

# Village of Bluffton Council Meeting Agenda

February 13, 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, January 23, 2023

## **Bills**

### **Committee Reports**

Personnel Committee: 02-01

Parks and Recreation: 02-01

Finance Committee: 02-03

Committee of the Whole: 02-06

Streets, Alleys, Lights & Sidewalks: 02-08

### **Boards & Commissions**

Pathway Board: 01-05

## **LEGISLATION**

### **ORDINANCE NO. 02-2023**

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

AN ORDINANCE APPROVING THE ANNUAL APPROPRIATIONS FOR THE 2023 FISCAL YEAR FOR THE VILLAGE OF BLUFFTON, OHIO

### **ORDINANCE NO. 03-2023**

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

AN ORDINANCE AMENDING THE CURRENT RULES AND REGULATIONS FOR THE MAPLE GROVE CEMETERY

### **RESOLUTION NO. 01-2023**

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

A RESOLUTION ADOPTING A COMPLETE STREETS POLICY FOR THE VILLAGE OF BLUFFTON, OHIO.

### **RESOLUTION NO. 03-2023**

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

A RESOLUTION TO ACCEPT REVISED VERSIONS OF SECTIONS 5.01, 5.03, 5.04, AND 6.05 OF THE VILLAGE OF BLUFFTON PERSONNEL POLICY AND PROCEDURE MANUAL PROVIDED BY CLEMANS, NELSON & ASSOCIATES, INC.

### **RESOLUTION NO. 05-2023**

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

### **Emergency**

A RESOLUTION AUTHORIZING THE ADVERTISEMENT FOR PUBLIC BID ON THE S.R. 103 CURB REPLACEMENT PROJECT AND DECLARING AN EMERGENCY

## **Village Administration Report:**

**Mayor:**

## **Safety Services Reports:**

**-EMS-**

**-Fire Dept.-**

**-Police Dept.-**

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

Village Council – Monday, February 13<sup>th</sup> at 7:00 pm

Village Council – Monday, February 27<sup>th</sup> at 7:00 pm

**Public Comment**

**Adjournment** – Motion and Second

Village of Bluffton – Regular meeting January 23, 2023, at 7:00 p.m.

Council President Cupples presiding. Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia present.

Stahl motioned, seconded by Sehlhorst, to approve the minutes from the regular council meeting held on January 9, 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:

2nd Reading:

Resolution 01-2023 – A Resolution adopting a complete streets policy for the Village of Bluffton, Ohio. Kingsley motioned to adopt the Resolution, seconded by Sehlhorst. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

1<sup>st</sup> Reading:

Resolution 03-2023 – A Resolution to accept the revised versions of sections 5.01, 5.03, 5.04, and 6.05 of the Village of Bluffton Personnel Policy and Procedure Manual provided by Clemans, Nelson & Associates, Inc. Kingsley motioned to adopt the Resolution, seconded by Talavinia. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Resolution 04-2023 – A Resolution authorizing the Village Administrator to advertise for bids for aggregate and asphalt material, asphalt application and equipment rental for the 2023 construction year and declaring an emergency. Sehlhorst motioned to suspend the rules, seconded by Steiner. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved. Stahl motioned to adopt the Resolution, seconded by Kingsley. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Steiner motioned, seconded by Kingsley, to declare the 2013 Ford Explorer, VIN #: 1FM5K8AR8DGA72276, and the 2014 Ford Explorer, VIN #: 1F35K8AE2EGB59365, as surplus and to be listed on Govdeals.com for sale. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Talavinia motioned, seconded by Cupples, to accept with appreciation for her service, the resignation of Kelly Griffin from the EMS squad. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Talavinia motioned, and Kingsley seconded, approving William Hall's participation in the Police Internship Program for compensation of \$1.00. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Kingsley motioned, seconded by Steiner, to enter into executive session to discuss legal matters, with Council, Village Administrator, Assistant Village Administrator, Fiscal Officer, and Village Solicitor present. No action is expected to be taken. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Kingsley motioned, seconded by Steiner, to exit executive session and return to open session. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Cupples motioned to adjourn the meeting.

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

Bluffton Beyond Tomorrow on Wednesday, January 25 at 7:30 p.m.

Joint Personnel Committee & Safety Committee on Wednesday, February 1 at noon.

Parks & Recreation Committee on Wednesday, February 1 at 1:00 p.m.

Pathway Board on Thursday, February 2 at noon.

Finance Committee on Friday, February 3 at noon.

Committee of the Whole on Monday, February 6 at 6:30.

Streets, Lights, Alleys, & Sidewalk Committee on Wednesday, February 8 at 5:30 p.m.

Council Meeting on Monday, February 13 at 7:00 p.m.

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MAYOR

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FISCAL OFFICER

VILLAGE OF BLUFFTON  
VOUCHER REPORT 2/13/2023

VENDOR	AMOUNT	DEPARTMENT	DESCRIPTION
ABIGAIL MICHAEL	223.22	Police	TRAINING MILEAGE
ACCENT BUSINESS COMMUNICATIONS	815.75	Administrative	PHONES
ALL SERVICE AERATION, INC	482.50	Park	PORTABLE TOILETS
ALLEN COUNTY TREASURER	410.00	Administrative	2023 REAL ESTATE TAXES
ALLOWAY TESTING	150.00	Multiple	TESTING
ALLOWAY TESTING	92.00	Multiple	TESTING
ALLOWAY TESTING	125.00	Multiple	TESTING
ALLOWAY TESTING	50.00	Multiple	TESTING
ALLOWAY TESTING	75.00	Multiple	TESTING
ALLOWAY TESTING	760.00	Multiple	TESTING
ALLOWAY TESTING	127.50	Multiple	TESTING
ALLOWAY TESTING	2,456.50	Multiple	TESTING
AMERICAN ELECTRIC POWER	20,044.72	Multiple	ELECTRICITY
AMERICAN ELECTRIC POWER	911.69	Multiple	ELECTRICITY
ANTHEM BLUE CROSS BLUE SHIELD	156.75	Multiple	LIFE INSURANCE
ANTHEM BLUE CROSS BLUE SHIELD	867.83	Multiple	HEALTH INSURANCE
ARMOR FIRE PROTECTION INC.	200.00	Land & Buildings	SERVICE CALL
ATLANTIC EMERGENCY SOLUTIONS, INC.	201.94	Fire	HELMET REPAIRS
BASINGER, JAN	767.00	Multiple	DRUG LICENSES
BLUFFTON FLYING SERVICE	5,000.00	Airport	AIRPORT MANAGEMENT
BLUFFTON STONE CO.	62.66	Multiple	STONE
BOUND TREE MEDICAL	1,952.42	Rescue	SUPPLIES
BUREAU OF WORKERS COMPENSATION	4,444.00	Administrative	2022 BWC PAYROLL TRUE-UP
CHARTER COMMUNICATIONS	43.40	Multiple	CABLE
CHARTER COMMUNICATIONS	169.98	Administrative	CABLE
CHARTER COMMUNICATIONS	159.98	Multiple	CABLE
CHOICE ONE ENGINEERING	2,067.50	Multiple	GENERAL ENGINEERING
CHOICE ONE ENGINEERING	117.50	Multiple	GENERAL ENGINEERING
CHOICE ONE ENGINEERING	4,650.00	Capital Improvements	GEIGER & GARAU ENGINEERING
CINTAS	141.64	Administrative	UNIFORMS
CINTAS	76.16	Administrative	UNIFORMS
CINTAS	79.66	Administrative	UNIFORMS
CINTAS	76.16	Administrative	UNIFORMS
CITIZEN'S NATIONAL BANK	21.32	Administrative	DATE STAMP
CITIZEN'S NATIONAL BANK	120.00	Multiple	GIS CREDITS
CITIZEN'S NATIONAL BANK	150.00	Police	TACTICAL TRAINING
CITIZEN'S NATIONAL BANK	45.86	Water	LLOYD WATER LICENSE
CITIZEN'S NATIONAL BANK	120.00	Administrative	POSTAGE
CITIZEN'S NATIONAL BANK	2,043.17	Multiple	REFRIGERATOR FOR SHOP
CITIZEN'S NATIONAL BANK	63.00	Administrative	TAX POSTAGE
CLEMANS, NELSON & ASSOCIATES, INC	1,535.00	Administrative	RETAINER
COLONIAL SURFACE SOLUTIONS, INC.	400.00	Street	MANLIFT BASKET COATING
COLONIAL SURFACE SOLUTIONS, INC.	13.15	Street	MANLIFT BASKET COATING
CONNECT PARENT CORPORATION	213.31	Administrative	PHONES
DOMINION EAST GAS	1,918.16	Multiple	NATURAL GAS
ELECTRIC EEL MANUFACTURING CO INC	170.11	Sewer	BATTERY
EVERETT J PRESCOTT INC	5,977.14	Water	HYDRANT PARTS
EVERETT J PRESCOTT INC	1,038.60	Water	FITTINGS & PARTS
EVERETT J PRESCOTT INC	988.00	Water	FITTINGS & PARTS
EVERETT J PRESCOTT INC	1,900.00	Water	3/4 BALL CURB
EVERETT J PRESCOTT INC	1,851.45	Multiple	PARTS
FAMILY HARDWARE DO IT BEST	77.99	Rescue	MOP BUCKET
FAMILY HARDWARE DO IT BEST	233.29	Multiple	SUPPLIES
GARY'S REPAIR	30.45	Multiple	PARTS & SUPPLIES
GARY'S REPAIR	11.43	Multiple	PARTS & SUPPLIES

