

Village of Bluffton Council Meeting Agenda

November 24, 2025 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, November 10, 2025.

Bills

Public Comment:

Committee Reports

Ordinance Committee: 11/12
Finance Committee 11/21

Boards & Commissions

Planning Commission: 11/03
Tree Commission: 11/17
Blanchard River Watershed Partnership - update

LEGISLATION

ORDINANCE NO. 11-2025

3rd Reading

AN ORDINANCE ACCEPTING THE REVISED FEES FOR CONNECTION TO THE VILLAGE OF BLUFFTON, OH WATER AND SANITARY SEWER SERVICES

ORDINANCE NO. 12-2025

3rd Reading

AN ORDINANCE ESTABLISHING AND ADOPTING AN APPLICATION FOR PERMIT TO WORK WITHIN THE ROAD RIGHT-OF-WAY (ROW) FOR THE VILLAGE OF BLUFFTON, OHIO, INCLUDING ASSOCIATED FEES

ORDINANCE NO. 13-2025

1st Reading

AN ORDINANCE ASSIGNING ZONING DISTRICT CLASSIFICATIONS TO CERTAIN ANNEXED PROPERTIES LOCATED IN THE VILLAGE OF BLUFFTON, OHIO

RESOLUTION NO. 27-2025

1st Reading

A RESOLUTION AUTHORIZING THE TEMPORARY APPROPRIATIONS FOR THE YEAR 2026 FOR THE VILLAGE OF BLUFFTON, OHIO

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, November 24th at 7:00 pm
- Council Meeting – Monday, December 8th at 7:00 pm

Public Comment

Adjournment – Motion and Second

Village of Bluffton – Regular meeting November 10, 2025, at 7:00 p.m.

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

Cupples motioned, seconded by Kingsley, to approve the minutes from the regular council meeting held on October 27, 2025. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Talavinia motioned, seconded by Steiner, to approve the bills as presented. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Cupples motioned, seconded by Steiner, to approve moving to Anthem for employee health insurance for 2026. The premium increase over the 2025 Aetna premiums is 4.31%. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

The Fiscal Officer gave the following readings:

2nd Reading:

Ordinance 11-2025 – An Ordinance accepting the revised fees for connection to the Village of Bluffton, OH water and sanitary sewer services. Steiner motioned to approve the ordinance, seconded by Stahl. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Ordinance 12-2025 – An Ordinance establishing and adopting as application for permit to work within the road right-of-way (ROW) for the Village of Bluffton, Ohio, including associated fees. Talavinia motioned to approve the ordinance, seconded by Kingsley. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

3rd Reading:

Resolution 23-2025 – A Resolution authorizing the Mayor to enter into a contract with the Sheriff of Allen County, Ohio and the Commissioners of Allen County, Ohio for dispatch service for Bluffton Police, Fire, and EMS for a term of three years and declaring an emergency. Sehlhorst motioned to suspend the rules, seconded by Cupples. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved. Stahl motioned to approve the resolution, seconded by Sehlhorst. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Kingsley motioned, seconded by Cupples, to declare the battery-powered fire brigade vehicle as surplus and to advertise it for sale on GovDeals. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Cupples motioned to adjourn the meeting.

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

Ordinance Committee on Wednesday, November 12 at 5:00 p.m.

Tree Commission on Monday, November 17 at 7:00 p.m.

Finance Committee on Friday, November 21 at noon.

Council Meeting on Monday, November 24 at 7:00 p.m.

