmless from any and all claims arising from the work performed. For personal injuries and property damages due to the direct sole negligence of the applicant, and to defend any actions arising therefrom. *Proof of liability insurance is required.
9. If in the future, improvements or relocations are made to any of the above portions of roads, it will be the financial responsibility of the applicant or successors to move or relocate such installations at the request of the Village of Bluffton.
10. To notify all utilities in the right-of-way two (2) working days prior to construction by calling the Ohio Utilities Protection services at 1-800-362-2764 for notification of members utilities. Non-members must be called directly.
11. To notify The Village of Bluffton at least two (5) working days before starting construction.
12. The undersigned Governing Authority will not be held liable for damage to the company's facilities covered by this permit unless such damage is due to the negligence of the Governing Authority.

Engineered prints of the proposed project are required.

Total Permit Fees: _____

Applicant Signature

Date

Printed

Title

Permission to do this work under the conditions stated in the above application is hereby granted by the Village of Bluffton.

Approved by

Signature

Date

Printed

Title

**RESOLUTION NO. 23-2025
VILLAGE OF BLUFFTON, OHIO**

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE SHERIFF OF ALLEN COUNTY, OHIO AND THE COMMISSIONERS OF ALLEN COUNTY, OHIO FOR DISPATCH SERVICE FOR BLUFFTON POLICE, FIRE, AND EMS FOR A TERM OF THREE YEARS, AND DECLARING AN EMERGENCY.

WHEREAS, the Sheriff of Allen County and the Commissioners of Allen County Ohio have agreed to provide dispatch services for the Bluffton Police, Fire, and EMS for 2026, 2027, and 2028 and:

WHEREAS, an emergency exists in that the parties need to enter into this agreement by November 30, 2025 for the preservation of health, safety and welfare of the Village of Bluffton, Ohio.

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

SECTION 1. That the Mayor is authorized to enter into a Contract for dispatching of Bluffton Police, Fire, and EMS with the Sheriff of Allen County and the Commissioners of Allen County, Ohio, a copy of which is attached hereto.

SECTION 2. This Resolution is hereby declared to be an emergency measure for the immediate preservation of the public peace, health and safety of the Village of Bluffton, Ohio, and for the further reason it is immediately necessary to enact said increases without further delay.

SECTION 3. That is found and determined that all formal actions of the Council concerning and relating to the adoption of this Resolution were made in an open meeting of this Council and that all deliberations of the Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements of the Open Meetings Law including Section 121.22 of the Ohio Revised Code.

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

Passed and adopted this _____ day of _____, 2025 by the Council of the Village of Bluffton, Ohio by the following vote:

Ayes: _____ Nays: _____ Abstain: _____

ATTEST _____
FISCAL OFFICER

MAYOR

APPROVED _____
SOLICITOR

Contract for Safety Services Dispatching

This agreement is made between, MATTHEW B. TREGLIA, SHERIFF OF ALLEN COUNTY, OHIO, hereinafter called "SHERIFF", THE OFFICE OF MAYOR FOR BLUFFTON, ALLEN COUNTY, OHIO, hereinafter called "MAYOR", and THE BOARD OF COUNTY COMMISSIONERS OF ALLEN COUNTY, OHIO, hereinafter called "COMMISSIONERS", and collectively referred to as "PARTIES".

WITNESSETH:

WHEREAS, the MAYOR finds it advisable and expedient to provide safety services protection for the citizens of Bluffton on a regular basis and recognizes the need for these services to be properly alerted and dispatched; and

WHEREAS, the SHERIFF has adequate dispatch personnel, equipment and services to provide the necessary dispatching services desired by the MAYOR; and

WHEREAS, the MAYOR wishes to enter into a contract for the purchase of dispatching services from the SHERIFF through the COMMISSIONERS pursuant to Sections 307.15 and 311.29 of the Ohio Revised Code.

