

# Village of Bluffton Council Meeting Agenda

September 9<sup>th</sup>, 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, August 26<sup>th</sup>, 2024

## **Bills**

## **Public Comment:**

### **Committee Reports**

Parks & Recreation – 8/28  
Ordinance Committee – 9/4

### **Boards & Commissions**

Tree Commission – 8/27  
Airport Commission – 8/28  
Pedestrian Pathway Board – 9/5

## **LEGISLATION**

### **RESOLUTION NO. 19-2024**

### **3<sup>rd</sup> Reading**

A RESOLUTION ADOPTING AN AMERICAN WITH DISABILITIES ACT (ADA) TRANSITION PLAN FOR THE VILLAGE OF BLUFFTON, OHIO.

### **RESOLUTION NO. 21-2024**

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

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

### **RESOLUTION NO. 22-2024**

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

RESOLUTION APPROVING OF THE HANCOCK COUNTY BUDGET COMMISSION'S ALTERNATIVE METHOD FOR APPORTIONMENT OF UNDIVIDED LOCAL GOVERNMENT FUND TO BE CALLED "LOCAL GOVERNMENT FUND ALTERNATIVE METHOD"

### **RESOLUTION NO. 24-2024**

### **1<sup>st</sup> Reading**

A RESOLUTION TO ACCEPT THE REVISED VERSIONS OF SECTIONS 3.14 AND 5.02 OF THE VILLAGE OF BLUFFTON, OHIO PERSONNEL POLICY AND PROCEDURE MANUAL

## **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, September 9<sup>th</sup> at 7:00 pm
- Council Meeting – Monday, September 23<sup>rd</sup> at 7:00 pm

**Public Comment**

**Adjournment** – Motion and Second

Cupples motioned, seconded by Sehlhorst, to approve the special event request for the Arts and Crafts Festival to be held on September 28, 2024 from 5:00 a.m. until 5:00 p.m. Jackson St. and Franklin St. adjacent to the parking lot will be closed from 12:00 a.m. until 5:00 p.m. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Sehlhorst motioned, seconded by Stahl, to approve the extension of the Vine St. special event road closure on Saturday mornings until the end of October. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Cupples motioned to adjourn the meeting.

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

Tree Commission on Tuesday, August 27 at 7:00 p.m.

Parks & Recreation Committee with Creating Healthy Communities on Wednesday, August 28 at noon.

Airport Commission on Wednesday, August 28 at 3:00 p.m. @ Bluffton Airport

Bluffton in Bloom Committee on Wednesday, August 28 at 7:00 p.m.

Pedestrian Pathway Board on Thursday, September 5 at noon.

Ordinance Committee on Wednesday, September 4 at 4:00 p.m.

Council Meeting on Monday, September 9 at 7:00 p.m.