MAYOR

FISCAL OFFICER

VILLAGE OF BLUFFTON
VOUCHER REPORT 11/24/2025

VENDOR	AMOUNT	DEPARTMENT	DESCRIPTION
AIM MEDIA MIDWEST	111.75	Administrative	ADVERTISING
ALLOWAY TESTING	2,075.00	Multiple	TESTING
ALLOWAY TESTING	50.00	Multiple	TESTING
AMERICAN ELECTRIC POWER	6,342.92	Multiple	ELECTRICITY
AMERICAN ELECTRIC POWER	1,331.11	Multiple	ELECTRICITY
AVITA HEALTH SYSTEM	350.00	Rescue	TRAINING - STOCK
AWAY WITH GEESE.COM	2,619.00	Park	GEESE AWAY UNITS
BABCOCK, NOAH	184.10	Rescue	REIMBURSE MILEAGE - STATE CHIEF'S MTG.
BLACKBURN, JESSE	269.20	Administrative	TOWN HALL MICROWAVES
BLANCHARD RIVER WATERSHED	1,500.00	Administrative	2025 ANNUAL SUPPORT
BLUFFTON CENTER FOR ENTREPRENEURS	5,000.00	Administrative	2025 ANNUAL SUPPORT
BLUFFTON CHAMBER OF COMMERCE	5,000.00	Administrative	2025 ANNUAL SUPPORT
BLUFFTON PAVING, INC.	2,280.00	Street	ANNUAL PAVING
BLUFFTON PAVING, INC.	12,100.00	Park	LEGACY PARK ENTRANCE PAVING
BLUFFTON PAVING, INC.	21,498.00	Street	ANNUAL PAVING
BLUFFTON STONE CO.	222.12	Multiple	STONE
BLUFFTON STONE CO.	234.83	Multiple	STONE
CHARTER COMMUNICATIONS	40.00	Multiple	CABLE
CHARTER COMMUNICATIONS	170.00	Administrative	CABLE
CINTAS	86.43	Administrative	UNIFORMS
CINTAS	86.43	Administrative	UNIFORMS
CINTAS	86.43	Administrative	UNIFORMS
CINTAS CORPORATION NO. 2	458.10	Multiple	PWD FIRST AID KIT
CLIA LABORATORY PROGRAM	248.00	Rescue	MEDICAL CERTIFICATE FEE
COUNTY ELECTRIC LLC	3,325.00	Land & Buildings	SR 103 ENTRANCE SIGNS
ENBRIDGE GAS OHIO	809.87	Multiple	NATURAL GAS
EVERETT J PRESCOTT INC	719.21	Sewer	YARD HYDRANTS
GREAT LAKES BILLING ASSOCIATES, INC.	610.90	Rescue	EMS BILLING SERVICE
HACKENBERG, FEIGHNER, BISHOP & WERTH, LLC	2,000.00	Administrative	SOLICITOR FEES
HANCOCK-WOOD ELECTRIC CO-OP	172,499.00	Street	RE-ROUTING/UPGRADES SR103 ROUNDABOUT
HANCOCK-WOOD ELECTRIC CO-OP	172.43	Multiple	ELECTRICITY
HANCOCK-WOOD ELECTRIC CO-OP	54.00	Multiple	ELECTRICITY
LEXIS NEXIS RISK DATA MANAGEMENT INC.	50.00	Administrative	ADDRESS SEARCHES
NATHAN JORDAN	340.51	Administrative	BOOTS
NATHAN JORDAN	45.86	Water	WATER LICENSE RENEWAL
OHIO PEACE OFFICER TRAINING	500.00	Police	TRAINING - ACKERMAN
OHIO UTILITIES PROTECTION SERVICE	4.00	Administrative	MANUAL CALLOUTS
PENNCARE 30	17.66	Rescue	MEDICAL SUPPLIES
PERRY CORPORATION	3,670.31	Administrative	IT CONTRACT
PERRY CORPORATION	154.36	Administrative	IT CONTRACT
PHILLIPS, SCOTT	130.08	Administrative	BOOTS
PROMO HITS	150.00	Multiple	RECEIPT FORMS
RUMPKE	27,675.78	Refuse	TRASH SERVICES
SAM'S CLUB	119.84	Multiple	SUPPLIES
SHELL FLEET PLUS	1,066.94	Multiple	FUEL
SMARTBILL	1,305.43	Multiple	BILLING SERVICES
STAPLES BUSINESS ADVANTAGE	3.38	Multiple	SUPPLIES
STAPLES BUSINESS ADVANTAGE	775.08	Multiple	SUPPLIES
TERRY MULLENHOUR	306.84	Administrative	BLAZE EXPENSES
THE LAWFT	463.99	Police	UNIFORMS

