

Village of Bluffton Council Meeting Agenda

February 09, 2026 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, January 26, 2026.

Bills

Public Comment:

Committee Reports

Parks & Recreation: 02/03
Streets, Alleys, Lights & Sidewalks: 02/03

Boards & Commissions

Pedestrian Pathway Board: 12/04
Joint Water Advisory Board: 02/04
Blanchard River Watershed Partnership Update

LEGISLATION

RESOLUTION NO. 04-2026

1st Reading

A RESOLUTION ESTABLISHING POSITIONS AND WAGES FOR SWIMMING POOL STAFF AND RATES FOR 2026.

Village Administration Report:

Mayor:

Safety Services Reports:

-EMS- -Fire Dept.- -Police Dept.-

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

- Council Meeting – Monday, February 9th at 7:00 pm
- Parks & Recreation Committee Meeting – Tuesday, Feb 10th at 5:15 pm
- Streets, Alleys, Lights & Sidewalks & ONU Capstone Traffic & Streetscape – Tuesday, Feb. 10th at 7:00 pm
- ONU Capstone – Flood Resilience & Nutrient Reduction – Wednesday, Feb. 11th at 5:30 pm
- Council Meeting – Monday, February 23rd at 7:00 pm

Public Comment

Adjournment – Motion and Second

Village of Bluffton – Regular meeting January 26, 2026, at 7:00 p.m.

Mayor Johnson presiding. Downey, Hill, Sehlhorst, Stahl, and Talavinia present.

Mayor Johnson administered the Oath of Office to newly appointed Council member Robert Benjamin Hill.

Sehlhorst motioned, seconded by Stahl, to approve the minutes from the regular council meeting held on January 12, 2026. Roll Call: Yes (5) Downey, Hill, Sehlhorst, Stahl, and Talavinia. No (0), Abstain (0), motion approved.

Talavinia motioned, seconded by Hill, to approve the bills as presented. Roll Call: Yes (5) Downey, Hill, Sehlhorst, Stahl, and Talavinia. No (0), Abstain (0), motion approved.

The Fiscal Officer gave the following readings:

3rd Reading:

Resolution 33-2025 – A Resolution authorizing the Mayor and Village Administrator to enter into a contract with Rumpke Waste and Recycling Services for the collection of solid waste and recycling within the Village of Bluffton, Ohio. Downey motioned to approve the resolution, seconded by Sehlhorst. Roll Call: Yes (5) Downey, Hill, Sehlhorst, Stahl, and Talavinia. No (0), Abstain (0), motion approved.

Fiscal Officer, Kevin Nickel, informed Council that he was recently notified that First National Bank would no longer be matching the STAR Ohio interest rate on the Village investment account. A motion was requested to move all but \$20,000 from the First National account to STAR Ohio. The total to be moved will be around \$1,910,000. The balance will remain in the First National account to keep the account active should the interest rate once again be matched in the future.

Talavinia motioned, seconded by Hill, to approve the transfer of the First National Bank investment account to STAR Ohio, leaving \$20,000 in the account to keep it open and active. Roll Call: Yes (5) Downey, Hill, Sehlhorst, Stahl, and Talavinia. No (0), Abstain (0), motion approved.

Stahl motioned, seconded by Sehlhorst, to approve the Bluffton High School special event request to close College Ave. on May 11, 2026 for Senior Street Painting. College Ave. from Main St. to Jackson St. will be closed on May 11, 2026 from 6:00 – 8:00 p.m. Roll Call: Yes (5) Downey, Hill, Sehlhorst, Stahl, and Talavinia. No (0), Abstain (0), motion approved.

Talavinia motioned to adjourn the meeting.

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

Parks & Recreation Committee on Tuesday, February 3 at 5:00 p.m.

Joint Water Advisory Board on Wednesday, February 4 at 6:30 p.m. at Ottawa Municipal Building.

Pedestrian Pathway Board on Thursday, February 5 at noon.

