

# Village of Bluffton Council Meeting Agenda

February 12, 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 Monday, January 22, 2024

## **Bills**

## **Public Comment:**

### Committee Reports

Parks and Recreation –  
Utilities -

### Boards & Commissions

Pathway Board

## **LEGISLATION**

### **ORDINANCE NO. 02-2024**

### **2<sup>nd</sup> Reading**

AN ORDINANCE TO ENACT RESTRICTED PARKING ZONES ON THE NORTHEASTERLY SIDE OF THE TOWN HALL ALONG EAST ELM STREET FROM MAIN STREET TO THE MID-BLOCK ALLEY.

### **RESOLUTION NO. 04-2024**

### **2<sup>nd</sup> Reading**

A RESOLUTION ESTABLISHING POSITIONS AND WAGES FOR SWIMMING POOL STAFF AND RATES FOR 2024.

## **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, February 12<sup>th</sup> at 7:00 pm
- Airport Commission – Tuesday, February 13<sup>th</sup> at 4:30 pm at the Bluffton Airport
- Council Meeting – Monday, February 26<sup>th</sup> at 7:00 pm
- Parks & Recreation Committee – Wednesday, February 28<sup>th</sup> at noon

## **Public Comment**

**Adjournment** – Motion and Second

Village of Bluffton – Regular meeting January 22, 2024, at 7:00 p.m.

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

Cupples motioned, seconded by Kingsley, to approve the minutes from the regular council meeting held on January 8, 2024. 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:

3<sup>rd</sup> Reading:

Ordinance 13-2023 – An Ordinance establishing new rates for listed Cemetery services at Maple Grove Cemetery in Bluffton, Ohio. Cupples motioned to adopt the Ordinance, seconded by Talavinia. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

1<sup>st</sup> Reading:

Ordinance 02-2024 – An Ordinance to enact restricted parking zones on the northeasterly side of Town Hall along East Elm Street from Main Street to the mid-block alley, by the Village of Bluffton, OH. Kingsley motioned to adopt the Ordinance, seconded by Sehlhorst. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Resolution 04-2024 – A Resolution establishing positions and wages for swimming pool staff and rates for 2024. Stahl motioned to adopt the Resolution, seconded by Sehlhorst. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Resolution 05-2024 – A Resolution authorizing the Village Administrator to enter into an agreement for professional services with Choice One Engineering for the S.R. 103 at Navajo Drive Intersection Improvement Project and declaring an emergency. Cupples 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. Talavinia motioned to adopt the Resolution, seconded by Cupples. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Resolution 06-2024 – A Resolution authorizing the Village Administrator to enter into an agreement for professional services with Choice One Engineering for the design plans to construct the Bluffton Community Soccer Park Project and declaring an emergency. Sehlhorst motioned to suspend the rules, seconded by Stahl. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved. Kingsley motioned to adopt the Resolution, seconded by Cupples. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Talavinia motioned, seconded by Stahl, to accept the resignation of Brent Bassitt from the EMS. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Cupples motioned, seconded by Kingsley, to enter into executive session to consider the employment of a law enforcement officer with the Council, Mayor, Solicitor, Police Chief, and Police Lieutenant present. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Talavinia motioned, seconded by Cupples, to exit executive session and return to open session. 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.

Airport Commission on Thursday, January 25 at 2:30 p.m.

Joint Water Advisory Board on Monday, January 29 at 7:30 p.m. at Ottawa Municipal Building, 136 N. Ohio St., Ottawa, OH.

Parks & Recreation Committee on Tuesday, January 30 at noon.

Pathway Board on Thursday, February 1 at noon.

Village Council on Monday, February 12 at 7:00 p.m.

