

# Village of Bluffton Council Meeting Agenda

October 23, 2023 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, October 9, 2023

## **Bills**

## **Public Comment:**

## **Committee Reports**

Parks & Recreation Committee: 10/16

## **Boards & Commissions**

Tree Commission: 10/17

## **LEGISLATION**

### **RESOLUTION NO. 30-2023**

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

A RESOLUTION AUTHORIZING THE ATTACHED WAGE SCHEDULE TO BE ADDED TO THE PERSONNEL POLICY AND PROCEDURE MANUAL OF THE VILLAGE OF BLUFFTON, OHIO AS EXHIBIT A: WAGE SCHEDULE FOR VILLAGE EMPLOYEES.

### **RESOLUTION NO. 31-2023**

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

A RESOLUTION ESTABLISHING PAY INCREASES TO THE WAGES/SALARIES OF CERTAIN VILLAGE EMPLOYEES OF THE VILLAGE OF BLUFFTON, OHIO, EFFECTIVE AS STATED IN THE ATTACHED EXHIBIT (A), AND ESTABLISHING BENEFIT CHANGES AS STATED IN THE ATTACHED EXHIBIT (B).

### **RESOLUTION NO. 32-2023**

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

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 2024 COOPERATIVE PARK IMPROVEMENT GRANT PROGRAM

## **Village Administration Report:**

**Mayor:**

**Safety Services Reports:**

-EMS-

-Fire Dept.-

-Police Dept.-

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

- Personnel Committee – Monday, October 23<sup>rd</sup> at 6:00 pm
- Parks & Recreation Committee – Monday, October 23<sup>rd</sup> at 6:30 pm
- Village Council – Monday, October 23<sup>rd</sup> at 7:00 pm
- Village Council – Monday, November 13<sup>th</sup> at 7:00 pm

**Public Comment**

**Adjournment** – Motion and Second

Village of Bluffton – Regular meeting October 9, 2023, 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 September 25, 2023. 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 10-2023 – An Ordinance to vacate a portion of Thurman Street and a portion of an abutting alley as requested by Village Administration. Cupples 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.

Sehlhorst motioned, seconded by Stahl, to approve the Special Event request for the Harvest Festival to be held October 28, 2023. College Ave. between Main St. and Jackson St. will be closed from 7:00 a.m. until 3:00 p.m. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Cupples motioned, seconded by Kingsley, to approve the Special Event request for the Bluffton University Homecoming to be held October 21, 2023. Vine St. between Main St. and the alley will be closed from noon until 12:00 a.m. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, and Steiner. No (0), Abstain (1) Talavinia, motion approved.

Cupples motioned, seconded by Kingsley, to enter executive session to discuss imminent litigation and employee compensation with the Mayor, Solicitor, Council, Administrator, and Fiscal Officer present. No action is expected to be taken after the session. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Talavinia motioned, seconded by Kingsley, to exit the 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.

Cupples motioned to adjourn the meeting.

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

Parks & Recreation Committee on Monday, October 16 at noon.

Tree Commission on Tuesday, October 17 at 7:00p.m.

Village Council on Monday, October 23 at 7:00 p.m.