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

MAYOR

FISCAL OFFICER

VILLAGE OF BLUFFTON
VOUCHER REPORT 2/9/2026

VENDOR	AMOUNT	DEPARTMENT	DESCRIPTION
AIM MEDIA MIDWEST	856.86	Administrative	ADVERTISING
ALL SERVICE AERATION, INC.	482.50	Multiple	PORTABLE TOILETS
ALLOWAY TESTING	50.00	Multiple	TESTING
AMERICAN ELECTRIC POWER	1,356.46	Multiple	ELECTRICITY
APPLIED SPECIALITES, INC	4,554.00	Sewer	POLYMER
BASINGER PLUMBING & HEATING LLC	303.48	Land & Buildings	SHOP HEATER REPAIR
BLUFFTON AUTO REPAIR CENTER, LLC	69.99	Police	CRUISER MAINTENANCE #595
BLUFFTON AUTO REPAIR CENTER, LLC	69.99	Police	CRUISER MAINTENANCE #597
BLUFFTON AUTO REPAIR CENTER, LLC	49.99	Police	CRUISER MAINTENANCE #594
BLUFFTON AUTO REPAIR CENTER, LLC	49.99	Police	CRUISER MAINTENANCE #599
BLUFFTON FLYING SERVICE	5,000.00	Airport	AIRPORT MANAGEMENT
BLUFFTON STONE CO.	161.98	Multiple	STONE
BOBCAT COMPANY	41.88	Street	MINI EXCAVATOR REPAIR
BRIANNA KILL	181.65	Police	BOOTS
CHARTER COMMUNICATIONS	170.00	Multiple	INTERNET
CHARTER COMMUNICATIONS	50.40	Administrative	INTERNET
CHARTER COMMUNICATIONS	170.00	Administrative	INTERNET
CHARTER COMMUNICATIONS	170.00	Multiple	INTERNET
CHOICE ONE ENGINEERING	920.00	Multiple	GENERAL ENGINEERING
CHOICE ONE ENGINEERING	467.50	Street	SR 103 INTERSECTION IMPROVEMENTS
CHOICE ONE ENGINEERING	2,940.00	Street	SR 103 SPEED STUDY
CINTAS	99.04	Administrative	UNIFORMS
CINTAS	99.04	Administrative	UNIFORMS
CITIZEN'S NATIONAL BANK	98.00	Police	FLOWERS - TYZZER
CITIZEN'S NATIONAL BANK	60.00	Police	NACOP ANNUAL DUES
CITIZEN'S NATIONAL BANK	12.85	Police	POSTAGE
CITIZEN'S NATIONAL BANK	195.00	Administrative	STAMPS
CITIZEN'S NATIONAL BANK	55.11	Police	TRAINING
CITIZEN'S NATIONAL BANK	34.93	Police	TRAINING
CITIZEN'S NATIONAL BANK	103.63	Police	UPS BACK UP DEVICES
COMPASS MINERALS	3,128.63	Street	ROAD SALT
CONNECT PARENT CORPORATION	240.59	Administrative	PHONES
COUNTY ELECTRIC LLC	702.97	Land & Buildings	3RD FLOOR DISPLAY LIGHTS
DEGEN EXCAVATING CO., INC.	975.51	Sewer	EMERGENCY JETTING & CLEANING
ENBRIDGE GAS OHIO	1,847.11	Multiple	NATURAL GAS
ESRI	807.00	Multiple	LICENSE
FAMILY HARDWARE DO IT BEST	562.24	Multiple	SUPPLIES
GLOBAL ELECTRIC, INC	3,188.11	Sewer	SR 103 LIFT STATION REPAIR
HANCOCK CLEANING, LLC.	656.00	Land & Buildings	TOWN HALL CLEANING
HANCOCK COUNTY TREASURER	8,304.80	Administrative	2026 REAL ESTATE TAXES
HAWTHORNE-SEVING, INC.	135.85	Street	FABRICATING METAL
HOHENBRINK EXCAVATING	58,501.29	Street	SR103 ROUNDABOUT
HOPE HANNAH	192.07	Police	BOOTS
KENT KARHOFF	800.00	Cemetery	BURIALS & FOUNDATIONS
LEGACY FARMER COOP	1,658.85	Multiple	FUEL
LEXIS NEXIS RISK DATA MANAGEMENT INC.	50.00	Administrative	ADDRESS SEARCHES
LIMA ALLEN CO. REGIONAL PLAN.	1,586.80	Administrative	ANNUAL MEMBERSHIP
MARATHON FLEET SERVICES	1,255.18	Multiple	FUEL
NEW HORIZON COMMUNICATIONS	565.75	Administrative	PHONES

NORTHWEST AG LIMITED	1,250.00	Capital Improvements	ATTACHMENT FOR MINI EXCAVATOR
NORTHWEST OHIO MAYORS & MANAGERS ASSN	200.00	Administrative	MEMBERSHIP DUES
NORTHWESTERN OHIO SECURITY SYSTEMS	208.00	Land & Buildings	MONITORING
OHIO EMS CHIEFS ASSOCIATION	300.00	Rescue	ANNUAL MEMBERSHIP
OHIO MUNICIPAL LEAGUE	125.00	Administrative	L. GORDON-HANCOCK TRAINING
OHIO UTILITIES PROTECTION SERVICE	4.00	Administrative	MANUAL CALLOUTS
PENNCARE 30	185.00	Rescue	OPERATING SUPPLIES
PERRY CORPORATION	164.97	Administrative	IT CONTRACT
PROBST, GREG	1,260.00	Cemetery	CEMETERY RECORDS VERIFICATION
PROMO HITS	87.98	Administrative	COUNCIL RECOGNITION
RHODES STATE COLLEGE	6,803.00	Rescue	TRAINING
RUSH TRUCK CENTER	3,759.80	Fire	FUEL SYSTEM REPAIR #106
RYAN BURKHOLDER	142.97	Police	TRAVEL REIMBURSEMENT
SITE INDUSTRIES, LLC	3,655.00	Cemetery	CEMSITES ANNUAL LICENSE
STAPLES BUSINESS ADVANTAGE	1,090.89	Multiple	SUPPLIES
STAPLES BUSINESS ADVANTAGE	40.22	Multiple	SUPPLIES
SUPERIOR UNIFORM SALES, INC.	1,955.75	Police	UNIFORMS
THE EMBLEM AUTHORITY	1,946.00	Police	UNIFORM PATCHES
USA BLUE BOOK	1,807.80	Pool	VALVES & GASKETS
VANCE'S OUTDOOR INC.	1,812.75	Police	AMMO & SUPPLIES
VERIZON WIRELESS	130.41	Multiple	CELL PHONES
VETTER LUMBER CO.	77.97	Multiple	SUPPLIES
ZOLL MEDICAL CORP.	25,612.06	Capital Improvements	CARDIAC MONITOR
INCOME TAX REFUNDS	291.00	Administrative	INCOME TAX REFUNDS
	156,943.59		