GREAT LAKES BILLING ASSOCIATES, INC.	1,515.68	Rescue	EMS BILLING SERVICE
HACKENBERG, FEIGHNER, BISHOP & WERTH, LLC	1,000.00	Administrative	SOLICITOR FEES
HANCOCK COUNTY CLERK OF COURTS	284.60	Administrative	COURT COSTS
HAWTHORNE-SEVING, INC.	55.60	Street	FABRICATING METAL
HAWTHORNE-SEVING, INC.	25.00	Street	FABRICATING METAL
JEB SHEIDLER	720.00	Police	CRUISER 1ST AID KITS
JUSTIN SHANNON	402.50	Land & Buildings	TOWN HALL CLEANING
KOI ENTERPRISES, INC.	100.96	Multiple	PARTS
LEXIS NEXIS RISK DATA MANAGEMENT INC.	50.00	Administrative	ADDRESS SEARCHES
LIMA ALLEN CO. REGIONAL PLAN.	1,586.80	Administrative	ANNUAL MEMBERSHIP
M&R PLUMBING & HEATING, INC.	194.25	Sewer	SUMP PUMP
M&R PLUMBING & HEATING, INC.	735.90	Multiple	SUPPLIES/PARTS
M&R PLUMBING & HEATING, INC.	84.60	Multiple	SUPPLIES/PARTS
MARATHON FLEET SERVICES	918.11	Multiple	FUEL
MATHEW OGLEBEE	29.66	Police	HELPING HEROS FOUNDATION EXPENSES
NORTHWEST OHIO MAYORS & MANAGERS ASSN	200.00	Administrative	2023 ANNUAL MEMBERSHIP DUES
NORTHWESTERN OHIO SECURITY SYSTEMS	196.00	Land & Buildings	MONITORING
NORTHWESTERN OHIO SECURITY SYSTEMS	1,215.00	Land & Buildings	FIRE ALARM SYSTEM
OHIO CAT	935.13	Administrative	BLAZE TEAR DOWN
OHIO CAT	716.90	Administrative	BLAZE TEAR DOWN
OHIO CRIME PREVENTION ASSN.	50.00	Police	ANNUAL MEMBERSHIP
OWENS COMMUNITY COLLEGE	500.00	Police	TRAINING
PATRIOT CONCRETE	5,289.27	Park	TRIPLETT PATHWAY REPAIR
PERRY CORPORATION	2,250.46	Administrative	IT CONTRACT
PERRY CORPORATION	21.99	Administrative	IT CONTRACT
PERRY CORPORATION	665.20	Administrative	IT CONTRACT
PERRY CORPORATION	28.71	Administrative	IT CONTRACT
RAYLE, ERIC	200.00	Police	BOOTS
RUMPKE	23,100.72	Refuse	TRASH SERVICES
SHELL FLEET PLUS	3,243.00	Multiple	FUEL
SMARTBILL	1,217.88	Multiple	BILLING SERVICES
STAPLES BUSINESS ADVANTAGE	312.13	Multiple	SUPPLIES
STAPLES BUSINESS ADVANTAGE	42.51	Multiple	SUPPLIES
STRATTON GREENHOUSES	6,000.00	Administrative	DOWNTOWN FLOWERS
STRATTON GREENHOUSES	4,518.20	Administrative	EXIT 140 LANDSCAPING
TOMMY TIRE SALES LLC	64.00	Street	TIRE REPAIRS
TREASURER OF STATE	68.25	Land & Buildings	BOILER INSPECTION
TREASURER, STATE OF OHIO	100.00	Sewer	ANNUAL SEWAGE SLUDGE FEE
UNITED STATES PLASTIC CORP.	391.55	Rescue	STORAGE BINS
VERIZON WIRELESS	160.62	Multiple	CELL PHONES
VERIZON WIRELESS	87.62	Multiple	CELL PHONES
VETTER LUMBER CO.	458.98	Multiple	SUPPLIES
VILLAGE HARDWARE	660.78	Multiple	FLOOR POLISHER
WALLACEPANCHER GROUP	3,801.00	Airport	TAXI LANE REHABILITATION
INCOME TAX REFUND	4,140.14	Administrative	INCOME TAX REFUND
	<u>135,219.59</u>		
BIWEEKLY PAYROLL 1/27/23	44,081.32		
MEDICARE	599.46		
OPERS	3,364.38		
OP&F	3,816.15		
JANUARY MONTHLY	2,569.00		
MEDICARE	37.22		
OPERS	269.03		
FICA	40.14		

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

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

**Meeting: Bike and Pedestrian Pathway Board**  
**Date/Time: Thursday, January 5, 2023, Noon**  
**Location: Town Hall, 3<sup>rd</sup> Floor**

**Members Present:** Mitch Kingsley, David Smith, Greg Denecker, Dima Snyder, Travis Music, John Rich, Phil Talavinia (for Jane Wood) and Jenny Pilarowski  
**Village Liaison Present:** Jesse Blackburn, Administrator and Ben Stahl  
**Guest Present:** Jim Bemiller – Lion’s Club President

By consensus Mitch Kingsley was appointed Chair Pro Tempore.

**Minutes:** Minutes of the November 3, 2022 meeting were amended to include an update on the OPENING THE EAST CAMPAIGN and approved.

**Agenda:** 1. Fundraising report  
2. Complete Streets presentation  
3. Parkview Pathway Connection

**Fundraising:** Mitch reported that the OPENING THE EAST CAMPAIGN has pledges of \$27,900.00 with \$12,400.00 already received as of January 5, 2023. He encouraged each Pathway Board member to make a pledge. Travis and Greg have received pledges from Grob, First National Bank and Dunkin Donuts. Jesse reported that there might be money coming from Hancock County Vehicle Taxes (\$11,500) and Hancock County Park District (\$10,000). Bluffton Lions Foundation will send letters of receipt, as the whole amount of the pledge is deductible. Checks can be mailed to the Bluffton Lion’s Foundation, P.O. Box 223, Bluffton, Ohio 45817 with a memo designation for the 103 Pathway. The campaign will continue by contacting individuals for a pledge. Residents of Swiss Park and Swiss Estates area may be especially interested in contributing.

**Complete Streets:** Travis gave a slide presentation on Complete Streets Policy, a national effort to make active living possible. Bluffton is one of only 4 communities in Ohio approved to advance this project. The goal is to make all forms of pedestrian, bicycle, wheel chair and vehicle transportation safe and inviting. Village Council is set to adopt a resolution to approve the Complete Streets Policy, which compliments our Pathway projects.

**Parkview Pathway Connection:** There was a discussion of the pros and cons of approaching the developers of the Parkview subdivision about creating a paved pathway between the two ponds and merging into Clay Street. Guardrails on each side of the pathway between the ponds would increase safety. Building this path now may enhance the lots in front of the ponds. Mitch will follow up.

Meeting adjourned at 1:15pm  
Respectfully submitted,  
Jenny Pilarowski

**Personnel Committee & Safety Services Committee - Minutes**

Village of Bluffton

February 1, 2023, 12:00 PM

Present: Phill Talavinia, Mitch Kingsley, Ben Stahl

Staff: Jesse Blackburn, Kevin Nickel, Ryan Burkholder, Bryan Lloyd, Tyler Hochstetler

Council Member: David Steiner

TOPIC: Police Department Training Agreement; Policy Modifications  
Village Employee Annual Pay Adjustments

- Police Chief is proposing several changes in policy and procedures for the department: 1 Contract for expensive training, where the officer agrees to cover costs if s/he does not continue employment for the target number of years; 2 review of hiring/advancement practices for chief and other officers to better prepare for leadership changes in the department and to align with procedures in other municipalities.
- Wage survey and annual wage review. Kevin brought research he had done to acquaint us with other Ohio municipalities' practices and wage levels. We are discussing what adjustment (across the board) would be appropriate. With a relatively high inflation rate in our nation and the Social Security COLA of 8.7% we need to consider what is appropriate for Bluffton. We will look further at this at Council as a Whole committee. Likely, action on this will be at the second council meeting in February.

Respectfully submitted,  
Mitchell Kingsley

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Phill Talavinia

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Mitchell Kingsley

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Ben Stahl



Parks & Rec - Minutes  
Village of Bluffton  
Town Hall  
February 1st, 2023

Present: Council - Ben Stahl, Mitch Kingsley  
Staff - Jesse Blackburn, Bryan Lloyd

Start: 1:15    End: 2:20  
Topics: Pathway updates, Bluffton Diamond Sports

Minutes:

- Triplett Pathway improvement
  - Administration has worked with a local contractor to repair a portion of the Triplett Pathway along the Riley Creek and under I-75. The concrete had heaved there causing a large, uneven bump, and it will be replaced with road plating. Public works is discussing options to ensure the road plating doesn't cause a slip hazard in wet conditions.
- SR103 Pathway
  - The timeline to proceed in this budgetary year for ODOT has been accelerated to February 15th from the end of April. However, the project can still proceed with all the acquired funding in the next budgetary year if needed.
- Clay St
  - Bike and Pedestrian Pathway commission is in preliminary discussions about a pathway connecting Main St and the Parkview subdivision. P&R committee discussed potential safety concerns, local resident opinions, and impact on the overall subdivision.
- Bluffton Diamond Sports
  - The P&R committee authorized the administration to approve/reject sponsorship logos/designs on an ad hoc basis and only bring those concerns to the committee/council if there were concerns.
  - BDS is willing to coordinate the efficient use of the fields at Village Park to try to prevent overbooking of the utilities between the many groups that make use of the fields and parking lots.

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Ben Stahl

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Mitchell Kingsley

**Village of Bluffton**  
**Finance Committee Meeting**  
**February 3, 2023 @ 12:00 PM**

Committee member present, David Steiner, Phil Talavinia

Mayor Richard Johnson

Staff present, Jesse Blackburn, Village Administrator and Kevin Nickel, Fiscal Officer.

The committee reviewed the appropriations for the year ending December 31, 2023.

The committee discussed the appropriations for EMS in view of the Chief's request for increased costs for EMS personnel for on call pay and increased hospital transportation services. It was decided to use normal inflationary increases until Village Council decides on future staff incentives and additional services.

The committee included a 6% pay increase for all employees. If approved by Council sets a limit for pay increases for 2023. Further study on comparable wages are being conducted by the Personnel committee and will help determine the compensation of employees for 2023. After Council receives a recommendation for compensation for 2023 from the personnel committee the pay scale will be updated and approved by Council.

The committee recommends the approval of the first reading of the Appropriations ordinance.

Meeting adjourned at 1:04 PM.

\_\_\_\_\_  
David Steiner

\_\_\_\_\_  
Phil Talavinia

Committee of the Whole meeting February 6, 2023, at 6:30 p.m.

Present: Jerry Cupples, Mitch Kingsley, Joe Sehlhorst, Ben Stahl, Dave Steiner, Phill Talavinia, Mayor Johnson, Jesse Blackburn, Kevin Nickel, Bryan Lloyd, Ryan Burkholder, Jan Basinger, Jon Kinn, Matt Oglesbee.

The 2023 budget was presented and reviewed in detail. The EMS Chief also presented his proposal for on-call schedule and pay for EMS. The Personnel and Safety Services Committees indicated expected action at the February 13 Council meeting related to a new hire in the Police Department and action on the EMS Proposal. The budget includes estimates for a 2023 pay increase but a final determination of the increase has not been made. Following the discussion, changes will be made to the presented budget to reflect the expected actions from the committees and the expected cost increase to the Jackson St. Curb Replacement project.

Steiner motioned to adjourn the meeting.

February 8, 2023

## Streets Committee Meeting Minutes

Start: 5:30 pm End: 6:41 pm

Present: Joe Sehlhorst, Jerry Cupples, Admin. Jesse Blackburn. Guests: Paula Scott, Jamie Mehaffie, Dr. Darrell Groman

### Topic 1: Main St./College Ave. Crosswalk

- Discussion continues for what warranted actions can be taken to improve this intersection.
- Administration to plan for warranted analysis in near future. Spring most likely.
  - o Study would include pedestrian and vehicular counts.
- Reviewed past actions Village has already made to improve this intersection when the stoplight was removed in 2009.
  - o Crosswalk marking improvements, crossing beacon, speed beacon, eliminated parking at intersection per guidance with local authorities, educational programs with school.
- Goal is for stoplight to be installed if warranted.

### Topic 2: State Route 103 Curbs

- Project authorized to go out for bid.
- Resolution to be presented at next council meeting.
  - Inventory list for both private and public presented at previous council meeting.
  - Administration to mail out letters to those affected residents within the project once bid awarded.