TOWN & COUNTRY FLOWERS	68.00	Administrative	FLOWERS - R. JOHNSON
TREASURER, STATE OF OHIO	2,889.60	Water	LICENSE TO OPERATE - WATER
VERIZON WIRELESS	200.16	Multiple	CELL PHONES
VILLAGE OF OTTAWA	56,563.78	Water	WATER
WESSLER ENGINEERING	167.50	Sewer	SANITARY ON-CALL SERVICES
ZOLL DATA SYSTEMS	171.08	Rescue	EMS CHARTS
INCOME TAX REFUNDS	153.00	Administrative	INCOME TAX REFUNDS
	<u>339,527.01</u>		
OCTOBER FIRE & EMS	6,397.08		
MEDICARE	92.76		
OPERS	616.38		
FICA	117.14		
BIWEEKLY PAYROLL 11/14/25	84,616.44		
MEDICARE	1,171.30		
OPERS	7,796.85		
OP&F	5,640.28		

Council Signature : _____

Date: _____

Ordinance Committee Minutes

Village of Bluffton

November 12, 2025, 5:00 PM

Present: Joe Sehlhorst, Mitch Kingsley

Staff: Jesse Blackburn

Public: Ben Hill

TOPIC: Accessory Dwelling Units (ADU): owner-occupied; conditional use

- We agreed on the principal of requiring owner occupancy of properties in an R-1 district on which the owner seeks to place a detached ADU; current thinking is that subsequent owners would be required to occupy such property as long as the ADU use is continued. This requirement will be put in place by recording a restrictive covenant on the plot in the county deed records, meaning the requirement will run with the land. Thereafter, a buyer of a plot with an ADU present would be on notice that use of the ADU requires that new owner to live in one of the structures on the plot or discontinue use of the ADU.

- The next discussion involved whether placing an ADU on a plot in an R-1 district would fall in the conditional use category. The current zoning rule allows conditional uses after a public hearing before the Village Zoning and Building Board of Appeals (VZBBA). Our dialogue focused on the criteria to be applied by the VZBBA in granting conditional use.

-Among many other statements, in the section about powers of the VZBBA, there is this:

“§153.433 (E) *Presumptions*. The presumption is that any property owner should be permitted the fullest enjoyment of his or her property and to make any improvements thereon which do not additionally adversely affect neighbors or the neighborhood, or the public interest.”

How should the VZBBA apply this presumption? Is there a certain number of the public chanting ‘not in my backyard’ that will tip the balance and make the decision? That number is?

- We are at a point in time where the reading of a new ordinance will overlap with a largely re-constituted council. Therefore, we are offering our work to this date for future consideration.

Submitted,

Joe Sehlhorst

Mitchell Kingsley

Village of Bluffton
Finance Committee Meeting
November 21, 2025 @ 12:00 PM

Committee members present, David Steiner, and Phil Talavinia

Staff present, Jesse Blackburn, Village Administrator, Kevin Nickel, Fiscal Officer, EMS Chief Noah Babcock, Police Chief Burkholder and Police Lt Oglesbee.

The 2026 Temporary Appropriations were presented by Kevin Nichol, Fiscal Officer. In discussion it was pointed out that the temporary appropriations are calculated based on currently available balances and information and will be effective for the first three months of 2026. After the books are closed December 31, 2025, a more in-depth study can be made for the final 2026 appropriations and adjusted accordingly.

After reviewing the details, the committee recommends that the Temporary Appropriations for the first quarter of 2026 be presented to Village Council at the next meeting November 24, 2025, for approval.

The meeting adjourned at 12:52 PM.

David Steiner

Phil Talavinia

Planning Commission Minutes: 11/03/25

Attendance:

Planning Commission: Rich Johnson, Mitch Kingsley, Tim Essinger, Roger Edwards, Mitch Agner

Village Staff: Jesse Blackburn, Bryan Lloyd

Village Council: Joe Sehlhorst

Community Members: Daryl Thompson, Gabe Thompson, Harold King, Charlene King, Michelle Yeagle, Dan Garrett, Linda Garrett, Eric Rapp

Topic #1: Pre-Application Conference – Swiss County Estates – Phase II

Daryl and Gabe Thompson from All Terra Inc., Rawson, OH submitted preliminary layout plans for the development of Swiss Country Estates – Phase II. The plans show 35 individual lots.

Discussion Topics included:

1. Challenges of the development were explained as underground pipeline easements exist through the development site that place restrictions/requirements on setbacks, road construction and layout
2. Detention pond for stormwater management is present
3. Developers requested Planning Commission consideration be given to:
 - a. allow variance from required setbacks (rear & front yard) on certain lots
 - b. creation of a condominium association within the proposed cul-de-sac portion of the development
4. The use of the Planned Unit Development (PUD) zoning district was discussed for this development
5. The Planning Commission was supportive of this project and ideas mentioned above for the continued development of this property.
6. General consensus from the Planning Commission was for the Zoning Department to continue to work with All Terra Inc. and their design engineer to further this project.