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MAYOR

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FISCAL OFFICER

VILLAGE OF BLUFFTON  
VOUCHER REPORT 10/23/2023 - PRELIMINARY

VENDOR	AMOUNT	DEPARTMENT	DESCRIPTION
ALLOWAY TESTING	2,032.00	Multiple	TESTING
AMERICAN ELECTRIC POWER	6,767.59	Multiple	ELECTRICITY
AMERICAN ELECTRIC POWER	1,263.67	Multiple	ELECTRICITY
ANTHEM BLUE CROSS BLUE SHIELD	20,925.78	Multiple	HEALTH INSURANCE
ANTHEM BLUE CROSS BLUE SHIELD	980.24	Multiple	HEALTH INSURANCE
ANTHEM BLUE CROSS BLUE SHIELD	165.00	Multiple	LIFE INSURANCE
CHARTER COMMUNICATIONS	169.98	Multiple	CABLE
CHARTER COMMUNICATIONS	39.99	Multiple	CABLE
CINTAS	73.04	Administrative	UNIFORMS
CINTAS	73.04	Administrative	UNIFORMS
COUNTY ELECTRIC LLC	2,792.52	Police	FALLEN OFFICERS MEMORIAL
DOMINION EAST GAS	356.76	Multiple	NATURAL GAS
FAMILY HARDWARE DO IT BEST	465.56	Multiple	SUPPLIES
GARY'S REPAIR	67.64	Multiple	PARTS & SUPPLIES
GARY'S REPAIR	6.85	Multiple	PARTS & SUPPLIES
HACKENBERG, FEIGHNER, BISHOP & WERTH, LLC	2,000.00	Administrative	SOLICITOR FEES
HANCOCK-WOOD ELECTRIC CO-OP	169.98	Multiple	ELECTRICITY
HANCOCK-WOOD ELECTRIC CO-OP	54.00	Multiple	ELECTRICITY
KEVIN NICKEL	71.40	Administrative	MILEAGE REIMBURSEMENT - AOS TRAINING
KOI ENTERPRISES, INC.	137.21	Multiple	PARTS
NATIONAL ASSOCIATION OF	60.00	Police	MEMBERSHIP DUES
NATIONAL FIRE PREVENTION ASSN	438.45	Fire	FIRE PREVENTION WEEK SUPPLIES
OIAA	50.00	Street	URBAN FORESTRY CONFERENCE - R. ROSE
OIAA	50.00	Street	URBAN FORESTRY CONFERENCE - L. CASTRO
PERRY CORPORATION	218.75	Land & Buildings	DOOR ACCESS CONTROL
PERRY CORPORATION	3,048.20	Administrative	IT CONTRACT
PROMO HITS	548.75	Street	TEMPORARY NO PARKING SIGNS
REINEKE FAMILY TIRE & SERVICE CENTERS	109.95	Police	OIL CHANGE - CRUISER
SHELL FLEET PLUS	2,156.11	Multiple	FUEL
STAPLES BUSINESS ADVANTAGE	299.27	Multiple	SUPPLIES
VERIZON WIRELESS	52.26	Multiple	CELL PHONES
VILLAGE OF OTTAWA	54,330.56	Water	WATER
WARREN FIRE EQUIPMENT, INC.	2,241.12	Fire	SCBA TESTING
ZOLL DATA SYSTEMS	161.26	Rescue	EMS CHARTS
	102,376.93		
SEPTEMBER FIRE & EMS	14,003.25		
MEDICARE	203.04		
OPERS	1,415.55		
FICA	182.05		
BIWEEKLY PAYROLL 10/20/23	46,447.30		
MEDICARE	632.38		
OPERS	3,567.03		
OP&F	3,996.22		

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

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

**RESOLUTION NO. 30-2023**

**A RESOLUTION AUTHORIZING THE ATTACHED WAGE SCHEDULE TO BE ADDED TO THE PERSONNEL POLICY AND PROCEDURE MANUAL OF THE VILLAGE OF BLUFFTON, OHIO AS EXHIBIT A: WAGE SCHEDULE FOR VILLAGE EMPLOYEES**

**WHEREAS**, Section 4.01 of the Personnel Policy and Procedure Manual for the Village of Bluffton outlines the Policy and Procedure for the compensation of employee, and;

**WHEREAS**, there exists a deficiency in the current compensation system for employees as defined in Section 4.01 of the aforementioned Manual, and;

**WHEREAS**, the addition of the attached document as Exhibit A: Wage schedule for Village Employees fulfill said deficiencies that exist in the Personnel Policy and Procedure Manual.

