

Village of Bluffton Council Meeting Agenda

March 23, 2026 at 7:00 PM



Opening Ceremonies

Call to Order, Mayor Johnson presiding
Pledge of Allegiance



Minutes

Approval of the minutes from the Council Meeting held on Monday, March 09, 2026.

Bills

Public Comment:

Committee Reports

Joint Streets, Alleys, Lights & Sidewalk and
Pathway Board: 03/17

Boards & Commissions

Planning Commission: 03/10
Airport Commission: 03/12
Board of Zoning & Building Appeals: 03/16

LEGISLATION

ORDINANCE NO. 02-2026

2nd Reading

Emergency

AN ORDINANCE APPROVING THE ANNUAL APPROPRIATIONS FOR THE 2026 FISCAL YEAR FOR THE VILLAGE OF BLUFFTON, OH AND DECLARING AN EMERGENCY

RESOLUTION NO. 05-2026

2nd Reading

Emergency

A RESOLUTION ESTABLISHING PAY INCREASES TO THE WAGES/SALARIES OF CERTAIN VILLAGE EMPLOYEES OF THE VILLAGE OF BLUFFTON, OHIO AND DECLARING AN EMERGENCY

RESOLUTION NO. 06-2026

1st Reading

Emergency

A RESOLUTION ACCEPTING A BID AND AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO A CONTRACT WITH THE BLUFFTON STONE COMPANY/BLUFFTON PAVING INC. TO ACQUIRE AGGREGATE AND ASPHALT MATERIAL, ASPHALT APPLICATION AND EQUIPMENT RENTAL, FOR THE 2026 CONSTRUCTION YEAR IN THE VILLAGE OF BLUFFTON, OHIO AND DECLARING AN EMERGENCY.

RESOLUTION NO. 07-2026

1st Reading

Emergency

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH CHOICE ONE ENGINEERING FOR PROFESSIONAL ENGINEERING SERVICES RELATED TO THE NORTH MAIN STREET RECONSTRUCTION PROJECT, AND DECLARING AN EMERGENCY

RESOLUTION NO. 08-2026

1st Reading

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO ADVERTISE FOR PUBLIC BIDS FOR THE SR 103 SOUTHEAST WATER MAIN LOOP REPLACEMENT PROJECT

Village Administration Report:

Mayor:

Safety Services Reports:

-EMS-

-Fire Dept.-

-Police Dept.-

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

- Council Meeting – Monday, March 23rd at 7:00 pm
-
- Council Meeting – Monday, April 13th at 7:00 pm – ONU Capstone presentation

Public Comment

Adjournment – Motion

Village of Bluffton – Regular meeting March 9, 2026, at 7:00 p.m.

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

Downey motioned, seconded by Stahl, to approve the minutes from the regular council meeting held on February 23, 2026. Roll Call: Yes (6) Downey, Gordon-Hancock, Hill, Sehlhorst, Stahl, and Talavinia. No (0), Abstain (0), motion approved.

Talavinia motioned, seconded by Hill, to approve the bills as presented. Roll Call: Yes (6) Downey, Gordon-Hancock, Hill, Sehlhorst, Stahl, and Talavinia. No (0), Abstain (0), motion approved.

Sehlhorst motioned, seconded by Hill, to approve entering into a contract with Waterworth for a Continuous Utility Rate Management agreement. Roll Call: Yes (6) Downey, Gordon-Hancock, Hill, Sehlhorst, Stahl, and Talavinia. No (0), Abstain (0), motion approved.

The Fiscal Officer gave the following readings:

1st Reading:

Ordinance 02-2026 – An Ordinance approving the annual appropriations for the 2026 fiscal year for the Village of Bluffton, OH. Talavinia motioned to approve the ordinance, seconded by Hill. Roll Call: Yes (6) Downey, Gordon-Hancock, Hill, Sehlhorst, Stahl, and Talavinia. No (0), Abstain (0), motion approved.

3rd Reading:

Resolution 04-2026 – A Resolution establishing positions and wages for swimming pool staff and rates for 2026. Stahl motioned to approve the resolution, seconded by Downey. Roll Call: Yes (6) Downey, Gordon-Hancock, Hill, Sehlhorst, Stahl, and Talavinia. No (0), Abstain (0), motion approved.

1st Reading:

Resolution 05-2026 – A Resolution establishing pay increases to the wages/salaries of certain Village employees of the Village of Bluffton, Ohio. Talavinia motioned to approve the resolution, seconded by Gordon-Hancock. Roll Call: Yes (6) Downey, Gordon-Hancock, Hill, Sehlhorst, Stahl, and Talavinia. No (0), Abstain (0), motion approved.

Hill motioned, seconded by Stahl, to approve the hiring of Rick Lichtle and Chris Schroeder as seasonal mowers for the 2026 mowing season. Roll Call: Yes (6) Downey, Gordon-Hancock, Hill, Sehlhorst, Stahl, and Talavinia. No (0), Abstain (0), motion approved.

Talavinia motioned, seconded by Gordon-Hancock, to enter into executive session to discuss a complaint against a public employee with Council, Mayor, Police Chief, and Solicitor present. No action is expected. Roll Call: Yes (6) Downey, Gordon-Hancock, Hill, Sehlhorst, Stahl, and Talavinia. No (0), Abstain (0), motion approved.

Gordon-Hancock motioned, seconded by Downey, to exit executive session and return to open session. Roll Call: Yes (6) Downey, Gordon-Hancock, Hill, Sehlhorst, Stahl, and Talavinia. No (0), Abstain (0), motion approved.

Hill motioned to adjourn the meeting.

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

Planning Commission on Tuesday, March 10 at 7:00 p.m.

Airport Commission on Thursday, March 12 at 5:15 p.m. at the Bluffton Airport.

Board of Zoning & Building Appeals on Monday, March 16 at 5:30 p.m.

Streets, Alleys, Lights & Sidewalk Committee and Pathway Board on Tuesday, March 17 at 5:30 p.m.

Council Meeting on Monday, March 23 at 7:00 p.m.