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MAYOR

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FISCAL OFFICER

VILLAGE OF BLUFFTON  
VOUCHER REPORT 9/9/2024 PRELIMINARY

VENDOR	AMOUNT	DEPARTMENT	DESCRIPTION
AETNA	19,299.78	Multiple	HEALTH INSURANCE
ALLEN COUNTY AWARDS LLC	18.00	Police	20 YR. SERVICE AWARD
AMERICAN ELECTRIC POWER	15,073.79	Multiple	ELECTRICITY
AMERICAN ELECTRIC POWER	84.03	Multiple	ELECTRICITY
ANTHEM BLUE CROSS BLUE SHIELD	156.75	Multiple	LIFE INSURANCE
BLUFFTON AERATION SERVICE INC	960.00	Sewer	SEWER CLEANING 313 CAMPUS DR.
BLUFFTON FLYING SERVICE	5,000.00	Airport	AIRPORT MANAGEMENT
BLUFFTON STONE CO.	181.81	Multiple	STONE
C & S SOLUTIONS	7,316.99	Water	TRACER & LOCATORS
CHARTER COMMUNICATIONS	43.42	Administrative	CABLE
CINTAS	4.46	Administrative	UNIFORMS
CINTAS	85.18	Administrative	UNIFORMS
CITIZEN'S NATIONAL BANK	49.13	Police	PROPANE TANKS
CITIZEN'S NATIONAL BANK	305.70	Park	NOI EPA FEES - SEWER
CITIZEN'S NATIONAL BANK	11.74	Police	TRAINING MEAL
CITIZEN'S NATIONAL BANK	119.10	Police	DOMINIC FRANCIS SCHOLARSHIP EVENT
CITIZEN'S NATIONAL BANK	845.63	Sewer	INDICATOR LIGHTS
CITIZEN'S NATIONAL BANK	350.00	Police	TRAINING HOCHSTETLER
CONNECT PARENT CORPORATION	221.56	Administrative	PHONES
EVERETT J PRESCOTT INC	373.52	Water	SUPPLIES
FAMILY HARDWARE DO IT BEST	601.41	Multiple	SUPPLIES
FRESH ENCOUNTER CORPORATE	119.76	Police	NNO SUPPLIES
HAWTHORNE-SEVING, INC.	41.80	Street	FABRICATING METAL
JUSTIN SHANNON	430.00	Land & Buildings	TOWN HALL CLEANING
KAHLE TECHNOLOGIES	2,895.00	Water	PLANT TELEMETRY
KARDEN GEISER	150.00	Pool	LIFEGUARD CERTIFICATION REIMBURSEMENT
KLEEM	214.39	Street	STREET SIGNS
KLEEM	331.92	Street	STREET SIGNS
LYDIA TARPLEE	150.00	Pool	LIFEGUARD CERTIFICATION REIMBURSEMENT
MARATHON FLEET SERVICES	3,030.97	Multiple	FUEL
NEW HORIZON COMMUNICATIONS	586.03	Administrative	PHONES
NORTHWESTERN OHIO SECURITY SYSTEMS	202.00	Land & Buildings	MONITORING
OHIO DEPARTMENT OF AGRICULTURE	35.00	Park	PESTICIDE LICENSE - FRUCHEY
PERRY CORPORATION	36.71	Administrative	IT CONTRACT
PERRY CORPORATION	263.75	Administrative	IT CONTRACT
PERRY CORPORATION	26.82	Administrative	IT CONTRACT
PERRY CORPORATION	32.53	Administrative	IT CONTRACT
PERRY CORPORATION	554.00	Administrative	IT CONTRACT
RUMPKE	27,322.66	Refuse	TRASH SERVICES
STAPLES BUSINESS ADVANTAGE	274.31	Multiple	SUPPLIES
STEVE SWISHER	126.00	Police	CRUISER LIGHTBAR FEET
SUPERIOR UNIFORM SALES, INC.	168.25	Police	UNIFORMS
TREASURER OF STATE OF OHIO	7,535.80	Administrative	FINANCIAL AUDIT
VERIZON WIRELESS	117.66	Multiple	CELL PHONES
VERIZON WIRELESS	160.44	Multiple	CELL PHONES
VETTER LUMBER CO.	46.97	Police	ZIP TIES
VETTER LUMBER CO.	178.24	Multiple	SUPPLIES
	<u>96,133.01</u>		
AUGUST MONTHLY	2,569.00		
MEDICARE	37.22		
OPERS	269.03		
FICA	40.14		
BIWEEKLY PAYROLL 9/6/24	53,593.44		
MEDICARE	732.20		
OPERS	4,036.52		
OP&F	4,828.38		

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

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

Tree Commission  
Village of Bluffton  
Tuesday, August 27th, 2024

Present: Leo Herrera, Radha Tague, John Sommer, Ben Stahl, Jesse Blackburn.

## **Continuing Business**

### **Tree Removal:**

The pear tree and serviceberry tree on Lawn Ave. slated for removal at the last meeting have been removed. One small maple tree on W Elm St. still needs to be replaced, and one maple tree on Main St. has yet to be removed.

### **Tree Planting Requests:**

Commissioners provided a list of desired additions to the Arboretum to the family who requested a memorial tree planting. The family has inquired about the possibility of planting a large oak tree at the dog park upon its completion, and commissioners have agreed that it would be an appropriate potential location for the memorial tree.

## **New Business**

### **Tree Health:**

Three trees at the entrance to the Village Park have been brought to the attention of the Tree Commission by the public, due to their apparent poor health. Tree Commissioners have inspected the trees, and have determined two Osage Orange trees, and one Crabapple tree to be in such poor health as to require removal. The Village of Bluffton will be notified to remove the trees at its earliest convenience.

The Tree Commission has received communication from a homeowner on S Main St. about an oak tree in poor health. The tree has shown signs of distress for the past few summers. Due to the tree's size and age, commissioners have agreed to request the assistance of the Northwest Ohio region's Urban Forester to evaluate it to determine any possible measures that can be taken to improve its health before resorting to removal of the tree.

### **Watering Recent Plantings:**

The Tree Commission will reach out to Stratton Greenhouses to enquire about putting Gator Bags on recently planted trees in Riley Creek Village and at the Community Pool and Arboretum to facilitate keeping the trees watered over the next few weeks to prevent any loss due to excessive heat and drought.

### **Village Park Entrance:**

Commissioners will consider options to plant at the entrance to the Village Park. The Tree Commission will reach out to request proposals for designs to potentially incorporate some hardscape/landscaping options along with tree plantings to create an aesthetically engaging entrance to the park.

**The next Tree Commission meeting is scheduled for Tuesday, October 1st, 2024 at 7:00pm.**

## ACCESSORY DWELLING UNIT (ADU) REGULATIONS

### § 153.110 PURPOSE

The purpose for accessory dwelling units is to offer a versatile solution to various housing challenges, promote affordability, improve density, flexibility, and sustainability in urban development.

### § 153.111 DEFINITION.

Self-contained dwelling unit of permanent construction, including foundation, designed for occupancy by one family for living and sleeping purposes that provides complete independent living facilities, including its own entrance, kitchen, bathroom, and sleeping area; that is located on the same parcel as a larger single-family dwelling that serves as the principal use of the parcel; and whose use is subordinate and incidental to the larger single-family structure.

- Shall not exceed 1,000 sq. ft. in area.
- Separate electrical service is required for detached ADUs.
- Separate address is required for all ADUs.
  - Attached ADUs will be designated by adding ½ to the numerical address of the primary residence.
  - Detached ADUs will be the primary property address + “Unit A”
- 1 off-street parking space required per ADU (Total of 3 parking spaces with primary residence, see §153.306)

(A) Examples of accessory dwelling units include: Detached, Attached, Interior (Upper Level), Interior (Lower Level), Above Garage, Garage Conversion.

### § 153.112 PROHIBITED STRUCTURES

Prohibited Structures: Mobile homes, recreational vehicles, travel trailers, and any other wheeled or transportable structure shall not be used as accessory dwelling units.

### § 153.113 OCCUPANCY BY OWNER OR REQUIREMENT OF RESPONSIBLE PERSON

The owner of each lot on which an accessory dwelling unit is established must:

- (i) maintain a residence in the principal single-family dwelling or the accessory dwelling unit on the lot for so long as the accessory dwelling unit exists; or
- (ii) designate a responsible person who maintains a residence in the principal single-family dwelling or the accessory dwelling on the lot for so long as the accessory dwelling unit exists.

Limit of three ADUs per owner

Limit of one ADU per parcel.

For these purposes, the following terms shall have the following meanings:

(i) “Residence” means a dwelling unit that is the true, fixed, and permanent home where an individual intends to remain permanently and indefinitely; to which, whenever absent, the individual intends to return; and that only one of which may exist for one person with the Village of Bluffton at any time.

(ii) “Responsible Person” means a natural person designated by the owner of a lot on which an accessory dwelling unit is established as having the independent duty, responsibility (including financial responsibility), and authority to operate, maintain, and manage the lot and all the dwelling units thereon.

(iii) “Owner” means a person or a company; and the limit of total ADUs applies to each person in their individual capacity and as stakeholder in a company holding title to property.

#### **§ 153.114 CONDITIONAL USES; WITH APPROVAL BY THE VILLAGE ZONING AND BUILDING BOARD OF APPEALS AFTER A PUBLIC HEARING.**

(A) Residents of Orange & Richland Township who own property within the Village of Bluffton limits may apply for Conditional Use.

#### **§ 153.115 REQUIRED SETBACKS AND FOOTPRINT**

(A) At least six feet from any other building and at least five feet from any lot lines of adjoining lots which are within an approved R-Residential District.

(B) No ADU shall be erected in any required yard except a rear yard and shall not occupy more than 35% of a required rear yard.

#### **§ 153.116 CORNER LOTS**

Corner lots should have the same minimum front yard requirements on each street side of the lot.

#### **§ 153.117 HEIGHT REGULATIONS WITHIN AN ADU DISTRICT.**

Regulations shall comply with the R-II Residential District.