**BE IT THEREFORE RESOLVED BY THE COUNCIL OF THE VILLAGE OF BLUFFTON, OHIO (AT LEAST TWO-THIRDS OF THE MEMBERS ELECTED THERETO CONCURRING) THAT:**

**Section 1.** That the Village Administrator is hereby authorized to request Clemans, Nelson & Associates, Inc to add the attached document to Section X Exhibits, as Exhibit A: Wage schedule for Village Employees, to the Personnel Policy and Procedure Manual for the Village of Bluffton and make additional changes to Section 4.01 Policy and Procedure as needed.

**Section 2.** That is found and determined that all formal actions of the Council concerning and relating to the adoption of this resolution were made in 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 \_\_\_\_\_, 20\_\_\_\_ by the Council of the Village of Bluffton, Ohio by the following vote:

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

Attest:

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

\_\_\_\_\_  
Mayor

Approved as to form:

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

# Wage Schedule for Village of Bluffton Employees 2023

## Administrative Department

### Salaried Administration Position Requirements

-All salaried employees must maintain the minimum requirements as all full-time Public Works Department employees.

-In addition to the above-mentioned requirements salaried employees shall have the following:

**Village Administrator:** Minimum of Bachelor's Degree

**Assistant Village Administrator:** Minimum of Bachelor's Degree

**Fiscal Officer:** Minimum of Bachelor's Degree

The following pay scale applies to employee's hired/promoted to the respective positions on or after January 1, 2024

Village Administrator	Assistant Village Administrator	Fiscal Officer
\$72,000 – \$100,000	\$62,000 – \$90,000	\$62,000 – \$90,000

The Mayor will be responsible for evaluation of the Village Administrator and Fiscal Officer.

### Part-Time Administrative Staff Employee Requirements

#### Utility Clerk

Prospective employee must have a high school diploma/GED and be bondable

The Utility Clerk is a part-time position assigned to work less than 35 hours per week.

The Utility Clerk will have a pay range of \$18.50 – \$26.00/hr. Increases in pay will be approved by Village Council.

The Utility Clerk is eligible for paid leave and holiday leave in accordance to Village policy manual section 5 Employee benefits

#### Village Income Tax Administrator

Prospective employee requirements

-Must have a high school diploma/GED

-Education and experience in accounting and finance preferred.

-Must be bondable.

The Tax Administrator is a part-time position assigned to work less than 35 hours per week.

The Tax Administrator will have a pay range of \$19.50 – \$27.00/hr. Increases in pay will be approved by Village Council.

The Tax Administrator is eligible for paid leave and holiday leave in accordance to Village policy manual section 5 Employee benefits

#### Cemetery Sexton

Prospective employee must have a high school diploma/GED

The Cemetery Sexton is a part-time, as-needed position with an annual pay range of \$5,000 – \$6,500.

Increases in pay will be decided and approved by Village Council.

The Cemetery Sexton is not eligible for and accrual of paid leave or holiday benefits.

#### Other Part-Time/Seasonal/Intern Administration Positions

Requirements and wages prepared by Village Administrator and approved by Village Council

# Wage Schedule for Village of Bluffton Employees 2023

## Police Department

### Salaried Police Department Position Requirements

-All salaried employees must maintain the minimum requirements as all full-time police employees.

-In addition to the above-mentioned requirements salaried employees shall have the following:

**Police Chief:** Minimum of Bachelor's Degree and minimum of 10 years of full-time experience

**Police Lieutenant:** Minimum of Bachelor's Degree and minimum of 5 years full-time experience

**Police Sergeant:** Minimum of Associate's Degree and minimum of 3 years full-time experience

The requirements above and the following pay scale applies to employee's hired/promoted to the respective ranks on or after July 1<sup>st</sup>, 2020

Chief of Police	Police Lieutenant (Asst. Chief)	Police Sergeant
\$72,000-\$100,000	\$62,000-\$90,000	\$60,000-\$85,000

The Mayor will be responsible for evaluation of the Chief of Police.

### Full-Time Police Department Employee Requirements and Starting Wages

-Prospective employees must have a high school diploma/GED.