JANUARY MONTHLY	2,002.44
MEDICARE	29.01
OPERS	223.70
FICA	25.09

JANUARY FIRE & EMS	8,848.91
MEDICARE	128.29
OPERS	904.14
FICA	140.79

BIWEEKLY PAYROLL 2/6/26	83,152.82
MEDICARE	1,151.69
OPERS	7,539.01
OP&F	5,714.05

Council Signature : _____

Date: _____

Parks & Rec - Minutes

Village of Bluffton

Town Hall

February 3rd, 2025

Present: Council - Ben Stahl, Tom Downey, Rich Johnson

Admin - Jesse Blackburn

Start: 5:15 End: 6:00

Topics: Village Pool Resolution

Minutes:

- Ohio minimum wage increased 30 cents, from \$10.70 to \$11, at the beginning of the year. The committee agreed to increase all wages for pool employees by 30 cents.
- While we are hesitant to increase daily pass or season rates, the increased wage costs and strong demand lead us to increase pool rentals, deposits, and private lessons by \$25 (to \$375, \$75, and \$125, respectively). On rental deposits, we discussed reworking the language to make it clear that the deposit could be refunded if the cancellation is initiated by the pool and not the renter.
- Lifeguard certification re-imbursement has been steady at \$150, payable at the end of the year, and the administration and pool management are going to confirm that the amount is still roughly in line with half the cost of certification.
- Administration mentioned that the pool management is interested in increasing the "snack bar" options for pool patrons this year and there is work on-going in that area.

Ben Stahl

Tom Downey

2026, Feb 3 Streets Meeting

Start: 6 PM End: 7:20 PM

Present: Joe Sehlhorst, Liz Gordon-Hancock, Admin. Jesse Blackburn, Mayor Rich Johnson; Council: Tom Downey

Topic: Review of ONU Engineering Students Capstone Presentation: Bluffton: Traffic & Streetscape improvements

Reviewed Capstone Presentation to offer constructive feedback as the ONU Engineering Capstone prepares for their next presentation on Tuesday, February 10th.

Suggestions include:

- Number your slides.

N. Jackson St. (Front of Elementary and Middle School)

- Is there a way to just "limit" school side parking rather than removing school side parking?
- Vehicle Data to also include "Pick Up" not just "Drop Off."
- Adding additional lane or "Street Widening" for drop off/pickup seems most challenging.
- Expand more on "Protected Crosswalks, Parking Limits and Restrictions, and Pedestrian Safety."
- Information about speed tables.
- How would street widen look?
- Campus feel look.
- Request Traffic Simulation

Vine St.

- Cost of moveable crash barriers aka bollards?
- Pros and Cons of full closure vs. partial closure. Emphasis on such changes could affect surrounding businesses, parking, and flow of downtown traffic.
- Third Alternative Requested.
 - o Suggestion full or partial closure on Vine St. from Main St. to the alley and parking and traffic flow suggestions from alley to Jackson St.
- Parking Study
- Traffic Study

Main St. & College Ave. Intersection

- Currently, data and reports from ODOT do not support the need for a traffic signal.
- Committee discussion identified improvement to relocate signal crossing button.
- Committee seeking other suggested improvements.

From Aug. 26, 2025, Streets Meeting Minutes

Topic: Collaboration w/ ONU Engineering Students

As mentioned in the Administrators report at previous council meeting, Bluffton was approached this past Fall about an opportunity to participate in a capstone project with the ONU Engineering Department.

Professor Fan Ye and four Senior ONU Engineering Students and the Village discussed potential Capstone project topics.

1. **Downtown and School Mobility and Safety Study:** This project would include a parking study, a traffic impact analysis related to the Vine Street closure, and an assessment of street lighting along Main Street.
2. **School Area Improvements:** This project would focus on enhancing the school area, with elements like safe school routes, a traffic study of intersections such as Main Street and College Avenue, and ways to make the school zone safer, student-friendly, and enjoyable.
3. **Pathway Development and SR103 Safety Improvement:** This project would involve a detailed pathway development study, including an exploration of alternative pathways beyond the one proposed by Choice One, as well as safety enhancements along SR103.

After much discussion, the ONU engineering students led by Professor Fan Ye will be focusing their efforts on one. Downtown and School Mobility and Safety Study and two. School Area Improvements. The four ONU students will be spending their entire senior year working on this capstone project.

Meeting: Bike and Pedestrian Pathway Board

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

Members Present: Mitch Kingsley, Phill Talavinia, Dave Smith, Greg Denecker, Jenny Pilarowski

Village Liaison Present: Jesse Blackburn, Administrator; Ben Stahl

Guest: Sarah Misiakiewicz, Allen Co. Health Department

Agenda: Sidewalk ordinance, Riley Street path

Minutes of the November 6, 2025 meeting were approved.