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MAYOR

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FISCAL OFFICER

VILLAGE OF BLUFFTON  
VOUCHER REPORT 2/12/2024

VENDOR	AMOUNT	DEPARTMENT	DESCRIPTION
AETNA	16,097.40	Multiple	HEALTH INSURANCE
ALBERS AND ALBERS	900.00	Administrative	LEGAL FEES
ALL SERVICE AERATION, INC	482.50	Multiple	PORTABLE TOILETS
ALL SERVICE AERATION, INC	482.50	Multiple	PORTABLE TOILETS
ALL SERVICE GLASS CO.	480.00	Police	WINDSHIELD
ALLOWAY TESTING	1,448.00	Multiple	TESTING
ALLOWAY TESTING	2,217.00	Multiple	TESTING
ALLOWAY TESTING	50.00	Multiple	TESTING
AMERICAN ELECTRIC POWER	15,686.77	Multiple	ELECTRICITY
AMERICAN ELECTRIC POWER	41.55	Multiple	ELECTRICITY
ANDERSON TRACTOR SUPPLY, INC.	7.96	Street	PARTS - BUSHING & ADAPTER
ANTHEM BLUE CROSS BLUE SHIELD	156.75	Multiple	LIFE INSURANCE
AUSTIN PROBST	192.10	Police	BOOTS
BASINGER PLUMBING & HEATING LLC	263.74	Land & Buildings	EMS FURNACE REPAIR
BASINGER PLUMBING & HEATING LLC	120.30	Land & Buildings	FURNACE SERVICE
BEAVERDAM CONTRACTING, INC.	1,966.50	Water	WATER SUPPLIES
BLUFFTON FLYING SERVICE	5,000.00	Airport	AIRPORT MANAGEMENT
BOBCAT COMPANY	350.00	Water	MINI EXCAVATOR
BOBCAT COMPANY	833.80	Street	TOOLCAT REPAIR
BRIANNA KILL	181.59	Police	BOOTS
Bryan Lloyd	288.85	Administrative	BOOTS
Bryan Lloyd	34.19	Water	REIMBURSEMENT FOR FLOW METER
CHARTER COMMUNICATIONS	43.40	Administrative	CABLE
CHARTER COMMUNICATIONS	169.98	Administrative	CABLE
CHARTER COMMUNICATIONS	178.93	Multiple	CABLE
CHARTER COMMUNICATIONS	39.99	Multiple	CABLE
CHERRY'S OUTDOOR WORLD	152.86	Police	LESS THAN LETHAL EQUIPMENT
CHOICE ONE ENGINEERING	3,250.00	Street	MUNICIPAL LOT
CHOICE ONE ENGINEERING	11,625.00	Street	SR 103 AT NAVAJO IMPROVEMENT
CINTAS	948.43	Administrative	HOODIE & COATS/BIBS
CINTAS	82.52	Administrative	UNIFORMS
CINTAS	82.52	Administrative	UNIFORMS
CINTAS	82.52	Administrative	UNIFORMS
CITIZEN'S NATIONAL BANK	165.00	Administrative	POSTAGE
CITIZEN'S NATIONAL BANK	101.64	Administrative	POSTAGE
CITIZEN'S NATIONAL BANK	1,171.92	Police	TRAINING EQUIPMENT
CITIZEN'S NATIONAL BANK	28.50	Police	TRAINING
CITIZEN'S NATIONAL BANK	240.40	Police	EQUIPMENT SUPPLIES
CLEMANS, NELSON & ASSOCIATES, INC	49.00	Police	TRAINING
CLEMANS, NELSON & ASSOCIATES, INC	175.00	Administrative	RETAINER
CONNECT PARENT CORPORATION	222.58	Administrative	PHONES
COUNTY ELECTRIC LLC	45.22	Street	EATON PANEL KEYS
DOMINION EAST GAS	1,872.59	Multiple	NATURAL GAS
DOTY, MICHAEL	49.50	Police	PD AUTO REPAIRS
FAMILY HARDWARE DO IT BEST	44.95	Multiple	SHOP WATER LINE
FAMILY HARDWARE DO IT BEST	132.89	Multiple	SUPPLIES
GLOBAL ELECTRIC, INC	510.00	Sewer	CHEM & CLARIFIER REPAIR
GRAINGER INC	31.83	Land & Buildings	LIMIT SWITCH FOR FIRE STATION HEATER
GREAT LAKES BILLING ASSOCIATES, INC.	1,529.35	Rescue	EMS BILLING SERVICE
HACKENBERG, FEIGNER, BISHOP & WERTH, LLC	2,450.00	Administrative	SOLICITOR FEES
HAWTHORNE-SEVING, INC.	267.15	Street	FABRICATING METAL
HSI EMERGENCY CARE SOLUTIONS INC./MEDIC FIRST AID	312.00	Rescue	EMS TRAINING PLATFORM
JUSTIN SHANNON	814.00	Land & Buildings	TOWN HALL CLEANING
KAHLE TECHNOLOGIES	24,988.50	Capital Improvements	WTP COMMUNICATIONS
KENT KARHOFF LLC	1,000.00	Cemetery	BURIALS & FOUNDATIONS
KOI ENTERPRISES, INC.	66.78	Multiple	PARTS
LAW ENFORCEMENT RISK MANAGEMENT GROUP, INC.	150.00	Police	TRAINING