-Prospective employees must have a current/valid certification from OPOTA, or have an agreement in place with the Village of Bluffton regarding completion of an OPOTA approved academy.

-Emergency Medical Responder (EMR) certificate through the Ohio Division of EMS. This is not required at time of hire, but the officer must attend the next available locally provided training as department staffing levels allow. Officer must continue training until certified and may not practice emergency medical response procedures, other than first aid, until certified. Must maintain through length of employment.

The Chief of Police will be responsible for determining applicable law enforcement prior service and qualifications for prospective new hires.

Full-Time Patrol Officers will have a pay range of \$24.00 – \$34.00/hr. Increases in pay will be approved by Village Council.

The Police Administration will be responsible for determining the applicable law enforcement experience and qualifications for prospective new hires and recommending starting wages to the Mayor and Personnel Committee for final presentation and approval from Village Council.

Village Council has the authority to modify the starting pay and requirements based on prospective employee's qualifications.

# **Wage Schedule for Village of Bluffton Employees 2023**

## **Part-Time Police Department Employee Requirements and Starting Wages**

- Prospective employees must have a high school diploma/GED.
- Prospective employees must have successfully completed an OPOTA approved police academy and must hold a current/valid certification from OPOTA.
- Emergency Medical Responder (EMR) certificate through the Ohio Division of EMS. This is not required at time of hire but must attend the next available locally provided training as department staffing levels allow. Must maintain through length of employment.
- Part-time police officers are assigned to work less than 35 hours per week. Officers designated as part-time will have a starting rate of pay of \$20.00/hr. Increases in pay will be decided and approved by Village Council. Part-time police officers are not eligible for the accrual of paid leave or holiday benefits.

## **Licensure and Certification**

### **Police Department Employees:**

Employees that hold OPOTA instructor certificates/specialized instructor certificates, or specialized courses shall be eligible for the following compensation:

\$.50 more/per hour for hourly employees. \$1,040.00 per annum for salaried employees. Employees are eligible to be compensated for up to two certifications only. The Chief of Police will be responsible for determining if employees meet the requirements/departmental needs for these increases in pay.

Note: Current police instructors will be eligible for the new adjustment(s) relating to their instructor certifications upon the start date of this schedule.

# Wage Schedule for Village of Bluffton Employees 2023

## Public Works Department

### Full-Time Public Works Department Employee Requirements and Starting Wages

-Prospective employees must have a high school diploma/GED

-The following pay scale applies to new Department of Public Works employees hired for full time service on or after January 1, 2024

PWD Maintenance	Licensed Operator
\$19.50 – 28.00/hr	\$24.50 – 35.00

The Village Administration will be responsible for determining the applicable public works experience and qualifications for prospective new hires and recommending starting wages to the Mayor and Personnel Committee for final presentation and approval from Village Council.

The pay scale will be determined by applicant credentials which include: EPA licenses /certificates held, prior experience.

Village Council has the authority to modify the starting pay and requirements based on prospective employee's qualifications.

### Part-time and Seasonal Public Works Department Employees

#### Part-time Public Works Department employees

Prospective employee requirements:

- Valid State of Ohio Driver's license
- High school diploma/GED, or enrolled in high school

**Part-time Public Works employees** are assigned to work less than 35 hours per week. Employees designated as part-time will have a pay range of \$16.00 – 21.00/hr. Increases in pay will be decided and approved by Village Council. Part-time Public Works employees are not eligible for the accrual of paid leave or holiday benefits.

#### Seasonal Public Works Department employees

Prospective employee requirements

- Valid State of Ohio Driver's license
- High school diploma/GED, or enrolled in high school

**Seasonal employees** as defined in Section 3.02 will have a pay range of \$15.00 – 20.00/hr. Increases in pay will be approved by Village Council. Seasonal employees are not eligible for the accrual of paid leave or holiday benefits.