A Certificate of Appreciation was presented to The Bluffton Bike and Pedestrian Pathway Board at a meeting of the Allen County Bike and Pedestrian Task Force meeting in recognition that Bluffton is 4th in the state of Ohio and 35th in the Nation as a bike friendly community.

- Sidewalk ordinance – Ben pointed out that there is a law from the Ohio Revised Code that states you can ride a bike on the sidewalk but not if it is an e-bike with the motor engaged. We discussed creating a “Dismount Area” in high risk areas such as Main Street sidewalks along the retail district. There would need to be signage as well as public education to develop compliance. We agreed that a public hearing would allow input and engagement around this idea. More planning to come in subsequent meetings.
- Riley Street path – Jesse has received some engineer estimates of various options for pedestrian passage in the Bentley to Spring corridor. He is suggesting we consider between these options: A) a 6’ sidewalk from Bentley to Spring Street on the south and west side of Riley Street; or B) a path on the north and east side of Riley along with reducing the driving lanes to 10’ in each direction. More discussion to follow!

Next Meeting: February 5, 2026, Noon, 3rd Floor, Town Hall

Meeting adjourned at 1:20pm

Respectfully submitted,

Jenny Pilarowski

Joint Water Advisory Board

Agenda for Meeting

February 4, 2026

1. Elect Chairman of the Board
2. Call the meeting to order at 7:30 p.m. at Village of Ottawa Municipal Building, 136 N. Oak Street Ottawa, OH (2nd Floor)
3. Elect Vice Chairman of the Board
4. Confirm Board Representatives from each Municipality

<u>Village of Bluffton</u> Mayor Richard Johnson Dave Steiner, Council Member <u>Village of Miller City</u> Mayor Jim Erford	<u>Village of Glandorf</u> Mayor Dave Dalrymple Chris Recker, Board of Public Affairs <u>Village of Ottawa</u> Mayor Dean Meyer Chad Brinkman, Council Member
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6. Approval of minutes from the January 29, 2024 meeting
7. Items for discussion:
 - a. Village of Ottawa – Water Treatment Plant Improvements Project Update
8. New business from floor
9. Set next meeting date & location
10. Motion to adjourn

Blanchard River Watershed Partnership News

Hello BRWP Members,

We are absolutely thrilled to share some incredible news! 🌿

The Blanchard River Watershed Partnership, in collaboration with the City of Findlay, has been awarded **\$150,000 in grant funding** for the **Urban Prairie Project**—a major win for our watershed and our community.

On January 31, the U.S. Conference of Mayors and the American Beverage Foundation for a Healthy America announced the winners of the **2026 Healthy and Sustainable Communities Awards**. Out of cities across the nation, **Findlay was selected as the FIRST-PLACE Small City Award winner**, joining only two other recipients:

- **Findlay, OH** – \$150,000 Small City Award
- **Spokane, WA** – \$150,000 Medium City Award
- **Portland, OR** – \$150,000 Large City Award

Findlay's **Urban Prairie Pilot Project – A Model for Sustainability** will transform flood-damaged, city-owned turfgrass in the Blanchard River floodplain into a vibrant **five-acre native prairie**. The project will feature walking trails, trees, educational elements, and long-term ecological management—made possible through partnerships with **Wild Toledo** and **BRWP**.

This innovative project will:

- Improve stormwater infiltration and water quality
- Reduce flooding and erosion
- Cut maintenance costs by an estimated **80–90%**
- Increase biodiversity and wildlife habitat
- Provide accessible green space and hands-on environmental education
- Serve as a **replicable model** for prairie conversion on flood mitigation lands

This national recognition highlights what we can achieve together through collaboration, vision, and commitment to a healthier watershed. Thank you for being part of the BRWP community and for supporting work that truly makes a difference.

We can't wait to share more as this exciting project takes shape!

With gratitude and excitement,

Jane McCleary
BRWP Board President

RESOLUTION NO. 04-2026

A RESOLUTION ESTABLISHING POSITIONS AND WAGES FOR SWIMMING POOL STAFF AND RATES FOR 2026.

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

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

A. Pool Manager	\$15.30 per hour
B. Assistant Manager	\$12.80 per hour
C. Lifeguards	\$11.30 per hour
D. Slide Attendant	\$11.00 per hour

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

Section 2: That the following fees are established for use during the 2026 season, and that all memberships shall be paid in full before they can be used.