LEIBER GARAGE	228.46	Rescue	EMS OIL CHANGES
LEIBER GARAGE	258.21	Rescue	EMS OIL CHANGES
LEIBER GARAGE	68.33	Rescue	EMS OIL CHANGES
LEXIS NEXIS RISK DATA MANAGEMENT INC.	50.00	Administrative	ADDRESS SEARCHES
M&R PLUMBING & HEATING, INC.	326.14	Multiple	SUPPLIES/PARTS
MARATHON FLEET SERVICES	1,194.87	Multiple	FUEL
MARBEE PRINTING & GRAPHIC ART	35.00	Administrative	CEMETERY MAP DIGITIZING
MASTERPIECE SIGNS & GRAPHICS, INC.	112.50	Street	STREET SIGN
McBRIDE BROS., INC.	850.00	Land & Buildings	TOWN HALL MAINTENANCE
MILLSTREAM-KENNEDY INC.	3,128.65	Multiple	ENVELOPES
MPH INDUSTRIES, INC.	589.50	Police	SERVICE CALL
NEW HORIZON COMMUNICATIONS	578.21	Administrative	PHONES
NIESE TIRE & SERVICE CENTER, LLC	45.00	Street	SCRAP TIRES
NOBLE, SKYLER	200.00	Police	BOOTS
NORTHWEST OHIO MAYORS & MANAGERS ASSN	200.00	Administrative	NW OHIO MAYORS ASSOC.
NORTHWESTERN OHIO SECURITY SYSTEMS	202.00	Land & Buildings	MONITORING
OHIO MUNICIPAL LEAGUE	250.00	Administrative	MEMBER CONTRIBUTION
OHIO UTILITIES PROTECTION SERVICE	4.00	Administrative	MANUAL CALLOUTS
PENNCARE 30	92.00	Rescue	DRUG COOLERS FOR EMS
PENNCARE 30	40.49	Rescue	DRUG COOLERS FOR EMS
PERRY CORPORATION	1,919.00	Water	WIRELESS BRIDGE - WTP
PERRY CORPORATION	451.00	Water	WIRELESS BRIDGE - WATER COMM.
PERRY CORPORATION	798.00	Water	WIRELESS BRIDGE - WATER COMM.
PERRY CORPORATION	4,848.00	Administrative	WATCHGUARD SERVER LICENSE
PERRY CORPORATION	191.79	Administrative	IT CONTRACT
PERRY CORPORATION	23.61	Administrative	IT CONTRACT
PERRY CORPORATION	31.13	Administrative	IT CONTRACT
RAYLE, ERIC	200.00	Police	BOOTS
RUMPKE	26,015.72	Refuse	TRASH SERVICES
SAUDER EDUCATION	45.00	Land & Buildings	SLIDES FOR CHAIRS
STAPLES BUSINESS ADVANTAGE	98.43	Multiple	SUPPLIES
STAPLES BUSINESS ADVANTAGE	193.64	Multiple	SUPPLIES
SUPERIOR UNIFORM SALES, INC.	442.74	Police	UNIFORMS
TAWA TREE MULCH DIVISION	14,700.00	Land & Buildings	BRUSH GRINDING
TREASURER, STATE OF OHIO	68.25	Pool	POOL BOILER INSPECTION
TREE TECH	2,300.00	Cemetery	TREE PRUNING & REMOVAL
USA BLUE BOOK	131.25	Multiple	SUPPLIES
VANCE'S OUTDOOR INC.	1,628.00	Police	AMMO & SUPPLIES
VERIZON WIRELESS	160.44	Multiple	CELL PHONES
VETTER LUMBER CO.	244.74	Multiple	SUPPLIES
WESSLER ENGINEERING	235.00	Sewer	SANITARY ON-CALL SERVICES
	<u>163,535.55</u>		
JANUARY MONTHLY	2,569.00		
MEDICARE	37.22		
OPERS	269.03		
FICA	40.14		
BIWEEKLY PAYROLL 1/26/24	51,240.69		
MEDICARE	696.33		
OPERS	3,923.96		
OP&F	4,369.45		
BIWEEKLY PAYROLL 2/9/24	49,686.12		
MEDICARE	677.34		
OPERS	3,869.05		
OP&F	4,299.80		

