

Village of Bluffton Council Meeting Agenda

July 28, 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, July 14, 2025.

Bills

Public Hearing: 7:05 pm – Vine St. Vacation

Committee Reports

Joint Finance & Safety Services Committee – 07/14

Boards & Commissions

Planning Commission – 07/21

LEGISLATION

ORDINANCE NO. 09-2025

1st Reading

AN ORDINANCE TO VACATE A PORTION OF VINE STREET BETWEEN NORTH JACKSON STREET AND NORTH LAWN AVENUE AS REQUESTED BY BLUFFTON EXEMPTED VILLAGE SCHOOLS

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, July at 28th at 7:00 pm
- Public Hearing: Vine St. Vacation – Monday, July 28th at 7:05 pm
- Board of Zoning & Building Appeals Public Hearing – Thursday, July 31st at 5:00 PM
- Council Meeting – Monday, August 11th at 7:00 pm

Public Comment

Adjournment – Motion and Second

Village of Bluffton – Regular meeting July 14, 2025, at 7:00 p.m.

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

Cupples motioned, seconded by Sehlhorst, to approve the minutes from the regular council meeting held on June 23, 2025. Roll Call: Yes (3) Messrs: Cupples, Sehlhorst, and Steiner. No (0), Abstain (1) Stahl, motion approved.

Steiner motioned, seconded by Stahl, to approve the bills as presented. Roll Call: Yes (4) Messrs: Cupples, Sehlhorst, Stahl, Steiner. No (0), Abstain (0), motion approved.

The Fiscal Officer gave the following readings:

1st Reading:

Resolution 14-2025 – A Resolution of necessity for the West Elm Street Improvements Phase II Project and declaring an emergency. Sehlhorst motioned to suspend the rules, seconded by Steiner. Roll Call: Yes (4) Messrs: Cupples, Sehlhorst, Stahl, Steiner. No (0), Abstain (0), motion approved. Cupples motioned to adopt the Resolution, seconded by Stahl. Roll Call: Yes (4) Messrs: Cupples, Sehlhorst, Stahl, Steiner. No (0), Abstain (0), motion approved.

Resolution 15-2025 – A Resolution authorizing the advertisement for public bid on the West Elm Street Improvements Phase II Project and declaring an emergency. Sehlhorst motioned to suspend the rules, seconded by Steiner. Roll Call: Yes (4) Messrs: Cupples, Sehlhorst, Stahl, Steiner. No (0), Abstain (0), motion approved. Stahl motioned to adopt the Resolution, seconded by Cupples. Roll Call: Yes (4) Messrs: Cupples, Sehlhorst, Stahl, Steiner. No (0), Abstain (0), motion approved.

At 7:15, a public hearing was held for the 2026 annual budget.

Cupples motioned, seconded by Steiner, to exit the regular Council meeting and begin the public hearing for the 2026 budget. Roll Call: Yes (4) Messrs: Cupples, Sehlhorst, Stahl, Steiner. No (0), Abstain (0), motion approved.

The Fiscal Officer reviewed the details of the proposed 2026 budget. Preliminary assumptions built into the budget include a payroll increase of 4% and a general expense increase of 5%.

Following review of the budget, Steiner motioned, seconded by Cupples, to close the public hearing and return to open session of Council. Roll Call: Yes (4) Messrs: Cupples, Sehlhorst, Stahl, Steiner. No (0), Abstain (0), motion approved.

Steiner motioned, seconded by Sehlhorst, to approve the budget as presented for submission to the Allen County Auditor. Roll Call: Yes (4) Messrs: Cupples, Sehlhorst, Stahl, Steiner. No (0), Abstain (0), motion approved.

A request was presented by the Senior Citizen's Association of Bluffton to amend the revocable license from 2023 to include the construction of an awning on the back of their building that extends out approximately 2 feet into the public parking area. The awning will extend out the same distance as the accessible lift that was installed in 2023.

Steiner motioned, seconded by Sehlhorst, to amend the revocable license for the Senior Citizen's Association of Bluffton, Inc. issued in 2023 to include an awning extending out the same distance as the accessible lift. Roll Call: Yes (4) Messrs: Cupples, Sehlhorst, Stahl, Steiner. No (0), Abstain (0), motion approved.

Cupples motioned, seconded by Stahl, to approve the special event request for the Senior Football Street Painting on the College Ave. bridge on July 27, 2025. College Ave. will be closed near the bridge from 5:00 – 8:00 p.m. for the event. Roll Call: Yes (4) Messrs: Cupples, Sehlhorst, Stahl, Steiner. No (0), Abstain (0), motion approved.

Steiner motioned, seconded by Cupples, to enter into executive session to consider confidential information related to negotiations with other political subdivisions respecting requests for economic development assistance under Section 701.07 (C)(2) and (C)(4) of the Ohio Revised Code related to an extension of utility services and that the executive session is necessary to protect the interest of the applicant. Council, Mayor, Solicitor, Village Administrator, Assistant Village Administrator, and Fiscal Officer present with no action expected. Roll Call: Yes (4) Messrs: Cupples, Sehlhorst, Stahl, Steiner. No (0), Abstain (0), motion approved.

Steiner motioned, seconded by Cupples, to exit executive session and return to open session. Roll Call: Yes (4) Messrs: Cupples, Sehlhorst, Stahl, Steiner. 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.

Council Meeting on Monday, July 28 at 7:00 p.m.

Public Hearing: Vine St. Vacation on Monday, July 28 at 7:05 p.m.

MAYOR

FISCAL OFFICER

VILLAGE OF BLUFFTON
VOUCHER REPORT 7/28/2025 - Preliminary

VENDOR	AMOUNT	DEPARTMENT	DESCRIPTION
AIM MEDIA MIDWEST	677.70	Administrative	PUBLISHING
AETNA	32,810.75	Multiple	HEALTH INSURANCE
ALLOWAY TESTING	1,775.00	Multiple	TESTING
ALLOWAY TESTING	2,699.00	Multiple	TESTING
ALLOWAY TESTING	340.00	Multiple	TESTING
AMERICAN ELECTRIC POWER	1,795.79	Multiple	ELECTRICITY
BOBCAT COMPANY	250.00	Multiple	MINI EXCAVATOR RENTAL
CHARTER COMMUNICATIONS	40.00	Multiple	CABLE
CHARTER COMMUNICATIONS	183.95	Multiple	CABLE
CINTAS	83.86	Administrative	UNIFORMS
CINTAS	83.86	Administrative	UNIFORMS
COMMAND LLC	1,456.70	Fire	LADDER INSPECTIONS
DEGEN EXCAVATING CO., INC.	834.12	Water	AIRPORT WATER LINE
ENBRIDGE GAS OHIO	388.92	Multiple	NATURAL GAS
EVERETT J PRESCOTT INC	24.74	Water	HYDRANT PARTS
EVERETT J PRESCOTT INC	150.00	Water	1" WATER LINE - CTS
EVERETT J PRESCOTT INC	350.83	Water	SUPPLIES - CTS STIFFINER
GLOBAL ELECTRIC	3,279.12	Park	REPLACE POWER POLE
GLOBAL ELECTRIC	2,740.53	Sewer	LIFT STATION REPAIR
GLOBAL INDUSTRIAL	956.89	Park	BOLLARDS
HANCOCK-WOOD ELECTRIC CO-OP	172.43	Multiple	ELECTRICITY
HANCOCK-WOOD ELECTRIC CO-OP	57.00	Multiple	ELECTRICITY
HAWKINS INC.	1,124.49	Pool	POOL CHEMICALS
INTERNAL REVENUE SERVICE	200.11	Administrative	2024 PCORI FEES
JBR PIPELINE LLC	1,500.00	Water	AIRPORT BORE
MASTERPIECE SIGNS & GRAPHICS, INC.	185.00	Park	EPA RECYCLE GRANT SIGNAGE
MISSION COMMUNICATION	694.80	Sewer	COLLECTIONS SYSTEM TELEMETRY
MONKEY AROUND RENTALS	840.00	Police	INFLATABLES - NNO
MURPHY TRACTOR & EQUIPMENT CO., INC.	764.92	Street	BACKHOE REPAIR
OHIO PEACE OFFICER TRAINING	475.00	Police	RED DOT TRAINING - RAYLE
OHIO PEACE OFFICER TRAINING	275.00	Police	TRAINING
OHIO VALLEY INTEGRATION SERVICES, INC.	1,097.45	Land & Buildings	TOWN HALL ENTRY DEVICE SERVICE
PERRY CORPORATION	157.96	Administrative	BATTERY BACK UP
PERRY CORPORATION	350.50	Administrative	TOWNHALL OUTDOOR ACCESS POINTS
POSITIVE PROMOTIONS	203.45	Police	2026 CALENDARS
POWER HOUSE ELECTRIC SUPPLY	193.22	Land & Buildings	LIGHTBULBS & SUPPLIES
PROGRESSIVE SWEEPING CONT. INC	2,310.37	Street	STREET SWEEPING
RHODES STATE COLLEGE	1,290.00	Rescue	TRAINING
RHONDA HOHENBRINK	118.30	Administrative	OML CONFERENCE MILEAGE
RUMPKE	27,565.43	Refuse	TRASH SERVICES
RUMPKE	27,300.59	Refuse	TRASH SERVICES
SAM'S CLUB	1,093.76	Multiple	SUPPLIES
SARAH MELTON	300.00	Police	FACE PAINTING - NNO
SHELL FLEET PLUS	953.92	Multiple	FUEL
SMARTBILL	1,204.58	Multiple	BILLING SERVICES
STAPLES BUSINESS ADVANTAGE	206.29	Multiple	SUPPLIES
SUPERIOR UNIFORM SALES, INC.	145.29	Police	UNIFORMS
TAWA TREE MULCH DIVISION	495.20	Park	PLAYGROUND MULCH
THE LAWFT	65.00	Police	UNIFORMS
USA BLUE BOOK	262.50	Pool	CHEMICAL FEED SYSTEM PARTS
	122,524.32		
BIWEEKLY PAYROLL 7/25/25	93,207.15		
MEDICARE	1,298.68		
OPERS	9,038.09		
OP&F	5,324.10		

Council Signature : _____

Date: _____

Village of Bluffton, Ohio

Statement of Cash from Revenue and Expense

From: 1/1/2025 to 6/30/2025

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	\$2,491,977.99	\$2,738,647.14	\$1,839,069.91	\$476,432.30	\$1,362,637.61	
B1	STREET FUND	\$405,675.01	\$376,441.53	\$401,365.41	\$380,751.13	\$406,676.53	(\$25,925.40)	
B2	STATE HIGHWAY FUND	\$80,128.35	\$11,742.05	\$0.00	\$91,870.40	\$0.00	\$91,870.40	
B3	CEMETARY FUND	\$19,950.53	\$32,485.00	\$26,157.17	\$26,278.36	\$15,917.80	\$10,360.56	
B4	PARK FUND	\$231,930.97	\$247,845.67	\$155,809.79	\$323,966.85	\$56,194.12	\$267,772.73	
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	\$12,515.32	\$39,832.40	\$12,515.32	\$27,317.08	
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	\$0.00	\$141,024.05	\$0.00	\$141,024.05	
D3	FIRE & RESCUE IMPROVEMENT FUND	\$400,355.22	\$348,471.80	\$452,068.66	\$296,758.36	\$239,317.25	\$57,441.11	
D4	SWIMMING POOL IMPROVEMENT	\$43,186.40	\$100,000.00	\$143,195.13	(\$8.73)	\$2,686.88	(\$2,695.61)	
D5	EQUIPMENT REPLACEMENT	\$7,587.00	\$0.00	\$0.00	\$7,587.00	\$0.00	\$7,587.00	
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	\$0.00	\$209,893.39	\$0.00	\$209,893.39	
D9	POLICE EQUIPMENT REPLACEMENT	\$92,769.06	\$68,287.49	\$112,739.43	\$48,317.12	\$1,183.00	\$47,134.12	
E1	WATER FUND	\$96,298.69	\$537,071.38	\$446,404.49	\$186,965.58	\$573,942.92	(\$386,977.34)	
E2	SEWER FUND	\$129,047.74	\$402,521.80	\$245,064.50	\$286,505.04	\$147,669.84	\$138,835.20	
E7	REFUSE FUND	\$96,955.93	\$169,167.35	\$137,650.59	\$128,472.69	\$202,349.41	(\$73,876.72)	
E9	WATER/ SEWER IMPROVEMENT FUND	\$343,756.75	\$650,790.67	\$874,535.44	\$120,011.98	\$524,170.14	(\$404,158.16)	
F2	COMMUNITY EVENTS	\$5,880.77	\$0.00	\$0.00	\$5,880.77	\$0.00	\$5,880.77	
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	\$1,069.92	\$8,050.32	\$18,167.25	\$4,192.82	\$13,974.43	
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	\$3,150.00	\$0.00	\$4,619.62	\$0.00	\$4,619.62	
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	\$366.00	\$5,138.36	
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 6/30/2025

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	\$0.00	\$0.00	\$3,473.81	\$0.00	\$3,473.81	
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	\$5,519,592.27	\$5,761,273.34	\$4,344,027.65	\$2,672,647.22	\$1,671,380.43	

Tree Commission

Village of Bluffton

9 July 2025

Present: Jon Sommer, Becky Ramey, Ben Stahl, Jesse Blackburn, Radha Tague, Leonel Herrera

Urban Forest Planning and Care

Inquiries and Proposed Plantings

423 S. Main St. A request was submitted for one or two trees to be planted at 423 S. Main Street. Species considered for recommendation include an elm, or possibly a columnar oak, according to space constraints. The Tree Commission will evaluate the site and follow up with the property owner to discuss their preferences for variety and placement of trees before planting.

Arboretum

Four dogwood trees have been designated for planting along the northern edge of the Arboretum to enhance screening. Tree commissioners will site the trees immediately following conclusion of the current meeting, and trees will be considered approved for immediate planting once sited.

EMS Building

Development of a planting plan for trees near the EMS building is still pending further communication and site evaluation with Fire Chief Babcock.

Diamond Manufacturing

Development of a planting plan for trees along Jefferson St. near the new warehouse is pending further communication with the warehouse owners. An artist's rendering will be generated for the proposal.

Grove Street Replacement Trees

Jesse Blackburn has indicated he would welcome replacement trees to be planted where two Crabapples were previously removed due to poor condition in front of his house on Grove St., should the Tree Commission deem replacement trees appropriate. He has indicated a preference for European Hornbeams, if available.

Memorial Tree – Sportsman Center

A previously planted memorial tree at the Sportsman Center has died. The family would like to replace the tree, and the Tree Commission assents to the family replacing the tree at their discretion.

Evaluation & Maintenance

517 Greding Street

The Tree Commission evaluated a tree in poor health at 517 Greding St., per the request of the homeowner, and has recommended the removal of the tree at the earliest convenience of the Village.

122 Grove St.

The homeowner at 122 Grove St. has requested the removal of a large pear tree in front of his home, citing repeated damage from large vehicles due to the tree's size relative to the narrow street. Considering the species' designation as invasive per the Ohio Dept. of Agriculture, the Commission recommends removal of the tree at the earliest convenience of the Village.

Arboretum

An ash tree at the Arboretum has been identified for removal due to declining health. The Village will assess whether the tree can be safely removed by Village personnel, or if a professional service will be required.

College Avenue

One of two Tupelo trees planted in Fall of 2024 on College Avenue has died, and the Tree Commission has replaced it with another tree of the same variety.

General Maintenance Activities

General maintenance was carried out on many of the Tree Commission's most recently planted trees. Work included straightening, staking, training, pruning, weeding, watering, and mulching trees at the following locations: Riley Creek Village, Elm Street, the Arboretum, Augsburg Road, and the swimming pool grounds.

Next Meeting

The next Tree Commission meeting date will be scheduled according to commissioners' availability, tentatively for late August or early September.

ORDINANCE NO. 09 - 2025

AN ORDINANCE TO VACATE A PORTION OF VINE STREET BETWEEN NORTH JACKSON STREET AND NORTH LAWN AVENUE AS REQUESTED BY BLUFFTON EXEMPTED VILLAGE SCHOOLS

WHEREAS, Bluffton Exempted Village Schools have petitioned for the vacation of a portion of Vine Street to allow the expansion of the school campus, and;

WHEREAS, O.R.C. 723.04 provides as follows:

The legislative authority of a municipal corporation, on petition by a person owning a lot in the municipal corporation praying that a street or alley in the immediate vicinity of such lot be vacated or narrowed, or the name thereof changed, upon hearing, and upon being satisfied that there is good cause for such change of name, vacation, or narrowing, that it will not be detrimental to the general interest, and that it should be made, may, by ordinance, declare such street or alley vacated, narrowed, or the name thereof changed. The legislative authority may include in one ordinance the change of name, vacation, or narrowing of more than one street, avenue, or alley.

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

SECTION 1: The Council of the Village of Bluffton, Ohio finds that, upon petition and hearing on such petition, finds that there is good cause for such vacation of said street and that there is no detriment to the general interest, hereby declares that the said street, as described in the attached exhibit, is and is hereby vacated.

SECTION 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance 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 actions 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 this _____ day of _____ 2025 by the governing board of the Village of Bluffton, Ohio by the following vote:

Yes: _____ No: _____ Abstain: _____

Attest:

Fiscal Officer

Mayor

Approved as to Form:

Village Solicitor

CERTIFICATION

The undersigned hereby certifies that the within is a true and correct copy of Ordinance No. 09-2025, passed on third reading by the Council of the Village of Bluffton, Ohio on _____ day of _____, 2023.

Dated: _____

Kevin Nickel, Clerk/Fiscal Officer



VILLAGE OF BLUFFTON

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

APPLICATION FOR SPECIAL EVENTS

EVENT NAME:	<u>BLUFFTON HISTORY</u>	DATE(S) OF EVENT:	<u>8-9-25</u>
APPLICANT:	<u>RON FPP</u>	CONTACT PERSON:	
APPLICANT'S ADDRESS:	<u>489 CHERRY ST</u>	CONTACT'S PHONE:	<u>419-303-5116</u>
E-MAIL ADDRESS (OPTIONAL):			
LOCATION OF EVENT:	<u>1989 DEPOT</u>		
TIME(S) FOR EVENT:	<u>10-1</u>		
DESCRIPTION OF EVENT:	<u>TRAILS</u>		

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

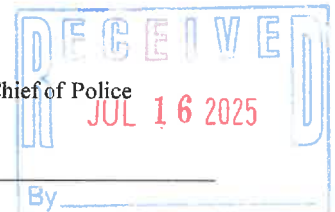
TRAFFIC CONTROL: _____ NUMBER OF OFFICERS REQUESTED: _____
Number of officers required to cover security will be determined on a case by case basis upon consultation with the Chief of Police

ROAD CLOSURE: _____

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 X * Applicant is responsible for obtaining the proper alcohol permit from the Division of Liquor Control prior to the event.

EVENT'S INSURER: BOHS * 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>USED BIKE PATH</u>
	<u>FROM DEPOT TO DEPOT</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.

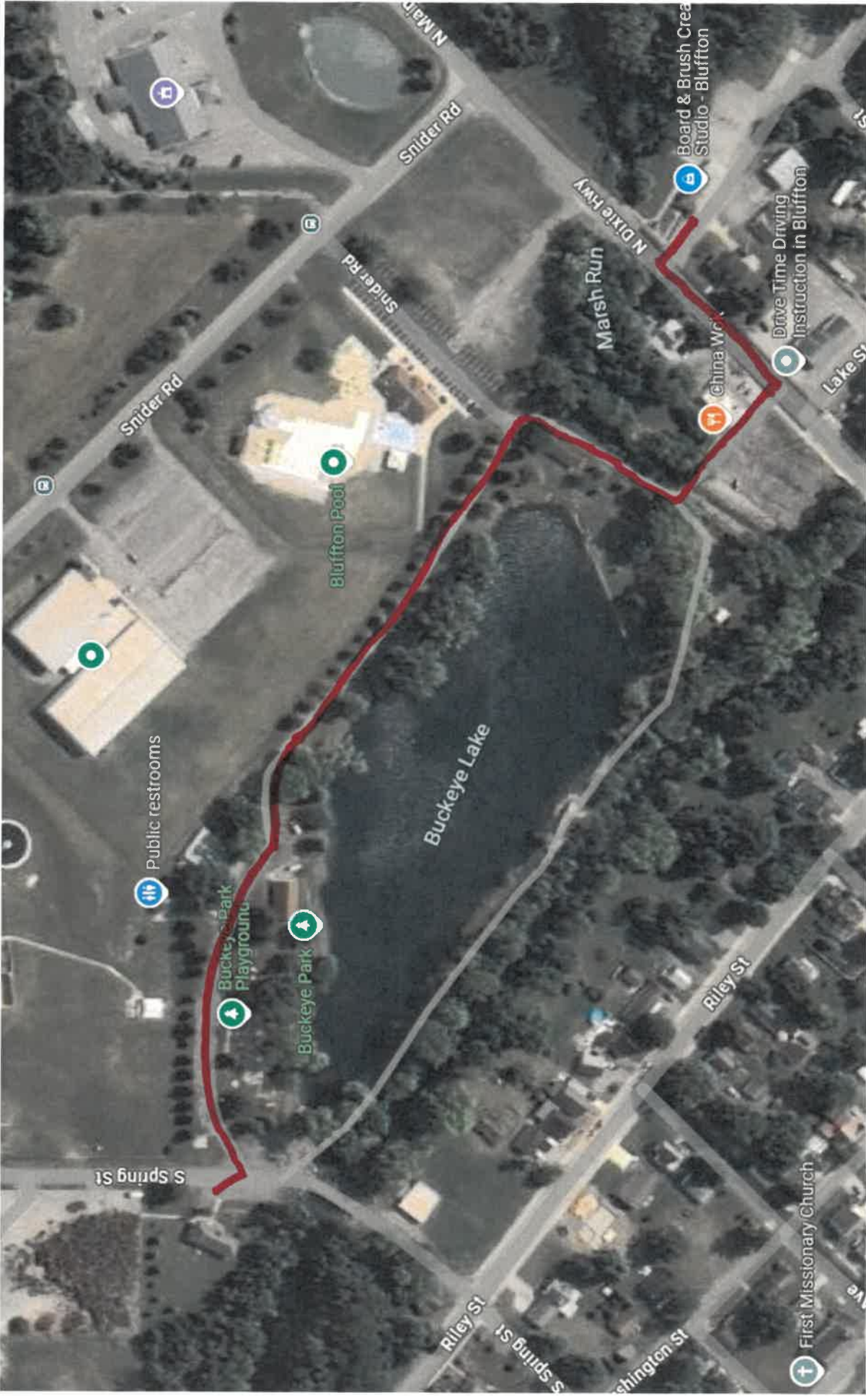
APPLICANT'S SIGNATURE: [Signature] DATE: 7-15-25

APPROVED

MAYOR'S SIGNATURE: [Signature] DATE: 7-23-25

Historical Society – Special Event Request

1 festival train will be running the course below from 10:00 – 1:00 on August 9th





VILLAGE OF BLUFFTON

1101 S. MAIN STREET, P.O. BOX 6010, BLUFFTON, SOUTH CAROLINA 29910
419.158.2066

APPLICATION FOR SPECIAL EVENTS

EVENT NAME: Bluffton University Homecoming DATES OF EVENT: 10/4/15
APPLICANT: Emily Hilly OFFICIAL PERSON: Emily Hilly
APPLICANT ADDRESS: 1101 S. Main St. CONTACT PHONE: 419.929.1516
E-MAIL ADDRESS (OPTIONAL): hilly@bluffton.edu
LOCATION OF EVENT: Campus / Bentley Rd.
TIMES FOR EVENT: 8am - 4pm
DESCRIPTION OF EVENT: Food trucks on Bentley Rd beside football field for food giving. Food trucks open to the public.

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: Bentley Rd from Elm to entrance of Student parking lot
SECURITY: (None) 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.
FIRE SERVICES: (None) 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: UTICA National * 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>Delphi's Tent & Awning</u>	<u>Tent & infatables</u>
<u>Food trucks - TBD</u>	<u>Food</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.

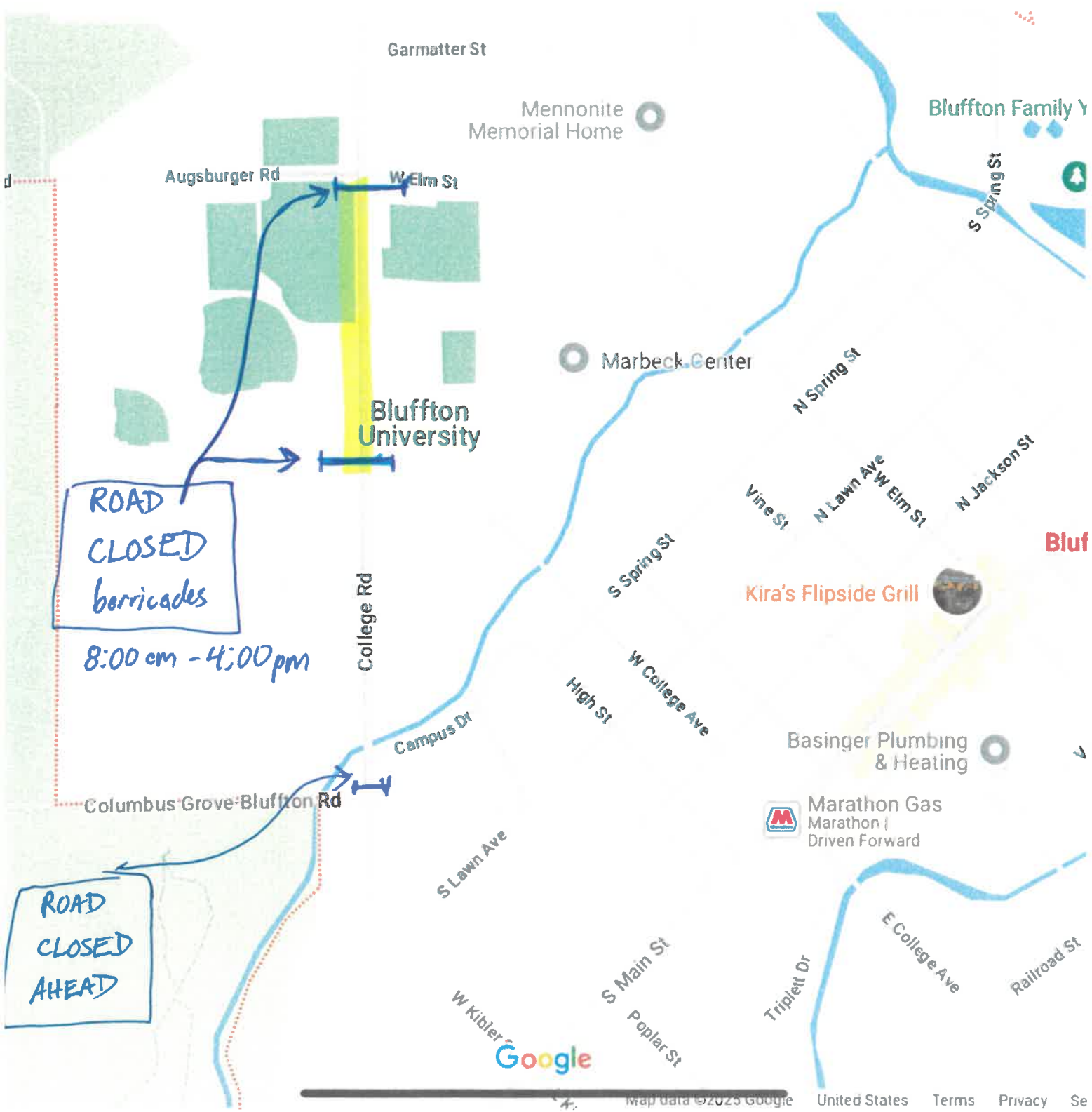
APPLICANT'S SIGNATURE: Emily Hilly

DATE: 10/15/15

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: <u>Bluffton University Road 5K</u>	DATE(S) OF EVENT: <u>10/4/2025</u>
APPLICANT: <u>Bluffton University</u>	CONTACT PERSON: <u>Emily Hilty</u>
APPLICANT'S ADDRESS: <u>1 University Dr</u>	CONTACT'S PHONE: <u>419-429-9520</u>
E-MAIL ADDRESS (OPTIONAL): <u>hiltye@bluffton.edu</u>	
LOCATION OF EVENT: <u>Bluffton Campus + Bentley Rd</u>	
TIME(S) FOR EVENT: <u>8:30 am</u>	
DESCRIPTION OF EVENT: <u>5K race through campus starting at Stadium</u> <u>open to anyone to register</u>	

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

TRAFFIC CONTROL: ☒ NUMBER OF OFFICERS REQUESTED: 1
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: ☒
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: UTICA National * 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>None at this time</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: Emily Hilty DATE: 7/9/2025

APPROVED
MAYOR'S SIGNATURE: [Signature] DATE: 7-25-25

start of road

- may make
changes
& after measuring
more)
round
numbers 10 or 28
11

loop twice

Crossing
Traffic
across Bentley

one lane blocked for runners

Crossing
Traffic

Runners stay
left on Rosenburger
& Elm.

Road
closure?