A. Daily Admission		\$4.00
B. Family Season Pass (2 adults/3 children)	(resident)	\$160.00
	(Non-resident)	\$200.00
C. Additional Children Each		\$25.00
D. Single Season Pass	(resident)	\$80.00
	(Non-resident)	\$100.00
E. Senior Single Season Pass	(resident)	\$50.00
	(Non-resident)	\$75.00
F. Ten-Visit Pass		\$35.00
G. Pool Rental-2 hours		\$375.00
*a \$75.00 deposit required at time of reservation, refundable only in cases of weather-related pool closure.		
H. Swim Lessons (Season Pass Holder)		\$40.00
I. Swim Lessons (Non-Season Pass Holder)		\$50.00
J. Swim Lessons-Private		\$125.00
K. Fulltime Village Employees, members of Bluffton Safety Services (PD, FD, EMS) & Immediate families		Free

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

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

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

Passed and adopted this ____ day of _____, 2026 by the governing body of the Village of Bluffton, Ohio by the following vote:

Ayes: _____ Nays: _____ Abstain: _____

Attest:

Fiscal Officer

Mayor

Approved as to form:

Village Solicitor

Village of Bluffton

Administration Report

To: Mayor Johnson & Council Members

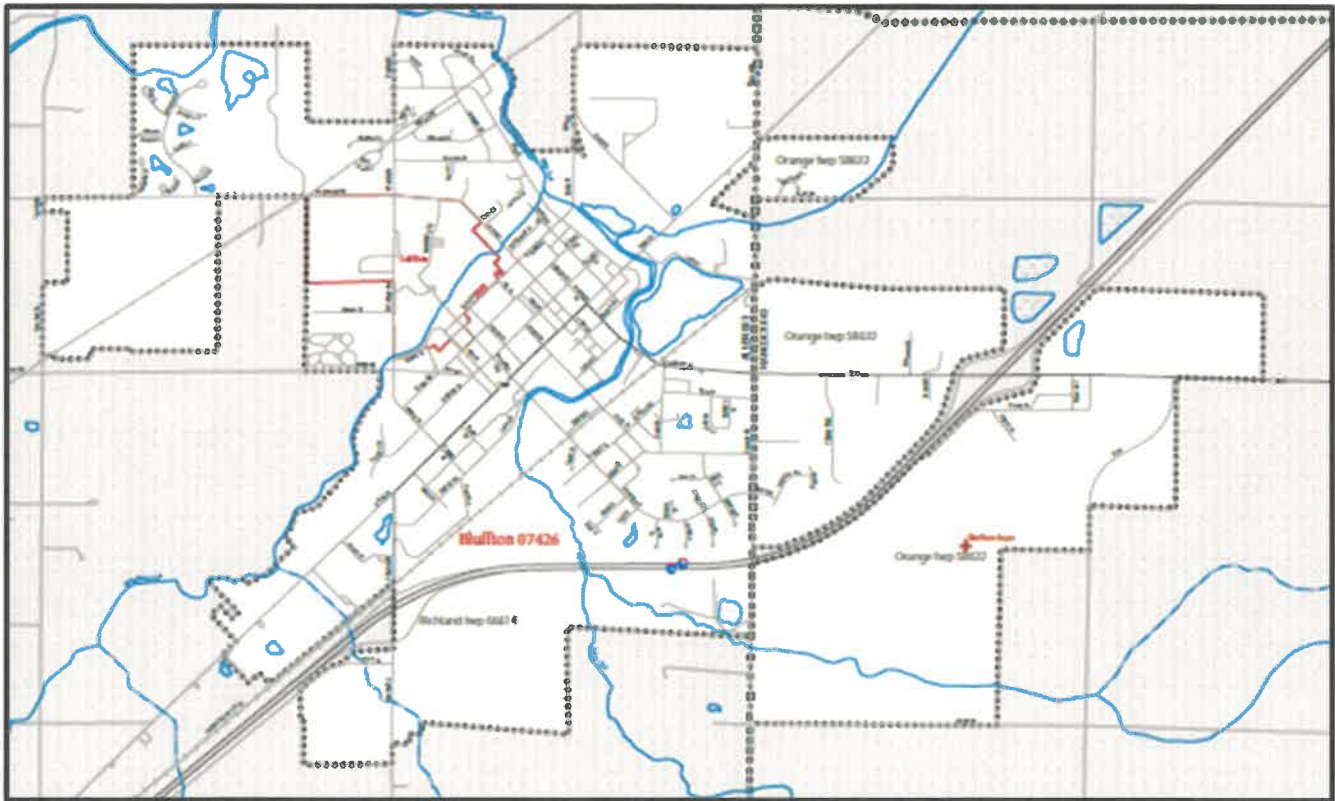


02-09-26

S.R. 103 Roundabout: Payment Application #1 was approved

\$76,975.38 was submitted for payment.

- 60% will be reimbursed by Ohio Department of Development
- 16% will be reimbursed by ODOT Office of Jobs & Commerce
-
- Remaining 24% was borrowed through OPW



Upcoming Meetings:

- Feb 10th 5:15 pm - Parks & Recreation Committee – Legacy Park
7:00 pm - Streets & Alleys Committee: ONU Capstone Team meeting
- Feb 11th 5:30 pm - ONU Capstone – Flood resilience & Nutrient Reduction – Utilities
- Feb 17th 5:30 pm – Utilities *suggested time & date

Dates TBD: Personnel,

Mayor Johnson – Special Events Permits



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>Ash Wednesday "Ashes to Go"</u>	DATE(S) OF EVENT: <u>Feb. 18th 2026</u>
APPLICANT: <u>BAMA</u>	CONTACT PERSON: <u>Pastor Rob Allen</u>
APPLICANT'S ADDRESS: _____	CONTACT'S PHONE: <u>419-233-1585</u>
E-MAIL ADDRESS (OPTIONAL): <u>regjr2012@gmail.com</u>	
LOCATION OF EVENT: <u>Cherry St. (Between Twisted Whisk & Presbyterian church)</u>	
TIME(S) FOR EVENT: <u>7-9 AM.</u>	
DESCRIPTION OF EVENT: <u>a drive-thru dispensing of Ashes will be available</u>	

SERVICES REQUESTED FROM VILLAGE:

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: <u>Cones to block off 3 parking spots on North side of Cherry St.</u>	
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: _____

Applicant must provide MAP of plans and any other information required.