Council Signature : \_\_\_\_\_

Date: \_\_\_\_\_

**Meeting: Bike and Pedestrian Pathway Board**

**Date/Time: Thursday, January 4, 2024, Noon**

**Location: Town Hall, 3<sup>rd</sup> Floor**

Members Present: Mitch Kingsley, Travis Music, David Smith, Phill Talavinia, Jenny Pilarowski

Village Liaison Present: Ben Stahl; Jesse Blackburn, Administrator

**Agenda:** Pathway Construction update  
Fundraising

**Construction Update:**

- The County Line path construction by Helms will begin in spring depending on weather. The Village will pay for the storm sewer portion of the construction.
- The 103 pathway is complete except for street lights.
- We discussed whether to place ballards at road intersections (given a report of cars driving on the pathway). We will also explore placing stop signs at Citizens Drive, Commerce Lane and Dave's Way. Mitch will speak with Dick Ramseyer and Masterpiece Signs. Helms may need to reseed grass.
- We discussed the name for the 103 pathway. Ben suggested that the completion date for the path be included on the recognition sign.

**Fundraising:**

- We agreed to send a letter to each 103 business giving them a last opportunity to have their business name listed on the recognition sign -- for a contribution over \$1,000. Mitch and Jenny will work on the letter. Travis will work on compiling the business address list and contact.

**Next Meeting:** Thursday, February 1, 2024 Noon on the 3<sup>rd</sup> Floor of the Town Hall.

Meeting adjourned at 1:15 pm.

Respectfully submitted,  
Jenny Pilarowski

**Meeting: Bike and Pedestrian Pathway Board**

**Date/Time: Thursday, February 1, 2024, Noon**

**Location: Town Hall, 3<sup>rd</sup> Floor**

Members Present: Mitch Kingsley, David Smith, Phill Talavinia, Greg Denecker

Village Liaison Present: Ben Stahl; Jessie Blackburn, Administrator

**Agenda: Signage**

Rep for Activate Allen County, Ped Path Task Force Steering Com

- Chair, Mitch Kingsley called to meeting to order:
- Minutes: Motion to approve (M:Greg /S:Dave) Approved.

**Signage:**

- We discussed what signs need to be placed along the 103 Pathway.
  - To follow precedent on Augsburg Road we should place small stop signs along the pathway at larger road crossings. For the 103 Pathway, this would include Countyline Road (1), Citizens Parkway (2), Commerce Lane(2) and perhaps Dave's Way (2). These signs have a backing sign with the name of the pathway and a 'No Motorized Vehicle' on them. We would need 7 signs for the named roads and perhaps an additional set for crossing SR 103 at the pathway crossing (where ODOT signs have already been placed).

-Adam Boutwell of Masterpiece Signs has said he will make these signs for installation along the 103 Pathway. Mitch will discuss further with him.

-We discussed whether there could be some further pedestrian warning on the pathway near busy driveways, such as the Wendy's Restaurant. Perhaps this could take the form of Thermoplast lettering fastened to the asphalt. Jesse will explore this further.

**Activate Allen County:**

- Executive Director of Activate Allen County, Josh Unterbrink, had planned to attend today but was required elsewhere unexpectedly. He would like us to appoint a representative of our board to serve on the Steering Committee of the Pedestrian Pathway Task Force. He will attend our next meeting.

**Next Meeting: Thursday, March 7, 2024 Noon on the 3<sup>rd</sup> Floor of the Town Hall.**

Meeting adjourned at 1:00 pm.