#### **§ 153.118 REQUIRED FLOOR AREA IN THE ADU DISTRICT.**

Any building intended in whole or part for residential purposes shall provide a livable floor area as hereinafter specified:

- Minimum 250 sq. ft.
- Maximum 1,000 sq. ft.

#### **§ 153.119 APPLICATION, PERMITTING AND REGISTRATION**

Following completion of Zoning Application, all units must be:

- Permitted by Zoning Department and
- Registered with Income Tax Department.

Change of parcel ownership requires completion of new application and registration.  
Change in the responsible person requires new registration form to be completed.

**§ 153.120 PARCEL TO REMAIN IN COMMON OWNERSHIP**

Both the primary dwelling and the accessory dwelling unit must remain in common ownership.

**§ 153.121 EXISTING ADUs**

ADUs that existed before the adoption of this Ordinance will be grandfathered. (Legal, nonconforming, but conforming at the time of adoption.)

Existing ADUs must register with the Village as described above, § 153.119.

# DRAFT

## R-I RESIDENTIAL DISTRICT

### § 153.081 USES PERMITTED IN THE R-I RESIDENTIAL DISTRICT.

(A) Single-family dwelling structure, **including attached Accessory Dwelling Units;**

(B) Church, school, library, college building (including residence halls, maintenance buildings and sports facilities), public park, playground and/or buildings pertaining to the use thereof. Buildings and permanent structures shall be located not less than 25 feet from any other lot in any R-I Residential District;

(C) Farming, truck gardening or nursery, provided however, that any such use permitted shall not be construed to permit the sale, trading or dealing in the commodities or products thereof, other than as to those transactions which are completely of a casual or incidental nature; and

(D) Accessory buildings and uses.

(Ord. 16-79, passed 10- -1979)

### § 153.082 CONDITIONAL USES; WITH APPROVAL BY THE VILLAGE ZONING AND BUILDING BOARD OF APPEALS AFTER A PUBLIC HEARING.

(A) Country clubs, private clubs or lodges, golf courses and similar uses and facilities. Buildings and structures shall be located not less than 75 feet from any other lot;

(B) Utility substations and pump houses providing that such structures will not detract from the general appearance of the area nor adversely affect the comfort, safety or welfare of the residents of the area;

(C) Two-family dwelling structures, **including detached Accessory Dwelling Units;**

(D) Home occupations: customary home occupations, such as handicrafts, dressmaking, millinery, laundry, preserving and home cooking; provided that such occupations shall be conducted exclusively by resident occupants, that not more than one-quarter of the area of one floor of said residence shall be used for such purpose, that no structural alterations involving features not customarily found in dwellings are required, and that the entrance to the space devoted to such use shall be from within the dwelling. An unlighted sign of not over one square foot in area and attached flat against the building shall be permitted;

(E) Funeral home;

(F) Essential services; and

(G) Bed and breakfast (B&B).

(Ord. 16-79, passed 10- -1979; Ord. 2-99, passed 2-8-1999)



# DRAFT

## R-II RESIDENTIAL DISTRICT

### § 153.100 PURPOSE.

The purpose of the R-II Residential District is to provide an area for low density single- and multiple-family residential and associated land uses normally considered an integral part of the neighborhood they serve. In an R-II Residential District, no building or premises shall be used and no building shall be erected which is arranged, intended or designed to be used for other than one or more of the following specified uses.

(Ord. 16-79, passed 10- -1979)

### § 153.101 USES PERMITTED IN THE R-II RESIDENTIAL DISTRICT.

- (A) Any uses permitted in the R-I District;
- (B) Multiple-family dwelling structures , including all Accessory Dwelling Units (153.110), for occupancy by not more than three families living independently of each other;
- (C) Church, school, library, college building, public park playground and/or buildings pertaining to the use thereof. Buildings and permanent structures shall be located not less than 25 feet from any other lot in any R-II Residential District; and
- (D) Accessory buildings and uses.