# Wage Schedule for Village of Bluffton Employees 2023

## Licensure and Certification

### **Public Work's Department Employees:**

Public Works Department Employees that hold valid Ohio EPA professional operator licensures shall be eligible for the following compensation:

Class I professional water operator:	\$1.50 more per hour
Class I professional wastewater operator:	\$1.00 more per hour
Class II professional wastewater operator:	\$1.00 more per hour
Class III professional wastewater operator:	\$2.00 more per hour

Employees listed with the Ohio EPA as Operators of Record for the Village of Bluffton will receive compensation of at least \$1.00 more per hour.

Other industry related licenses and/or certificates that add value to employment with Bluffton will be considered for extra compensation.

# Wage Schedule for Village of Bluffton Employees 2023

## Village of Bluffton Employee Wages

### Wage Adjustment

In the month of January of each year, Village Council will consider an annual wage adjustment for Village employees to be effective January 1.

This wage adjustment will be based on the employee's current rate of pay and will only be approved after a positive employee performance review completed in accordance with current policy.

Annual COLA wage adjustment for 1<sup>st</sup> year employees will be prorated based on hiring date. See following Table.

Hire Date	% COLA received
January - March	100%
April – June	75%
July – September	50%
October - December	25%

**RESOLUTION NO. 31-2023**  
**VILLAGE OF BLUFFTON, OHIO**

**A RESOLUTION ESTABLISHING PAY INCREASES TO THE WAGES/SALARIES OF CERTAIN VILLAGE EMPLOYEES OF THE VILLAGE OF BLUFFTON, OHIO, EFFECTIVE AS STATED IN THE ATTACHED EXHIBIT (A), AND ESTABLISHING BENEFIT CHANGES AS STATED IN THE ATTACHED EXHIBIT (B).**

**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 effective immediately upon adoption of this Resolution, the wages and or salaries of Village employees shall be increased as listed herein on Exhibit (A), shall be effective October 29, 2023.

**SECTION 2.** That effective immediately upon adoption of this Resolution, the benefits of Village employees shall be adjusted as listed herein on Exhibit (B), shall be effective January 1, 2024.

**SECTION 3.** That the Village Administrator and Fiscal Officer are hereby directed to make the necessary changes to the Personnel Policy & Procedure Manual as needed.

**SECTION 4.** 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 5.** 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 \_\_\_\_\_, 2023 by the Council of the Village of Bluffton, Ohio by the following vote:

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

Attest:

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

\_\_\_\_\_  
Mayor

Approved as to form:

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

Wage Changes - Exhibit A

Effective for Pay Period Oct. 29-Nov. 11, 2023 (Pay Date 11/17/23)

Full-Time		New
Employee	Position	Rate
Basinger, Jan	Waste Water Operator	\$ 32.58
Lloyd, Bryan	Assistant Administrator	\$ 79,715.00
Jordan, Nathaniel	Collections Operator	\$ 30.36
Phillips, Scott	Water Operator	\$ 32.84
Dailey, Clint	Service	\$ 25.09
Swank, Kyle	Service	\$ 23.87
Fruchey, Logan	Service	\$ 22.51
Nickel, Kevin	Fiscal Officer	\$ 76,473.38
Blackburn, Jesse	Administrator	\$ 83,465.09
Burkholder, Ryan	Chief	\$ 80,717.55
Oglesbee, Mathew	Lieutenant	\$ 76,542.24
Hochstetler, Tyler	Sergeant	\$ 68,190.51
Kill, Brianna	Patrol Officer	\$ 25.62
Hannah, Hope	Patrol Officer	\$ 28.06
Michael, Abigail	Patrol Officer	\$ 28.06
Noble, Skyler	Patrol Officer	\$ 25.62
Rayle, Eric	Patrol Officer	\$ 27.44
Probst, Austin	Patrol Officer	\$ 24.50
New Hire	Patrol Officer	\$ 25.00
Part-Time		
Essinger, Angie	Utility Clerk	\$ 23.34
Hohenbrink, Rhonda	Income Tax Admin	\$ 25.07
Ludwig, Bernie	Cemetery Sexton	\$ 6,194.35
Schroeder, Chris	Seasonal Mower	\$ 15.00
Schroll, Jeff	Seasonal Mower	\$ 15.00
Lichtle, Richard	Seasonal Mower	\$ 16.00
Montgomery, Charles	Patrol Officer	\$ 20.00
Tyzzer, Elliott	Patrol Officer	\$ 20.00
Hartzog, Troy	Patrol Officer	\$ 20.00