Topic #2 – Zoning District Assignment – Hancock Co./Orange Twp.

This topic has been presented and briefly discussed in earlier meetings. Further discussion ensued about existing zoning districts and the purpose of each district in the effort to optimize the development of each parcel while staying cohesive with the existing land use.

Roger Edwards motioned, seconded by Mitch Kingsley, to recommend to Village Council the assignment of Zoning Districts as listed and shown on the following page to the 5 associated parcels. Roll Call: Yes (4) Messrs: Agner, Edwards, Essinger, Kingsley

	Parcel No.	Street Address	New Zoning District
1	650001029591	Not Assigned	C-II Commercial District
2	650001029590	894 S.R. 103 Bluffton, OH	C-II Commercial District
3	650000090210	Not Assigned	I-II Industrial District
4	650001012798	1215 S.R. 103 Bluffton, OH	R-I Residential District
5	650001014860	Not Assigned	C-II Commercial District



C-II COMMERCIAL DISTRICT -- § 153.160 PURPOSE.

The purpose of the C-II Commercial District is to provide for those retail businesses and services which require a location other than in the central business district being either highway oriented, requiring larger tracts of land not normally available in the central business district, or to provide local neighborhood retail shopping facilities to those residential areas immediately adjacent.

I-II GENERAL INDUSTRIAL DISTRICT -- § 153.200 PURPOSE.

The purpose of the I-II General Industrial District is to encourage the development of manufacturing facilities of a moderate and heavy nature which are clean, quiet and free of hazardous or objectionable elements such as noise, odor, smoke or glare.

R-I RESIDENTIAL DISTRICT – § 153.080 PURPOSE.

The purpose of the R-I Residential District to provide an area for low density residential and associated land uses. In an R-I Residential District, no building or premises shall be used and no building shall be erected which is arranged, intended or designed to be used for other than one or more of the following specified uses.

September 27, 2025

Enbridge and Western Reserve Land Conservancy
3850 Chagrin River Road
Moreland Hills, OH 4402

Dear Grant Committee,

On behalf of Bluffton Village Council, I am proud to express strong support for the Bluffton University and Blanchard River Watershed Partnership Prairie Restoration Project. This initiative represents an exciting opportunity to turn an area currently vulnerable to flooding into a vibrant native prairie that will manage stormwater naturally, lower maintenance costs, and strengthen the ecological resilience of our community.

Our village understands the importance of responsible land stewardship. Converting turf grass and flood-prone open space into native prairie will improve water infiltration, reduce runoff, and minimize erosion—helping to safeguard public infrastructure and nearby properties from flood impacts. Equally valuable, the project will expand habitat for pollinators and other wildlife, enriching local biodiversity and contributing to a healthier environment for residents.

We are particularly encouraged by the project's emphasis on education and community involvement. Bluffton University and BRWP plan to engage students and residents through outreach materials, interpretive signage, social media, and public presentations. These efforts will help raise awareness about the value of prairie ecosystems and encourage other communities throughout Allen County and the Blanchard River Watershed to adopt similar conservation practices.

Thank you for considering this request. We believe the Prairie Restoration Project is an excellent fit for the mission of Enbridge and Western Reserve Land Conservancy to conserve and restore land for the benefit of people and nature.

Sincerely,

A handwritten signature in black ink, appearing to read "Josep W. Sehlhorst", with a long horizontal flourish extending to the right.

Josep W. Sehlhorst
Village of Bluffton Councilman

Enbridge Watershed Grant

11/14/2025



Bluffton's natural restoration projects have continued to encourage collaboration between the campus and the surrounding community, inviting students, faculty, staff and local residents to engage directly with the outdoors.

Bluffton University awarded natural preservation grant

Bluffton University, in partnership with the Blanchard River Watershed Partnership (BRWP), has received an Enbridge Watershed Grant from the Western Reserve Land Conservancy to establish a one-acre native prairie along Little Riley Creek beside the Sommer Center. The nearly \$2,500 grant will support the planting of native grasses and wildflowers, which will not only improve water quality and reduce runoff but also enhance habitat diversity, creating a vibrant, living classroom right on campus.