Respectfully submitted,  
Jenny Pilarowski

**Village of Bluffton**  
**Utilities Committee Meeting**  
**February 5, 2024 @ 1:00 PM**

Committee members present: David Steiner & Jerry Cupples  
Staff present: Jesse Blackburn, Village Administrator, Kevin Nickel, Fiscal Officer and Bryan Lloyd, Assistant Village Administrator, Nathan Jordan.  
Mayor Johnson

The committee reviewed proposed rates to accept sewerage from the Allen County Sewer District for treatment. Various methods of calculating billing for sewerage collection services were discussed. The administrative staff will have a presentation to discuss during the February 12, 2024, Village Council meeting in executive session for contracts.

The administration presented proposed new tap fees for water and sewer service to new customers. The Utilities committee will hold a meeting February 12, 2024, at 1:00PM to review the proposed tap fee schedule to present to Council in the February 12, 2024, in executive session for contracts.

Adjourned at 2:10 PM.

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David Steiner

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Jerry Cupples



**ORDINANCE NO. 02-2024**

**AN ORDINANCE TO ENACT RESTRICTED PARKING ZONES ON THE NORTHEASTERLY SIDE OF THE TOWN HALL ALONG EAST ELM STREET FROM MAIN STREET TO THE MID-BLOCK ALLEY BY THE VILLAGE OF BLUFFTON.**

WHEREAS; the Village of Bluffton, via their Streets, Alleys, Lights and Sidewalks Committee wishes to designate four (4) parking spaces with restrictions along East Elm Street adjacent to the Town Hall from Main Street to the mid-block alley.

WHEREAS; the two parking spaces closest to Main St. would be restricted to allow only Two Hour Parking during weekdays from 8:00am – 5:00 pm and the two parking spaces closest to the mid-block alley would be restricted for use by only Village-owned vehicles.

WHEREAS; these restrictions are necessary to provide increased access to the Town Hall along with parking for Village-owned vehicles to increase the safety and welfare of the public and to create a better flow of traffic in this area.

**BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BLUFFTON, OHIO THAT:**

Section 1. Parking shall be restricted on East Elm Street along the Town Hall within the Village of Bluffton, Ohio from Main Street to the mid-block alley.

Passed and adopted this \_\_\_\_ day of \_\_\_\_\_, 2024 by the Council of the Village of Bluffton, Ohio by the following vote (2/3 required):

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Richard Johnson, Mayor

Approved as to form:

\_\_\_\_\_  
Elliott T. Werth, Village Solicitor

**RESOLUTION NO. 04-2024**

**A RESOLUTION ESTABLISHING POSITIONS AND WAGES FOR SWIMMING POOL STAFF AND RATES FOR 2024.**

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Village of Bluffton, Ohio, two-thirds (2/3) of all members elected thereto concurring:

**SECTION 1:** That the following positions at the stated wages are hereby created:

<b>A. Pool Manager</b>	<b>\$16.50 per hour</b>
<b>B. Assistant Manager</b>	<b>\$12.25 per hour</b>
<b>C. Lifeguards</b>	<b>\$10.75 per hour</b>

The above is intended as a minimum guideline for the establishment of wage levels. Council may at its discretion provide for a higher pay scale level for each position listed.

**SECTION 2:** That the following fees are established for use during the 2024 season, and that all memberships shall be paid in full before they can be used.

<b>A. Daily Admission</b>		<b>\$4.00</b>
<b>B. Family Season Pass (2 adults/3 children)</b>	<b>(resident)</b>	<b>\$160.00</b>
	<b>(Non-resident)</b>	<b>\$200.00</b>
<b>C. Additional Children Each</b>		<b>\$25.00</b>
<b>D. Single Season Pass</b>	<b>(resident)</b>	<b>\$80.00</b>
	<b>(Non-resident)</b>	<b>\$100.00</b>
<b>E. Senior Single Season Pass</b>	<b>(resident)</b>	<b>\$50.00</b>
	<b>(Non-resident)</b>	<b>\$75.00</b>
<b>F. Ten-Visit Pass</b>		<b>\$35.00</b>
<b>G. Pool Rental-2 hours</b>		<b>\$275.00</b>
	*a \$50.00 non-refundable deposit required at time of reservation	
<b>H. Swim Lessons (Season Pass Holder)</b>		<b>\$40.00</b>
<b>I. Swim Lessons (Non-Season Pass Holder)</b>		<b>\$50.00</b>
<b>J. Swim Lessons-Private</b>		<b>\$100.00</b>
<b>K. Fulltime Village Employees, members of Bluffton Safety Services (PD, FD, EMS) &amp; Immediate families</b>		<b>Free</b>