(Ord. 16-79, passed 10- -1979)

## R-III RESIDENTIAL DISTRICT

### § 153.121 USES PERMITTED IN THE R-III RESIDENTIAL DISTRICT.

- (A) Any uses permitted in the R-II District, except Accessory Dwelling Units

## C-I COMMERCIAL DISTRICT

### § 153.142 CONDITIONAL USES WITH APPROVAL BY THE VILLAGE BOARD OF ZONING AND BUILDING APPEALS AFTER A PUBLIC HEARING.

- (A) Single-, two-, three- and multi-family residential structures, except Accessory Dwelling Units

## C-II COMMERCIAL DISTRICT

### § 153.161 USES PERMITTED IN THE C-II COMMERCIAL DISTRICT.

- (A) Any uses permitted in the residential districts; except residential structures
- (B) Any uses permitted in the C-I Commercial District

**RESOLUTION NO. 19-2024**

**A RESOLUTION ADOPTING AN AMERICANN WITH DISABILITIES ACT (ADA) TRANSITION PLAN FOR THE VILLAGE OF BLUFFTON, OHIO.**

**WHEREAS**, the Village of Bluffton’s vision for Complete Streets is the thoughtful creation of a connected street network which improves safety and facilitates movement for all users in the Village of Bluffton community including pedestrians, motorists, cyclists, transit and school bus riders, delivery and service personnel, freight haulers, and emergency responders; and

**WHEREAS**, the ADA Transition Plan is a component of the Complete Streets Policy to ensure the Village of Bluffton (Bluffton) provides reasonable, accessible paths of travel in the public right-of-way for everyone, including people with disabilities; and

**WHEREAS**, the attached ADA Transition Plan for Bluffton, OH was developed in partnership with Lima-Allen County Regional Planning Commission; and

**WHEREAS**, it is the intent of the Village Council to maintain and amend this ADA Transition Plan regularly to provide accessible routes of travel throughout the Village of Bluffton, Ohio.

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

**SECTION 1:** Council hereby adopts the Bluffton ADA Transition Plan set forth in attached Exhibit A.

**SECTION 2:** That it 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 this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements of the Open Meetings Law including Section 121.22 of the Ohio Revised Code.

Passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by the Council of the Village of Bluffton, Ohio by the following vote:

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

Attest:

\_\_\_\_\_

Fiscal Officer

\_\_\_\_\_

Mayor

Approved as to form:

\_\_\_\_\_

Elliott T. Werth, Esq.  
Village Solicitor

**RESOLUTION NO. 21-2024**

**RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE  
BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES  
AND CERTIFYING THEM TO THE COUNTY AUDITOR**

The Governing Board of the VILLAGE OF BLUFFTON, Allen County, Ohio, met in \_\_\_\_\_

session on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at the office of

\_\_\_\_\_ with the following members present:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_ moved the adoption of the following Resolution:

RESOLVED, by the Governing Board of the VILLAGE OF BLUFFTON, Allen County, Ohio, in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1<sup>st</sup>, 20\_\_\_\_; and

WHEREAS, the Budget Commission of Allen County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore, be it

RESOLVED, By the Governing Board of the VILLAGE OF BLUFFTON, Allen County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Village the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

# VILLAGE OF BLUFFTON

## Schedule A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY THE BUDGET COMMISSION  
AND COUNTY AUDITOR'S ESTIMATED TAX RATES

Fund	Amount approved by Budget Comm. Inside 10 M. Limitation	Amount to be Derived from Levies Outside 10 M. Limitation	Auditor's Estimate of Tax Rate to be Levied	
			Inside 10 M. Limit	Outside 10 M. Limit
	Column I	Column II	III	IV
General Fund	275,535.00		2.50	
<b>Special Funds</b>				
<b>TOTAL</b>	275,535.00	-	2.50	-

## Schedule B

Levies outside 10 mill limitation, exclusive of Debt Levies

Fund	Maxium Rate Authorized to be Levied	Co. Auditor's Estimate of Yield of Levy (Carry to Schedule A, Column II)
	-	-
	-	-
<b>TOTAL</b>	-	-

and be it further RESOLVED, That the Clerk of said Board certify a copy of this Resolution to the Allen County Auditor.

\_\_\_\_\_ seconded the Resolution and the roll being called

upon its adoption the vote resulted as follows:

	YES	NO
	YES	NO
	YES	NO
	YES	NO
	YES	NO

Adopted the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Clerk - Village of Bluffton

# CERTIFICATE OF COPY

ORIGINAL ON FILE

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The State of Ohio, Allen County, ss.

I, \_\_\_\_\_, Clerk of the Council of the **Village of Bluffton**,  
within and for said County, and in whose custody the Files and Records of said Council are required by the  
Laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original:  
Resolution \_\_\_\_\_, now on file that the foregoing has been compared by me with said original  
document, and that the same is a true and correct copy thereof.