# VILLAGE OF BLUFFTON

154 N. MAIN STREET \* P.O. BOX 63 \* BLUFFTON, OHIO 45817-0063  
(419) 358-2066 \* FAX (419) 358-8137

RICHARD JOHNSON, Mayor  
JESSE BLACKBURN, Village Administrator

KEVIN NICKEL, Fiscal Officer  
BRYAN LLOYD, Assistant Administrator

[www.bluffton-ohio.com](http://www.bluffton-ohio.com)

## Proposals for Improved Pay & Benefits – Exhibit B

<b>1. <u>Wage Increase</u></b> - as submitted – Effective for 11/17/23 Pay Date	<b><u>Cost</u></b>
<ul style="list-style-type: none"><li>Recommend approving immediately for PD hiring need.</li><li>Recommend starting this increase for the last 4 pay periods of the year with a COLA increase to be given separately.</li></ul>	Admin/PWD \$ 79,852 P.D. 76,839 <u>\$156,691</u>
<b>2. <u>Vacation</u></b> - ~ \$9,500 total – Effective for 2024 Vacation Accrual	
A. <u>Lateral credit for vacation time granted to eligible employees.</u> <ul style="list-style-type: none"><li>Eligible employees must be recommended by Department Head to Mayor and Personnel Committee for final approval of credit.</li></ul>	\$1,650
B. <u>Pro-rate eligible vacation time upon hire date.</u>	\$0- \$3,000
C. <u>Accelerated vacation accrual.</u>	\$6,063
<b>3. <u>Longevity:</u></b> Increase from \$200, \$300, \$400, \$500 to: \$400, \$600, \$800, \$1,000 <ul style="list-style-type: none"><li>Request for disbursement with 1<sup>st</sup> pay period in December 2024.</li></ul>	\$5,600
<b>4. <u>Federal Holiday Recognition</u></b> – recognize 3 additional Federal Holidays <ul style="list-style-type: none"><li>A survey of 16 local communities shows an average of 10.3 Federal Holidays being recognized. Effective for 2024.</li></ul>	\$3,671
<b>5. <u>Phone Stipend:</u></b> Bring your own technology (BYOT) stipend has not been updated in over 15 years. Current average from online search is around \$40.00 per month. <ul style="list-style-type: none"><li>See attached sheet for recommendation. To be effective January 2024.</li></ul>	\$4,656
<b>6. <u>Weekend Pay Adjustment</u></b> – weekend/holiday pay rate of \$75.00 per day along with 2 hours of comp time has not been adjusted for over 15 years <ul style="list-style-type: none"><li>Recommend raising rate of pay to \$100.00 per day along with the 2 hours of comp time. Effective January 1, 2024.</li></ul>	\$2,775
<b>TOTAL COST OF PROPOSED CHANGES</b>	<b>\$182,893</b>
<b>7. <u>Health Insurance:</u></b> Increase from paying 86.46% to 100% Changes to Health Insurance will be under consideration at the next renewal date (Jan. 1).	\$30,890

**RESOLUTION NO. 32-2023**

**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 2024 COOPERATIVE PARK IMPROVEMENT GRANT PROGRAM AND DECLARING AN EMERGENCY**

**WHEREAS**, the Commissioners of the Johnny Appleseed Metropolitan Park and the Village of Bluffton desire to provide improved and increased recreational opportunities to residents in the areas each organization services; and

**WHEREAS**, It is the intent of the Board of Park Commissioners to make funding available to political subdivisions of the State of Ohio throughout Allen county as enabled by the provisions of Section 1545.14 of the Ohio Revised Code.