MAYOR

FISCAL OFFICER

VILLAGE OF BLUFFTON
VOUCHER REPORT 3/23/2026

VENDOR	AMOUNT	DEPARTMENT	DESCRIPTION
AG-PRO	3,123.85	Multiple	SKID LOADER BUSHINGS
AIM MEDIA MIDWEST	512.95	Administrative	ADVERTISING
ALL SERVICE AERATION, INC	482.50	Multiple	PORTABLE TOILETS
ALLEN COUNTY AWARDS LLC	294.00	Administrative	NAME PLATES & HOLDERS
ALLEN COUNTY EMA	283.47	Fire	MX-4 O2 MODULE
AMERICAN ELECTRIC POWER	6,317.56	Multiple	ELECTRICITY
AMERICAN ELECTRIC POWER	1,485.91	Multiple	ELECTRICITY
ANTHEM BLUE CROSS BLUE SHIELD	33,209.98	Multiple	HEALTH INSURANCE
BASINGER PLUMBING & HEATING LLC	469.50	Multiple	SUPPLIES/PARTS
Bryan Lloyd	304.23	Administrative	BOOTS
CHARTER COMMUNICATIONS	175.35	Multiple	INTERNET
CHARTER COMMUNICATIONS	53.07	Multiple	INTERNET
CHARTER COMMUNICATIONS	170.00	Administrative	INTERNET
CINTAS	121.36	Administrative	UNIFORMS
CINTAS	127.48	Administrative	UNIFORMS
CINTAS	42.64	Multiple	FIRST AID SUPPLIES
CLEMANS, NELSON & ASSOCIATES, INC	250.00	Administrative	RETAINER & PROFESSIONAL SERVICES
DEGEN EXCAVATING CO., INC.	2,952.18	Sewer	EMERGENCY JETTING & CLEANING
ENBRIDGE GAS OHIO	1,277.82	Multiple	NATURAL GAS
ESO SOLUTIONS, INC.	850.00	Fire	NFIRS REPORTING SOFTWARE
EUROFINS DRINKING WATER & WASTEWATER CENTRAL, LLC	75.00	Multiple	TESTING
FAMILY HARDWARE DO IT BEST	725.05	Multiple	SUPPLIES
GRAINGER INC	36.68	Street	HOSE REEL REPAIR
GREAT LAKES BILLING ASSOCIATES, INC.	960.17	Rescue	EMS BILLING SERVICES
HANCOCK-WOOD ELECTRIC CO-OP	145.14	Multiple	ELECTRICITY
HANCOCK-WOOD ELECTRIC CO-OP	72.89	Multiple	ELECTRICITY
HERITAGE MAINTENANCE PRODUCTS	1,037.19	Street	ANGLE BROOM BRUSHES
KOI ENTERPRISES, INC.	414.34	Multiple	PARTS
LEXIS NEXIS RISK DATA MANAGEMENT INC.	50.00	Administrative	ADDRESS SEARCHES
MISSION COMMUNICATION	694.80	Sewer	COLLECTIONS SYSTEM TELEMETRY
MUNIORTH INNOVATIONS INC.	18,720.00	Multiple	CONTINUOUS RATE MANAGEMENT
NORTHWEST OHIO ADVANCED ENERGY IMPROVEMENT DISTRICT	5,300.01	Administrative	BFR SPECIAL ASSESSMENT
NORTHWEST OHIO ADVANCED ENERGY IMPROVEMENT DISTRICT	10,155.39	Administrative	BEE KIND PROPERTIES SPECIAL ASSESSMENT
PERRY CORPORATION	161.27	Administrative	IT CONTRACT
PERRY CORPORATION	3,670.48	Administrative	IT CONTRACT
Re:Source	12,000.00	Administrative	BRUSH GRINDING
RILEIGHS OUTDOOR, LLC	510.00	Administrative	COUNCIL TABLECLOTHS
SAFEGUARD BUSINESS SYSTEMS	449.29	Administrative	AP CHECKS
SAM'S CLUB	97.73	Multiple	SUPPLIES
SHELL FLEET PLUS	588.31	Multiple	FUEL
SMARTBILL	1,309.32	Multiple	BILLING SERVICES
STAPLES BUSINESS ADVANTAGE	61.38	Multiple	SUPPLIES
STRATTON GREENHOUSES	15,000.00	Administrative	ANNUAL CONTRACT
TREASURER, STATE OF OHIO	348.50	Sewer	ANNUAL SEWAGE SLUDGE FEE
USA BLUE BOOK	1,250.24	Sewer	BAGS & TUBING
UTILITY SERVICE CO, INC.	16,682.02	Water	WATER TOWER PEDISPHERE
VASU COMMUNICATIONS	85.84	Fire	CHARGER
VERIZON WIRELESS	130.41	Multiple	CELL PHONES
VILLAGE OF OTTAWA	45,052.62	Water	WATER
INCOME TAX REFUNDS	712.30	Administrative	INCOME TAX REFUNDS
	189,000.22		
FEBRUARY FIRE & EMS	7,430.07		
MEDICARE	107.75		
OPERS	745.36		
FICA	125.90		
BIWEEKLY PAYROLL 3/20/26	82,927.12		
MEDICARE	1,148.42		
OPERS	7,287.07		
OP&F	5,806.35		

Council Signature : _____

Date: _____

Bluffton Planning Commission

Commission Meeting Minutes

Date: March 10, 2026

Time: 7:00 PM-8:30 PM

Location: 1st Floor, Town Hall, 154 N Main St., Bluffton, Ohio

• Attendance

Members Present:

- Mitch Agner
- Tom Downey
- Roger Edwards
- Tim Essinger
- Rich Johnson (Mayor)

Staff/Guests Present:

- Jesse Blackburn, Village Administrator

Members Absent:

• Discussion Items

- **Stratton Auto Sales:** 262 S.R. 103 – Request for stone surfacing in parking lot area on north side of current development adjoining to the paved parking area being constructed.

Motion: Downey moved, Edwards seconded, to recommend approval to the Board of Zoning and Building Appeals for the addition of a 60 ft. x 235 ft. stone lot north of the current/proposed lot, contingent upon verification that the existing retention system can accommodate an additional 14,100 sq. ft., and with the understanding the lot is not for public use but for loading, unloading, and vehicle staging.

Roll Call: Ayes – Downey, Edwards, Agner, Essinger. Nays – None.

Motion carried.

- **Updated Definition of Planning Commission Duties:** current duties described in Bluffton's Code of Ordinances is incomplete when compared to duties outlined in the Ohio Revised Code. Duties of a municipal Planning Commission as outlined in Chapter 713 include:

- | | |
|---|--|
| ○ Review & Recommend Zoning Legislation | ○ Review Official Map and Street Layout |
| ○ Review and Approve Subdivisions & Plats | ○ Review Public Improvements Before Construction |
| ○ Provide Advisory Recommendations to Council | ○ Prepare and Maintain a Municipal Plan |

It was recommended by Mr. Blackburn that we have quarterly meetings to work on more of the planning aspect of the Commission's duties. Members agreed to establish quarterly meetings. We will utilize the Bluffton Beyond Tomorrow report as an aid in planning future projects. The quarterly meeting will also be used to review current and upcoming projects.

• Adjournment

Motion: Downey- 8:30 PM

Tom Downey

Bluffton Airport Commission

Commission Meeting Minutes

Date: March 12, 2026

Time: 5:10 PM

Location: Bluffton Airport, 1080 Navajo Dr., Bluffton

• Attendance

Members Present:

- Michael Barham
- Dave Blank
- Tom Downey
- Roger Edwards
- Rich Johnson (Mayor)

Staff/Guests Present:

- Jesse Blackburn, Village Administrator
- Nick Vance, Bluffton Flying Service
- Jason Clearwater, PE, PS – BF&S Civil Engineers (Executive Oversight)
- Mike Vannatta, PE – BF&S Civil Engineers (Project Manager)
- Tinisha Weigelt – BF&S Civil Engineers (Client Liaison)

Members Absent:

- Shawn Stratton

• Discussion Items

Q&A with the three BF&S employees:

- 95% Client Retention
- They provide monthly reports on the status of projects and grants
- (3) Grant Administrators to free-up Engineers
- Discussed some current issues with the facility
- Discussed how the changeover may go if they are selected

Motion: Edward moved, Barnham seconded, to recommend approval by the Village Council to enter into contract with Butler, Fairman & Seufert (BF&S) to serve as the Bluffton Airport's planning and engineering consultant for the next five (5) years.

Roll Call: Ayes – Edwards, Barnham, Blank, Downey. Nays – None.

Motion carried.

• Adjournment

Motion: Downey- 6:25 PM

Tom Downey

Bluffton Board of Zoning and Building Appeals

3/16/2026

Order of Business: 400 W. Elm St., 107 W. College Ave., and 262 State Route 103

Introduction of the board:

- All members of the board have been appointed by the mayor and approved by Village Council
- Tony Pinks, Deron Geiser, and Dave Bracy

Purpose of today's hearing:

1. The property owner of 400 W. Elm St., William Sommers is requesting a dimensional variance from Bluffton Codified Ordinances article 153.047. Due to the irregular shape of Mr. Sommers' lot, he is requesting a side and rear yard setback of 3' to construct a 20'x24' detached garage.

153.047 ACCESSORY USES IN R-RESIDENTIAL DISTRICTS.

The following shall apply.

(A) *Accessory buildings in R-Residential Districts; general.* An accessory building may be erected detached from the principal building or may be erected as an integral part of the principal building, or it may be connected therewith by a breezeway or similar structures. Except as provided in §§ [153.390](#) through [153.392](#), no accessory building shall be erected in any required yard except a rear yard and shall not occupy more than 35% of a required rear yard. Accessory buildings shall be distant at least six feet from any dwelling situated on the same lot unless an integrated part thereof; at least six feet from any other accessory building and at least five feet from any lot lines of adjoining lots which are within an R-Residential District.

Discussion:

Board Action:

Motion to Approve, Deny or Table the variance as requested

Motion: DAVE

Second: TONY

Vote: 2 Yes 0 No _____ Abstention Pass X Fail _____

2. The Bluffton Youth for Christ located at 107 W. College Ave. is requesting a dimensional variance from Bluffton Codified Ordinances article 153.145. This request is to construct a 50'x60' multipurpose room. Bluffton YFC is requesting a setback of 0' from the public alley and 2'6" from the adjoining property at 209 S. Jackson.