ALCOHOL SERVED: YES _____ NO ☒	* Applicant is responsible for obtaining the proper alcohol permit from the Division of Liquor Control prior to the event.
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EVENT'S INSURER: _____ * Village must be listed as Additional Insured

ATTACH CERTIFICATE OF INSURANCE TO APPLICATION

PLEASE LIST VENDORS, SERVICES, CONTRACTORS, ETC. INVOLVED WITH EVENT:	
NAME OF VENDOR	TYPE OF SERVICE PROVIDED
<u>Just Pastors from Bluffton</u>	_____
<u>Area Ministerial Association</u>	_____
<u>BAMA</u>	_____
_____	_____
_____	_____
_____	_____

* FOOD VENDORS ARE RESPONSIBLE FOR OBTAINING ANY NECESSARY HEALTH DEPARTMENT PERMITS

I understand that the granting of this permit for the special event creates no agreement or guarantee, express or implied, to any person or entity for any liability whatsoever connected with this special event. Any liability is the sole responsibility of the person or organization responsible for the special event. By signing this application, I acknowledge that all statements made herein are true and correct and that I have the authority to bind the organization that I represent.

APPLICANT'S SIGNATURE: [Signature] DATE: 1-30-26

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>Good Friday Cross Walk</u>	DATE(S) OF EVENT: <u>4-3-26</u>
APPLICANT: <u>BAMA</u>	CONTACT PERSON: <u>Pastor Rob Glenn</u>
APPLICANT'S ADDRESS: _____	CONTACT'S PHONE: <u>419-233-1585</u>
E-MAIL ADDRESS (OPTIONAL): _____	
LOCATION OF EVENT: <u>need escort down main st.</u>	
TIME(S) FOR EVENT: <u>11:30 - 12:30</u>	
DESCRIPTION OF EVENT: <u>AM Our annual carrying of the cross from church to church thru the village</u>	

SERVICES REQUESTED FROM VILLAGE:

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: Main St. closed for walk
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: _____

Applicant must provide MAP of plans and any other information required.

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

EVENT'S INSURER: _____ * Village must be listed as Additional Insured

ATTACH CERTIFICATE OF INSURANCE TO APPLICATION

PLEASE LIST VENDORS, SERVICES, CONTRACTORS, ETC. INVOLVED WITH EVENT:	
NAME OF VENDOR	TYPE OF SERVICE PROVIDED
<u>Lcd by BAMA pastors</u>	_____
<u>- approx 200 people attend</u>	_____
_____	_____
_____	_____
_____	_____

* FOOD VENDORS ARE RESPONSIBLE FOR OBTAINING ANY NECESSARY HEALTH DEPARTMENT PERMITS

I understand that the granting of this permit for the special event creates no agreement or guarantee, express or implied, to any person or entity for any liability whatsoever connected with this special event. Any liability is the sole responsibility of the person or organization responsible for the special event. By signing this application, I acknowledge that all statements made herein are true and correct and that I have the authority to bind the organization that I represent.

APPLICANT'S SIGNATURE: [Signature] DATE: 1-30-26

APPROVED

MAYOR'S SIGNATURE: _____ DATE: _____



Date: February 2, 2026

To: Mayor Johnson and Council

From: Chief Ryan M. Burkholder

Reference: Police Department Monthly Report

POLICE ACTIVITY SUMMARY

January 2026

Police Calls for Service- 690

Police Chief Calls for Service- 101

Traffic Stops - 25

CRIMINAL COMPLAINTS

Miscellaneous	-	2
Theft	-	1
Total	-	3



Incident Breakdown By Month Report

Print Date/Time: 02/03/2026 08:05
Login ID: rburkholder
Year: 2026

Bluffton Police Department
ORI Number: OH0020100
Incident Type: All

Incident Type	January		February		March		April		May		June		July		August		September		October		November		December		Yearly Totals
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
Accident Property	9	90.0	1	10.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	10
Administrative	157	99.4	1	0.6	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	158
Aiding Other	13	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	13
Alarm	3	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Animal Complaint	1	50.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Assist Police	4	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4
Civil Complaint	2	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Deceased	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Fight Complaint	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Follow Up	3	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	3
Hit Skip	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
House/Building	353	91.7	32	8.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	385
Investigate Vehicle	23	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	23
Lock Out	6	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	6
Mentally Ill Person	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Miscellaneous	35	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	35
Missing Adult	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Missing Juvenile	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Motorist Assist	4	80.0	1	20.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	5
Paper Service	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Pedestrian Stop	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Prisoner Escort	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Suspicious Person	4	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4
Theft	2	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Traffic Stop	24	96.0	1	4.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	25
Warrant Service	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1