NOW, THEREFORE, in consideration of the mutual promises and agreements set forth herein, the parties agree as follows:

1. The SHERIFF will provide adequate dispatch staffing on all three shifts each day. Staffing will be an eight (8) hour shift, twenty-four (24) hours a day. These communications operators will provide safety services dispatching on behalf of Bluffton, Allen County, Ohio. The number of communication operators assigned by the SHERIFF may be temporarily reduced or increased as emergency situations, call load, and allocations might dictate pursuant to Section 311.29 of the Revised Code.
2. The SHERIFF agrees that the communications operators so assigned shall be qualified under the standards of the Emergency Medical Dispatching, and CPR Certified, and that the said communications operators shall receive all additional training, special equipment and other regular facilities and support of the Allen County Sheriff's Office.
3. The SHERIFF further agrees that the communications operators' supervisors shall submit a monthly statistical report of their activities to the said MAYOR. Further, meetings shall be held between the SHERIFF and the MAYOR for purpose of quality assurance, at the request of either party.
4. In order to provide the necessary money to compensate the COMMISSIONERS for the cost of said dispatching service, the MAYOR agrees to pay the COMMISSIONERS the sum of **\$58,148.84** as billed by the Allen County Commissioner's Office, with an additional one and one-half percent (1.50%) annual increase over the next two (2) years starting in **2027 (\$59,021.07)** and then in **2028 (\$59,906.39)**.
5. In the event the MAYOR fails to pay for dispatch services within five (5) days after the due date, the MAYOR hereby agrees to pay a late fee of 1% of the annual cost. For each additional month the annual cost is not paid, a 1% late fee of the annual cost will be added the first day of each month thereafter until the invoice is paid. However, penalties shall not exceed the annual amount due and owing.
6. The SHERIFF shall have the exclusive authority to assign, transfer, replace, discipline and otherwise exercise complete supervisory authority over the communications operators so assigned. The parties further acknowledge that the services to be provided by the SHERIFF under this contract shall be performed as an independent contractor, and not as an agent, employee, or partner of the MAYOR.
7. The SHERIFF and COMMISSIONERS shall indemnify and hold the MAYOR harmless against any and all claims, liabilities, damages or losses solely for any act or omissions of its officers and employees engaged in the scope of their employment under this contract.

8. Contract Durations: The terms and conditions of this contract will be in effect for a period of three (3) years **beginning January 1, 2026 at 12:00 A.M. and ending December 31, 2028 at 11:59 P.M.** In the event this contract is not renewed, the terms and conditions will remain in effect until such a time a new contract can be negotiated or either party terminates this Agreement without cause upon giving ninety (90) days written notice of the party's intent to terminate to the other.
9. Remedies: If any action of law or equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to its costs, and necessary disbursements, in addition to any other relief to which that party may be entitled.
10. Ohio Law to Apply: The Agreement shall be construed under and in accordance with the laws of the State of Ohio.
11. Parties Bound: This Agreement shall be binding upon and to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives and successors where permitted by this Agreement.
12. Legal Construction: In the event that any one or more of the provisions contained in the Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision had never been contained herein.
13. Prior Agreements Superseded: This Agreement constitutes the sole and only Agreement of the parties hereto and supersedes any prior understandings, written or oral agreements between the parties respecting the subject matter within.

Sheriff, Allen County, Ohio

Matthew B. Treglia,

**Mayor
Village of Bluffton**

**Board of County Commissioners
Allen County, Ohio**

Beth Seibert

Cory Noonan

Brian Winegardner

Resolution # _____

Date ____/____/____

Village of Bluffton

Administration's Report

To: Mayor Johnson & Council Members



11-10-25

Planning Commission meeting -11-03-25

Had a Pre-application conference with Daryl and Gabe Thompson from All-Terra Inc. to discuss plans for the development of the Swiss Country Estates Phase II subdivision. Current plans have 33 lots with some changes regarding condominium complexes being considered.

Made a recommendation for Village Council to assign zoning district classifications as seen on the following page for the 5 parcels annexed into Bluffton along S.R. 103 at the beginning of the year. Discussion –

An Ordinance will be prepared for the next Council meeting for your consideration.

Lima-Allen County Regional Planning – Highlights Bluffton

Information below is in the Fall 2025 Newsletter from the LACRPC.

BLUFFTON 1861

people for bikes
CITY RATINGS

Some of the factors in rating

Congratulations to the Village of Bluffton for being ranked 4th in Ohio and 35th in the U.S. by People for Bikes City Ratings. We are excited that Bluffton has achieved this recognition, and we hope to see other areas in Allen County make the same strides towards bicycle friendliness and safety. Way to go!

SAFE SPEEDS	PROTECTED BIKE LANES	REALLOCATED SPACE
INTERSECTION TREATMENTS	NETWORK CONNECTIONS	TRUSTED DATA

Surplus Items:

Request for a motion to declare a battery-powered fire brigade vehicle as surplus and advertise via GovDeals.