**WHEREAS**, an emergency exists in that the timeliness of the approved agreement is necessary for accepting available grant funds.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE JOHNNY APPLESEED METROPOLITAN PARK DISTRICT AND THE COUNCIL OF THE VILLAGE OF BLUFFTON, OHIO.**

**Section 1.** That the Johnny Appleseed Metropolitan Park District and the Village of Bluffton agree to cooperate for the purpose of improving public parklands under the terms and provisions of the Cooperative Park Improvements Grant Program administered by the Board of Park Commissioners for a period of one year and from year to year thereafter, unless terminated by either party upon thirty (30) days written notice to the other party.

**Section 2.** That the Village Administrator, of the Village of Bluffton is authorized to make application for Grant Program funding to the Board of Park Commissioners for the 2024 fiscal year.

**Section 3.** That an emergency exists for the reasons set forth in this resolution

**Section 4.** That it is found and determined that all formal actions of the Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in open meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Passed and adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2023, by the governing board of the Village of Bluffton:

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_

Attest \_\_\_\_\_  
Fiscal Officer Mayor

Approved as to Form: \_\_\_\_\_

Village Solicitor



# VILLAGE OF BLUFFTON

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

## APPLICATION FOR SPECIAL EVENTS

EVENT NAME: <u>Blaze of Lights - Blaze After Lighting</u>	DATE(S) OF EVENT: <u>11/25/2023</u>
APPLICANT: <u>Bluffton Area Chamber of Commerce</u>	CONTACT PERSON: <u>Jim Enneking</u>
APPLICANT'S ADDRESS: <u>154 N. Main Street, PO Box 142</u>	CONTACT'S PHONE: <u>419-369-2985</u>
E-MAIL ADDRESS (OPTIONAL): <u>director@explorebluffton.com</u>	
LOCATION OF EVENT: <u>Vine Street</u>	
TIME(S) FOR EVENT: <u>4:00 PM - 12:00 AM</u>	
DESCRIPTION OF EVENT: <u>Entertainment for the Blaze of Lights including live music, food, and beverages under a heated tent. Alcohol will be served by the Greenhorn under their license.</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: Yes. Vine Street closed from 11/22 at noon til 11/27 at noon for tent setup and removal

SECURITY: Yes NUMBER OF OFFICERS REQUESTED: 2  
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 X NO \_\_\_\_\_ \* Applicant is responsible for obtaining the proper alcohol permit from the Division of Liquor Control prior to the event.

EVENT'S INSURER: US Liability Insurance \* 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>Greenhorn</u>	<u>Food and alcohol</u>
<u>Various others</u>	<u>Food</u>
_____	<u>Music</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: James A. Enneking DATE: 10/18/2023

**APPROVED**

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



# VILLAGE OF BLUFFTON

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

## APPLICATION FOR SPECIAL EVENTS

EVENT NAME: <u>Blaze of Lights</u>	DATE(S) OF EVENT: <u>11/25/2023</u>
APPLICANT: <u>Bluffton Area Chamber of Commerce</u>	CONTACT PERSON: <u>Jim Enneking</u>
APPLICANT'S ADDRESS: <u>154 N. Main Street, PO Box 142</u>	CONTACT'S PHONE: <u>419-369-2985</u>
E-MAIL ADDRESS (OPTIONAL): <u>director@explorebluffton.com</u>	
LOCATION OF EVENT: <u>Main Street</u>	
TIME(S) FOR EVENT: <u>4:00 PM - 12:00 AM</u>	
DESCRIPTION OF EVENT: <u>Close Main Street for the Blaze of Lights celebration following the parade</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: Yes. Main Street from Elm Street to College Ave. (Main to Cherry from 4:00 PM - 5:00 PM and from 9:00 PM - 12:00 AM)

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: US Liability Insurance \* 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: *James A. Enneking* DATE: 10/18/2023

<b>APPROVED</b>
MAYOR'S SIGNATURE: _____ DATE: _____