WITNESS my signature, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Clerk of Council

(A copy of this Resolution must be certified to the County Auditor before the first day of October each year,  
or at such later date as may be approved by the Board of Tax Appeals)

Filed \_\_\_\_\_, 20\_\_

Rachael S. Gilroy  
Allen County Auditor

By \_\_\_\_\_  
Deputy

**RESOLUTION NO. 22-2024**

**RESOLUTION APPROVING OF THE HANCOCK COUNTY BUDGET COMMISSION'S ALTERNATIVE METHOD FOR APPORTIONMENT OF UNDIVIDED LOCAL GOVERNMENT FUND TO BE CALLED "LOCAL GOVERNMENT FUND ALTERNATIVE METHOD".**

The Village of Bluffton, Hancock County, Ohio council members met in regular session on the \_\_\_\_ day of \_\_\_\_\_, 2024, with the following Council members present:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

The Fiscal Officer advised that the Council followed the notice requirements of Section 121.22 of the Revised Code and the implementing rules adopted by the Board pursuant thereto for the meeting.

\_\_\_\_\_ moved for adoption of the following resolution:

**WHEREAS**, the Hancock County Budget Commission is considering approving an alternative method for apportionment of the Undivided Local Government Fund to be called the "Hancock County Local Government Fund Alternative Method"; and

**WHEREAS**, the proposed alternative method is attached hereto as Exhibit A; and

**WHEREAS**, all townships and all municipalities which are located wholly or partially in Hancock County need to respond as to their approval or disapproval of the proposed alternative method in Exhibit A.

**THEREFORE BE IT RESOLVED**, that the Village Council of Bluffton, Ohio, hereby approves and accepts the proposed alternative method for the apportionment of the Undivided Local Government Fund to be called the "Hancock County Local Government Fund Alternative Method" as shown in the attached Exhibit A.

\_\_\_\_\_ seconded the resolution and the roll being called upon its adoption the vote resulted as follows:


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

\_\_\_\_\_  
MAYOR

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

**EXHIBIT A  
LOCAL GOVERNMENT ALLOCATIONS  
FOR THE YEAR 2025**

<b>Townships</b>	<b>LGF Allocation</b>	<b>Percent (rounded) of Total</b>
1. ALLEN	\$32,835.99	1.11%
2. AMANDA	\$31,882.17	1.07%
3. BIGLICK	\$31,886.63	1.07%
4. BLANCHARD	\$32,296.95	1.09%
5. CASS	\$31,667.85	1.07%
6. DELAWARE	\$31,857.91	1.07%
7. EAGLE	\$32,063.00	1.08%
8. JACKSON	\$31,813.08	1.07%
9. LIBERTY	\$34,505.82	1.16%
10. MADISON	\$31,892.17	1.07%
11. MARION	\$33,088.83	1.12%
12. ORANGE	\$32,049.66	1.08%
13. PLEASANT	\$33,016.09	1.11%
14. PORTAGE	\$31,516.84	1.06%
15. UNION	\$32,364.39	1.09%
16. VAN BUREN	\$31,808.05	1.07%
17. WASHINGTON	\$32,693.49	1.10%
<b>Total Townships</b>	<b>\$549,238.92</b>	<b>18.50%</b>
<b>Municipalities</b>		
1. ARCADIA	\$29,688.59	1.00%
2. ARLINGTON	\$29,688.59	1.00%
3. BENTON RIDGE	\$29,688.59	1.00%
4. BLUFFTON	\$29,688.59	1.00%
5. FINDLAY	\$564,083.21	19.00%
6. FOSTORIA	\$29,688.59	1.00%
7. JENERA	\$29,688.59	1.00%
8. MCCOMB	\$29,688.59	1.00%
9. MT. BLANCHARD	\$29,688.59	1.00%
10. MT. CORY	\$29,688.59	1.00%
11. RAWSON	\$29,688.59	1.00%
12. VAN BUREN	\$29,688.59	1.00%
13. VANLUE	\$29,688.59	1.00%
<b>Total Municipalities</b>	<b>\$920,346.29</b>	<b>31.00%</b>
1. PARK DISTRICT	\$44,532.89	1.50%
2. HANCOCK COUNTY	\$1,454,740.90	49.00%
<b>GRAND TOTAL</b>	<b>\$2,968,859.00</b>	<b>100.00%</b>