### Topic 3: Jackson St. Curb & Sidewalk Project

- Choice One has provided administration with a sample drawing for a potential future project on Jackson St. between Franklin and Church St.
  - o Improvements include curb, gutter, sidewalk, tree lawn, add mid-block crossing, lighting improvements, and other.
  - o Administration to engage in conversation with parties involved within the scope of such project. Parties include First Mennonite Church, Bluffton Exempted Schools, and Citizens National Bank.
- Project estimate \$270k
- Timeframe for project could begin in 2023 or 2024? To be determined as conversation continues.

### Topic 4: Bentley Road Sidewalk Extension Project on Hold

- Sidewalk phase of project put on hold.
  - o Will require property acquisition to allow for installation of sidewalk.
    - Administration to seek acquisition consultant.
- Since sidewalk phase is on hold. Administration to identify potential future sidewalk extension along Harmon St. to improve connectivity in the area.

### Topic 5: Street Maintenance Schedule for 2023

- Administration compiling list.
- Note: ODOT to repave all of State Route 103 for 2023
- For 2023, 2 additional speed beacons to be purchased.

### Topic 6: Main Street Light Replacement

- Scheduled year for lighting to be replaced.
- See light pole in front of CVS. This will be the bulb that will most likely be used.
- Administration to gather quote for said project.
  - o Bulbs were replaced in 2009. Then again in 2015.

ORDINANCE NO. 02 -2023

AN ORDINANCE APPROVING THE ANNUAL APPROPRIATIONS FOR THE 2023 FISCAL YEAR FOR THE VILLAGE OF BLUFFTON, OHIO.

WHEREAS, it is necessary to appropriate funds for the 2023 Fiscal Year for the Village of Bluffton, Ohio.

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

SECTION 1: The attached Exhibit A shall be approved as the Annual Appropriations for the Village of Bluffton, Ohio, for the 2023 Fiscal Year. The approved level of control for appropriations is at the fund, function level.

SECTION 2: The effective date of these appropriations shall be March 13, 2023.

SECTION 3: 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 of 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 \_\_\_\_\_, 2023 by the governing board of the Village of Bluffton, Ohio by the following vote:

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

Attest:

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

\_\_\_\_\_  
MAYOR

Approved as to Form:

\_\_\_\_\_  
SOLICITOR

VILLAGE OF BLUFFTON 2023 TEMPORARY APPROPRIATIONS

Exhibit A

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Permanent 2023 AMOUNT
<b>GENERAL FUND:</b>		
<b>POLICE EXPENSES</b>		
	PERSONAL SERVICES	622,416.00
	EMPLOYEE BENEFITS	241,054.00
	OPERATING	112,241.00
<b>TOTAL</b>		<b>975,711.00</b>
<b>FIRE EXPENSES</b>		
	PERSONAL SERVICES	37,525.00
	EMPLOYEE BENEFITS	4,137.00
	OPERATING	43,221.00
<b>TOTAL</b>		<b>84,883.00</b>
<b>STREET &amp; LIGHTING EXPENSES</b>		
	OPERATING	74,667.00
<b>TOTAL</b>		<b>74,667.00</b>
<b>RESCUE EXPENSES</b>		
	PERSONAL SERVICES	140,031.00
	EMPLOYEE BENEFITS	20,198.00
	OPERATING	61,422.00
<b>TOTAL</b>		<b>221,651.00</b>
<b>DISPATCHER EXPENSES</b>		
	MISC. SERVICES	55,609.00
<b>COUNTY HEALTH DISTRICT EXPENSES</b>		
	PROFESSIONAL SERVICES	20,247.00
<b>MOSQUITO CONTROL EXPENSES</b>		
	MOSQUITO CONTROL	12,679.00
<b>CULTURAL AFFAIRS EXPENSES</b>		
A1-3C-52390	MISC. SERVICES	11,000.00
<b>POOL EXPENSES</b>		
	PERSONAL SERVICES	73,140.00
	EMPLOYEE BENEFITS	11,290.00
	OPERATING	59,974.00
<b>TOTAL</b>		<b>144,404.00</b>
<b>BRUSH DUMP EXPENSES</b>		
	OPERATING	25,000.00
<b>TOTAL</b>		<b>25,000.00</b>
<b>STORM SEWER EXPENSES</b>		
A1-6D-52550	STORM SEWERS	-
<b>SIDEWALKS EXPENSES</b>		

A1-6G-52550	SIDEWALK PROGRAM	20,000.00
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**AIRPORT EXPENSES**

A1-6X-52390	MISC SERVICES	70,250.00
A1-6X-52430	REPAIR & MAINTENANCE	4,000.00
A1-6X-52550	RUNWAY LIGHT PROJECT	-
<b>TOTAL</b>		<b>74,250.00</b>

**MAYOR/ADMIN EXPENSES**

	PERSONAL SERVICES	184,987.00
	EMPLOYEE BENEFITS	47,857.00
	OPERATING	165,150.00
<b>TOTAL</b>		<b>397,994.00</b>

**LEGISLATIVE EXPENSE**

	PERSONAL SERVICES	26,000.00
	EMPLOYEE BENEFITS	4,620.00
	OPERATING	-
<b>TOTAL</b>		<b>30,620.00</b>

**MAYOR'S COURT EXPENSE**

	COURT COSTS	-
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**FISCAL OFFICER'S EXPENSE**

	PERSONAL SERVICES	71,229.00
	EMPLOYEE BENEFITS	29,102.00
	OPERATING	11,963.00
<b>TOTAL</b>		<b>112,294.00</b>

**LAND & BUILDINGS EXPENSE**

	PERSONAL SERVICES	26,745.00
	EMPLOYEE BENEFITS	3,177.00
	OPERATING	144,130.00
<b>TOTAL</b>		<b>174,052.00</b>

**ECONOMIC DEVELOPMENT EXPENSE**

	MISC CONTRACTUAL SERV	18,000.00
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**AUDITOR & TREASURER FEES EXPENSE**

	PROFESSIONAL SERVICES	14,000.00
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**DELINQUENT LAND ADVERTISING EXPENSE**

	PUBLISHING	-
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**AUDITOR'S EXPENSE**

	PROFESSIONAL SERVICES	-
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**INCOME TAX ADMIN. EXPENSE**

	PERSONAL SERVICES	45,136.00
	EMPLOYEE BENEFITS	18,256.00
	OPERATING	52,882.00
<b>TOTAL</b>		<b>116,274.00</b>

**SAFETY EXPENSE**

MISC. SERVICES -

**OTHER EXPENSE**

OPERATING 105,320.00

TRANSFERS 1,090,500.00

ADVANCES -

**TOTAL** 1,195,820.00

**TOTAL GENERAL FUND EXPENSES** 3,779,155.00

**STREET MAINTENANCE EXPENSE**

PERSONAL SERVICES 170,408.00

EMPLOYEE BENEFITS 56,110.00

OPERATING 1,027,718.00

**TOTAL** 1,254,236.00

**SNOW REMOVAL EXPENSE**

OPERATING SUPPLIES 10,000.00

REPAIR & MAINTENANCE -

**TOTAL** 10,000.00

**TOTAL STREET FUND EXPENSES** 1,264,236.00

**STATE HIGHWAY EXPENSES**

OPERATING 37,425.00

**TOTAL EXPENSE** 37,425.00

**CEMETERY EXPENSES**

PERSONAL SERVICE 6,254.00

EMPLOYEE BENEFITS 962.00

MISC. SERVICES 18,945.00

**TOTAL EXPENSES** 26,161.00

**PARK EXPENSES**

OPERATING SUPPLIES 347,402.00

**TOTAL EXPENSES** 347,402.00

**BENROTH BRIDGE EXPENSES**

B5-6G-52430 MAINTENANCE -

**COURT COMPUTER EXPENSES**

B7-1A-52420 OPERATING SUPPLIES -

**DUI ENFORCEMENT EXPENSES**

B8-1A-52390 TRAINING -

B8-1A-52420 OPERATING SUPPLIES -



<b>TOTAL EXPENSES</b>		-
<b>PERMISSIVE LICENSE FUND</b>		
B9-6A-52550	STREET CONSTRUCTION	-
<b>TOTAL EXPENSES</b>		
<b>BLUFFTON IN BLOOM FUND</b>		
C4-1A-52390	MISC SVC	7,500.00
<b>AMERICAN RESCUE PLAN ACT</b>		
C5-5J-52560	SYSTEM EXPANSION	286,947.00
<b>STORM SEWER IMPROVEMENT EXPENSES</b>		
D2-6D-52390	MISC. SERVICES	-
D2-6D-52550	STORM SEWERS	40,000.00
<b>TOTAL EXPENSES</b>		40,000.00
<b>FIRE &amp; RESCUE IMPROVEMENT FUND</b>		
D3-1B-52520	EQUIPMENT	58,390.00
<b>TOTAL EXPENSES</b>		58,390.00
<b>POOL IMPROVEMENT FUND</b>		
D4-3D-52510	POOL CAPITAL ITEMS	50,000.00
<b>TOTAL EXPENSES</b>		50,000.00
<b>EQUIPMENT REPLACEMENT EXPENSES</b>		
D5-1F-52520	EQUIPMENT	-
D5-5X-52610	PRINCIPAL	-
<b>TOTAL EXPENSES</b>		-
<b>AIRPORT IMPROVEMENT EXPENSES</b>		
	OPERATING	105,000.00
<b>Total</b>		105,000.00
<b>TOWN HALL IMPROVEMENT EXPENSES</b>		
D8-7E-52510	BUILDING IMPR.	15,000.00
<b>POLICE EQUIPMENT EXPENSES</b>		
D9-1A-52520	POLICE EQUIPMENT REPLACEMENT	43,000.00
<b>TOTAL EXPENSES</b>		43,000.00
<b>WATER EXPENSES</b>		
	PERSONAL SERVICES	93,839.00
	EMPLOYEE BENEFITS	44,715.00
	OPERATING	956,522.00
E1-5X-52710	TRANSFERS	100,000.00
<b>TOTAL EXPENSES</b>		1,195,076.00
<b>SEWER FUND EXPENSES</b>		
	PERSONAL SERVICES	120,850.00

	EMPLOYEE BENEFITS	51,072.00
	OPERATING	462,480.00
	TRANSFERS	300,000.00
<b>TOTAL EXPENSES</b>		<b>934,402.00</b>

**REFUSE FUND EXPENSES**

E7-5K-52390	REFUSE SERVICE	305,680.00
<b>TOTAL EXPENSES</b>		

**WATER/ SEWER IMPROVEMENT FUND EXPENSES**

	OPERATING	354,744.00
	DEBT	1,047,079.00
	ADVANCES	607,888.00
<b>TOTAL EXPENSES</b>		<b>2,009,711.00</b>

**POLICE CONTINUING TRAINING**

F4-1A-52390	TRAINING	7,000.00
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**NATIONAL NIGHT OUT**

F6-6B-52420	OPERATING SUPPLIES	4,000.00
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**SHANNON CEMETERY**

F7-1A-52390	MISC SERVICES	-
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<b>F8-1A-52390</b>	<b>K9 EXPENSES</b>	<b>2,163.00</b>
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**ONE OHIO OPIOID**

OPERATING	-
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**FALLEN OFFICER MEMORIAL**

OPERATING	14,000.00
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**POLICE UNITY TOUR**

OPERATING	200.00
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**ORDINANCE NO. 03-2023**

**AN ORDINANCE AMENDING THE CURRENT RULES AND REGULATIONS FOR THE MAPLE GROVE CEMETERY**

WHEREAS; the Village of Bluffton has determined that the current Rules and Regulations for the Maple Grove Cemetery needed to be updated to come in line with the current needs of the Village of Bluffton, Ohio as well as the Cemetery itself;

WHEREAS; the Village of Bluffton wishes to amend the Rules and Regulations for the Maple Grove Cemetery;

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

Section 1. That the Rules and Regulations for the Maple Grove Cemetery located in the Village of Bluffton shall be amended to include the following language (see attached Exhibit).