"Compared to the turf grass currently in place, this prairie will better absorb flood water and stream nutrients, provide habitat for wildlife, reduce mowing costs, and create a beautiful natural area for both recreational and educational use," explained Dr. Jacob Buchanan, assistant professor of environmental science and M'Della Moon Endowed Chair

in Botany and Environmental Science. “In turn, this will help increase the sustainability of our campus.”

The grant also opens the door for hands-on volunteer opportunities in the restoration process. Bluffton’s natural restoration projects have continued to encourage collaboration between the campus and the surrounding community, inviting students, faculty, staff and local residents to engage directly with the outdoors.

“Once the site is prepared, everyone will be invited to come take part in the restoration process,” Buchanan added. “You will be able to volunteer to help broadcast the native seeds by hand. With these funds, we will continue our efforts in conserving and restoring Bluffton's natural areas for all to enjoy.

Dr. Gayle Trollinger, interim vice president of academic affairs and dean, shared, “This project exemplifies Bluffton’s commitment to sustainability, environmental stewardship, and community engagement. We are thrilled to see how this space will grow into a vibrant prairie that not only enhances the campus landscape but also serves as a hands-on educational resource and a beacon of ecological renewal for our region.”

Work on the prairie installation is expected to begin in 2026, marking an exciting chapter in Bluffton University’s ongoing efforts to foster sustainable practices, protect natural habitats, and inspire generations of environmental stewards.

ORDINANCE NO. 11-2025

AN ORDINANCE ACCEPTING THE REVISED FEES FOR CONNECTION TO THE VILLAGE OF BLUFFTON, OH WATER AND SANITARY SEWER SERVICES

WHEREAS, the Village of Bluffton provides public water and sanitary sewer utility services to residential, commercial, and industrial users within and, where capacity permits, beyond the corporate limits of the Village; and

WHEREAS, the Village Administration and Utilities Committee have reviewed the current connection fee schedule and recommended adjustments to reflect the true and current cost of: system capacity, infrastructure extensions, equipment & labor rates and inspection services; and

WHEREAS, the Bluffton Village Council has determined that adoption of revised connection fees is necessary to maintain the fiscal integrity of the utility systems, ensure equitable participation by all new users in system development costs, and continue to provide reliable public utility services.

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

SECTION 1. Adoption of Revised Connection Fees.

The schedule of fees for connection to the Village's water and sanitary sewer systems, as recommended by Village Administration and approved by the Village Utilities Committee, is hereby accepted and adopted as the official connection fee schedule for the Village of Bluffton.

SECTION 2. Schedule of Fees.

Effective upon passage of this ordinance, the attached Exhibit A shall serve as the connection fees to public water and sanitary sewer services provided by the Village Bluffton, OH to take effect on January 1, 2026.

SECTION 3. Repeal of Inconsistent Provisions.

Any prior ordinances or resolutions establishing conflicting or superseded connection fees for water or sanitary sewer services are hereby repealed to the extent of such conflict.

SECTION 4. Implementation.

The Village Administrator and Fiscal Officer are hereby authorized and directed to incorporate the revised connection fees into the Village's official Fee Schedule and to make such fees available to the public through permitting documents.

SECTION 5.

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

Passed and adopted the _____ day of _____, 2025, by the governing board of the Village of Bluffton:

Ayes: _____ Noes: _____ Abstain: _____

Attest _____
Fiscal Officer

Mayor

Approved as to form: _____

Village Solicitor

Exhibit A

Capacity Fee		
TAP Size	Water	Sewer
3/4"	\$ 700	\$ 700
1"	\$ 1,050	\$ 1,050
1-1/2"	\$ 2,100	\$ 2,100
2"	\$ 4,200	\$ 4,200
3"		
4"		
6"		
8"		

Fee established by negotiation with Village Council

Water tap fee									
	3/4"	1"	1-1/2"	2"	3"	4"	6"	8"	
Capacity Fee	\$ 700	\$ 1,050	\$ 2,100	\$ 4,200	Fee negotiated with Village Council				
Material	\$ 1,900	\$ 2,100	\$ 4,800	\$ 5,800	Property owner repsonsible for all costs installed to Village specifications by approved contractor				
Equipment & Labor	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000					
Inspection & programming	\$ 150	\$ 150	\$ 150	\$ 150					
** Water Tap Fee	\$ 3,750	\$ 4,300	\$ 8,050	\$ 11,150	TBD	TBD	TBD	TBD	TBD
Site Specific Costs									
Add'l charges (i.e. boring)	TBD	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	\$ 1,500