Swimming Pool water loss:

Final testing has been completed and the repairs to the underground water supply system to the pool were successful in fixing the leaks.

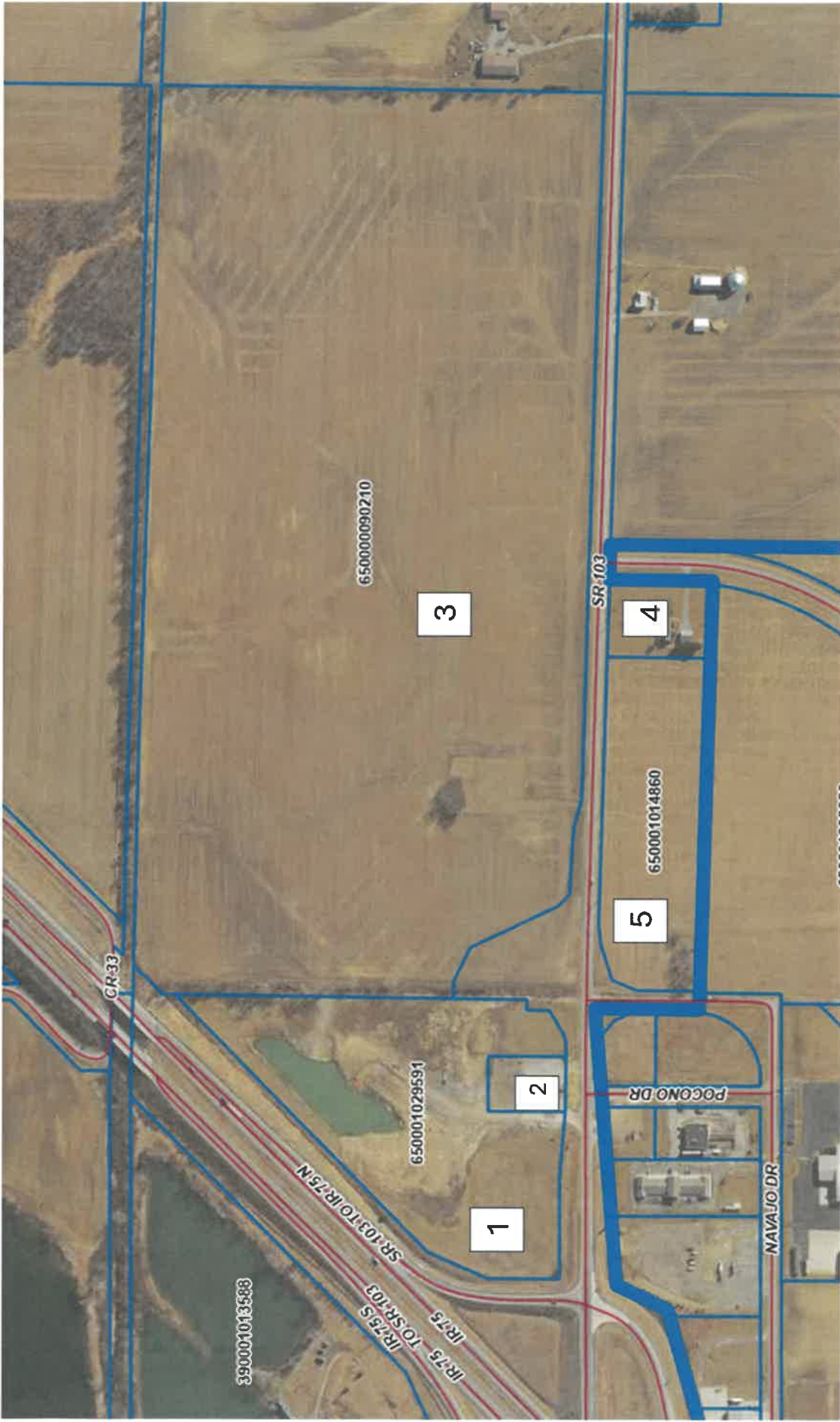
Further improvements at the pool are scheduled with the replacement of some failing valves and gaskets on the piping for the sand filter system in the mechanical room.

City Tax software:

The software has been successfully incorporated into our network and our Income Tax Administrator has begun working with this new program.

Committee/Commission Meetings: -

Finance Committee: Friday, Nov. 21



1. C-II Commercial 2. C-II Commercial 3. I-II Industrial 4. R-I Residential 5. C-II Commercial