Section 2. That is found and determined that all formal actions of the Council concerning and relating to the adoption of this ordinance 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 \_\_\_\_\_, 2023 by the Council of the Village of Bluffton, Ohio by the following vote:

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

Attest:

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Mayor

Approved as to form:

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

## ***INTRODUCTION***

Maple Grove Cemetery was laid out in the year 1869. It is located on Grove Street just inside the corporation limits. The probable population at this time is 4,200. It is municipally owned and governed by a Board of three Trustees appointed by the Mayor of the Village of Bluffton.

It is the duty of the Mayor to appoint only such persons as possess the necessary zeal and sagacity and are entirely worthy of their confidence. They serve without compensation of salary.

It is their duty to hold at least one meeting per quarter to transact whatever business may come before them, to hear complaints that may be registered against the Cemetery and take whatever action evolves upon them as such. It is their duty to enforce the Rules and Regulations of the Cemetery and to appoint a Sexton to supervise the grounds.

In the first 65 years that Maple Grove Cemetery was in existence there were no set of Rules and Regulations. In 1934 a set was enacted and are enforced for the protection of the lot owners and the taxpayers of the Village of Bluffton. The lot owners and the public at large are to be commended for their cooperation in the past.

New ideas, innovations and practices have gradually crept into our present day cemeteries and have had a tendency to increase the cost of upkeep and maintenance, while on the other hand the funds available for this increased cost has been slowly dwindling.

This condition has been more apparent since addition of five acres in 1930, necessitating the expenditure of approximately twice the money for maintenance as in previous years.

The only source of revenue made available for cemetery purposes is derived from the sale of lots and it must be remembered that the greater portion of lots now occupied were originally sold for \$10.00. It is well in this connection to add that to buy, plat and improve a lot at the present time the cost of the lot to the Village would be \$175.00 before it could be put up for sale. Or in other words the original investment on a lot is \$175.00.

The revenue has ever been sufficient to pay the cost of maintenance therefore the bulk of the burden has been placed upon the shoulders of the taxpayers of the Village of Bluffton. This, in our opinion, is an imposition on the taxpayer and it is our contention that those directly benefited by a burial ground should be expected to bear the burden of its upkeep, especially when all other sources of revenue fail.

Therefore it is urged that the prospective purchaser of a lot kindly bear these facts in mind.

Our only aim and intent in setting forth the following Rules and Regulations is to decrease the cost of maintenance, to beautify the grounds and systemize the government of the cemetery.

It is presumed and anticipated that certain conscientious lot owners or relatives of lot owners will realize that their contributions towards the maintenance of their lots and monuments have been insufficient to provide a fund for their proper care and we earnestly solicit such contributions and when made will see that proper credit is given.

## ***SUGGESTIONS TO LOT OWNERS***

Cemetery rules have been formulated after due consideration and long experience, for the benefit and guidance of lot owners, and it is expected that they be duly appreciated and complied with. People should not insist upon bringing their and personal customs and prejudices into our modern cemeteries. We meet here on common ground, and expect all to conform to established customs in cemetery matters.

Our best cemeteries are conducted on one general plan, dictated by experience and educated taste. If we are to have harmony prevail in the cemetery, individual rights must be subordinate to this plan.

If the cemetery officers were consulted, the lot owner might learn what the prevailing custom in the best cemeteries was, and thus avoid mistakes in the management of their lot.

Lot owners should secure ample ground for their families when they first purchase a lot.

Burying one's family and friends in single grave or small lots, which incurs unnecessary expense, besides the very undesirable task of removals.

It is a mistake to buy lots in partnership, as it too frequently leads to unseemly misunderstandings.

Great mistakes are often made in introducing unnecessary stone work into lots, and money is unnecessarily wasted that could be put to better use. Costly monuments are frequently erected, and no provision made that will forever afterward avoid their neglect, and the neglect of the lot upon which they are placed. Better a well-kept lot without the costly stone work, than a fine monument and a neglected lot.

Do not think the cemetery management wishes to see your lot neglected. It is the most interested party, after yourself, in seeing that proper attention is given it.

In the selection of a family monument, secure one as different in design as possible from those on nearby lots.

Lend your assistance in preserving neatness and careful keeping of the grounds, remembering that whatever is beneficial to the appearance of the cemetery in general is of interest to you as a lot owner.

The following Rules and Regulations have been recommended by the Board of Trustees of Maple Grove Cemetery and adopted by the Bluffton Village Council:

**MAPLE GROVE CEMETERY**  
**VILLAGE OF BLUFFTON**  
**CEMETERY RULES AND REGULATIONS**

These rules are a combination of the original rules adopted by Ordinance No. 15-95 and amended by Ordinance No. (s) 05-98 and 06-04.

AN ORDINANCE: TO REGULATE SUCH PUBLIC BURIAL GROUND IN MAPLE GROVE CEMETERY, THE IMPROVEMENT THEREOF, THE BURIAL OF THE DEAD THEREIN, TO DEFINE THE TENURE AND CONDITIONS ON WHICH LOTS THEREIN SHALL BE HELD, AND PROTECT SUCH BURIAL GROUNDS, CEMETERIES AND ALL FIXTURES THEREOF AND TO PRESCRIBE RULES IN THE REGULATION THEREOF.

**WHEREAS**, it is necessary in view of the change of times that the rules and regulations governing the public burial grounds in Maple Grove Cemetery be updated for the improvement thereof.

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

**SECTION I:** That Chapter 94 of the Codified Ordinances for the Village of Bluffton, OH which regulates public burial ground in maple grove cemetery, the improvement thereof, the burial of the dead therein, to define the tenure and conditions on which lots therein shall be held, and protect such burial grounds, cemeteries and all fixtures thereof and to prescribe rules in the regulation thereof in this Ordinance, be, and the same is, hereby repealed.

**SECTION II:** No person shall be permitted to occupy a lot unless in possession of a deed therefor.

- a. The caretaker is expressly charged with the duty of enforcing the Statues enacted for the protection of Cemeteries and he/she is required to arrest and prosecute all persons violating said enactments in or around the cemetery grounds.
- b. The rules of this cemetery shall not be deviated from without the consent of the board of Cemetery trustees.
- c. Persons desirous of purchasing a lot may go to the clerk of the cemetery who will show them the lots for sale.
- d. After a lot is selected and the clerk of the cemetery has been paid an order for interment may at any time be given.
- e. Prospective purchasers of a lot may, upon application at the office of the cemetery clerk secure a reservation of any one lot for a period not to exceed thirty days.
- f. Lots in this Cemetery are exempt from taxation and cannot be seized for debt, nor attached by any process of law; neither can they be mortgages.
- g. The courts have held that a deed to a cemetery lot represents personal property, not real estate, and that a widow/widower has dower right therein; but her right of burial in the lot be not be denied.
- h. The deed to a lot conveys only burial rights and the title of the land remains in the Corporation of the Village of Bluffton, Ohio.

i. Sale of lots by the lot owners cannot be permitted except by the consent of the Board of the Cemetery trustees.

j. No lot can be exchanged for another unless the difference in value is twenty-five dollars (\$25.00) and when such exchange is made the original deed must be surrendered by proper assignment. No lot can be transferred unless permission is obtained from the Board. The expense of transfer or exchange, paid by the party applying for the same. Proprietors shall not allow interment to be made in their lots for a remuneration.

k. All lots shall be subject to the laws of the State of Ohio, also subject to all Rules and Regulations which may from time to time be adopted for the government of said cemetery.

l. The boundaries of all lots in this cemetery are designated by corner stones and numbers. These stones are set even with the surface of the ground and no others are permitted.

m. Owners of lots can have bodies exhumed from such graves by paying additional cost of re-interment. Where bodies are to be exhumed to other cemeteries the regular charge for disinterment shall be made. All costs, fees, permits, etc. regarding this process will be the responsibility of the person requesting.

**SECTION III:** To secure a good effect in the cemetery, it is essential that every portion of it be well cared for, as partial neglect would mar the beauty of the entire surroundings; therefore, the care of all lots is assumed by the trustees; the avenues and walks will be kept in good condition; trees and shrubbery will be trimmed and pruned, and the turf will be kept mowed. No persons other than the employees will be permitted to perform any work on any lot without a permit from the caretaker.

a. All grading or improvement of lots, must be done by the employees of the cemetery. Moderate estimates will be given by the caretaker, and all charges must be paid before the work is begun.

b. If any trees or shrubs situate in said lot, shall by means of their roots, branches or otherwise, become detrimental to the adjacent lots or avenues, or dangerous or inconvenient, it shall be the duty of said trustees and they shall have the right to remove said trees or shrubs or such parts thereof as are detrimental or dangerous.

c. The placing of boxes, unsecured toys, shepherd hooks, and similar articles upon the graves or lots, or flowers planted in the sod are prohibited. The board of trustees reserve the right to remove all flowers, potted plants, or wreaths, etc., when frosted, faded or withered.

d. Rusty, unpainted, or broken benches, seats, or urns, will be removed from the lots and not be allowed to be replaced.

e. When permission for special planting has been obtained the trees or shrubs planted become the property of the cemetery.

f. All winter decorations must be removed by April 1<sup>st</sup> for Spring Clean-up. After April 1<sup>st</sup>, cemetery personnel will remove and discard any remaining decorations. All summer decorations must be removed by November 1<sup>st</sup> for Fall Clean-up. After November 1<sup>st</sup>, cemetery personnel will remove and discard any remaining decorations. There are to be no decoration on the ground from April 1<sup>st</sup> through November 1<sup>st</sup> to accommodate the proper maintenance (mowing and trimming) of the rounds. Any decorations or other items placed on the ground during this restricted period will be removed by cemetery personnel and held for approximately 1 (one) month to allow the owners to claim the property, then discarded if not claimed.

**SECTION IV:** Whenever a burial is to be made, notice thereof must be given to the Clerk of the Cemetery no less than twenty-four hours previous to the interment with the name of the deceased and the location of the burial lot.

- a. No funerals will be permitted on the following holidays except in the case of contagious disease, or where ordered by the Board of Health; Memorial Day, Labor Day, Thanksgiving, Christmas, or Easter. Saturday funerals must arrive at the cemetery no later than 1:00 p.m. Sunday funerals will not be permitted except in the case of contagious disease, or where ordered by the Board of Health.
- b. The arrangement of the location of graves upon a lot is determined by the caretakers, as it is necessary that some uniformity shall prevail.
- c. No interment will be allowed until all fees are paid.
- d. No grave shall be opened for interment or for removal by any person not authorized by the board of trustees.
- e. Funerals on reaching the cemetery will be under the charge of the caretaker and each driver will be required to carefully observe and obey all directions given.
- f. All interments in lots for which deeds or certificates of ownership have been issued, shall be restricted to the members of the family and immediate relatives of the proprietors thereof, except special permission to the contrary, burials of automobiles or animals is strictly forbidden.
- g. No more than 2 cremain urns will be allowed to be buried on a single lot. In the case of a cremains burial an urn constructed of metal, cement, or plastic must be used or burial will not be permitted.
- h. In the case of a regular burial a vault constructed of metal or cement must be used or burial will not be permitted. Bottom seal or air sealed dome style vaults will not be permitted.

**SECTION V: FOUNDATIONS & MONUMENTS**

No base stone shall be set other than level. The work must be cut so as to fit properly on a level base. All foundations shall be finished true and level. A foundation will be connected to bordering foundations when conditions allow, as determined by the Cemetery Sexton. All stone work shall have the surface next to the foundations bedded off, or squared sufficiently true and level to allow every part to be in contact with the foundation. The use of sprawls between base stones and foundations or the removal of any part of the foundation to accommodate irregularities or other defective workmanship in the base stone will not be allowed.

- a. Every lot owner shall keep in good repair any monument or any other structure which he or she may have on their lot. Should they fail to do so, the trustees may either repair same at the expense of the owner or remove it from the lot.
- b. Granite is recommended as the best and most durable material for monuments and grave markers. The use of any other material will not be permitted.
- c. To prevent the excessive and unsightly crowding of monuments, nor more than one monument will be allowed on a lot and must be placed near the center. Veteran's plaques must be mounted on monuments if one is to be erected or already in place.
- d. Soliciting of work in this cemetery or the placing of designers', dealers', agents', contractors' names or advertisements upon any work is prohibited.
- e. Obnoxious, reflective or otherwise unpopular inscriptions will not be allowed on any monument, block or grave marker.
- f. All foundations must be built by persons authorized to do so by the Board at the expense of the lot owner. They must be built to the specifications set by the trustees of the cemetery.
- g. All foundations for monuments, blocks, and markers, must not be less than three feet deep. All foundations must have a 4" border beyond the base of the monument.



**SECTION VI:**

- a. Children will not be permitted to enter the cemetery unless attended by competent persons, who will be responsible for their conduct.
- b. No person shall have in their possession an open container of beer or intoxicating liquor while on cemetery property.
- c. Scattering or leaving discarded flowers, paper, cans, jars, bottles, baskets or any rubbish whatsoever upon lots, roadways or grounds is strictly prohibited. The cemetery has provided receptacles for such rubbish and visitors are required to use them.
- d. All person(s) are prohibited from gathering any flowers, either wild or cultivated, or breaking any trees or shrubs or plants, either wild or cultivated.
- e. Except at funerals honoring current or past military, police, or any other public service decedent funerals, the discharging firearms is prohibited in and around the cemetery grounds, to the distance of one hundred yards.
- f. Any person disturbing the quiet and good order of the place by noise or improper conduct, or who shall violate any of the foregoing rules, will be compelled instantly to leave the cemetery.
- g. The officers and employees of this cemetery having been appointed under an act of the Legislature of Ohio, special police officers, with power to arrest on sight and prosecute all those who violate the ordinance, or commit trespass, all persons therefore, are reminded that the grounds are sacredly devoted to the burial of the dead, and that the provisions and penalties of the law will be strictly enforced in all cases of wanton injury, disturbance and disregard of the rules.
- h. It is the utmost importance that there should be a strict observance of all properties due to the place, whether embraced in these regulations or not.

**SECTION VII:** Admission of automobiles upon the roads of this cemetery is restricted to those persons who observe the traffic rules adopted by the cemetery officials.

- a. The speed of automobiles is limited to 10 miles per hour
- b. Visitors upon foot have the primary right to the use of the roads and all vehicle drivers are required to observe their right by careful driving and a strict adherence to the rules.
- c. Any driver who runs an automobile or other vehicle upon the lawns, where damage results therefrom shall be required to make good such damage.
- d. Automobiles are reminded that this is a cemetery and not a park; that the roads herein are not public highways; that unnecessary use of the roads entails a large expense upon the taxpayers for their maintenance and that the privilege to drive thereon must not be abused.
- e. Failure to comply with the Rules renders the offender liable to arrest. Habitual offenders may be denied permission to bring their automobiles into the cemetery.

**SECTION VIII:** Any person, or persons violating any of the provision of this chapter, for which no other penalty is provided, shall be subject to the penalty provisions of § 10.99.

**SECTION IX:** Should any section of this Ordinance, or rules prescribed herein, be held unlawful or unconstitutional by any Court of law, said ruling shall not invalidate the other sections herein set forth.

**SECTION X:** The Ordinance shall take effect and be in force from and after the earliest period allowed by law.

Passed and adopted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the governing board of the Village of Bluffton, Ohio by the following vote:

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Abstain: \_\_\_\_\_

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
MAYOR

Approved as to Form:

\_\_\_\_\_  
VILLAGE SOLICITOR

**RESOLUTION NO. 01-2023**

**A RESOLUTION ADOPTING A COMPLETE STREETS POLICY 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 Village of Bluffton (Bluffton) recognizes that streets are a key factor in the way people experience public space and play a vital role in promoting public safety, health, quality of life and economic development; and

**WHEREAS**, the design and function of streets has historically favored the motorist over the needs and safety of other users of the transportation network, particularly pedestrians; and

**WHEREAS**, Bluffton is committed to providing increased mobility choices and improved safety for all its residents, as embodied in the Bluffton Complete Streets Policy developed in partnership with Allen County Public Health - Creating Healthy Communities, Lima-Allen County Regional Planning Commission, Smart Growth America, Toole Design, Complete Streets Task Force; and

**WHEREAS**, investments in pedestrian, bicycle and transit infrastructure will help promote "active transportation" and offer physical activity options into the daily lives of the residents of Bluffton which will improve their health, reduce the incidence of diseases related to inactivity and improve air quality by reducing vehicular traffic; and

**WHEREAS**, Bluffton seeks to create an interconnected network of transportation facilities that accommodate all modes of travel in a manner consistent with the community context and goals that incorporate health, economic, environmental, & social benefits;

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

**SECTION 1:** Council hereby adopts the Bluffton Complete Streets Policy 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 \_\_\_\_\_, 2023 by the Council of the Village of Bluffton, Ohio by the following vote:

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

Attest:

\_\_\_\_\_

Fiscal Officer

\_\_\_\_\_

Mayor

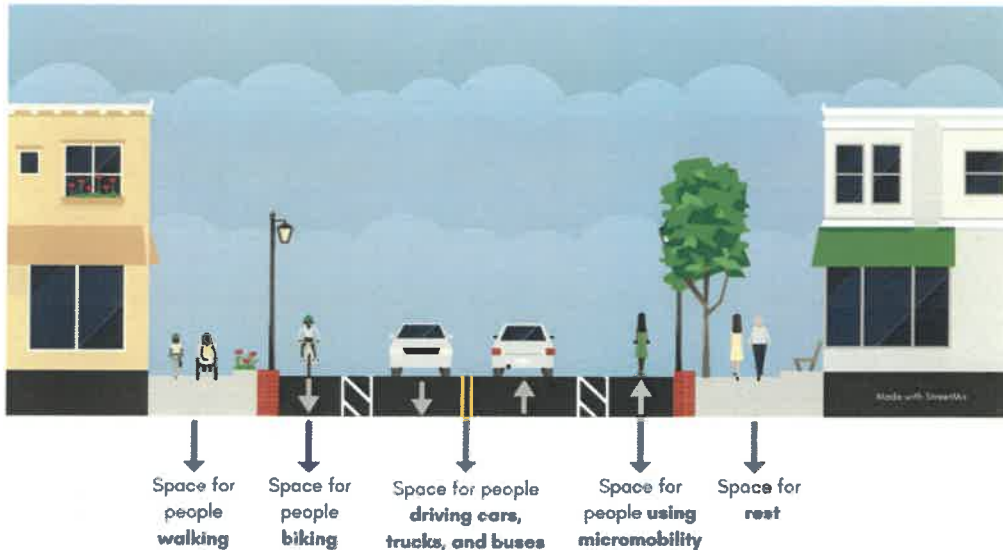
Approved as to form:

\_\_\_\_\_

Elliott T. Werth, Esq.  
Village Solicitor



# COMPLETE STREETS FOR ALL



## OVER 160 YEARS OF STREET EVOLUTION

BECAUSE STREETS ARE PUBLIC SPACE FOR EVERYONE

### **Complete Streets Steering Committee**

Jesse Blackburn – Village Administrator

Joseph W. Sehlhorst – Chair, Village Council Member

Ryan Shoemaker – Community Member

Travis Music – Community Member

Adam Haunhorst – Lima-Allen County Regional Planning Commission

Bri Buzard – Allen County Public Health, Creating Healthy Communities

Tobi Otulana – Toole Design

## 1. Vision and Intent

1.1. Complete Streets are streets designed and operated to enable safe use and to support comfortable, convenient, and independent mobility for all users. Complete Street elements examples may include but are not limited to:

- Pedestrian Improvements – sidewalks, crosswalks, median crossing islands
- Traffic Calming – center turning lanes, on-street parking
- Trees and Greenspace – tree lawns, neighborhood parks, landscaping
- Bike Improvements – bike lanes, trails and paths, bike parking
- Disability Facilities – reachable buttons, wheelchair friendly sidewalks, median crossings
- Public Transit Facilities – bus shelters, well-lit waiting areas, bus lanes

Complete Streets benefits may include:

- Health – Lowered risk of chronic disease, reduced daily stress from driving, less motor vehicle congestion, and improved air quality
- Environment – Reduced motor vehicle emissions and more compact development with less impermeable surface
- Economy – Lowered health care costs, increased productivity, increased retail sales in pedestrian-oriented environments, and reduced costs for roadway updates.
- Social – Increased interaction and community building; greater social safety; roads turned into people-oriented spaces, increased mobility options for all, and community wide solutions to address systemic inequalities
- Equity – Improved access to affordable, safe mobility for vulnerable populations in Bluffton including people with disabilities, older adults, people with low incomes, and people with limited access to a vehicle

This Complete Streets policy is one of many steps in Village of Bluffton (Bluffton) efforts to provide safe and accessible streets for everyone and every mode. This Complete Streets policy will standardize how new and reconstruction transportation projects will improve access and livability throughout the village, including all new, reconstruction, and scheduled maintenance projects within the limits of Bluffton. By implementing Complete Streets principles, the transportation network will contribute to improving the community's health, environment, economic vitality, and quality of life for those living and frequenting the Village of Bluffton.

1.2. 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.

## 2. Diverse Users

2.1. This policy acknowledges priority users, rather than neighborhoods, due to the small village context of Bluffton. Complete Streets priorities for the Village include, but are not limited to:

- Improving connectivity for people walking and biking.
- Prioritizing access for youth, older adults, and people with limited mobility to parks and trails.
- Prioritizing safe and equitable access to community resources and amenities.

- Improving safety and facilitating movement for all users regardless of age, disability status, race, ethnicity, religion, income, gender, identity, immigration status, language spoken, or access to a personal vehicle.

### **3. Commitment in all Projects and Phases**

- 3.1. The Village shall approach every street project (village, state, federal, and private development) and each project's phase as an opportunity for improvements for all users. These phases include, but are not limited to, planning, programming, design, right-of-way acquisition, construction, construction engineering, reconstruction, operation, and maintenance. Complete Streets facilities shall be considered during capital improvements, street resurfacing, street repaving, street restriping, or other roadway rehabilitation.
- 3.2. Where possible, the Village shall provide safe and reasonable accommodations for all modes of transportation to continue to use the road safely and efficiently during construction or repair work that infringes on the right-of-way and/or sidewalk.
- 3.3. Privately constructed streets and parking lots shall adhere to this policy.
- 3.4. The Village shall coordinate with local businesses and local school districts to improve multimodal connections to key destinations and amenities.

### **4. Clear, Accountable Exceptions**

- 4.1. Exceptions to providing for all modes in each project include:
  - 4.1.a. Accommodation is unnecessary on corridors where specific users are prohibited, such as interstate freeways or pedestrian malls. Excluding certain users on particular corridors should not exempt projects from accommodating other permitted users.
  - 4.1.b. Cost of accommodation is excessively disproportionate to the need or probable use.
  - 4.1.c. A documented absence of current and future needs.
  - 4.1.d. Emergency repairs such as a water main leak require an immediate, rapid response; however, temporary accommodations for all modes should still be made. Depending on the severity of the repairs, opportunities to improve multimodal access should still be considered where possible.
  - 4.1.e. Engineering judgment determines that Complete Streets facilities are not feasible due to terrain, ownership/jurisdiction, and/or existing structures that cannot be accommodated through design.
- 4.2. Exceptions to the Complete Streets policy will be reviewed and documented by the Village Administrator or their designee and approved by the Village Council. The Village Administrator or their designee will add requested exceptions to the Village Council meeting agenda for discussion in open forum. Documentation of the proposed exception will be published in the Planning Commission and Village Council meeting minutes and accessible to the public via the Village website.

- 4.3. On an annual basis, the Village Administrator, or their designee, shall provide documentation of all exceptions to the Village Streets Committee, Village Council, and Village Pathways Board.

## **5. Jurisdiction**

- 5.1. All public and private development projects which propose improvements within the public right-of-way shall comply with this Complete Streets policy. Approval of necessary permits is contingent upon meeting the Complete Streets requirements.
- 5.2. Private development projects proposing privately owned rights-of-ways shall be reviewed for consistency with this Complete Streets policy as part of the approval process. Owners of private parking lots, streets, and rights-of-ways shall adhere to this policy.
- 5.3. The State of Ohio controls several principal transportation corridors which traverse through Bluffton. The Village shall work cooperatively with the Ohio Department of Transportation to plan and implement Complete Streets improvements and major maintenance within these rights-of-ways.
- 5.4. To support connectivity between local political subdivisions, the Village shall coordinate with and foster project partnerships with surrounding jurisdictions and agencies including but not limited to Orange Township, Richland Township, Allen County, and Hancock County.

## **6. Design**

- 6.1. The Village shall follow the best and latest versions of practices concerning design guidance, standards, and recommendations in the Ohio Department of Transportation (ODOT) Multimodal Design Guide (MDG). Other best practice guidance, documents, and entities may include, but are not limited to:
  - Public Right of Ways Accessibility Guidelines (PROWAG)
  - Americans with Disabilities Act (ADA)
  - Technical expertise of the Village's engineering counsel and/or hired consultants
  - Any applicable Village of Bluffton design code including not limited to, Title XV Land Usage
- 6.2. The Village of Bluffton Streets, Alleys, Lights, and Sidewalks Committee (Streets Committee) shall use a Complete Streets Checklist to direct the design of the Village's roadways, bridges, pathways, and sidewalks.
  - 6.2.a. The Complete Streets Checklist will be developed within twelve (12) months of policy adoption. The checklist will align with design guidance in the ODOT MDG and support creation of a comprehensive, integrated transportation network that is safe, accessible, comfortable, accommodating, and welcoming to all modes.
- 6.3. The Village will revisit the list of best practice standards and guidance every two years.

## **7. Land Use and Context Sensitivity**



- 7.1. Transportation networks do not exist independently of communities and neighborhoods. Plans and policies will consider the surrounding context of land uses, residents, and future development. Streets should serve the needs of all users, whether they live along the street or are passing through. Streets will be designed in a context-sensitive manner that responds to roadway characteristics (such as volume, speed, turning movements, and curbside uses), the character of the surrounding neighborhood, its current and planned building forms and uses, and its current and expected transportation needs.
- 7.2. To support cohesion between land use and transportation, the Village Administrator, or their designee, shall provide coordination with this Complete Streets policy for the Planning Commission and the Streets Committee by attending meetings and serving in an advisory role. The Village Administrator, or their designee, will ensure that Complete Streets principles are understood by the Planning Commission, Streets Committee, and all other entities related to transportation planning, land-use planning, and economic development activities.
- 7.3. The Village will adhere to Complete Streets principles when developing or revising land use tools. Village zoning, subdivision regulations, land-use plans, and other relevant policies will abide by the Complete Streets policy. When policies, regulations, ordinances, and plans are revised they will incorporate the Complete Streets principles and standards outlined in this document.
- 7.4. The Village will track performance measures and use community engagement (including but not limited to community surveys) to evaluate any negative unintended consequences for vulnerable populations, caused by the implementation of this policy.

## 8. Performance Measures

- 8.1. The Village shall track Complete Streets policy implementation with the short-term and long-term performance measures listed below.

### *Short-term performance measures:*

- Mileage of sidewalk added
- Mileage of bikeways added
- Number of Complete Streets projects constructed (i.e., crosswalks, ADA improvements, transit improvements, bicycle parking, traffic calming),
- Number of Complete Streets projects implemented within ¼ mile of schools, health care services, grocery stores, retail and service stores, banks, parks, or recreational facilities
- Net number of new street trees added
- Number of crashes (location and type)
- Number of non-infrastructure programs or events implemented (e.g., education or encouragement activities)
- Utilization – number of bicycle and pedestrian counts
- Number of maintenance activities completed
- Number of, and reasons for, Complete Streets policy exceptions approved
- Number of completed Complete Streets checklists

### *Long term performance measures:*

- Increase in sidewalk and path connectivity

- Increase in the amount of people who utilize active transportation for transportation and recreation
  - Improvement in public health outcomes including but not limited to obesity and chronic disease rates for both youth and adults
- 8.2. The Village Administrator, or designee shall report annually on short-term performance measures at a Streets Committee meeting and develop an annual report to be shared publicly. The short- and long-term performance measures reflect the priorities and priority groups listed under Section 2 Diverse Users.
- 8.3. The Village shall collect data with assistance from agencies and organizations including but not limited to: Bluffton Public Works Department, Bluffton Administration, Bluffton Pathways Board, Bluffton Police Department, Allen County Public Health (ACPH), Lima-Allen County Regional Planning Commission (LACRPC), Activate Allen County, ODOT - Transportation Information Mapping System (TIMS), and Ohio Department of Health (ODH).

## 9. Project Selection Criteria

- 9.1. The Village shall incorporate the following project selection criteria into the transportation decision-making process:
- Safety for all roadway users, especially pedestrians. Areas with a high rate of traffic crashes or with higher populations of peoples with disabilities, older residents, and other vulnerable populations are to be prioritized.
  - Cost
  - Funding availability
  - Number of people impacted by the project
  - Connection to planned or existing pathways identified by the Bluffton Pathways Board
  - Impact on the Complete Streets priorities listed in Section 2 of this policy
  - Connectivity – Areas that fill a gap or lead to a more connected walking and bicycling network are to be prioritized.

## 10. Implementation Steps

- 10.1. The Village Streets Committee shall dedicate one meeting per year to Complete Streets to discuss the annual report of performance measures, policy implementation progress, community engagement needs, and/or other topics relevant to the implementation of this policy. Representatives from the agencies, organizations, and groups listed below will be invited to attend and participate in this annual meeting for policy implementation oversight.
- Schools
  - Police
  - Fire/Emergency Medical Services
  - Allen County Public Health (ACPH) Complete Streets Policy Task Force
  - Economic Development
  - Bluffton Entrepreneurs
  - Tree Commission
  - Planning Commission
  - Public Neighborhood Associations
  - Senior citizen groups
  - Daycare centers

- Human services and/or social organizations
- Bluffton University
- Bluffton Hospital
- Safe Communities Coalition

10.2. The Village shall view Complete Streets as integral to everyday transportation decision-making practices and processes. To this end:

10.2.a. The Village Pathways Board, Village Streets Committee, and Village Council shall oversee implementation of this Complete Streets Policy. Accountability will be ensured through annual reporting requirements including exceptions and short-term/long-term performance measures.

10.2.b In accordance with Village led comprehensive planning efforts, Zoning Code reevaluation and updates shall align with this Complete Streets Policy. Within twelve (12) months of adopting this Complete Streets policy, the Village Administrator, or their designee shall make recommendations for updates to the Village Comprehensive Plan and Village Zoning Code.

10.2.c. In addition to local funds, the Village shall seek regional, state, federal, and private funding sources to implement Complete Streets including but not limited to: Lima Allen County Regional Planning Commission (LACRPC), Ohio Department of Transportation (ODOT), Bluffton Lions Foundation, Ohio Department of Health (ODH), and Hancock County Community Foundation.

10.2.d. The Village will support ongoing education for staff through trainings and educational offerings including but not limited to:

- LACRPC Crash and safety reviews
- ODOT Active Transportation Academy trainings
- Educational activities such as bicycle rodeos

10.3. Policy implementation will include community engagement through strategies including but not limited to:

- Public comment opportunities at the annual Complete Street focused Streets Committee meeting and at Village Council meetings where policy exceptions are being heard.
- Walk audits. The Village will make walk audit forms publicly available.
- Community surveys. The Village will survey the community about Complete Streets implementation, priorities, unintended consequences, and other relevant information as needed.
- Educational, encouragement, and engagement activities led by local and regional partners including bicycle rodeos, professional development bicycle rides, and youth traffic safety education events.

**RESOLUTION NO. 03-2023**

**A RESOLUTION TO ACCEPT REVISED VERSIONS OF SECTIONS 5.01, 5.03, 5.04, AND 6.05 OF THE VILLAGE OF BLUFFTON PERSONNEL POLICY AND PROCEDURE MANUAL PROVIDED BY CLEMANS, NELSON & ASSOCIATES, INC. AND DECLARING AN EMERGENCY**

**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 5.01 – Sick Leave

Section 5.03 – Vacation

Section 5.04 – Holidays

Section 6.05 – Uniforms; and

**WHEREAS**, it is necessary to provide for the usual daily operation of the Village and for the immediate preservation of the public peace, health, safety, and general welfare of the Village that this ordinance take effect at an early date.

**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 provided by Clemans, Nelson & Associates, Inc. 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 \_\_\_\_\_ 2023 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**

**SICK LEAVE**

**SECTION 5.01  
PAGE 1 OF 4**

**A. POLICY**

1. Accrual - Each full-time employee and eligible part-time employee shall be entitled to .0575 hours of sick leave for each hour the employee is in active pay status (except overtime hours worked). Employees may accrue sick leave without limit. Only part-time employees regularly scheduled to work at least 20 hours a week are eligible for sick leave accrual.
2. Credit For Prior Service - Employees who previously separated from the Employer or from the state, a county, municipality, board of education, library, civil service, township or other political subdivision of this state may transfer their unused balance of accumulated sick leave, provided the time between separation does not exceed ten (10) years and no portion of the unused balance was previously converted to cash. Employees are responsible for requesting the Employer credit such previously accrued sick leave.
3. Usage - Upon approval of the department head, sick leave may be used for the following reasons:
  - a. Personal illness, injury, pregnancy or childbirth related conditions of the employee or of a member of the employee's immediate family that requires the employee's presence, as reasonably necessary, or death of an immediate family member; and
  - b. Exposure of the employee or a member of the employee's immediate family who also resides in the same household as the employee to a contagious disease which could be communicated and would potentially jeopardize the health of the employee or the health of others.
  - c. **An employee who is becoming a parent for a child new in the family by childbirth, adoption or fostering shall be allowed to use accumulated sick leave (paid) for up to six weeks following event. After that time, the parents will be allowed to take another six weeks of leave (unpaid) or use vacation or personal leave days for that period of time.**
  - d. **For an employee mother who gives birth by C-section, the initial period under sick leave may be up to eight weeks, with an additional four (4) weeks unpaid or use accumulated vacation/personal days for that period of time.**
4. An employee who is on sick leave from the Village is prohibited from working another job, participating in any recreational or social activities, if the activity is inconsistent with the employee's absence from work, until the employee has

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

**SICK LEAVE**

**SECTION 5.01  
PAGE 2 OF 4**

returned to work. While on sick leave, the employee is expected to remain at his home during the hours of the day during which he would otherwise be on duty. An employee may, if necessary, leave his/her home for doctor's appointments or procuring medications or prescriptions.

5. Immediate Family - For purposes of this policy, "immediate family" is defined as the employee's: mother, father, brother, sister, child, spouse, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, legal guardian or other person who stands in the place of a parent.
6. Payment - Employees who are absent on approved sick leave will be paid at the employee's applicable hourly or salaried rate. If requested sick leave is denied and as a result an employee is overpaid, such over payment shall be deducted from the employee's next paycheck. Sick leave will be charged in quarter hour (1/4) increments.
7. Denial - The Employer maintains the right to investigate the circumstances surrounding an employee's request for sick leave. A request for sick leave will be denied if:
  - a. The employee fails to comply with the required procedure for proper sick leave usage;
  - b. The employee fails to present a required medical practitioner's statement or a properly completed request form; or
  - c. Investigation of the request discloses facts that are inconsistent with the proper use of sick leave, such as excessive occasions of sick leave usage, a pattern of using sick leave before or after regular days off, alteration of a medical practitioner's statement or other evidence of intent to defraud. Application by an employee for sick leave through fraud or dishonesty will also result in disciplinary action consistent with Village policy.
8. Use of Other Leave - Employees who have no accrued sick leave who are absent will be considered absent without leave unless the employee requests and the department head approves the use of accrued vacation leave for such absence. Employees who have no accrued sick leave or vacation leave may be granted a leave of absence without pay upon request, as provided in this manual.

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

**SICK LEAVE**

**SECTION 5.01  
PAGE 3 OF 4**

**B. PROCEDURE**

1. An employee who requests sick leave for a scheduled medical appointment should notify the employee's department head or designee as soon as possible before the appointment. An employee who requests sick leave for other than a scheduled appointment must notify the department head or designee of the employee's absence and reason therefore by no later than the employee's scheduled starting time. Employees of the police department requesting sick leave must notify the department head or designee by no later than one (1) hour prior to the employee's scheduled starting time. Employees must follow the same applicable notification requirement each day the employee will be absent, unless instructed to do otherwise by the department head.
2. Immediately upon returning to work from sick leave, an employee must complete a "Request For Leave of Absence" form, attach all required supporting documents and submit the form to the employee's department head. A sick leave request should not be considered approved until signed by the department head.
3. Employees who obtain medical attention while on sick leave must attach a medical practitioner's statement to the "Request For Leave of Absence" form which should indicate the date and nature of the illness or injury for which the employee was treated.
4. If an illness or injury extends longer than two (2) or more consecutive work days, or in cases of an excessive or pattern of use of sick leave, the department head may require a medical practitioner's statement that states the date(s) of the illness or injury; the nature of the illness or injury; and the date the employee is able to return to work and perform all essential functions of the employee's position, and any applicable work restrictions. The doctor's certificate must be presented to the department head no later than the sixth (6th) consecutive work day after the commencement of the employee's absence or upon the employee's return to work, whichever occurs first.
5. The department head shall review the completed "Request For Leave of Absence" form and the circumstances surrounding the absence. A recommendation for approval or denial of the sick leave shall be made and the appropriate signature placed on the "Request For Leave of Absence" form. If approved, the form shall be forwarded to the Fiscal Officer.
6. The department head should inform any employee whose sick leave request is denied of such denial, the reason(s) for the denial, that the employee will not be paid for the absence, and should initiate any necessary disciplinary action required.

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

**SICK LEAVE**

**SECTION 5.01  
PAGE 4 OF 4**

7. Sick leave records will be updated at the completion of each biweekly pay period.
8. For Police Department employees, please see the Bluffton Police Department Policy Manual Section 1007, Sick Leave, for more information.

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



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

**VACATION**

**SECTION 5.03  
PAGE 1 OF 3**

**A. POLICY**

1. All full-time employees and eligible part-time employees earn paid vacation leave and begin accruing such leave upon appointment. Upon an employee's completion of one (1) full year of service, all accrued vacation leave will be credited to the employee, who will then be eligible to take such leave. If an employee terminates employment with the Village within the employee's first year of employment, the employee will not be entitled to receive the vacation leave that has accrued. Part-time hourly employees regularly schedule to work at least 20 hours per week shall be eligible for vacation leave.
  
2. Eligible employees accrue paid vacation leave according to the following schedule:
  - a. All full-time hourly employees of the Village shall receive vacations, with full salary, based upon the following schedule:
    - (1) Upon completion of one year of continuous service – 2 weeks (80 hours) vacation.
    - (2) Upon completion of eight years of continuous service – 3 weeks (120 hours) vacation.
    - (3) Upon completion of fifteen years of continuous service – 4 weeks (160 hours) vacation.
    - (4) Upon completion of twenty years of continuous service – 5 weeks (200 hours) vacation.
  
  - b. Eligible part-time hourly employees accrue paid vacation leave according to the same schedule as full-time hourly employees prorated by the hours assigned at hiring.**
  
3. All full-time salaried employees of the Village shall receive vacations, with full salary, based upon the following schedule:
  - a. Upon completion of one year of continuous service – 3 weeks (120 hours) vacation.
  
  - b. Upon completion of eight years of continuous service – 4 weeks (160 hours) vacation.

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

**VACATION**

**SECTION 5.03  
PAGE 2 OF 3**

- c. Upon completion of fifteen years of continuous service – 5 weeks (200 hours) vacation.
- ~~d. Part time hourly employees and part time I patrol officers upon completion of one year of continuous service and throughout their employment: maximum of 40 hours accumulation each year prorated by the number of hours worked.~~
4. Vacation leave is credited on January 1 of each calendar year for all employees completing at least one year of service with the Village of Bluffton. Upon completion of one (1) year of continuous service, a pro-rated amount of vacation is credited to the employee on their anniversary date. Employees earning the additional third week of vacation, based on years of service, shall have the additional week credited on their anniversary date. Employees earning the additional fourth or fifth week of vacation, based on years of service, shall have the additional week credited on January 1 of the year in which the qualifying anniversary occurs.
5. For employees hired prior to July 5, 1987, seniority for vacation purposes is determined according to the total service the employee has with the Village of Bluffton, the state or any political subdivision thereof. The anniversary date of employment for such an employee, for computing vacation leave, is the anniversary date of such prior service, unless deferred by ordinance. For all employees hired on or after July 5, 1987, except OPERS or OPFDPF retirees, seniority is determined according to the total service the employee has with the Village of Bluffton only. In either case, prior service need not be continuous.
6. An employee who has retired under OPERS, OPFPPF or any other state retirement plan and who is hired after June 24, 1987 shall not have any prior service with the Village of Bluffton, the state or any political subdivision thereof counted for computing vacation leave.
7. Vacation time accrued during a calendar year will be considered “use it or lose” time. No payment will be made for unused vacation remaining at the end of the year. Accrued, but unused, vacation time may not be carried over into the next calendar year. In extreme circumstances, an employee earning at least four (4) weeks of vacation per year, can request that Council or its designee approve up to one (1) week of vacation be carried over into the next calendar year, to be used by March 30 of that year. An employee wishing to carry over the 1 week must demonstrate that every effort was made to use the vacation during the calendar year in which it was earned and unforeseen circumstances or circumstances beyond the employee’s control occurred making it impossible for the vacation time to be used in the current year.

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**VACATION**

**SECTION 5.03  
PAGE 3 OF 3**

8. Vacation may be taken in one-quarter (1/4) hour increments with the approval of the department head.
9. Except in special or meritorious circumstances, vacation will not receive approval to be carried over from one (1) vacation year to the next.
10. Vacation is not earned while an employee is in non-paid status (i.e., leave of absence without pay, disciplinary suspension).
11. Upon separation from employment with the Village, employees with one (1) or more years of service with the Village shall be entitled to compensation at their current rate of pay for any earned but unused vacation to the employee's credit at the time of separation.

**B. PROCEDURE**

1. Employees shall request vacation leave in writing on a "Request For Leave of Absence" form.
2. Requests for leave of less than one (1) week should be made at least seven (7) days in advance. All other requests for leave should be made at least fourteen (14) days in advance. Vacation scheduling is subject to approval of the department head, based upon the operational needs of the department. Requests will be honored based upon the request received first and then by seniority.

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

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

**HOLIDAYS**

**SECTION 5.04  
PAGE 1 OF 1**

**A. POLICY**

1. Holidays Observed - All full-time employees are entitled to receive their regular rate of pay for the following holidays:
  - a. New Year's Day (January 1);
  - b. Memorial Day (on the day observed);
  - c. Independence Day (July 4);
  - d. Labor Day (first Monday in September);
  - e. Thanksgiving Day (fourth Thursday in November);
  - f. Day After Thanksgiving Day; and
  - g. Christmas Day (December 25).
  
2. Date of Observance - If a holiday falls on a Sunday, it will be observed on the following Monday; if it falls on Saturday, it will be observed on the preceding Friday for those employees regularly scheduled to work Monday through Friday. Certain department employees scheduled to work on a continuous basis, seven (7) days per week, shall observe the actual date of the holiday.
  
3. Work on a Holiday - Most employees will normally not be scheduled to work on the day observed as a holiday. Any employee who is required to work on a day observed as a holiday shall be paid for all hours actually worked at the employee's applicable rate plus receive eight (8) hours holiday pay.

**To ensure consistent services are provided to the Bluffton Community during weekends and recognized holidays, Public Works Department employees are required to perform necessary procedures and are compensated with the following:**

- a. \$75 a day
- b. Two (2) hours of Comp Time per day.

**The employee responsible for weekend duty will also cover the after-hours phone number the week after their assigned weekend duty. Any hours worked beyond the normal weekend duty responsibilities will be eligible for Overtime.**

4. Employees on Paid Leave - If a holiday occurs while an employee is on sick leave or vacation leave, such day will not be charged against the employee's sick, injury or vacation leave balance.

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

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

**HOLIDAYS**

**SECTION 5.04  
PAGE 1 OF 1**

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

**THE VILLAGE OF BLUFFTON  
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**UNIFORMS**

**SECTION 6.05  
PAGE 1 OF 1**

**A. POLICY**

1. Uniforms will be provided to those employees required by the Employer to be in uniform.
  - a. Full-time police officers will be provided uniforms and equipment as approved within guidelines established by ordinance.
  - b. All supervisors and full-time Public Works department employees will be provided with uniform service.
  - c. Full-time Public Works employees shall wear the provided uniform at all times while on duty unless otherwise permitted by their supervisor, of if exigent circumstances exist.**
  - d. Full-time Public Works employees shall wear appropriate work boots or other approved protective footwear when performing their duties. Employees performing office work or working where injury is unlikely, may wear non-protective footwear, provided said footwear is appropriate for public service.**

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

**RESOLUTION NO. 05-2023**

**A RESOLUTION AUTHORIZING THE ADVERTISEMENT FOR PUBLIC BID ON THE S.R. 103 CURB REPLACEMENT PROJECT AND DECLARING AN EMERGENCY.**

**WHEREAS**, Council has previously passed Resolution No. 31-2022, A RESOLUTION OF NECESSITY FOR THE S.R. 103 CURB REPLACEMENT PROJECT, which finds that there is necessity to perform a public improvement project to qualifying curbs on S.R. 103 in the Village of Bluffton, OH, and;

**WHEREAS:** An emergency exists in the daily operation of the Village whereby failure to act will be detrimental to the public health, welfare and safety of the inhabitants thereof and in order to proceed with this project in an expeditious manner.

**NOW THEREFORE, BE IT RESOLVED** by the Mayor and the Village of Bluffton Council that the Village Administrator is hereby authorized and directed to advertise to receive sealed bids for the construction of the S.R. 103 Curb Replacement project.

**BE IT FURTHER RESOLVED** that the advertisement for sealed bids shall conform to the requirements of the Ohio Revised Code.

**BE IT FURTHER RESOLVED** that Village of Bluffton reserves the right, in any event, to reject any and all bids.

**BE IT FURTHER RESOLVED** That it is found and determined that all formal actions of this Council concerning and relating to the adoption of the Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and of 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.

Passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023 by the governing body of the Village of Bluffton, Ohio by the following vote:

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

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

\_\_\_\_\_  
MAYOR

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

# Village of Bluffton

## Administration's Report

To: Mayor Johnson & Council Members



02-13-23

### PROJECTS OUT FOR BID

- **S.R. 103 Curb Replacement** - Bids will be opened Friday, February 17<sup>th</sup> at 10:00 am. Engineers Estimate at \$115,870.00. Project being financed with local funds.

### Construction Project Update:

#### 1. Lawn & Jackson Watermain Replacement:

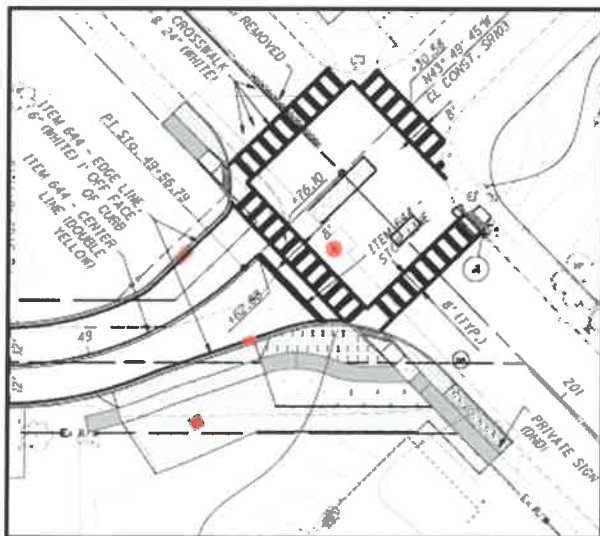
Waterline work will be done this week!

#### PAYMENT UPDATE:

- Payment #1 - \$62,664.13
- Payment #2 - \$109,700.06
- Project Bid Total: \$325,325.43. Project is 53% paid for and being funded by OPWC 0% interest loan.

#### 2. Bentley Rd. Intersection Improvements

Detour signage scheduled to be placed February 24<sup>th</sup>  
Construction scheduled to begin the week of the 27<sup>th</sup>



### COMMUNITY MESSAGE

#### CONSTRUCTION UPDATE

1. **N. Lawn & Jackson Watermain replacement:**  
Waterline work will be done by end of February. Final restoration of areas completed by 4/28.
2. **Bentley Rd. Intersection Improvements:**  
Project will realign Bentley Rd. and Main St. to remove skewed intersection, replace watermain, improve storm sewer drainage and add crosswalks to the area.  
**Road Closure/Detour Route projected from late February to mid-April**



#### INCOME TAX NOTICE

All residents of Bluffton 18 years & older (this includes students away at college) must file an Income Tax Return every year with Bluffton.

**All 2022 Income Tax Returns will be due on April 18, 2023.**

#### ARE YOU MOVING?

Please contact Angie (419)358-2066 ext. 101 or [essingera@bluffton-ohio.com](mailto:essingera@bluffton-ohio.com) at the Town Hall to complete a MOVE OUT form.



**Mulch Grinding:** TAWA Mulch and Landscaping Supply, Findlay, OH has finished the annual mulch grinding from the accepted materials deposited at the brush dump.

### Motions from Council

- **Seasonal Mower Positions** - Request a motion from Council to advertise for Seasonal Mowing Positions.
- **Surplus Items:** Request a motion from Council to declare the leaf machine as surplus.

### Council Committee Meetings:

 Request for meetings with:

Ordinance: - week of the 20<sup>th</sup> - Safety Services Director, Access Management, Variance for Required Parking Spaces, Technical Bulletin 11 - Floodplain Regs

Personnel -





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Date: February 6th, 2023

To: Mayor Johnson and Council

From: Chief Ryan M. Burkholder

Reference: Police Department Monthly Report

POLICE ACTIVITY SUMMARY

January 2023

Police Calls for Service - 783

Police Chief Calls for Service- 106

Traffic Stops - 39

Citations - 8

CRIMINAL COMPLAINTS

Criminal Damaging	-	2
Driving under Suspension	-	1
Drug Offense	-	1
Domestic Violence	-	1
Juvenile Offense	-	1
Miscellaneous	-	1
Protection Order Violation	-	1
Telephone Harassment	-	1
Theft	-	1
Total	-	10



# Incident Breakdown By Month Report

Print Date/Time: 02/06/2023 12:56  
 Login ID: rburkholder  
 Year: 2023

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	10	83.3	2	16.7	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	12
Accident w/injuries	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
Administrative	178	97.3	5	2.7	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	183
Aiding Other	12	66.7	6	33.3	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	18
Alarm	7	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	7
Animal 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
Assist Police	26	89.7	3	10.3	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	29
B&E	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
Civil 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
Criminal Damage	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
Domestic	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
Drug Abuse	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
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
Follow Up	16	80.0	4	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	20
Hazmat	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
Hit Skip	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
House/Building	289	88.1	39	11.9	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	328
Investigate Vehicle	20	80.0	5	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	25
K9 Request	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
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	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
Miscellaneous	71	88.8	9	11.3	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	80
Motorist Assist	2	66.7	1	33.3	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	3
Paper Service	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
Pedestrian Stop	0	0.0	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	1
Suspicious Person	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



# Incident Breakdown By Month Report

Print Date/Time: 02/06/2023 12:56  
 Login ID: rburkholder  
 Year: 2023

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
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
Traffic Stop	36	92.3	3	7.7	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	39
Unruly Juvenile	0	0.0	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	1
Unsecured Door	2	66.7	1	33.3	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	3
Unwanted Guest	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
Violating PTO	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
<b>Total:</b>	<b>703</b>	<b>89.8</b>	<b>80</b>	<b>10.2</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>783</b>



# Ticket Statistics

Print Date/Time: 02/06/2023 12:56  
 Login ID: rburkholder  
 Stature: All

From Date: 01/01/2023  
 To Date: 01/31/2023  
 Ticket Type: All

Bluffton Police Department  
 ORI Number: OH0020100

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Totals
<b>Warning</b>													
4513.05 Tail Lights and Illumination of Rear License Plate	1	0	0	0	0	0	0	0	0	0	0	0	1
4511.12 Obedience to Traffic Control Devices	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
4511.69C PARKING FACING ONCOMING TRAFFIC	1	0	0	0	0	0	0	0	0	0	0	0	1
<b>Warning Totals</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>
<b>Traffic</b>													
4513.03A Lights required at Dark	1	0	0	0	0	0	0	0	0	0	0	0	1
4511.202A Reasonable Control	1	0	0	0	0	0	0	0	0	0	0	0	1
4511.44(A) Failure to Yield the Right of Way - Any Other Place (Driveways)	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
<b>Traffic Totals</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>
<b>Totals</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>



# Accident Summary By Accident Type

**Print Date/Time:** 02/06/2023 12:58  
**Login ID:** rburkholder  
**Accident Type:** All

**From Date:** 01/01/2023 00:00  
**To Date:** 01/31/2023 23:59

Bluffton Police Department  
**ORI Number:** OH0020100

<b>Accident Type</b>	<b>Number Of Accidents</b>	<b>Number Of Injured</b>	<b>Number Of Killed</b>
9 - Other/ Unknown	1		
6 - Angle	2		
3 - Head-on	1		
1 - Not Collision Between Two MV	3		

**Grand Totals for OH0020100: 7**

K9 PRESENTATION

FEBRUARY 6<sup>TH</sup>, 2023

GIRL SCOUTS



Sgt Tyler Hochstetler and Kato giving a K9 presentation to the Girl Scouts last week.

Respectfully,

A handwritten signature in black ink, appearing to read "Ryan M. Burkholder".

Ryan M. Burkholder

Chief of Police