153.145 REQUIRED YARDS IN THE C-I DISTRICT.

(A) *Residential uses.* Each residential use to be accommodated in the C-I Commercial District shall meet the minimum yard requirements of the R-III Residential District.

(B) *Commercial uses.*

Front yard	25 ft.*
Rear yard	25 ft.; where a lot line abuts any alley, one-half of the width of such alley may be considered in meeting a part of the rear yard requirements
Side yard	No minimum yard required, except lots adjoining a residential district shall provide a side yard on that adjoining side equal to that required in the adjoining residential district
* Or 55 feet from the center of the road if no right-of-way has been established	

Discussion:

Board Action:

Motion to Approve, Deny or Table the variance as requested

Motion: TONY PINKS

Second: DAVE BRACY

Vote: X Yes _____ No _____ Abstention Pass X Fail _____

3. The Property owner at 262 State Route 103, Stratton Auto, is requesting a variance to permit the expansion of an existing parking lot utilizing stone surfacing. The Request seeks relief from the hard-surface requirements for off-street parking areas established in article 153.307 of the Bluffton Codified Ordinances. As per requirements this request has been presented to Bluffton Planning Commission. Mr. Downey is in attendance to speak on their behalf.

153.307 DEVELOPMENT AND MAINTENANCE OF PARKING AREAS.

Every parcel of land hereafter used as a public or private parking area, including a commercial parking lot and also an automobile or trailer sales lot, shall be developed and maintained in accordance with the following requirements.

(B) *Surfacing.* Any off-street parking area for more than five vehicles shall be graded for proper drainage and surfaced with a durable hard surface, such as concrete or asphaltic concrete.

(E) *Parking area; modifications.* The Board may authorize on appeal a modification, reduction or waiver of the foregoing requirements, if it should find that, in the particular case appealed the peculiar nature of the residential, business, trade, industrial or other use, or in the exceptional shape or size of the property or other exceptional situation or condition, would justify such action. No action shall be taken by the Board unless and until it has first received the recommendation of the Planning Commission regarding the appeal.

Discussion:

Board Action:

Motion to Approve, Deny or Table the variance as requested

Motion: DAVE BRALY

Second: TONY PINK

Vote: 2 Yes _____ No _____ Abstention

Pass X Fail _____

UNTIL MORE
INFO OBTAINED
FROM ENGINEER THAT
THE POND CAN HANDLE
THE EXTRA
WATER

● Article 153.430 of the Codified Zoning Ordinance provides that anyone who wishes to appeal from the decision of the Board may do so by filing a petition with the Allen County Common Pleas Court within 30 days.

Motion to Adjourn:

Respectfully,

TONY PINKS
Tony Pinks 3/16/2024

Tony Pinks, Chairman
Bluffton Board of Zoning and Building Appeals.

2026, March 17 – Joint Streets Committee and Pathway Board

Start: 5:30 PM End: 6:48 PM

Street Committee Only – End: 7:30 PM

Present: Joe Sehlhorst, Liz Gordon-Hancock, Mayor Rich Johnson, Admin. Jesse Blackburn, Pathway Board

Members: Council Member Ben Stahl, Mitch Kingsley, Mark Bourassa, Travis Music

Joint Pathway & Streets Topic 1: Riley Street Pedestrian Improvements

- From Bentley Rd Pathway to Spring St.
- Reviewed Choice One Preliminary Construction Estimate/Engineer's Estimates
 - o North Option:
 - Detached Pathway w/ Tree Lawn from Bentley to Hunters Run. Then attached pathway (sharrow) from Hunters Run to Spring St.
 - Est. Cost \$486,954.00
 - o South Option
 - Sidewalk Construction
 - Est. Cost \$570,509.00
- Discussed both options with the mindset of which side would best serve those neighborhoods.
 - o Both options present both challenges and opportunities.
 - Pedestrian safety, utility Infrastructure (1966), non-pedestrian friendly bridge, timeframe, neighborhood connectivity, etc.
- We (Streets Committee & Pathway Board) to schedule a future public meeting around September.

Joint Pathway & Streets Topic 2: Downtown Pedestrian Safety

- Safety concerns with bicyclists riding on downtown Main St. sidewalks.
- Pathway Board would like to have a Main St. Downtown Safety Campaign.
 - o Discussions included added signage (dismount) and bike etiquette awareness.
- Streets Committee to investigate potential solutions to the matter.

Streets Committee Topic: North Main Streetscape Improvements

- 2300' stretch between Jefferson Street and Snider Road
- Administration presents Choice One compensation fee for project engineering study for said project.
 - o Engineering Fee: \$97,975.00
 - Topographical Survey: March 26, ROW & Property Lines: March-April 26, Design Submittal June-Oct 26, Bid Ready Construction Plans: Dec 26
 - o Need for study is due to scheduled Marsh Run and Main St. bridge replacement.
- Resolution to be read at next council meeting.

North Option: Pathway

RILEY STREET PEDESTRIAN IMPROVEMENTS VILLAGE OF BLUFFTON

PRELIMINARY CONSTRUCTION ESTIMATE/ENGINEER'S ESTIMATE

ALTERNATE 2: 8' ASPHALT PATHWAY AND ROAD WIDENING ON THE NORTH SIDE OF RILEY STREET

January 2, 2026

ITEM NO.	DESCRIPTION	UNIT OF MEASURE	APPROX. QTY.	UNIT PRICE	TOTAL
201	CLEARING AND GRUBBING	LUMP	1	\$15,000.00	\$15,000.00
202	WALK REMOVED	SF	1052	\$5.00	\$5,260.00
202	CURB REMOVED	FT	81	\$15.00	\$1,215.00
202	CURB AND GUTTER REMOVED	FT	37	\$20.00	\$740.00
202	FENCE REMOVED	FT.	24	\$25.00	\$600.00
202	GUARDRAIL REMOVED	FT.	26	\$15.00	\$390.00
202	MAILBOX REMOVED	EACH	3	\$100.00	\$300.00
202	PIPE REMOVED, 24" AND UNDER	FT.	12	\$20.00	\$240.00
202	CATCH BASIN REMOVED	EACH	1	\$250.00	\$250.00
202	REMOVALS, AS PER PLAN	LUMP	1	\$15,000.00	\$15,000.00
203	EXCAVATION, AS PER PLAN	CY	805	\$15.00	\$12,075.00
203	EMBANKMENT	CY	400	\$20.00	\$8,000.00
204	SUBGRADE COMPACTION	SY	3108	\$2.50	\$7,770.00
301	ASPHALT CONCRETE BASE, PG64-22, (449)	CY	260	\$250.00	\$65,000.00
304	AGGREGATE BASE	CY	602	\$60.00	\$36,120.00
407	NON-TRACKING TACK COAT	GAL	162	\$10.00	\$1,620.00
441	ASPHALT CONCRETE SURFACE COURSE, TYPE 1, (449), PG64-22	CY	126	\$325.00	\$40,950.00
441	ASPHALT CONCRETE INTERMEDIATE COURSE, TYPE 2, (449)	CY	215	\$300.00	\$64,500.00
452	6" NON-REINFORCED CONCRETE PAVEMENT, CLASS QC 1P	SY	331	\$100.00	\$33,100.00
608	4" CONCRETE WALK, AS PER PLAN	SF	373	\$10.00	\$3,730.00
608	CURB RAMP, AS PER PLAN	SF	652	\$25.00	\$16,300.00
609	COMBINATION CURB AND GUTTER, TYPE 3, AS PER PLAN	FT	37	\$35.00	\$1,295.00
609	CURB, TYPE 6, AS PER PLAN	FT	81	\$20.00	\$1,620.00
611	CATCH BASIN, TYPE 2-2B	EACH	1	\$1,500.00	\$1,500.00
611	12" CONDUIT, TYPE B, AS PER PLAN	FT.	16	\$50.00	\$800.00
611	6" CONDUIT, TYPE E, AS PER PLAN (PERFORATED PIPE)	FT	2036	\$25.00	\$50,900.00
611	YARD DRAIN, AS PER PLAN	EACH	5	\$650.00	\$3,250.00
614	MAINTAINING TRAFFIC	LUMP	1	\$15,000.00	\$15,000.00
623	CONSTRUCTION LAYOUT STAKES AND SURVEYING	LUMP	1	\$10,000.00	\$10,000.00
630	TRAFFIC CONTROL SIGNAGE	LUMP	1	\$5,000.00	\$5,000.00
630	REMOVAL OF GROUND MOUNTED SIGN AND REERECTION	EACH	6	\$100.00	\$600.00
638	SERVICE BOX OR METER PIT ADJUSTED TO GRADE	EACH	4	\$350.00	\$1,400.00
644	CROSSWALK LINE, 12"	FT.	182	\$5.00	\$910.00
644	EDGE LINE, 4"	MILE	0.41	\$5,000.00	\$2,050.00
644	TRAFFIC CONTROL PAVEMENT MARKINGS	LUMP	1	\$3,500.00	\$3,500.00
659	SEEDING AND MULCHING, CLASS 1, AS PER PLAN	SY	2800	\$4.00	\$11,200.00
832	EROSION CONTROL	EACH	5500	\$1.00	\$5,500.00
CONSTRUCTION SUB-TOTAL					\$442,685.00
CONTINGENCY @ 10.0%					\$44,269.00
CONSTRUCTION TOTAL					\$486,954.00