Incident Breakdown By Month Report

Print Date/Time: 02/03/2026 08:05

Login ID: rburkholder

Year: 2026

Bluffton Police Department

ORI Number: OH0020100

Incident Type: All

Total:	653	94.6	37	5.4	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	690
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Officer Ticket Statistics

Print Date/Time: 02/02/2026 16:54
Login ID: rburkholder
Statute: All

From Date: 01/01/2026
To Date: 01/31/2026
Ticket Type: All

Bluffton Police Department
ORI Number: OH0020100
Badge Number: All

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
22 Probst													
Warning													
4503.11A Expired License Plates	2	0	0	0	0	0	0	0	0	0	0	0	2
4511.21B1a Speed - 20 MPH (School Zone)	1	0	0	0	0	0	0	0	0	0	0	0	1
4511.21B2 Speed 25 MPH	3	0	0	0	0	0	0	0	0	0	0	0	3
4511.43A Failure to Yield - Stop Sign	2	0	0	0	0	0	0	0	0	0	0	0	2
4513.071A 2 BRAKE LIGHTS REQ/ 1 ON MOTORCYCLE	1	0	0	0	0	0	0	0	0	0	0	0	1
Warning Totals	9	0	0	0	0	0	0	0	0	0	0	0	9
Traffic													
4503.11A Expired License Plates	1	0	0	0	0	0	0	0	0	0	0	0	1
4510.12A1 No Drivers License (NO OL)	1	0	0	0	0	0	0	0	0	0	0	0	1
4511.21B2 Speed 25 MPH	1	0	0	0	0	0	0	0	0	0	0	0	1
Traffic Totals	3	0	0	0	0	0	0	0	0	0	0	0	3
22 Probst Totals	12	0	0	0	0	0	0	0	0	0	0	0	12
27 Rayle													
Warning													
4503.11A Expired License Plates	1	0	0	0	0	0	0	0	0	0	0	0	1
4511.21B1a Speed - 20 MPH (School Zone)	1	0	0	0	0	0	0	0	0	0	0	0	1
4511.21B3 Speed 35 MPH	1	0	0	0	0	0	0	0	0	0	0	0	1
4513.241C WINDOW TINT	2	0	0	0	0	0	0	0	0	0	0	0	2
Warning Totals	5	0	0	0	0	0	0	0	0	0	0	0	5
Traffic													
4511.21B3 Speed 35 MPH	1	0	0	0	0	0	0	0	0	0	0	0	1
4513.241C WINDOW TINT	1	0	0	0	0	0	0	0	0	0	0	0	1
Traffic Totals	2	0	0	0	0	0	0	0	0	0	0	0	2
27 Rayle Totals	7	0	0	0	0	0	0	0	0	0	0	0	7
Totals	19	0	0	0	0	0	0	0	0	0	0	0	19

 AUTISM AND DISABILITY
ADVOCACY TEAM LLC

IMPORTANT MOTOR VEHICLE PAPERS

• DRIVERS LICENSE (COPY)	• VEHICLE INSURANCE CARD
• VEHICLE REGISTRATION	• EMERGENCY INFO

POLICE OFFICER:

• Driver may exhibit signs of anxiety due to bright lights and noises (siren, your radio)	• Allow driver extra time to respond, may need extra time to formulate a response
• Driver may display repetitive body movements or fidgeting (stimming)	• Driver may exhibit unusual speech patterns
• Driver may have unusual or no eye contact	• If driver becomes upset, contact the person listed on emergency contact card in envelope
• Driver may not be able to answer questions or follow instructions	• Clearly tell driver when the stop is over and they can leave

EMERGENCY CONTACT INFORMATION:

Name/Relationship:	
Phone:	
Address:	
Secondary Diagnosis:	Yes / No
Neurogenic:	Yes / No

DRIVER IS ON THE AUTISM SPECTRUM

☐ DRIVER IS VERBAL
 ☐ DRIVER IS NONVERBAL

"BLUE ENVELOPE" IMPORTANT MOTOR VEHICLE PAPERS

Keep your hands on the steering wheel until otherwise directed, even if the officer is not at your car.

The officer may shine a flashlight in your car, may have a radio, and may have flashing lights on their car.

When the officer gets to your car let them know you have a blue envelope, answer the officer's questions, and ask the officer before moving any parts of your body.

POLICE OFFICER SPECTRUM AWARENESS GUIDE ON BACK OF ENVELOPE

Blue Envelope provided by: Autism and Disability Advocacy Team, LLC
autismadocacyteam@gmail.com

The Blue Envelope Program

The Blue Envelope initiative represents a collaborative effort aimed at fostering a safer and more understanding environment for drivers with autism spectrum disorder during traffic stops. It involves a specially designed envelope that holds a driver's essential documents—license, registration, emergency contact information and proof of insurance. The envelope features communication guidelines on its exterior, specifically tailored to assist law enforcement officers in their approach when interacting with a driver who has autism.