Sewer tap fees (based from water service size)									
	3/4"	1"	1-1/2"	2"	3"	4"	6"	8"	
Capacity Fee	\$ 700	\$ 1,050	\$ 2,100	\$ 4,200	Fee negotiated with Village Council				
Inspection and mapping	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
Lift station fee \$500									
* Connection Fees	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Sewer Tap Fee	\$ 850	\$ 1,200	\$ 2,250	\$ 4,350					
Total Water and Sewer Tap	\$ 4,600	\$ 5,500	\$ 10,300	\$ 15,500	TBD	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							
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 <u>approved contractor</u> .							

ORDINANCE NO. 12-2025

AN ORDINANCE ESTABLISHING AND ADOPTING AN APPLICATION FOR PERMIT TO WORK WITHIN THE ROAD RIGHT-OF-WAY (ROW) FOR THE VILLAGE OF BLUFFTON, OHIO, INCLUDING ASSOCIATED FEES

WHEREAS, the Village of Bluffton owns and maintains public roadways, streets, alleys, and related right-of-way (ROW) infrastructure for the use and benefit of the public; and

WHEREAS, excavation, construction, installation, maintenance, or other work activities within the public right-of-way can affect the integrity, safety, and long-term condition of Village streets, utilities, and drainage systems; and

WHEREAS, the Village Council finds it necessary to establish a formal permit process for any private individual, contractor, public utility, or other entity proposing to perform work within the public ROW to ensure such work is conducted in a manner that protects public infrastructure and public safety; and

WHEREAS, the adoption of a permit application and fee schedule will allow the Village to recover reasonable administrative, inspection, and restoration-related costs associated with regulating and overseeing right-of-way activities.

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

SECTION 1. Adoption of Application Form.

The Village of Bluffton hereby adopts the document titled “Application for Permit to Work Within the Road Right-of-Way (ROW),” attached hereto and incorporated herein by reference as Exhibit A. The permit application shall be required for all work within Village-owned or maintained roadways, alleys, or right-of-way, except for routine Village maintenance.

SECTION 2. Administration and Approval.

The Village Administrator or their designee shall review and approve or deny all ROW permit applications. Work may not commence until a permit is issued and all fees have been paid. All applicants shall submit a completed permit form, site plan, and proof of liability insurance or bond as required. The Administrator may require a pre-construction meeting, temporary traffic control plan, or restoration deposit depending on project scope.

SECTION 3. Permit Fees.

As shown in Exhibit A. Permit fees may be adjusted by resolution or future amendment to the Fee Schedule.

SECTION 4. Compliance and Enforcement.

Any person or entity performing work within the Village ROW without a valid permit shall be in violation of this ordinance and subject to enforcement actions, including stop-work orders, restoration at the applicant's expense, and penalties as established in the Village Code of Ordinances.

SECTION 5. Repeal of Inconsistent Provisions.

All prior ordinances, resolutions, or policies inconsistent with this ordinance are hereby repealed to the extent of such conflict.

SECTION 6. Implementation.

The Village Administrator and Fiscal Officer are hereby authorized and directed to incorporate the new permit application and fee schedule into the Village's official Fee Schedule, publish and distribute the permit form through the Village's website and administrative offices, and enforce this ordinance through inspection and permitting procedures.

SECTION 7. Effective Date.

This ordinance shall take effect and be in force from and after the earliest period allowed by law.

SECTION 8.