We make no warranty, express or implied, that the actual construction cost of the work associated with these estimated quantities and costs will not vary. The cost reflects our opinion of current probable construction cost.

South Option: Sidewalk

RILEY STREET PEDESTRIAN IMPROVEMENTS VILLAGE OF BLUFFTON PRELIMINARY CONSTRUCTION ESTIMATE/ENGINEER'S ESTIMATE

March 18, 2026

ITEM NO.	DESCRIPTION	UNIT OF MEASURE	APPROX. QTY.	UNIT PRICE	TOTAL
201	CLEARING AND GRUBBING	LUMP	1	\$15,000.00	\$15,000.00
202	WALK REMOVED	SF	805	\$5.00	\$4,025.00
202	CURB REMOVED	FT	15	\$10.00	\$150.00
202	CURB AND GUTTER REMOVED	FT	104	\$15.00	\$1,560.00
202	REMOVALS, AS PER PLAN	LUMP	1	\$6,500.00	\$6,500.00
203	EXCAVATION, AS PER PLAN	CY	800	\$15.00	\$12,000.00
203	EMBANKMENT	CY	400	\$20.00	\$8,000.00
204	SUBGRADE COMPACTION	SY	1352	\$2.00	\$2,704.00
301	ASPHALT CONCRETE BASE, PG64-22, (449)	CY	34	\$250.00	\$8,500.00
304	AGGREGATE BASE	CY	374	\$60.00	\$22,440.00
407	NON-TRACKING TACK COAT	GAL	24	\$10.00	\$240.00
441	ASPHALT CONCRETE SURFACE COURSE, TYPE 1, (449), PG64-22	CY	10	\$450.00	\$4,500.00
441	ASPHALT CONCRETE INTERMEDIATE COURSE, TYPE 2, (449)	CY	12	\$420.00	\$5,040.00
452	6" NON-REINFORCED CONCRTE PAVEMENT, CLASS QC 1P	SY	1052	\$100.00	\$105,200.00
608	4" CONCRETE WALK, AS PER PLAN	SF	14285	\$10.00	\$142,850.00
608	CURB RAMP, AS PER PLAN	SF	1735	\$25.00	\$43,375.00
609	COMBINATION CURB AND GUTTER, TYPE 2, AS PER PLAN	FT	82	\$35.00	\$2,870.00
609	CURB, TYPE 6, AS PER PLAN	FT	442	\$20.00	\$8,840.00
611	6" CONDUIT, TYPE E, AS PER PLAN (PERFORATED PIPE)	FT	1678	\$25.00	\$41,950.00
611	YARD DRAIN, AS PER PLAN	EACH	18	\$650.00	\$11,700.00
614	MAINTAINING TRAFFIC	LUMP	1	\$15,000.00	\$15,000.00
623	CONSTRUCTION LAYOUT STAKES AND SURVEYING	LUMP	1	\$7,500.00	\$7,500.00
630	TRAFFIC CONTROL SIGNAGE	LUMP	1	\$5,000.00	\$5,000.00
638	FIRE HYDRANT EXTENDED AND ADJUSTED TO GRADE	EACH	3	\$4,500.00	\$13,500.00
638	VALVE BOX ADJUSTED TO GRADE	EACH	5	\$500.00	\$2,500.00
638	SERVICE BOX OR METER PIT ADJUSTED TO GRADE	EACH	10	\$350.00	\$3,500.00
644	TRAFFIC CONTROL PAVEMENT MARKINGS	LUMP	1	\$3,500.00	\$3,500.00
659	SEEDING AND MULCHING, CLASS 1, AS PER PLAN	SY	3800	\$4.00	\$15,200.00
832	EROSION CONTROL	EACH	5500	\$1.00	\$5,500.00
CONSTRUCTION SUB-TOTAL					\$518,644.00
CONTINGENCY @ 10.0%					\$51,865.00
CONSTRUCTION TOTAL					\$570,509.00



We make no warranty, express or implied, that the actual construction cost of the work associated with these estimated quantities and costs will not vary. The cost reflects our opinion of current probable construction cost.

- ii. Respond to Contractor's questions.
- iii. Administrate plan interpretation for contractor and Client during construction, as required.
- iv. Attend meetings at the request of the Client with contractor.
- v. Review and approve pay requests.
- vi. Process necessary change orders.
- vii. Conduct final field walk and provide a punch list.
- viii. Review site/civil shop drawings.
- ix. Attend final walkthrough with Client and contractor.

Additional Services

We have the skill, experience, and knowledge to provide additional services as listed below. Additional services will be approved by the Client prior to commencement and completed as amendments to the original agreement.

1. Landscape Architecture
2. Easement and Right-of-Way Plats or Descriptions

Compensation & Schedule

Compensation

Task	Additional Fee	Additional Fees From Previous Amendments	Original Fee	Total
Topographic Survey	\$0.00		\$14,275.00	\$14,275.00
Construction Plans	\$65,850.00		\$0.00	\$65,850.00
SWPPP	\$3,500.00		\$0.00	\$3,500.00
Construction Bidding	\$3,850.00		\$0.00	\$3,850.00
Construction Layout Staking	\$10,500.00		\$0.00	\$10,500.00
Total	\$83,700.00		\$14,275.00	\$97,975.00
Construction Admin	Hourly		\$0.00	Hourly

Schedule

Choice One has outlined the following schedule to keep the tasks moving forward. A final schedule for final construction plans, right of way plans, and future bidding of roadway improvements is to be determined.

- Topographic Survey: March 2026
- Right of Way and Property Lines: March-April 2026
- 30% Design Submittal: June 2026
- 75% Design Submittal: October 2026
- Bid Ready Construction Plans: December 2026

ORDINANCE NO. 02 -2026

AN ORDINANCE APPROVING THE ANNUAL APPROPRIATIONS FOR THE 2026 FISCAL YEAR FOR THE VILLAGE OF BLUFFTON, OHIO AND DECLARING AN EMERGENCY.

WHEREAS, it is necessary to appropriate funds for the 2026 Fiscal Year for the Village of Bluffton, Ohio.

WHEREAS, an emergency exists in that the timeliness of the approval of the Annual Appropriations is necessary for the preservation of the health, safety and welfare of the citizens of 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 2026 Fiscal Year. The approved level of control for appropriations is at the fund, function level.

SECTION 2: That an emergency exists for the reasons set forth in this Ordinance.

SECTION 3: The effective date of these appropriations shall be March 23, 2026.

SECTION 4: 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 _____, 2026 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 2026 APPROPRIATIONS

Exhibit A

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Permanent 2026 AMOUNT
GENERAL FUND:		
POLICE EXPENSES		
	PERSONAL SERVICES	799,235.00
	EMPLOYEE BENEFITS	314,472.00
	OPERATING	108,498.00
TOTAL		1,222,205.00
FIRE EXPENSES		
	PERSONAL SERVICES	28,270.00
	EMPLOYEE BENEFITS	2,957.00
	OPERATING	55,133.00
TOTAL		86,360.00
STREET & LIGHTING EXPENSES		
	OPERATING	92,905.00
TOTAL		92,905.00
RESCUE EXPENSES		
	PERSONAL SERVICES	765,000.00
	EMPLOYEE BENEFITS	214,594.00
	OPERATING	96,933.00
TOTAL		1,076,527.00
DISPATCHER EXPENSES		
	MISC. SERVICES	58,149.00
COUNTY HEALTH DISTRICT EXPENSES		
	PROFESSIONAL SERVICES	19,000.00
MOSQUITO CONTROL EXPENSES		
	MOSQUITO CONTROL	15,372.00
CULTURAL AFFAIRS EXPENSES		
A1-3C-52390	MISC. SERVICES	11,000.00
POOL EXPENSES		
	PERSONAL SERVICES	81,496.00
	EMPLOYEE BENEFITS	12,609.00
	OPERATING	67,516.00
TOTAL		161,621.00
BRUSH DUMP EXPENSES		
	OPERATING	15,000.00
TOTAL		15,000.00

STORM SEWER EXPENSES

A1-6D-52550	STORM SEWERS	-
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SIDEWALKS EXPENSES

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	-
TOTAL		74,250.00

MAYOR/ADMIN EXPENSES

	PERSONAL SERVICES	208,099.00
	EMPLOYEE BENEFITS	72,184.00
	OPERATING	149,001.00
TOTAL		429,284.00

LEGISLATIVE EXPENSE

	PERSONAL SERVICES	24,000.00
	EMPLOYEE BENEFITS	4,340.00
	OPERATING	-
TOTAL		28,340.00

MAYOR'S COURT EXPENSE

	COURT COSTS	-
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FISCAL OFFICER'S EXPENSE

	PERSONAL SERVICES	86,896.00
	EMPLOYEE BENEFITS	33,195.00
	OPERATING	18,454.00
TOTAL		138,545.00

LAND & BUILDINGS EXPENSE

	PERSONAL SERVICES	22,202.00
	EMPLOYEE BENEFITS	3,559.00
	OPERATING	165,546.00
TOTAL		191,307.00

ECONOMIC DEVELOPMENT EXPENSE

	MISC CONTRACTUAL SERV	26,500.00
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AUDITOR & TREASURER FEES EXPENSE

	PROFESSIONAL SERVICES	10,000.00
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DELINQUENT LAND ADVERTISING EXPENSE

	PUBLISHING	-
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AUDITOR'S EXPENSE		
	PROFESSIONAL SERVICES	16,598.00
INCOME TAX ADMIN. EXPENSE		
	PERSONAL SERVICES	62,155.00
	EMPLOYEE BENEFITS	22,912.00
	OPERATING	76,217.00
TOTAL		161,284.00
SAFETY EXPENSE		
	MISC. SERVICES	-
OTHER EXPENSE		
	OPERATING	142,334.00
	TRANSFERS	1,252,100.00
	ADVANCES	-
TOTAL		1,394,434.00
TOTAL GENERAL FUND EXPENSES		5,248,681.00
STREET MAINTENANCE EXPENSE		
	PERSONAL SERVICES	180,111.00
	EMPLOYEE BENEFITS	76,723.00
	OPERATING	2,358,179.00
TOTAL		2,615,013.00
SNOW REMOVAL EXPENSE		
	OPERATING SUPPLIES	10,000.00
	REPAIR & MAINTENANCE	-
TOTAL		10,000.00
TOTAL STREET FUND EXPENSES		2,625,013.00
STATE HIGHWAY EXPENSES		
	OPERATING	51,000.00
TOTAL EXPENSE		51,000.00
CEMETERY EXPENSES		
	PERSONAL SERVICE	5,992.00
	EMPLOYEE BENEFITS	933.00
	MISC. SERVICES	36,376.00
TOTAL EXPENSES		43,301.00

PARK EXPENSES

	OPERATING SUPPLIES	1,342,213.00
TOTAL EXPENSES		1,342,213.00

BENROTH BRIDGE EXPENSES

B5-6G-52430	MAINTENANCE	20,000.00
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COURT COMPUTER EXPENSES

B7-1A-52420	OPERATING SUPPLIES	-
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DUI ENFORCEMENT EXPENSES

B8-1A-52390	TRAINING	-
B8-1A-52420	OPERATING SUPPLIES	-
TOTAL EXPENSES		-

PERMISSIVE LICENSE FUND

B9-6A-52550	STREET CONSTRUCTION	-
TOTAL EXPENSES		

BLUFFTON IN BLOOM FUND

C4-1A-52390	MISC SVC	25,000.00
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AMERICAN RESCUE PLAN ACT

C5-5J-52560	SYSTEM EXPANSION	-
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STORM SEWER IMPROVEMENT EXPENSES

D2-6D-52390	MISC. SERVICES	-
D2-6D-52550	STORM SEWERS	20,000.00
TOTAL EXPENSES		20,000.00

FIRE & RESCUE IMPROVEMENT FUND

D3-1B-52520	EQUIPMENT	104,396.00
TOTAL EXPENSES		104,396.00

POOL IMPROVEMENT FUND

D4-3D-52510	POOL CAPITAL ITEMS	115,000.00
TOTAL EXPENSES		115,000.00

EQUIPMENT REPLACEMENT EXPENSES

D5-1F-52520	EQUIPMENT	80,000.00
D5-5X-52610	PRINCIPAL	-
TOTAL EXPENSES		80,000.00

AIRPORT IMPROVEMENT EXPENSES

	OPERATING	1,154,163.00
Total		1,154,163.00
TOWN HALL IMPROVEMENT EXPENSES		
D8-7E-52510	BUILDING IMPR.	116,000.00
POLICE EQUIPMENT EXPENSES		
D9-1A-52520	POLICE EQUIPMENT REPLACEMENT	190,886.00
TOTAL EXPENSES		190,886.00
WATER EXPENSES		
	PERSONAL SERVICES	112,670.00
	EMPLOYEE BENEFITS	53,456.00
	OPERATING	954,586.00
E1-5X-52710	TRANSFERS	-
TOTAL EXPENSES		1,120,712.00
SEWER FUND EXPENSES		
	PERSONAL SERVICES	165,185.00
	EMPLOYEE BENEFITS	59,865.00
	OPERATING	469,464.00
	TRANSFERS	225,000.00
TOTAL EXPENSES		919,514.00
REFUSE FUND EXPENSES		
E7-5K-52390	REFUSE SERVICE	356,379.00
TOTAL EXPENSES		
WATER/ SEWER IMPROVEMENT FUND EXPENSES		
	OPERATING	865,002.00
	DEBT	1,098,878.00
TOTAL EXPENSES		1,963,880.00
COMMUNITY EVENTS FUND		
F2-0I-41920	TRANSFERS	-
COMMUNITY EVENTS EXPENSES		
F2-1A-52390	MISC SERVICES	30,000.00
POLICE CONTINUING TRAINING		
F4-1A-52390	TRAINING	14,000.00
NATIONAL NIGHT OUT		
F6-6B-52420	OPERATING SUPPLIES	4,500.00

SHANNON CEMETERY

F7-1A-52390	MISC SERVICES	-
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POLICE K9

F8-1A-52390	K9 EXPENSES	-
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ONE OHIO OPIOD

OPERATING	4,000.00
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FALLEN OFFICER MEMORIAL

OPERATING	500.00
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POLICE UNITY TOUR

OPERATING	500.00
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RESOLUTION NO. 05-2026
VILLAGE OF BLUFFTON, OHIO

A RESOLUTION ESTABLISHING PAY INCREASES TO THE WAGES/SALARIES OF CERTAIN VILLAGE EMPLOYEES OF THE VILLAGE OF BLUFFTON, OHIO AND DECLARING AN EMERGENCY.

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

SECTION 1. That effective immediately upon adoption of this Resolution, the wages and or salaries of Village employees shall be increased effective January 1, 2026 as presented in Exhibit A.

SECTION 2. This Resolution is hereby declared to be an emergency measure for the immediate preservation of the public peace, health and safety of the Village of Bluffton, Ohio, and for the further reason it is immediately necessary to enact said increases without further delay.

SECTION 3. That is found and determined that all formal actions of the Council concerning and relating to the adoption of this Resolution were made in an open meeting of this Council and that all deliberations of the Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements of the Open Meetings Law including Section 121.22 of the Ohio Revised Code.

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

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

Yes: _____ No: _____ Abstain: _____

Attest:

Fiscal Officer

Mayor

Approved as to form:

Village Solicitor

RESOLUTION NO. 05- 2026 (A)
VILLAGE OF BLUFFTON, OHIO

Pay Increases Effective on January 1, 2026

Jan Basinger – Public Works Department

Old Base Wage : \$35.24/hr

New Base Wage : \$36.65/hr

Nathan Jordan – Public Works Department

Old Base Wage : \$32.84/hr

New Base Wage : \$34.15/hr

Scott Phillips – Public Works Department

Old Base Wage : \$35.52/hr

New Base Wage : \$36.94/hr

Clint Dailey – Public Works Department

Old Base Wage : \$27.14/hr

New Base Wage : \$28.22/hr

Kyle Swank – Public Works Department

Old Base Wage : \$25.82/hr

New Base Wage : \$26.85/hr

Logan Fruchey – Public Works Department

Old Base Wage : \$25.85/hr

New Base Wage : \$26.88/hr

Bryan Lloyd – Assistant Administrator

Old Base Wage : \$86,219.74/Year

New Base Wage : \$89,668.53/Year

Jesse Blackburn – Administrator

Old Base Wage : \$90,275.84/Year

New Base Wage : \$93,886.87/Year

Kevin Nickel – Fiscal Officer

Old Base Wage : \$82,713.61/Year

New Base Wage : \$86,022.15/Year

Noah Babcock - EMS Chief

Old Base Wage : \$70,000.00/Year

New Base Wage : \$72,800.00/Year

Caleb Brough - Paramedic

Old Base Wage : \$23.00/hr

New Base Wage : \$23.92/hr

Christopher Cline - Paramedic

Old Base Wage : \$25.00/hr

New Base Wage : \$26/hr

Kameryn Cline - EMT

Old Base Wage : \$18.00/hr

New Base Wage : \$18.72/hr

Rachel Mathewson - EMT

Old Base Wage : \$18.65/hr

New Base Wage : \$19.4/hr

Amanda Mortimer - EMT

Old Base Wage : \$20.15/hr

New Base Wage : \$20.96/hr

Matthew Stock - Paramedic

Old Base Wage : \$24.00/hr

New Base Wage : \$24.96/hr

Ryan Burkholder – Police Chief

Old Base Wage :	\$87,304.10/Year	New Base Wage :	\$90,796.26/Year
Mathew Oglesbee – Police Lieutenant			
Old Base Wage :	\$82,788.09/Year	New Base Wage :	\$86,099.61/Year
Tyler Hochstetler – Police Sergeant			
Old Base Wage :	\$73,754.86/Year	New Base Wage :	76,705.05/Year
Hope Hannah – Patrol Officer			
Old Base Wage :	\$30.35/hr	New Base Wage :	\$31.56/hr
Abigail Michael – Patrol Officer			
Old Base Wage :	\$30.35/hr	New Base Wage :	\$31.56/hr
Eric Rayle – Patrol Officer			
Old Base Wage :	\$29.68/hr	New Base Wage :	\$30.87/hr
Skyler Noble – Patrol Officer			
Old Base Wage :	\$28.23/hr	New Base Wage :	\$29.35/hr
Brianna Kill – Patrol Officer			
Old Base Wage :	\$27.71/hr	New Base Wage :	\$28.82/hr
Austin Probst – Patrol Officer			
Old Base Wage :	\$26.50/hr	New Base Wage :	\$27.56/hr
Ross Zimmerman – Patrol Officer			
Old Base Wage :	\$25.00/hr	New Base Wage :	\$25.5/hr
Izak Ackerman – Patrol Officer			
Old Base Wage :	\$26.00/hr	New Base Wage :	\$27.04/hr
Angie Essinger – Utility Clerk			
Old Base Wage :	\$25.24/hr	New Base Wage :	\$26.25/hr
Rhonda Hohenbrink – Income Tax Administrator			
Old Base Wage :	\$27.12/hr	New Base Wage :	\$28.2/hr
Greg Probst – Cemetery Sexton			
Old Base Wage :	\$5,200.00/Year	New Base Wage :	\$5,408.00/Year
Richard Lichtle - Seasonal Mower			
Old Base Wage :	\$16.64/hr	New Base Wage :	\$17.31/hr
Chris Schroeder - Seasonal Mower			
Old Base Wage :	\$15.60/hr	New Base Wage :	\$16.22/hr
Charles Montgomery – Part-time Patrol Officer			
Old Base Wage :	\$21.63/hr	New Base Wage :	\$22.5/hr
Elliott Tyzzer – Part-time Patrol Officer			
Old Base Wage :	\$21.63/hr	New Base Wage :	\$22.5/hr
Troy Hartzog – Part-time Patrol Officer			

Old Base Wage :	\$21.63/hr	New Base Wage :	\$22.5/hr
Jon Kinn - Fire Chief			
Old Base Wage :	\$6,139.48/yr	New Base Wage :	\$6385.06/yr
Nathan Jordan - Assistant Fire Chief			
Old Base Wage :	\$982.32/yr	New Base Wage :	\$1021.61/yr
Tony Pinks - Fire Captain & Secretery/Treasurer			
Old Base Wage :	\$552.55/yr	New Base Wage :	\$574.65/yr
Tim Essinger - Fire Captain			
Old Base Wage :	\$368.37/yr	New Base Wage :	\$383.1/yr
Blane Miller - Fire Lieutenant			
Old Base Wage :	\$184.18/yr	New Base Wage :	\$191.55/yr
Firefighters			
Old Base Wage :	\$16.64/hr	New Base Wage :	\$17.31/hr
BLS - EMT			
Old Base Wage :	\$16.00/hr	New Base Wage :	\$16/hr
ALS 1 - AEMT			
Old Base Wage :	\$18.00/hr	New Base Wage :	\$18/hr
ALS 2 - Paramedic			
Old Base Wage :	\$20.00/hr	New Base Wage :	\$20/hr
Jan Basinger - EMS Assistant Chief			
Old Base Wage :	\$3,600.00/yr	New Base Wage :	\$3744/yr
Chris Cline - EMS Training Coordinator			
Old Base Wage :	\$2,400.00/yr	New Base Wage :	\$2496/yr
Jan Basinger - Part-Time AEMT			
Old Base Wage :	\$19.15/hr	New Base Wage :	\$19.92/yr
Rory Stauber - Part-Time AEMT			
Old Base Wage :	\$18.00/hr	New Base Wage :	\$18.72/yr
Shawn McFarland - Part-Time AEMT			
Old Base Wage :	\$18.75/hr	New Base Wage :	\$19.5/yr
Brendan Fry - Part-Time AEMT			
Old Base Wage :	\$19.10/hr	New Base Wage :	\$19.86/yr
Eric Wilkins - Part-Time EMT			
Old Base Wage :	\$16.00/hr	New Base Wage :	\$16.64/yr
Robin McDowell - Part-Time EMT			
Old Base Wage :	\$16.00/hr	New Base Wage :	\$16.64/yr

RESOLUTION NO. 06-2026

A RESOLUTION ACCEPTING A BID AND AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO A CONTRACT WITH THE BLUFFTON STONE COMPANY/BLUFFTON PAVING INC. TO ACQUIRE AGGREGATE AND ASPHALT MATERIAL, ASPHALT APPLICATION AND EQUIPMENT RENTAL, FOR THE 2026 CONSTRUCTION YEAR IN THE VILLAGE OF BLUFFTON, OHIO AND DECLARING AN EMERGENCY.