**SECTION 3:** Pool personnel who complete the season will be reimbursed for fees associated with the certification/recertification of CPR and lifeguard training for up to \$150.00 expended in same year. Receipts for the reimbursement must be turned into the Pool Manager who will submit them to the Fiscal Officer's office for reimbursement processing at the end of the pool season. Reimbursement will be subject to approval from manager.

**SECTION 4:** That it is found and determined that all formal actions of this council concerning and relating to the adoption of this Resolution were adopted 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 compliance with all legal requirements 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 \_\_\_\_\_, 2024 by the governing body of the Village of Bluffton, Ohio by the following vote:

Yes: \_\_\_      No: \_\_\_      Abstain: \_\_\_

ATTEST \_\_\_\_\_  
FISCAL OFFICER                      MAYOR

APPROVED \_\_\_\_\_  
SOLICITOR



# VILLAGE OF BLUFFTON

100 E. ELM STREET, P.O. BOX 63 BLUFFTON, OHIO 45817-0063

## APPLICATION FOR SPECIAL EVENTS

EVENT NAME: Ashes to Go DATE(S) OF EVENT: Feb. 14<sup>th</sup> 2024  
 APPLICANT: Rev. Jeremy Mann CONTACT PERSON: Jeremy Mann  
 APPLICANT'S ADDRESS: 8300 Phillips Road CONTACT'S PHONE: 717 383 0530  
 E-MAIL ADDRESS (OPTIONAL): \_\_\_\_\_  
 LOCATION OF EVENT: Bluffton Presbyterian Church (Main Street)  
 TIME(S) FOR EVENT: 7:00 AM - 9:00 AM  
 DESCRIPTION OF EVENT: Provide ashes on Ash Wednesday to community members who desire a blessing of ash

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

TRAFFIC CONTROL:  NUMBER OF OFFICERS REQUESTED:   
 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: 3 parking spots in front of church (first 3 going North East on Main)  
 SECURITY:  NUMBER OF OFFICERS REQUESTED:   
 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:  FIRE DEPT. SERVICES:   
 WATER SERVICE:  OTHER SERVICES:

ALCOHOL SERVED: YES  NO  \* Applicant is responsible for obtaining the proper alcohol permit from the Division of Liquor Control prior to the event.

EVENT'S INSURER: N/A \* 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
<u>Bluffton Area Ministerial Association Members</u>	<u>Prayer</u>

\* 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: [Signature] DATE: 1/7/24

**APPROVED**  
 MAYOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



# VILLAGE OF BLUFFTON

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

## APPLICATION FOR SPECIAL EVENTS

EVENT NAME: April 8th Total Eclipse DATE(S) OF EVENT: 4/08/2024  
 APPLICANT: Bluffton Hospital CONTACT PERSON: David L Young  
 APPLICANT'S ADDRESS: 139 Garau Street CONTACT'S PHONE: 419-423-5148  
 E-MAIL ADDRESS (OPTIONAL): dlyoung@bvhealthsystem.org  
 LOCATION OF EVENT: Bluffton Hospital  
 TIME(S) FOR EVENT: all day 4/8/2024  
 DESCRIPTION OF EVENT: Total Eclipse - Block off Alley next to Hospital to Control Traffic in our Parking lot. Making sure there is enough parking for patients + visitors to Hospital

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

TRAFFIC CONTROL:      NUMBER OF OFFICERS REQUESTED:       
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: Alley

SECURITY:      NUMBER OF OFFICERS REQUESTED:       
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:      FIRE DEPT. SERVICES:     

WATER SERVICE:      OTHER SERVICES:     

ALCOHOL SERVED: YES      NO      \* Applicant is responsible for obtaining the proper alcohol permit from the Division of Liquor Control prior to the event.

EVENT'S INSURER:      \* 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: David L Young DATE: 2/07/2024

**APPROVED**  
MAYOR'S SIGNATURE:      DATE: