

# Village of Bluffton Council Meeting Agenda

March 25, 2024 at 7:00 PM



## **Opening Ceremonies**

Call to Order, Mayor  
Johnson presiding

Pledge of Allegiance



## **Minutes**

Approval of the minutes for the Village Council meeting held on Monday, March 11, 2024

## **Bills**

**Public Comment:** - Police Department – Citizen of the Year Presentation  
- Boy Scout Recognition of Attendance

## **Committee Reports**

Personnel Committee – March 18<sup>th</sup>  
Utilities Committee - March 19<sup>th</sup>  
Ordinance Committee – March 20<sup>th</sup>

## **Boards & Commissions**

Tree Commission – March 19<sup>th</sup>

## **LEGISLATION**

### **ORDINANCE NO. 03-2024**

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

### **Emergency**

AN ORDINANCE APPROVING THE ANNUAL APPROPRIATIONS FOR THE 2024 FISCAL YEAR FOR THE VILLAGE OF BLUFFTON, OHIO AND DECLARING AN EMERGENCY.

### **RESOLUTION NO. 10-2024**

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

A RESOLUTION ADOPTING THE BLUFFTON BEYOND TOMORROW COMPREHENSIVE PLAN, VERSION 1.0

### **RESOLUTION NO. 11-2024**

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

### **Emergency**

A RESOLUTION ESTABLISHING PAY INCREASES TO THE WAGES/SALARIES OF CERTAIN VILLAGE EMPLOYEES OF THE VILLAGE OF BLUFFTON, OH 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\*)

- Streets, Alleys, Lights & Sidewalks – Monday, March 25<sup>th</sup> at 6:00 pm
- Council Meeting – Monday, March 25<sup>th</sup> at 7:00 pm
- Pathway Board – Thursday, April 4<sup>th</sup> at noon
- Cemetery Board – Tuesday, April 9<sup>th</sup> at 6:00 pm
- Council Meeting – Tuesday, April 9<sup>th</sup> at 7:00 pm
- Joint Finance & Safety Services – Friday, April 12<sup>th</sup> at noon

## **Public Comment**

**Adjournment** – Motion and Second

Village of Bluffton – Regular meeting March 11, 2024, at 7:00 p.m.

Mayor Johnson presiding. Messrs: Cupples, Kingsley, Sehlhorst, Steiner, and Talavinia present.

Cupples motioned, seconded by Kingsley, to approve the minutes from the regular council meeting held on February 26, 2024. Roll Call: Yes (4) Messrs: Cupples, Kingsley, Sehlhorst, and Talavinia. No (0), Abstain (1) Steiner, motion approved.

Talavinia motioned, seconded by Steiner, to approve the bills as presented. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Councilmember Kingsley presented the Parks & Recreation Committee report highlighting the nearly two years of work on the Bluffton Beyond Tomorrow Comprehensive Plan. Kinglsey recognized and thanks the volunteer committee that worked on the plan, many of whom were at the meeting.

The Fiscal Officer gave the following readings:

1<sup>st</sup> Reading:

10-2024 – A Resolution adopting the Bluffton Beyond Tomorrow Comprehensive Plan, Version 1.0.

Kingsley motioned to adopt the Resolution, seconded by Sehlhorst. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Ordinance 03-2024 – An Ordinance approving the annual appropriations for the 2024 fiscal year for the Village of Bluffton, Ohio. Steiner motioned to adopt the Ordinance, seconded by Talavinia. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

2<sup>nd</sup> Reading:

Resolution 07-2024 – A Resolution authorizing the Village of Bluffton to enter into an agreement with Orange Township, Hancock County, Ohio, for a Master Revenue Sharing Agreement for annexed property from the township and declaring an emergency. Sehlhorst motioned to suspend the rules, seconded by Cupples. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, and Talavinia. No (0), Abstain (0), motion approved. Kingsley motioned to adopt the Resolution, seconded by Cupples. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

1<sup>st</sup> Reading:

Resolution 08-2024 – A Resolution naming Andrew Grothouse as the Village of Bluffton’s representative on the Allen County 911 Program Review Committee and declaring an emergency. Cupples motioned to suspend the rules, seconded by Kingsley. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, and Talavinia. No (0), Abstain (0), motion approved. Talavinia motioned to adopt the Resolution, seconded by Sehlhorst. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, and Talavinia. No (0), Abstain (0), motion approved.

Resolution 09-2024 – 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 2024 construction yea in the Village of Bluffton, Ohio and declaring an emergency. Steiner motioned to suspend the rules, seconded by Talavinia. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, and Talavinia. No (0), Abstain (0), motion approved. Sehlhorst motioned to adopt the Resolution, seconded by Kingsley. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Cupples motioned, seconded by Kingsley, to approve the hiring of Rick Lichtle at \$16.00/hr., and Chris Schroeder at \$15.00/hr. as 2024 seasonal employees. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Talavinia motioned, seconded by Steiner, to declare seven Motorola GP350 portable radios and assorted tree climbing equipment as surplus and to approve listing those items for sale on GovDeals.com. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Sehlhorst motioned, seconded by Kingsley, approve the special event request from the Bluffton Area Ministerial Association for the annual Cross Walk event on Friday, March 29, 2024. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Cupples motioned, seconded by Talavinia, to approve the special event request from Citizens National Bank to close Citizens Parkway after the entrance to Dollar General from April 6-8, 2024, in order to maintain access for employees during the Solar Eclipse event. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, 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.

Personnel Committee on Monday, March 18 at noon.

Utilities Committee on Tuesday, March 19 at noon.

Tree Commission on Tuesday, March 19 at 7:00p.m.

Ordinance Committee on Wednesday, March 20 at 5:00 p.m.

Streets, Alleys, Lights & Sidewalks Committee on Monday, March 25 at 6:00p.m.

Village Council on Monday, March 25 at 7:00 p.m.

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MAYOR

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FISCAL OFFICER

VILLAGE OF BLUFFTON  
VOUCHER REPORT 3/25/2024

VENDOR	AMOUNT	DEPARTMENT	DESCRIPTION
AIM MEDIA MIDWEST	120.32	Administrative	ADVERTISING
ALLEN COUNTY AWARDS LLC	250.00	Police	DEPT. MILESTONES & AWARDS
ALLEN COUNTY EMA	447.18	Fire	CYLINDER CALIBRATION GAS
ALLOWAY TESTING	300.00	Multiple	TESTING
ALLOWAY TESTING	2,032.50	Multiple	TESTING
AMERICAN ELECTRIC POWER	4,916.37	Multiple	ELECTRICITY
ANTHEM BLUE CROSS BLUE SHIELD	948.16	Multiple	VISION & DENTAL INSURANCE
APOLLO CAREER CENTER	100.00	Multiple	TRAINING
APOLLO CAREER CENTER	130.00	Multiple	TRAINING
BLUFFTON STONE CO.	439.83	Multiple	STONE
BLUFFTON STONE CO.	261.81	Multiple	STONE
BLUFFTON STONE CO.	133.34	Multiple	STONE
BOCKRATH & ASSOCIATES	1,500.00	Land & Buildings	FLOOD PLAIN COMPLIANCE
BOCKRATH & ASSOCIATES	1,600.00	Land & Buildings	DOWNTOWN SURVEY
BOCKRATH & ASSOCIATES	787.50	Administrative	DOWNTOWN SURVEY WORK
BRITE	1,020.00	Police	CRUISER KEYBOARDS
CHARTER COMMUNICATIONS	39.99	Multiple	CABLE
CHARTER COMMUNICATIONS	174.98	Multiple	CABLE
CINTAS	81.16	Administrative	UNIFORMS
CINTAS	81.16	Administrative	UNIFORMS
CLEMANS, NELSON & ASSOCIATES, INC	175.00	Administrative	RETAINER
DOMINION EAST GAS	1,215.35	Multiple	NATURAL GAS
DOTY, MICHAEL	70.50	Police	PD AUTO REPAIRS
DOTY, MICHAEL	960.01	Administrative	BRAKES
FRUCHEY, LOGAN	259.63	Administrative	BOOTS
GLOBAL ELECTRIC, INC	11,943.09	Sewer	CLARIFIER GEAR BOX
GRAINGER INC	362.52	Multiple	MARKING PAINT
GRAINGER INC	245.07	Street	PUMP FITTINGS
HACKENBERG, FEIGNER, BISHOP & WERTH, LLC	1,000.00	Administrative	SOLICITOR FEES
HANCOCK-WOOD ELECTRIC CO-OP	169.98	Multiple	ELECTRICITY
HANCOCK-WOOD ELECTRIC CO-OP	6.38	Multiple	ELECTRICITY
HELMS & SONS EXCAVATING	49,086.00	Street	COUNTY LINE STORM INSTALL
KLEEM	580.70	Street	STREET SIGNS
LEXIS NEXIS RISK DATA MANAGEMENT INC.	50.00	Administrative	ADDRESS SEARCHES
LIMA MEMORIAL HOSPITAL	855.00	Police	TESTING FOR CANDIDATE
M&R PLUMBING & HEATING, INC.	219.85	Land & Buildings	1st FLOOR TOILET REPAIR
MISSION COMMUNICATION	694.80	Sewer	COLLECTIONS SYSTEM TELEMETRY
MORTON SALT	4,789.62	Street	ROAD SALT
OHIO ASSN. CHIEFS OF POLICE, INC	789.00	Police	BURKHOLDER - CONFERENCE
PELTON ENVIRONMENTAL	2,920.75	Sewer	CHEM PUMP REBUILD
PERRY CORPORATION	3,117.44	Administrative	IT CONTRACT
PRO AIR, INC	1,474.00	Fire	ANNUAL NFPA SERVICE AGREEMENT
REINEKE FAMILY TIRE & SERVICE CENTERS	205.15	Police	CRUISER REPAIR
SHELL FLEET PLUS	1,714.02	Multiple	FUEL
STAPLES BUSINESS ADVANTAGE	92.07	Multiple	SUPPLIES
STAPLES BUSINESS ADVANTAGE	70.63	Multiple	SUPPLIES
STEVE SWISHER	127.50	Police	CRUISER REPAIR
SUPERIOR UNIFORM SALES, INC.	2,649.94	Police	UNIFORMS
THE LAWFT	162.00	Police	BOOTS - OGLESBEE
TREASURER, STATE OF OHIO	150.00	Fire	VOLUNTEER FIREFIGHTER DEPENDENCY FUND
TREE TECH	700.00	Land & Buildings	STUMP REMOVAL
TREE TECH	2,200.00	Street	TREE REMOVAL
UTILITY SERVICE CO, INC.	15,028.84	Water	WATER TOWER PEDISPHERE

VANCE'S OUTDOOR INC.	266.00	Police	AMMO & SUPPLIES
VANCE'S OUTDOOR INC.	207.35	Police	AMMO & SUPPLIES
VANCE'S OUTDOOR INC.	120.25	Police	AMMO & SUPPLIES
VASU COMMUNICATIONS	3,839.36	Multiple	PORTABLE RADIOS
VASU COMMUNICATIONS	1,677.92	Multiple	PORTABLE RADIOS
VERIZON WIRELESS	118.17	Multiple	CELL PHONES
VERIZON WIRELESS	160.44	Multiple	CELL PHONES
VILLAGE OF OTTAWA	59,188.93	Water	WATER
WALLACEPANCHER GROUP	4,224.36	Airport	TAXI LANE REHABILITATION
INCOME TAX REFUNDS	3,702.96	Administrative	INCOME TAX REFUNDS
	<u>192,954.88</u>		

FEBRUARY FIRE & EMS	13,607.00
MEDICARE	197.31
OPERS	1,447.52
FICA	133.84

BIWEEKLY PAYROLL 3/22/24	49,985.83
MEDICARE	681.70
OPERS	3,776.18
OP&F	4,326.70

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

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

## **Personnel Committee - Minutes**

Village of Bluffton

March 18, 2024, 12:00 PM

Present: Phill Talavinia, Mitch Kingsley

Staff: Jesse Blackburn, Kevin Nickel, Mayor Johnson, Bryan Lloyd, Ryan Burkholder, Tyler Hochstetler, Matt Oglesbee,

TOPIC: Personal sick leave at retirement; Police employee education requirements; Village Employee Pay Raises

•The Police Chief laid out concerns he and other officers have for the department. Currently to serve as Lieutenant an officer must have a Bachelor's Degree and 5 years full time experience. An officer must have an Associates Degree and 3 years full time experience to serve as Sergeant. Education requirements are changing in the industry and don't always tract the actual needs for an officer to function satisfactorily in a given role. Therefore, it is the Department recommendation that we change our policy requirements for these two positions. After the change the manual would state that for the Lieutenant position an officer would need at minimum an Associate Degree (Bachelor's Degree preferred) and a minimum of 5 years full time experience; the Sergeant position would require not less than 3 years full time experience. We recommend adoption of this change.

•Also, raised was the issue of sick leave and its redemption upon retirement. The village benefits if employees do not abuse the sick leave privilege; and if, when approaching retirement, employees give notice a significant period before their date. The proposal for consideration is a tier of redemption standards.

-If the employee gave retirement notice of up to 60 days, they could redeem up to 40 days (320 hours) of accumulated sick leave;

-If the employee gave retirement notice of 90 to 119 days, they could redeem up to 60 days (480 hours) of accumulated sick leave; and

-If the employee gave retirement notice of over 120 days, they could redeem up to 80 days (640 hours) of accumulated sick leave.

This idea has financial implications and we suggest the Finance Committee take a look at it and discuss how this might impact appropriations and financial planning for the village.

•Our personnel manual calls for an annual review of wages for our employees.

Significant discussion occurred last fall about wage increases. Based on that and on projections in our appropriations we are recommending a 4% increase for village employees. This will be applied to a 'base rate' that includes the various bumps associated with education/training/licenses. The 2024 hires will not be given this increase.

Respectfully submitted,  
Mitchell Kingsley

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Phill Talavinia

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Mitchell Kingsley

**Village of Bluffton  
Utilities Committee Meeting  
March 13, 2024 @ 12:00 PM**

Committee members present: David Steiner & Jerry Cupples  
Staff present: Jesse Blackburn, Village Administrator, Bryan Lloyd Assistant Village Administrator, and Kevin Nickel, Fiscal Officer.

The Administration presented additional information on the potential contract with the Allen County Sewer district to accept sewerage from outside the Village. After discussion the committee asked for more information to be presented at a later meeting for further discussion.

Bryan Lloyd, Assistant Village Administrator presented information on a third-party consultant to evaluate the village's issue with water loss in the system. More information will be presented at a future meeting.

The meeting was adjourned at 12:38 PM.

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David Steiner

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Jerry Cupples

Tree Commission  
Village of Bluffton  
Tuesday, March 19th, 2024

Present: Leo Herrera, Radha Tague, Becky Ramey, John Sommer, Jesse Blackburn, Jonathan Andreas, Ben Stahl.

## **Continuing Business**

### **Arbor Day 2024:**

Tree commissioners agreed upon planting four large shade trees near/along the southern edge of the Community Pool parking lot. Two Espresso Kentucky Coffee Trees, and two Monumental Plane Trees will be planted in celebration of Arbor Day on Saturday, April 27th, 2024 at 10:00 am. The Tree Commission will reach out to the Cub Scouts to enquire about interest in potential involvement of scouts with the Arbor Day plantings.

### **2024 Tree Stock:**

Tree commissioners compared notes and compiled the following list of desired tree varieties to request from Stratton Greenhouses for 2024:

#### **Large:**

Accolade Elm	70' h 50' w
Prince Jade Dawn Redwood	70' h 25' w
Cobblestone Oak	55' h 45' w
Rivers Purple Beech	50' h 40' w

#### **Medium:**

Commmemoration Maple	50' h 35' w
Sterling Linden	45' h 35' w
Katsura Tree	40' h 40' w
Emerald Avenue Hornbeam	40' h 28' w
Sweetgum - variety TBD	

#### **Compact:**

Moonglow Magnolia	35' h 18' w
Copper Rocket Paperbark Maple	25' h 12' w
Snowcharm Snowbell	20' h 20' w
Tokyo Tower Fringetree	20' h 10' w
Flamethrower Redbud	15' h 15' w

**The next Tree Commission meeting date is tentatively scheduled for Saturday, April 6th, 2024 at 12:00pm, to evaluate and mark site for Arbor Day planting.**



ORDINANCE NO. 03 -2024

AN ORDINANCE APPROVING THE ANNUAL APPROPRIATIONS FOR THE 2024 FISCAL YEAR FOR THE VILLAGE OF BLUFFTON, OHIO AND DECLARING AN EMERGENCY.

WHEREAS, it is necessary to appropriate funds for the 2024 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 2024 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 25, 2024.

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 \_\_\_\_\_, 2024 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 2024 APPROPRIATIONS  
Exhibit A

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Permanent 2023 AMOUNT
<b>GENERAL FUND:</b>		
<b>POLICE EXPENSES</b>		
	PERSONAL SERVICES	641,410.00
	EMPLOYEE BENEFITS	266,723.00
	OPERATING	102,096.00
<b>TOTAL</b>		<b>1,010,229.00</b>
<b>FIRE EXPENSES</b>		
	PERSONAL SERVICES	37,666.00
	EMPLOYEE BENEFITS	4,242.00
	OPERATING	37,886.00
<b>TOTAL</b>		<b>79,794.00</b>
<b>STREET &amp; LIGHTING EXPENSES</b>		
	OPERATING	69,818.00
<b>TOTAL</b>		<b>69,818.00</b>
<b>RESCUE EXPENSES</b>		
	PERSONAL SERVICES	137,476.00
	EMPLOYEE BENEFITS	20,247.00
	OPERATING	55,568.00
<b>TOTAL</b>		<b>213,291.00</b>
<b>DISPATCHER EXPENSES</b>		
	MISC. SERVICES	56,443.00
<b>COUNTY HEALTH DISTRICT EXPENSES</b>		
	PROFESSIONAL SERVICES	19,070.00
<b>MOSQUITO CONTROL EXPENSES</b>		
	MOSQUITO CONTROL	13,943.00
<b>CULTURAL AFFAIRS EXPENSES</b>		
A1-3C-52390	MISC. SERVICES	11,000.00
<b>POOL EXPENSES</b>		
	PERSONAL SERVICES	75,348.00
	EMPLOYEE BENEFITS	11,599.00
	OPERATING	60,543.00
<b>TOTAL</b>		<b>147,490.00</b>
<b>BRUSH DUMP EXPENSES</b>		
	OPERATING	25,000.00
<b>TOTAL</b>		<b>25,000.00</b>

**STORM SEWER EXPENSES**

A1-6D-52550 STORM SEWERS -

**SIDEWALKS EXPENSES**

A1-6G-52550 SIDEWALK PROGRAM 20,000.00

**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 198,652.00

EMPLOYEE BENEFITS 54,128.00

OPERATING 223,150.00

**TOTAL 475,930.00**

**LEGISLATIVE EXPENSE**

PERSONAL SERVICES 26,000.00

EMPLOYEE BENEFITS 4,620.00

OPERATING -

**TOTAL 30,620.00**

**MAYOR'S COURT EXPENSE**

COURT COSTS -

**FISCAL OFFICER'S EXPENSE**

PERSONAL SERVICES 79,700.00

EMPLOYEE BENEFITS 31,435.00

OPERATING 12,561.00

**TOTAL 123,696.00**

**LAND & BUILDINGS EXPENSE**

PERSONAL SERVICES 18,094.00

EMPLOYEE BENEFITS 3,425.00

OPERATING 213,637.00

**TOTAL 235,156.00**

**ECONOMIC DEVELOPMENT EXPENSE**

MISC CONTRACTUAL SERV 23,500.00

**AUDITOR & TREASURER FEES EXPENSE**

PROFESSIONAL SERVICES 14,000.00

**DELINQUENT LAND ADVERTISING EXPENSE**

PUBLISHING -

<b>AUDITOR'S EXPENSE</b>		
	PROFESSIONAL SERVICES	14,000.00
<b>INCOME TAX ADMIN. EXPENSE</b>		
	PERSONAL SERVICES	50,534.00
	EMPLOYEE BENEFITS	19,675.00
	OPERATING	55,526.00
<b>TOTAL</b>		125,735.00
<b>SAFETY EXPENSE</b>		
	MISC. SERVICES	-
<b>OTHER EXPENSE</b>		
	OPERATING	122,091.00
	TRANSFERS	1,613,000.00
	ADVANCES	-
<b>TOTAL</b>		1,735,091.00
<b>TOTAL GENERAL FUND EXPENSES</b>		4,518,056.00
<b>STREET MAINTENANCE EXPENSE</b>		
	PERSONAL SERVICES	175,582.00
	EMPLOYEE BENEFITS	58,824.00
	OPERATING	1,137,234.00
<b>TOTAL</b>		1,371,640.00
<b>SNOW REMOVAL EXPENSE</b>		
	OPERATING SUPPLIES	10,000.00
	REPAIR & MAINTENANCE	-
<b>TOTAL</b>		10,000.00
<b>TOTAL STREET FUND EXPENSES</b>		1,381,640.00
<b>STATE HIGHWAY EXPENSES</b>		
	OPERATING	26,000.00
<b>TOTAL EXPENSE</b>		26,000.00
<b>CEMETERY EXPENSES</b>		
	PERSONAL SERVICE	6,443.00
	EMPLOYEE BENEFITS	996.00
	MISC. SERVICES	35,167.00
<b>TOTAL EXPENSES</b>		42,606.00

<b>PARK EXPENSES</b>		
	OPERATING SUPPLIES	331,064.00
<b>TOTAL EXPENSES</b>		331,064.00

<b>BENROTH BRIDGE EXPENSES</b>		
B5-6G-52430	MAINTENANCE	-

<b>COURT COMPUTER EXPENSES</b>		
B7-1A-52420	OPERATING SUPPLIES	-

<b>DUI ENFORCEMENT EXPENSES</b>		
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	25,000.00

<b>AMERICAN RESCUE PLAN ACT</b>		
C5-5J-52560	SYSTEM EXPANSION	-

<b>STORM SEWER IMPROVEMENT EXPENSES</b>		
D2-6D-52390	MISC. SERVICES	-
D2-6D-52550	STORM SEWERS	110,000.00
<b>TOTAL EXPENSES</b>		110,000.00

<b>FIRE &amp; RESCUE IMPROVEMENT FUND</b>		
D3-1B-52520	EQUIPMENT	799,294.00
<b>TOTAL EXPENSES</b>		799,294.00

<b>POOL IMPROVEMENT FUND</b>		
D4-3D-52510	POOL CAPITAL ITEMS	40,000.00
<b>TOTAL EXPENSES</b>		40,000.00

<b>EQUIPMENT REPLACEMENT EXPENSES</b>		
D5-1F-52520	EQUIPMENT	-
D5-5X-52610	PRINCIPAL	-
<b>TOTAL EXPENSES</b>		-

**AIRPORT IMPROVEMENT EXPENSES**

	OPERATING	1,062,227.00
<b>Total</b>		<b>1,062,227.00</b>
<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	99,800.00
<b>TOTAL EXPENSES</b>		<b>99,800.00</b>
<b>WATER EXPENSES</b>		
	PERSONAL SERVICES	101,265.00
	EMPLOYEE BENEFITS	47,697.00
	OPERATING	927,057.00
E1-5X-52710	TRANSFERS	40,000.00
<b>TOTAL EXPENSES</b>		<b>1,116,019.00</b>
<b>SEWER FUND EXPENSES</b>		
	PERSONAL SERVICES	151,683.00
	EMPLOYEE BENEFITS	56,231.00
	OPERATING	397,874.00
	TRANSFERS	365,000.00
<b>TOTAL EXPENSES</b>		<b>970,788.00</b>
<b>REFUSE FUND EXPENSES</b>		
E7-5K-52390	REFUSE SERVICE	312,705.00
<b>TOTAL EXPENSES</b>		
<b>WATER/ SEWER IMPROVEMENT FUND EXPENSES</b>		
	OPERATING	955,132.00
	DEBT	1,057,375.00
<b>TOTAL EXPENSES</b>		<b>2,012,507.00</b>
<b>POLICE CONTINUING TRAINING</b>		
F4-1A-52390	TRAINING	10,000.00
<b>NATIONAL NIGHT OUT</b>		
F6-6B-52420	OPERATING SUPPLIES	4,000.00
<b>SHANNON CEMETERY</b>		
F7-1A-52390	MISC SERVICES	-
<b>F8-1A-52390</b>	<b>K9 EXPENSES</b>	<b>2,271.00</b>