WHEREAS, The Village of Bluffton, Ohio advertised and received bids for Aggregate and Asphalt Material, Asphalt Application and Equipment Rental for the 2026 Construction Year; and

WHEREAS, The Bluffton Stone Company/Bluffton Paving Inc. submitted a qualified bid for Aggregate and Asphalt Material, Asphalt Application and Equipment Rental for the 2026 Construction Year; and

WHEREAS, it is necessary to enter into a Contract with Bluffton Stone Company/Bluffton Paving Inc. to provide the Village of Bluffton, Ohio for Aggregate and Asphalt Material, Asphalt Application and Equipment Rental for the 2026 Construction Year.

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

Section 1: That the Village Council accepts a bid proposal from the Bluffton Stone Company/Bluffton Paving Inc. to provide the Village of Bluffton, Ohio Aggregate and Asphalt Material, Asphalt Application and Equipment Rental for the 2026 Construction Year.

Section 2: That the Village Administrator is authorized to enter into a contract with the Bluffton Stone Company/Bluffton Paving Inc. to make such purchases as necessary.

Section 3: That an emergency exists in the operation of the Village whereby failure to act will be detrimental to the public health, welfare and safety of the inhabitants thereof.

Section 4: 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 _____, 2026, by the governing board of the Village of Bluffton, Ohio by the following vote:

Yes: _____ No: _____ Abstain: _____

Attest:

Approved as to Form:

Fiscal Officer

Mayor

Village Solicitor

RESOLUTION NO. 07-2026

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH CHOICE ONE ENGINEERING FOR PROFESSIONAL ENGINEERING SERVICES RELATED TO THE NORTH MAIN STREET RECONSTRUCTION PROJECT, AND DECLARING AN EMERGENCY

WHEREAS, the Village of Bluffton has identified the need for the reconstruction of North Main Street, with construction anticipated to occur in the summer of 2027; and

WHEREAS, the successful planning and execution of this project requires professional engineering services, including surveying, design, permitting, and construction support; and

WHEREAS, Choice One Engineering has submitted a proposal to provide such services in an amount not to exceed Ninety-Seven Thousand Nine Hundred Seventy-Five Dollars (\$97,975.00); and

WHEREAS, the proposed scope of services includes, but is not limited to, topographic survey, preparation of construction plans, development of a Storm Water Pollution Prevention Plan (SWPPP), construction bidding assistance, and construction layout staking; and

WHEREAS, Council finds that the proposal submitted by Choice One Engineering is reasonable, necessary, and in the best interest of the Village of Bluffton

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

SECTION 1: The Village Administrator is hereby authorized and directed to enter into an agreement with Choice One Engineering for professional engineering services related to the North Main Street Reconstruction Project, in an amount not to exceed \$97,975.00, in accordance with the proposal submitted and on file with the Village.

SECTION 2: The Village Administrator is further authorized to execute any necessary documents and take all actions required to implement and administer the agreement approved herein.

SECTION 3: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were conducted in meetings open to the public, in compliance with Section 121.22 of the Ohio Revised Code.

SECTION 4 – EMERGENCY CLAUSE: This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the citizens of the Village of Bluffton, Ohio, and for the further reason that timely execution of engineering services is necessary to maintain the project schedule, coordinate funding opportunities, and ensure the North Main Street Reconstruction Project can proceed as planned for the 2027 construction season; therefore, this Resolution shall take effect and be in force immediately upon its passage.

Passed and adopted this ____ day of _____, 2026, by the Council of the Village of Bluffton, Ohio.

Yes: _____ No: _____ Abstain: _____

ATTEST:

Kevin Nickel, Fiscal Officer

Richard Johnson, Mayor

Approved as to Form:

Village Solicitor

RESOLUTION NO. 08–2026

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO ADVERTISE FOR PUBLIC BIDS FOR THE SR 103 SOUTHEAST WATER MAIN LOOP REPLACEMENT PROJECT, AND DECLARING AN EMERGENCY

WHEREAS, the Village of Bluffton, OH (Village) has identified the need to construct improvements to the municipal water system through the SR 103 Southeast Water Main Loop Replacement Project; and

WHEREAS, the Village has been awarded funding assistance for this project through the Ohio Public Works Commission (OPWC); and

WHEREAS, Choice One Engineering has been engaged by the Village to provide professional engineering services for the design and preparation of construction documents for the project; and

WHEREAS, upon completion of final plans and specifications, it is necessary to advertise for public bids in accordance with Ohio law and OPWC program requirements to proceed with construction of the project.

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

SECTION 1: The Village Administrator is hereby authorized and directed to advertise for public bids for the SR 103 Southeast Water Main Loop Replacement Project, in accordance with the plans and specifications prepared by Choice One Engineering and in compliance with all applicable provisions of the Ohio Revised Code and OPWC requirements.

SECTION 2: The Village Administrator is further authorized to take all necessary actions to facilitate the bidding process, including the preparation of bid documents, publication of legal notices, and coordination with the project engineer.

SECTION 3: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were conducted in meetings open to the public, in compliance with Section 121.22 of the Ohio Revised Code.

SECTION 4 – EMERGENCY CLAUSE: This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the citizens of the Village of Bluffton, Ohio, and for the further reason that timely advertisement and bidding of the project is required to meet Ohio Public Works Commission (OPWC) funding timelines, maintain project eligibility, and ensure construction can proceed following the funding award date; therefore, this Resolution shall take effect and be in force immediately upon its passage.

Passed and adopted this _____ day of _____, 2026, by the Council of the Village of Bluffton, Ohio.

Yes: _____ No: _____ Abstain: _____

ATTEST:

Kevin Nickel, Fiscal Officer

Richard Johnson, Mayor

Approved as to Form:

Village Solicitor

Village of Bluffton

Administration Report

To: Mayor Johnson & Council Members



03-23-26

Construction Projects:

S.R. 103 Roundabout:

Only 109 days remain until the announced re-opening of SR 103

Construction update:

2026 Bluffton Swimming Pool Employment:

Applications are being accepted for lifeguards and Assistant Managers. Pick up the application at the Town Hall. Applications are due by April 10th.



Zoning Dept. Updates:

1. 1st Quarter Zoning Permit Updates:

Village of Bluffton - 2026 Zoning Permits

No.	Date	Owner	Address (of project)	Flood permit	Type of Construction	Cost Estimate	Hancock County
1	1/2/2025	Allen County Commissioners	Bridge on Grove Rd.	Yes	Bridge Replacement	\$ -	Variance Approved
2	1/2/2025	Findlay Area Youth for Christ	107 W. College Ave.	N/A	Addition	\$ 240,000.00	
3	1/14/2025	Francis Bourassa	313 Parkview Dr.	N/A	New home	\$ 486,548.00	
4	1/14/2026	Bluffton Exempted Village School	102 S. Jackson St.	N/A	New Parking Spaces - Vine St.	\$ 10,000.00	
5	1/29/2026	Avelow Properties	148 N. Main St.	N/A	Roof, Paint, Windows	\$ 50,000.00	
6	2/2/2026	Zoe Huffman	137 S. Mound	N/A	Addition	\$ 110,000.00	
7	2/18/2026	Dave Bracy	121 Geiger	N/A	Accessory building addition	\$ 22,000.00	
8	2/21/2026	Pete Suter	148 N. Lawn	N/A	Fence	\$ 15,589.91	
9	3/11/2026	Jon Balmer	136 N. Spring	N/A	garage	\$ 35,000.00	
10	3/11/2026	Seth Zink	9783 N. Dixie	N/A	Fence	\$ 2,500.00	
11	3/17/2026	Harold Jackson	332 Parkview	N/A	New Home	\$ 650,000.00	
12	3/20/2026	Allen County Commissioners	Bridge on N. Main St.	Yes	Bridge Replacement	\$ -	

2. Lawn Mowing Season is upon us!

Friendly Mowing Reminders:

- Regularly mow your lawn and maintain below 7"
- Best Practices - do not blow grass onto the street

Spring Hydrant Flushing: Bi-annual project will begin in early April. Start dates will be announced on Bluffton Icon.