September 1, 2024  
HANCOCK COUNTY  
BUDGET COMMISSION

J. Steve Welton, Chairman  
Phillip A. Riegle, Vice Chairman  
Charity Rauschenberg, Secretary

**RESOLUTION NO. 24-2024**

**A RESOLUTION TO ACCEPT THE REVISED VERSIONS OF SECTIONS 3.14 AND 5.02 OF THE VILLAGE OF BLUFFTON PERSONNEL POLICY AND PROCEDURE MANUAL.**

**WHEREAS**, the need has arisen to update certain sections the Personnel Policy and Procedure Manual for the Village of Bluffton, Ohio; and

**WHEREAS**, the following sections are in need of said updates as supplied in Exhibit A:  
Section 3.14 – Resignation  
Section 5.02 – Sick Leave Conversion.

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

SECTION 1: That Village Council adopts the updated sections of the Village of Bluffton Personnel Policy and Procedure Manual with current versions to be maintained by the Village Administrator and Fiscal Officer.

SECTION2: 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 \_\_\_\_\_ 2024 by the governing board of the Village of Bluffton, Ohio by the following vote (2/3 required):

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

Attest:

\_\_\_\_\_  
Fiscal Officer

\_\_\_\_\_  
Mayor

Approved as to Form:

\_\_\_\_\_  
Village Solicitor



**THE VILLAGE OF BLUFFTON  
PERSONNEL POLICY AND PROCEDURE MANUAL**

**RESIGNATION**

**SECTION 3.14**

**PAGE 1 OF 2**

**A. POLICY**

1. Employees may voluntarily resign by submitting a written letter of resignation to their supervisor at least two (2) weeks prior to the effective date of the employee's planned separation. The letter shall be a signed, dated statement indicating the employee desires to resign and indicate the effective date of separation. Failure to give proper, timely notification may render the employee ineligible for future re-employment with the Village of Bluffton and will negate the eligibility for payment of accrued but unused sick leave.
2. An employee who resigns in good standing may be reinstated, at the discretion of the Employer, to the employee's former position or a similar position provided the former employee remains qualified to perform the duties of the position and reinstatement would be in the best interest of the Employer.
3. It is the Employer's policy to provide the following information in response to requests for employment references regarding former employees:
  - a. The employment dates;
  - b. The employee's position(s) held;
  - c. The beginning and ending pay rates; and
  - d. The employee's reason for resigning as stated in the letter of resignation.

In addition, the Employer will comply with the Ohio Public Records Act.

**B. PROCEDURE**

1. Letters of resignation should contain the following information:
  - a. A statement indicating the employee intends to resign;
  - b. The date of the letter;
  - c. The effective date of resignation;
  - d. The reason for the resignation (optional); and
  - e. The employee's signature.
2. The letter of resignation should be forwarded to the Village Administrator's office immediately.

**THE VILLAGE OF BLUFFTON  
PERSONNEL POLICY AND PROCEDURE MANUAL**

**SICK LEAVE CONVERSION**

**SECTION 5.02**

**PAGE 1 OF 1**

**A. POLICY**

1. Upon separation and/or retirement (without completing the full retirement requirements for the pension plan in which the employee is a member) from active service, an employee shall receive payment of accrued but unused sick leave for active service with the Village of Bluffton if the employee has at least ten (10) years of service as a public employee with the Village, state or any political subdivision of the state or any combination thereof. The amount of the payment shall be one-fourth (1/4) of the employee's accrued but unused sick leave, up to a maximum of forty (40) days accrued leave.
2. Upon retirement from active service, and, having met the full retirement requirements for the pension plan in which the employee is a member, the employee shall receive the following payment of the employee's accrued but unused sick leave.
  - (a) Upon giving between 60 and 89 days notice of retirement, the employee shall receive payment of 40 days (320 hours) of accrued but unused sick leave.
  - (b) Upon giving between 90 and 119 days notice of retirement, the employee shall receive payment of 60 days (480 hours) of accrued but unused sick leave.
  - (c) Upon giving 120 days or more notice of retirement, the employee shall receive payment of 80 days (640 hours) of accrued but unused sick leave.
3. Payment shall be based on the employee's rate of pay at the time of retirement.
4. The employee may elect to receive such payment in one (1) or more payments; however, payment under this policy shall eliminate all sick leave credit accrued by the employee at the time of payment.
5. Beneficiaries of a deceased employee shall be eligible for the sick leave conversion benefits for which the employee would have otherwise qualified hereunder.
6. No payment of accumulated sick leave will be made when less than two weeks notice is given or for involuntary termination of employment .

**B. PROCEDURE**

Employees who are eligible to receive payment hereunder shall, upon separation and/or retirement from active service under OPERS or OPFPF, contact the Fiscal Officer's office to complete the required request form.

Original Adoption Date: \_\_\_\_\_ Revision Date: \_\_\_\_\_



**Department of  
Transportation**  
transportation.ohio.gov

Mike DeWine, *Governor*  
Jon Husted, *Lt. Governor*  
Jack Marchbanks, Ph.D., *Director*

8/27/2024

Mr. Jesse Blackburn  
154 North Main Street

RE: FY2025 Ohio Airport Improvement Program Notice of Project Approval (NPA)

Jesse:

The Ohio Department of Transportation (ODOT) has approved the application for a Fiscal Year 2025 grant for the Bluffton Airport. ODOT will provide 95% of the eligible costs of the subject project, up to a maximum of \$ 205,246.00.

The following project has been approved:

**LIGHTING: Rehabilitate Airfield Lighting - Taxiway C Partial**

Only the project described above has been approved for funding.

The grant award amount will be based on actual bid amounts, but will not be greater than the amount stated in this Notice of Project Approval (NPA). Grant awards will not be issued until after our office receives notification of the actual bids received for the project. This NPA is not a grant agreement or a grant award. It only serves as a notice that your project will be recommended to receive grant funding if time schedules are met. Your promptness in getting plans, specifications and bid information to ODOT will determine the likelihood that your project will be funded and in a timely manner.

Upon receipt of this NPA you must:

1. Schedule a project kickoff call with ODOT.
2. Submit, all plans, specifications and bid documentation for ODOT review and approval prior to release to prospective bidders. To avoid delay, all information needed to approve your project should be submitted promptly after receipt of this NPA. Allow at least two weeks for ODOT review and approval of plans and bid documentation.

Project documentation shall be uploaded from within the BlackCat Aviation (BCA) Data and Grant Management portal. <https://www.blackcataviation.com/>

For further information on project design and specifications please refer to the Global Documentation tab, available on the State's BlackCat Aviation Data and Grant Management portal at: <https://www.blackcataviation.com/>

3. Advertise for bids after receiving ODOT approval of plans and specifications;
4. Provide ODOT with copies of the bid tabulation and the name of the contractor selected within three (3) working days of the bid opening so that the Grant Contract can be processed.

1980 West Broad Street  
Columbus, OH 43223 U.S.A.

614 | 466 7170  
[transportation.ohio.gov](https://www.transportation.ohio.gov)

**YOU MUST SELECT THE WINNING BIDDER,  
AND NOTIFY ODOT OF THE SELECTION, BY  
MARCH 15, 2026**

5. Execute the Grant Contract as soon as possible after receiving the Grant Contract from ODOT, and upload a signed Grant Contract to ODOT through BCA at <https://www.blackcataviation.com/>.
6. Plan and notify ODOT of the proposed preconstruction meeting in adequate time to allow an ODOT representative to be present.
7. Provide ODOT with a project schedule and notify ODOT of the starting date for project work;
8. Partial pay requests may be submitted as work is completed. Note: partial grant payment requests will be paid up to 90% of the grant value. Grant payment requests shall be uploaded from within BCA at <https://www.blackcataviation.com/>. All pay requests must include copies of the invoices for which grant payment is being requested, (See the Grant Application Procedures for FY2025).
9. Notify ODOT of project completion and request a final project inspection;
10. Submit a **final** ODOT Pay Request for the remaining balance within thirty (30) days of project completion and final inspection.

NOTE: Projects that do not have bid information submitted by March 15, 2026 will be in jeopardy of losing funding. If necessary, special meetings of the sponsor's governing body may be necessary for rapid approval of contracts with design engineers, and the time allocated for submittal of designs and review of designs should be kept to a minimum.

You must notify our office promptly if deadlines cannot be met.

We appreciate your concern for improving your facility and Ohio's aviation system. If you require any additional information regarding this project, contact us at [Ohio.Airport.Grants@dot.ohio.gov](mailto:Ohio.Airport.Grants@dot.ohio.gov) or by phone at (614) 387-2356.

Sincerely,



James E. Bryant, Administrator  
ODOT, Office of Aviation