OBJECTIVES:

- ***Enhancing Understanding:*** By providing officers with immediate, accessible information about autism, the Blue Envelope aims to promote empathy and patience, leading to more positive interactions.
- ***Reducing Anxiety:*** Traffic stops can be particularly stressful for individuals with autism. The Blue Envelope serves as a visual cue that helps officers adjust their communication style, thereby reducing anxiety for the driver.
- ***Streamlining Communication:*** The guidelines on the envelope offer practical tips for officers, making it easier for them to communicate effectively with individuals with autism.
- ***Encouraging Preparedness:*** For individuals with autism and their families, the Blue Envelope is a tool that encourages preparedness. By keeping their important documents in the envelope and understanding how to present it during a stop, drivers can feel more confident and secure.

Preparing Your Envelope

Once you have your Blue Envelope, the next step is to prepare it properly to ensure it serves its intended purpose during a traffic stop.

1. **Gather Your Documents:** Collect your copy of your current driver's license, vehicle registration, and proof of insurance, and you may add an index card for additional information you'd like the officer to know.
2. **Place Documents Inside:** Insert these documents into the Blue Envelope. The envelope's design ensures that your documents are secure yet easily retrievable.
3. **Consider Attaching to Your Sun Visor or Ensuring Accessibility:** For ease of access, consider attaching the Blue Envelope to the sun visor on the driver's side of your vehicle or any other easily accessible and visible location. This placement ensures that the envelope is readily available should you need to present your documents quickly. The envelope is designed to be easily noticed by law enforcement, signaling them to adjust their communication approach.
4. **Inform Family Members:** If you share your vehicle with family or friends, inform them about the Blue Envelope and its purpose. This is crucial for ensuring that anyone driving your vehicle knows where the documents are and understands the importance of the envelope.
5. **Regularly Update Your Documents:** Make sure to replace any documents in the Blue Envelope with their current versions. Keeping your information up-to-date is essential for avoiding any complications during a traffic stop.

Remember, the Blue Envelope is more than just a holder for your documents; it's a communication tool designed to bridge the gap between drivers on the Autism spectrum and law enforcement.

Tips for a Safe Traffic Stop For Drivers on the Autism Spectrum:

1. **Stay Calm:** Try to remain as calm as possible. Deep breathing can help manage stress levels.
2. **Use Your Blue Envelope:** When the officer approaches your car, say "I have a Blue Envelope". Keep your Blue Envelope in an easily accessible, visible place like the sun visor. If the officer is unaware of the purpose of the Blue Envelope, politely request that they read it.
3. **Follow Instructions:** Listen to the officer's instructions and try to follow them as best as possible. If you don't understand something, asking for clarification is okay.
4. **Waiting:** When the officer needs to return to their cruiser, you will need to wait in your car for them until they come back. When the officer comes back, they will explain the end of the stop and tell you when to leave. Please note, a traffic stop may end with a traffic citation or a traffic warning.
5. **Safety First:** Always keep your hands visible and avoid making sudden movements
6. **Hand Placement:** Keep your hands on the steering wheel until otherwise directed, even if the officer is not at your car.
7. **Flashing Lights and Noise:** Remember that the officer may shine a flashlight in your car, may have a radio, and may have flashing lights on their car.
8. **Calling Contact:** In a situation where you feel overwhelmed or unable to communicate clearly, you can request the officer to contact your designated emergency contact on your envelope.

For Law Enforcement Officers:

1. **Recognize the Blue Envelope:** The Blue Envelope signals that the driver is on the autism spectrum. Note the communication tips provided on the envelope.
2. **Exercise Patience**
3. **Clear Communication:** Use simple, direct language and give one instruction at a time.
4. **Be Observant:** Pay attention to non-verbal cues indicating the driver is feeling overwhelmed or stressed. Individuals on the autism spectrum may display repetitive body movements or fidgeting and have unusual eye contact.

Frequently Asked Questions (FAQ)

Q: Who can request a Blue Envelope?

A: ***Any individual diagnosed with Autism Spectrum Disorder residing in the Allen county area who has a driver's license can request a Blue Envelope. If the individual is a minor, a parent or guardian may request it on their behalf. Envelopes may be requested by contacting Angie Toland autismadvocacyohio@gmail.com, Lima Police Dept. (419-227-4444), or Allen County Sheriff's Dept. (419-227-3535).***

Q: How much does a Blue Envelope cost?

A: ***The Blue Envelope is provided free of charge.***

Q: What documents should be kept in the Blue Envelope?

A: ***A copy of your driver's license, vehicle registration, insurance card, and emergency contact card. (We don't recommend keeping your original driver's license in the envelope.) These documents are typically requested during a traffic stop.***

Q: How do law enforcement officers know about the Blue Envelope program?

A: ***Not all officers are familiar with this program. This is a new program and officers in other areas may not be aware of it. If they are not, ask them to please read the envelope. The envelope is designed to assist in communication between the officer and the driver. The envelope does not ensure that the driver will not possibly receive a traffic citation. The traffic stop will conclude with either a warning or a traffic citation.***

Implemented by ADAT, Lima Police Dept. and Allen County Sheriff, June 2025

Implemented by Hancock ESC, Hancock Sheriff and Findlay Police Dept., May 2025

-Originally posted by: Franklin, Ohio Division of Police, 400 Anderson Street, Franklin, OH 45005, 937-746-2882, FranklinOhio.org

For further inquiries, please contact Angie Toland, autismadvocacyohio@gmail.com