What to do if you find discolored water at your home:

- open a cold-water facet, or outdoor spigot, and run until water is clear

Mayor Johnson: Applications for Special Events

- 1861 Wine Lounge - Food truck dates: 3/20, 4/10, 4/12, 4/24, 5/2, 5/8, 5/22, 6/7, 6/12, 6/20, 6/26, 7/10, 7/18, 7/24, 8/2, 8/7, 8/21, 9/4
- SumiRiko's Easter Egg Hunt - 04/11
- Glow Disc - evenings at Village Park to be coordinated with Bluffton P.D.
- America250 - 4th of July Parade - 07/04



VILLAGE OF BLUFFTON

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

APPLICATION FOR SPECIAL EVENTS

EVENT NAME: <u>FOOD TRUCK</u>	DATE(S) OF EVENT: <u>3-20-26</u>
APPLICANT: <u>1861 WINE LOUNGE</u>	CONTACT PERSON: <u>MIKE BURRIS</u>
APPLICANT'S ADDRESS: <u>115 N. MAIN ST.</u>	CONTACT'S PHONE: <u>419-905-8214</u>
E-MAIL ADDRESS (OPTIONAL): <u>MMBURRIS@AOL.COM</u>	
LOCATION OF EVENT: <u>115 N. MAIN ST.</u>	
TIME(S) FOR EVENT: <u>4PM ~ 8PM</u>	
DESCRIPTION OF EVENT: <u>FOOD TRUCK</u>	

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

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

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

EMS SERVICES: _____ FIRE DEPT. SERVICES: _____
WATER SERVICE: _____ OTHER SERVICES: _____

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

EVENT'S INSURER: STEINER-GDANDER * Village must be listed as Additional Insured

ATTACH CERTIFICATE OF INSURANCE TO APPLICATION

PLEASE LIST VENDORS, SERVICES, CONTRACTORS, ETC. INVOLVED WITH EVENT:
NAME OF VENDOR TYPE OF SERVICE PROVIDED

NAUGHTY LOBSTAH

FOOD TRUCK

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

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

APPLICANT'S SIGNATURE: _____

DATE: 3-13-26

APPROVED

MAYOR'S SIGNATURE: _____

DATE: _____



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

APPLICATION FOR SPECIAL EVENTS

EVENT NAME: SumiRiko's Easter Egg Hunt DATE(S) OF EVENT: 04-11-2026
APPLICANT: SumiRiko Ohio CONTACT PERSON: Shylee Kaufman
APPLICANT'S ADDRESS: 320 Snider Rd. Bluffton CONTACT'S PHONE: 419-996-9950
E-MAIL ADDRESS (OPTIONAL): skaufman@us.sumiriko.com
LOCATION OF EVENT: 320 Snider Rd. Bluffton OH 45817
TIME(S) FOR EVENT: 10:00 am - 1:00 pm
DESCRIPTION OF EVENT: Community Easter Egg Hunt with food trucks, face painting, yard games, bounce houses, and more

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

TRAFFIC CONTROL:

NUMBER OF OFFICERS REQUESTED:

Number of officers required to cover security will be determined on a case by case basis upon consultation with the Chief of Police

ROAD CLOSURE:

SECURITY:

NUMBER OF OFFICERS REQUESTED:

Number of officers required to cover security will be determined on a case by case basis upon consultation with the Chief of Police

EMS SERVICES:

FIRE DEPT. SERVICES:

WATER SERVICE:

OTHER SERVICES:

ALCOHOL SERVED: YES ☐

NO ☒

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

EVENT'S INSURER: MARSH USA LLC.

* Village must be listed as Additional Insured

ATTACH CERTIFICATE OF INSURANCE TO APPLICATION

PLEASE LIST VENDORS, SERVICES, CONTRACTORS, ETC. INVOLVED WITH EVENT:
NAME OF VENDOR TYPE OF SERVICE PROVIDED

Hinojosa, Sun E Side up, Tom's Coffee

Food Trucks

Joellen Lehman - Face Paint

Face Painting

Health Vendors

Promotion

Gottfried Entertainment LLC

Bounce Houses

Legacy Park Soccer Fields

Land: use for egg hunt

YMCA, Bluffton Pool, Church

Parking

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

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APPLICANT'S SIGNATURE: Shylee Kaufman

DATE: 3-16-2026

APPROVED

MAYOR'S SIGNATURE:

DATE:



VILLAGE OF BLUFFTON

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

APPLICATION FOR SPECIAL EVENTS

EVENT NAME: <u>Glow Disc</u>	DATE(S) OF EVENT: <u>Weekly</u>
APPLICANT: <u>Thomas Hameline</u>	CONTACT PERSON: <u>Thomas Hameline</u>
APPLICANT'S ADDRESS: <u>35 1/2 S. Main St</u>	CONTACT'S PHONE: <u>810 299 9134</u>
E-MAIL ADDRESS (OPTIONAL): <u>Thameline84@gmail.com</u>	
LOCATION OF EVENT: <u>Bluffton Village Disc Golf Course</u>	
TIME(S) FOR EVENT: <u>Dusk + 2.5 hrs</u>	
DESCRIPTION OF EVENT: <u>Disc Golf at night. Light baskets, Glow Discs, throw, repeat. 2-20 people depending on night</u>	

SERVICES REQUESTED FROM VILLAGE:

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

ROAD CLOSURE: _____

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

EMS SERVICES: _____ FIRE DEPT. SERVICES: _____

WATER SERVICE: _____ OTHER SERVICES: _____

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

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

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

ATTACH CERTIFICATE OF INSURANCE TO APPLICATION

PLEASE LIST VENDORS, SERVICES, CONTRACTORS, ETC. INVOLVED WITH EVENT:
NAME OF VENDOR TYPE OF SERVICE PROVIDED

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

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

APPLICANT'S SIGNATURE: [Signature] DATE: 3/2/26

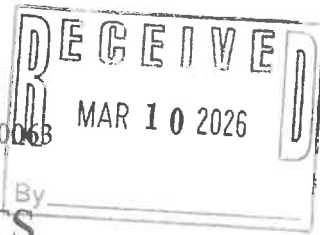
APPROVED

MAYOR'S SIGNATURE: _____ DATE: _____



VILLAGE OF BLUFFTON

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



APPLICATION FOR SPECIAL EVENTS

EVENT NAME: <u>250 4th July Parade</u>	DATE(S) OF EVENT: <u>July 4-2026</u>
APPLICANT: <u>Junior Wehrhauk</u>	CONTACT PERSON: <u>Junior Wehrhauk</u>
APPLICANT'S ADDRESS: <u>20791 St Rt 68</u>	CONTACT'S PHONE: <u>419-889-4715</u>
E-MAIL ADDRESS (OPTIONAL): <u>Chilington</u>	
LOCATION OF EVENT: <u>Main Street</u>	
TIME(S) FOR EVENT: <u>4:00 P.M.</u>	
DESCRIPTION OF EVENT: <u>floats, Fire Trucks, Baton Corps, Band</u>	

SERVICES REQUESTED FROM VILLAGE:

TRAFFIC CONTROL: 4 NUMBER OF OFFICERS REQUESTED: 4
Number of officers required to cover security will be determined on a case by case basis upon consultation with the Chief of Police

ROAD CLOSURE: 3:50 P.M.

SECURITY: yes NUMBER OF OFFICERS REQUESTED: 4
Number of officers required to cover security will be determined on a case by case basis upon consultation with the Chief of Police

EMS SERVICES: _____ FIRE DEPT. SERVICES: _____

WATER SERVICE: _____ OTHER SERVICES: _____

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

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

EVENT'S INSURER: 250 Committee * Village must be listed as Additional Insured

ATTACH CERTIFICATE OF INSURANCE TO APPLICATION

PLEASE LIST VENDORS, SERVICES, CONTRACTORS, ETC. INVOLVED WITH EVENT:
NAME OF VENDOR TYPE OF SERVICE PROVIDED

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

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APPLICANT'S SIGNATURE: Junior Wehrhauk

DATE: March 10-2026

APPROVED

MAYOR'S SIGNATURE: _____

DATE: _____