**RESOLUTION NO. 10-2024**

**A RESOLUTION ADOPTING THE BLUFFTON BEYOND TOMORROW  
COMPREHENSIVE PLAN, VERSION 1.0**

WHEREAS, The Council of the Village of Bluffton, Ohio elected on February 28, 2022 to undertake comprehensive planning process and since has participated independently and collaboratively with the Allen County Regional Planning Commission (LACRPC); and,

WHEREAS, the planning process solicited input from the public and other stakeholders with several public surveys, public engagement meetings, published committee meetings and included data collection and analysis by LACRPC and the Bluffton Beyond Tomorrow (BBT) Committee; and,

WHEREAS, it is the intent of the Village Council to maintain and amend this Comprehensive Plan regularly to serve as general guidance for the future development of the Village of Bluffton, Ohio; and,

WHEREAS, the final draft of the BBT Comprehensive Plan approved by LACRPC and Village Council on July 10, 2023 has been completed and is presented for adoption by Village Council as the Bluffton Beyond Tomorrow Comprehensive Plan, Version 1.0;

NOW THEREFORE, BE IT RESOLVED by the Council of the Village of Bluffton, Ohio:

Section 1: That the Council of the Village of Bluffton, Ohio hereby endorses and adopts the Bluffton Beyond Tomorrow Comprehensive Plan, Version 1.0 as an important planning tool to serve Bluffton's continued successful growth.

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

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

Attest:

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Mayor

Approved as to form:

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

**RESOLUTION NO. 11-2024  
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, 2024.

**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 \_\_\_\_\_, 2024 by the Council of the Village of Bluffton, Ohio by the following vote:

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

Attest:

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

\_\_\_\_\_  
Mayor

Approved as to form:

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



RESOLUTION NO. 11- 2024 (A)  
VILLAGE OF BLUFFTON, OHIO

Pay Increases Effective on January 1, 2024

Jan Basinger – Public Works Department

Old Base Wage : \$32.58/hr                      New Base Wage : \$33.88/hr

Nathan Jordan – Public Works Department

Old Base Wage : \$30.36/hr                      New Base Wage : \$31.57/hr

Scott Phillips – Public Works Department

Old Base Wage : \$32.84/hr                      New Base Wage : \$34.15/hr

Clint Dailey – Public Works Department

Old Base Wage : \$25.09/hr                      New Base Wage : \$26.09/hr

Kyle Swank – Public Works Department

Old Base Wage : \$23.87/hr                      New Base Wage : \$24.82/hr

Logan Fruchey – Public Works Department

Old Base Wage : \$22.51/hr                      New Base Wage : \$23.41/hr

Bryan Lloyd – Assistant Administrator

Old Base Wage : \$79,715.00/Year                      New Base Wage : \$82,903.60/Year

Jesse Blackburn – Administrator

Old Base Wage : \$83,465.09/Year                      New Base Wage : \$86,803.69/Year

Kevin Nickel – Fiscal Officer

Old Base Wage : \$76,473.38/Year                      New Base Wage : \$79,532.32/Year

Ryan Burkholder – Police Chief

Old Base Wage : \$80,717.55/Year                      New Base Wage : \$83,946.25/Year

Mathew Oglesbee – Police Lieutenant

Old Base Wage : \$76,542.24/Year                      New Base Wage : \$79,603.93/Year

Tyler Hochstetler – Police Sergeant

Old Base Wage : \$68,190.51/Year                      New Base Wage : \$70,918.13/Year

Hope Hannah – Patrol Officer

Old Base Wage : \$28.06/hr                      New Base Wage : \$29.18/hr

Abigail Michael – Patrol Officer

Old Base Wage : \$28.06/hr                      New Base Wage : \$29.18/hr

Eric Rayle – Patrol Officer

Old Base Wage : \$27.44/hr                      New Base Wage : \$28.54/hr

Skyler Noble – Patrol Officer

Old Base Wage : \$25.62/hr

New Base Wage : \$26.64/hr

Brianna Kill – Patrol Officer

Old Base Wage : \$25.62/hr

New Base Wage : \$26.64/hr

Austin Probst – Patrol Officer

Old Base Wage : \$24.50/hr

New Base Wage : \$25.48/hr

Angie Essinger – Utility Clerk

Old Base Wage : \$23.34/hr

New Base Wage : \$24.27/hr

Rhonda Hohenbrink – Income Tax Administrator

Old Base Wage : \$25.07/hr

New Base Wage : \$26.07/hr

Charles Montgomery – Part-time Patrol Officer

Old Base Wage : \$20.00/hr

New Base Wage : \$20.8/hr

Elliott Tyzzer – Part-time Patrol Officer

Old Base Wage : \$20.00/hr

New Base Wage : \$20.8/hr

Troy Hartzog – Part-time Patrol Officer

Old Base Wage : \$20.00/hr

New Base Wage : \$20.8/hr

Jon Kinn - Fire Chief

Old Base Wage : \$5,676.30/yr

New Base Wage : \$5903.35/yr

Nathan Jordan - Assistant Fire Chief

Old Base Wage : \$908.21/yr

New Base Wage : \$944.54/yr

Tony Pinks - Fire Captain & Secretary/Treasurer

Old Base Wage : \$510.87/yr

New Base Wage : \$531.3/yr

Tim Essinger - Fire Captain

Old Base Wage : \$340.58/yr

New Base Wage : \$354.2/yr

Blane Miller - Fire Lieutenant

Old Base Wage : \$170.29/yr

New Base Wage : \$177.1/yr

Jan Basinger - EMS Chief

Old Base Wage : \$5,676.30/yr

New Base Wage : \$5903.35/yr

Rick Skilliter - Assistant Chief

Old Base Wage : \$1,986.71/yr

New Base Wage : \$2066.18/yr

Nicole Mikesell - EMS Secretary/Treasurer

Old Base Wage : \$1986.71/yr

New Base Wage : \$2066.18/yr

## **Village of Bluffton**

### **Administration's Report**

To: Mayor Johnson & Council Members



**03-25-24**

#### **Future Legislation:**

##### **1. Water and Sewer Tap Fees:**

Attached document shows updated fees for water and sewer taps presented to the Utilities Committee. Legislation is being prepared to enact these changes.

- Costs had not been updated in over 10 years. Actual material costs for ¾" water connection was being subsidized by \$925.00.

##### **2. Floodplain Regulation Updates**

FEMA has indicated that revised Flood Insurance Rate Maps (FIRM) and Flood Insurance Study (FIS) for Allen County incorporating new flood hazard data will be effective June 20, 2024. Bluffton will be updating our regulations before this date.

##### **3. ADA Transition Plan**

Administration is working with Lima Allen County Regional Planning Commission to finalize updates to Bluffton's ADA Transition Plan to discuss with Streets, Alleys, Lights & Sidewalks Committee.

**Transition from Nixle to Everbridge:** See PD Report

#### **Co. Line Rd. Pathway-**

#### **Hydrant Flushing:**

Currently planned to begin April 9<sup>th</sup>.

#### **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

#### **Council Committee Meetings:**

Capacity Fee		
TAP Size	Water	Sewer
3/4"	\$ 700	\$ 700
1"	\$ 1,169	\$ 1,169
1-1/2"	\$ 2,331	\$ 2,331
2"	\$ 3,500	\$ 3,500
3"		
4"		
6"		
8"		

Fee established by negotiation with Village Council

Fire System Connection \$ 1,500 Property owner responsible for all costs including install of approved meter and radio.

	Water tap fee							
	3/4"	1"	1-1/2"	2"	3"	4"	6"	8"
Capacity Fee	\$ 700	\$ 1,169	\$ 2,331	\$ 3,500				
Material	\$ 1,525	\$ 1,685	\$ 3,975	\$ 4,770				
Labor	\$ 500	\$ 500	\$ 700	\$ 700				
Inspection & programming	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
** Water Tap Fee	\$ 2,825	\$ 3,454	\$ 7,106	\$ 9,070	TBD	TBD	TBD	TBD

**Site Specific Costs**

Add'l charges (i.e. boring)	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Solid surface cut and repair	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500

	Sewer tap fees (based from water service size)							
	3/4"	1"	1-1/2"	2"	3"	4"	6"	8"
Capacity Fee	\$ 700	\$ 1,169	\$ 2,331	\$ 3,500				
Inspection and mapping	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
Lift station fee \$500								
* Connection Fees	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
<b>Sewer Tap Fee</b>	\$ 850	\$ 1,319	\$ 2,481	\$ 3,650				
<b>Total Water and Sewer Tap</b>	\$ 3,675	\$ 4,773	\$ 9,587	\$ 12,720	TBD	TBD	TBD	TBD

Site Specific costs are additional

Lift Station and connection Fees are additional

	3/4"	1"	1.5"	2"	3"	4"	6"	8"
**	Village to supply all labor and material to the right of way including the purchase and installation of the water meter and setting.		Village to supply tap and service line with a shut off valve and valve box at the right of way. Village to supply meter and Radio. <u>Property owner is responsible for all work beyond right of way including meter hook-up</u>			Property owner is responsible for all labor and material to establish service according to village specifications. Water meter must be an OMNI C2 meter with sensus 510M/ MXU		

\* Property owner is responsible for supplying and connecting sewer lateral from the building to the right of way. See Bluffton Code of Ordinances - Chapter 52: Sanitary Sewer Regulations for specifications. [www.bluffton-ohio.com/zoning](http://www.bluffton-ohio.com/zoning)

If a service lateral has not been extended to the property, the property owner will be responsible for the complete cost to create the service tap and extend a lateral to the property line. This work will be performed by Village approved contractor.

Water Material list cost								
	3/4"	1"	1-1/2"	2"	3"	4"	6"	8"
Tapping saddle	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200			
Corp Stop	\$ 100	\$ 100	\$ 400	\$ 450				
Water line	\$ 50	\$ 75	\$ 100	\$ 150				
tracer wire	\$ 20	\$ 20	\$ 20	\$ 20				
pipe stiffeners	\$ 10	\$ 15	\$ 20	\$ 25				
Curb stop	\$ 100	\$ 150	\$ 650	\$ 840				
Copper setter	\$ 400	\$ 450	NA	NA				
connection nipple	\$ 25	\$ 30	NA	NA				
meter flang	NA	NA	\$ 715	\$ 715				
Meter	\$ 150	\$ 175	\$ 1,500	\$ 2,000				
Radio / MXU	\$ 220	\$ 220	\$ 220	\$ 220				
meter pit w/ lid	\$ 250	\$ 250						
valve box w/ lid			\$ 150	\$ 150				
<b>Total</b>	<b>\$ 1,525</b>	<b>\$ 1,685</b>	<b>\$ 3,975</b>	<b>\$ 4,770</b>	<b>Property owners responsibility</b>			

Property owner is responsible for the installation of water meter



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Date: March 21, 2024

To: Mayor Johnson and Council

From: Chief Ryan M. Burkholder

Reference: Police Update

#### Department Career Milestones

- Hope Hannah 10 years
- Abby Michael 10 years
- Elliott Tyzzer 15 years

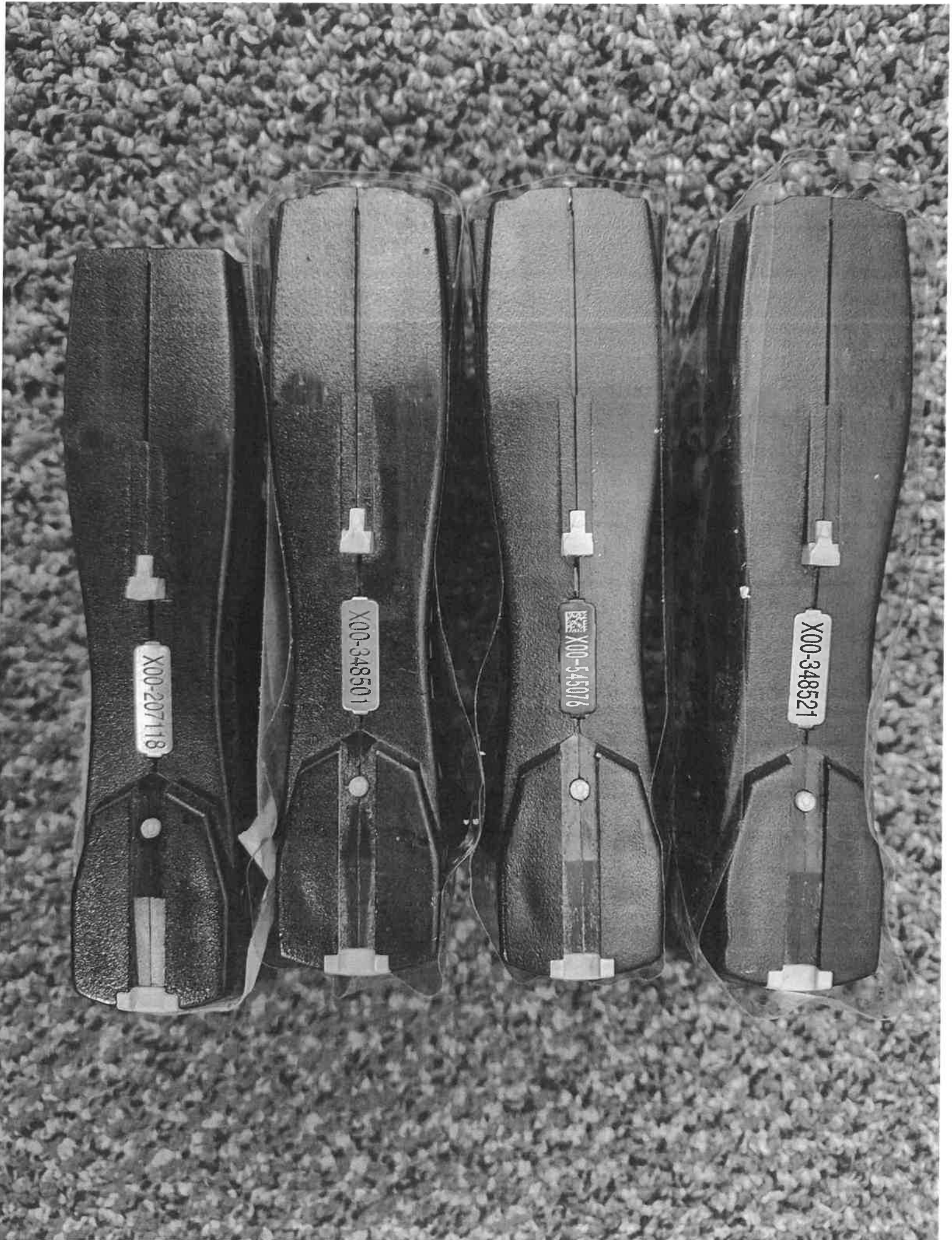
#### Citizens of the Year 2023

- Teri Steinmetz
- Ryan Demarco
- Makayla White

Request for Items to be declared surplus. Items that must be destroyed can not be resold under the agreement and discounts on new tasers in 2017.

(See attachments)

Request for a joint Personnel and Finance Committee on April 4<sup>th</sup> at noon.

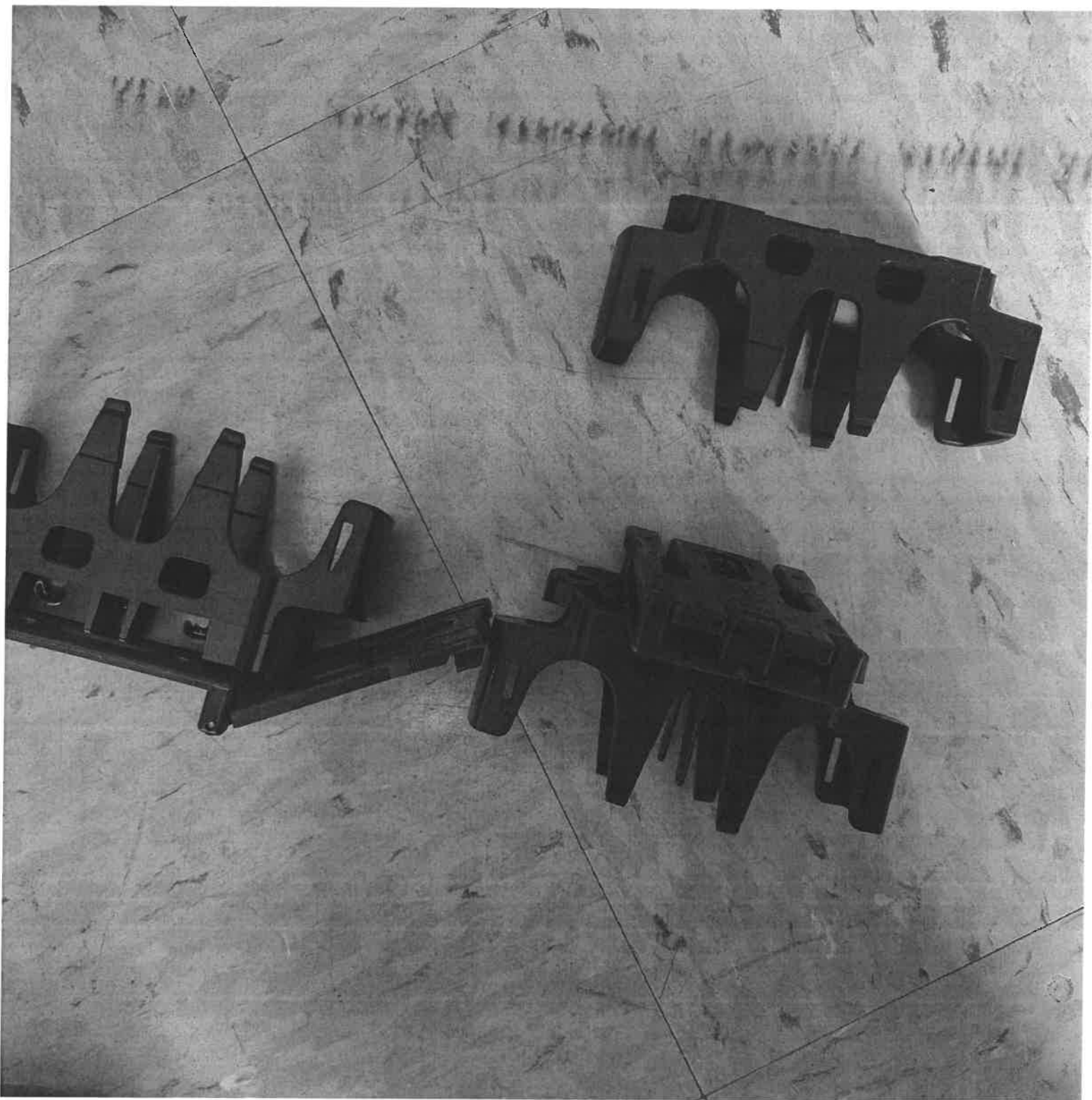


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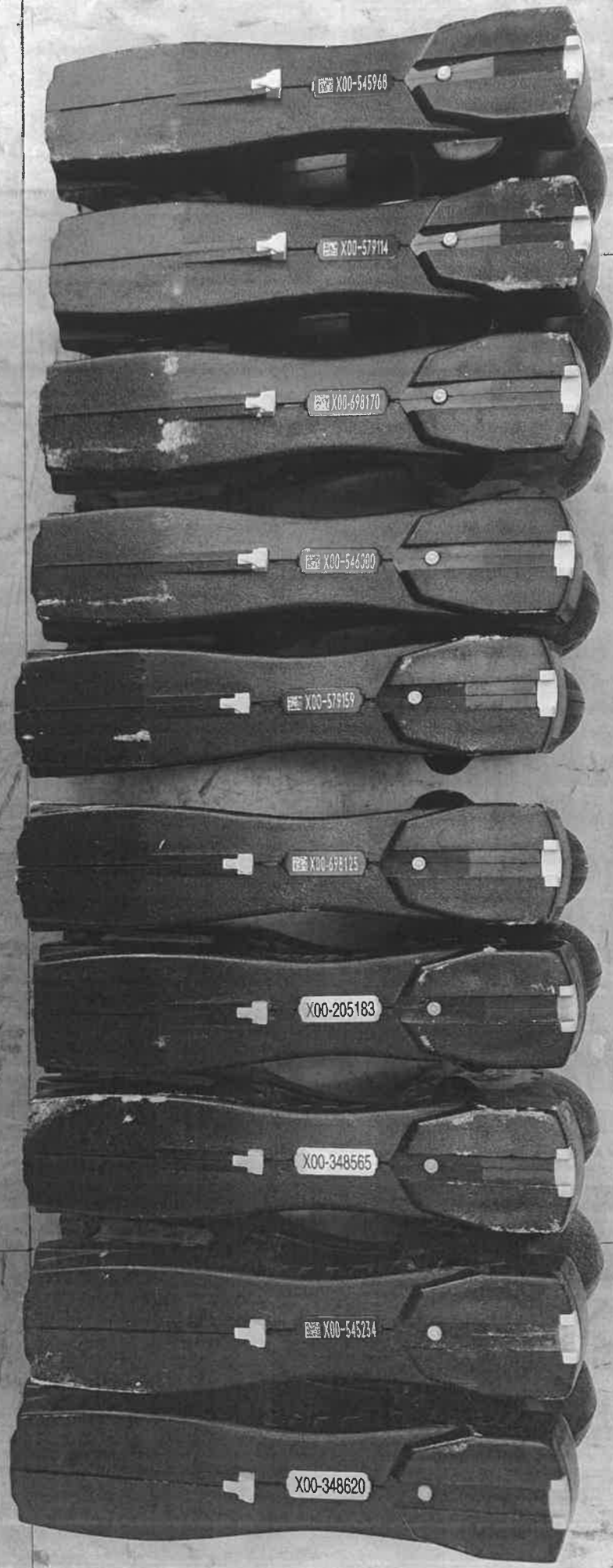
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X00-678125

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X00-348565

X00-545234

X00-348620



**Staple**  
**Deskpad Calendar**  
January 2024–December 2024

12 Months  
Monthly Notetaking Space  
21.75 in x 17 in • 55.2 cm x 43.1 cm

7				
14				
21	22	23	24	
28	29	30	31	



## Village of Bluffton Emergency Alert and Community Notification Program

Beginning on March 25, 2024 the Village of Bluffton will be switching from the Nixle Alerting System to the Everbridge Notification System. Those residents who previously subscribed to Nixle will no longer receive Nixle alerts and are encouraged to use the link below to sign up for an Everbridge account to continue receiving alerts from the Village of Bluffton. New users are also invited to use the link below to sign up for a Village of Bluffton Everbridge account.



<https://member.everbridge.net/354871672832220/login>

**PLEASE NOTE: On April 1, 2024 all Nixle Alert services will be deactivated and you will no longer receive important updates from the Village of Bluffton until you sign-up for an Everbridge account. Once an account is activated, you may opt to receive text messages, phone calls, emails, etc. You may also download the Everbridge Public Safety app to your smartphone or tablet to stay connected.**



Public Safety by Everbri...  
For Everbridge & Nixle Alerts

Open

★★★★☆ 7

Everbridge, Inc.

Lifestyle



DEVELOPER

Everbridge, Inc.

View

If you have any questions or difficulties signing up for the Village of Bluffton Emergency Alert and Community Notification Program powered by Everbridge, please contact the village offices at (419) 358-2066 or the police department at (419) 358-2961.