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

Passed and adopted the _____ day of _____, 2025, by the governing board of the Village of Bluffton:

Ayes: _____ Noes: _____ Abstain: _____

Attest _____
Fiscal Officer

Mayor

Approved as to form: _____

Village Solicitor



Exhibit A

**APPLICATION FOR PERMIT TO WORK WITHIN
ROAD RIGHT-OF-WAY (ROW)**

Application is hereby made by:

Company Name: _____

Address: _____

Contact person: _____

Phone number: _____

Email: _____

Project Description:

WE AGREE TO THE FOLLOWING CONDITIONS UPON ISSUANCE OF THE PERMIT:

1. To restore all disturbed surfaces to their original condition and adhere to the specifications or restrictions as outlined below.
2. To keep the disturbance to road surface and shoulder at a minimum. Trenches within the road and shoulder areas will be backfilled with ODOT approved gravel and tamped, so that settlement of the material is minimized. If settlement does occur within one year of backfilling, additional suitable material will be put into place and compacted.
3. All road crossings where said road is hard surfaced (blacktop, concrete etc.) will be made using the bore method unless further permission is granted from The Village of Bluffton regarding cutting the pavement. If an open cut is permitted, the road surface at the trench will be replaced with material of the type that was removed, and the new surface will conform with the grade of the undisturbed surface. Fees for this work are listed below.

PERMIT FEES:

Road Bore/Bore within Right-of-Way: \$5.00 per linear foot with a \$500.00 minimum Fee. Total Bore distance: _____ ft.

Road Cut: \$10.00 per sq. ft. with a 1,000.00 minimum Fee.

Total Road Cut Area: _____ sq. ft.

4. Traffic will be maintained at all times, unless permission is granted by the Village of Bluffton to close the road. Any necessary lights, signs, barricades, and/or flagmen and watchmen will be placed on the job for the protection of traffic at all times, day and night, during the time this

work is being done and that any instructions given by the Village of Bluffton as to handling of traffic will be fully complied with.

5. All mailboxes, signs, yards, driveways, drainage structures, fences, ditches, sidewalks, or other pertinent property damaged or removed during initial construction or future maintenance will be replaced or repaired as good as or better than existing.
6. To notify all property owners within the construction area at least (5) working days before work begins.
7. To notify the Village of Bluffton of any encountered drainage tiles. All drainage tiles encountered will be repaired or replaced.
8. To assume the responsibility for and to save the Village of Bluffton, as signed below, harmless from any and all claims arising from the work performed. For personal injuries and property damages due to the direct sole negligence of the applicant, and to defend any actions arising therefrom. *Proof of liability insurance is required.
9. If in the future, improvements or relocations are made to any of the above portions of roads, it will be the financial responsibility of the applicant or successors to move or relocate such installations at the request of the Village of Bluffton.
10. To notify all utilities in the right-of-way two (2) working days prior to construction by calling the Ohio Utilities Protection services at 1-800-362-2764 for notification of members utilities. Non-members must be called directly.
11. To notify The Village of Bluffton at least two (5) working days before starting construction.
12. The undersigned Governing Authority will not be held liable for damage to the company's facilities covered by this permit unless such damage is due to the negligence of the Governing Authority.

Engineered prints of the proposed project are required.

Total Permit Fees: _____

Applicant Signature

Date

Printed

Title

Permission to do this work under the conditions stated in the above application is hereby granted by the Village of Bluffton.

Approved by

Signature

Date

Printed

Title

ORDINANCE NO. 13–2025

AN ORDINANCE ASSIGNING ZONING DISTRICT CLASSIFICATIONS TO CERTAIN ANNEXED PROPERTIES LOCATED IN THE VILLAGE OF BLUFFTON, OHIO

WHEREAS, pursuant to Ohio Revised Code Chapter 709, the Village of Bluffton, Ohio has approved the annexation of certain territory from Orange Township, Hancock County, Ohio, into the corporate limits of the Village of Bluffton; and

WHEREAS, the Bluffton Village Planning Commission has reviewed the annexed territory and recommends the assignment of zoning district classifications to the parcels described herein in accordance with the Village Zoning Code.

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

SECTION 1: That the following five (5) parcels of land, previously located within Orange Township, Hancock County, Ohio, have been legally annexed into the corporate limits of the Village of Bluffton and are now subject to the zoning regulations of the Village of Bluffton:

Parcel No.	Street Address	New Zoning District
650001029591	Not Assigned	C-II Commercial District
650001029590	894 S.R. 103 Bluffton, OH	C-II Commercial District
650000090210	Not Assigned	I-II Industrial District
650001012798	1215 S.R. 103 Bluffton, OH	R-I Residential District
650001014860	Not Assigned	C-II Commercial District

SECTION 2: The Council of the Village of Bluffton, Ohio approves that the above-described parcels of land shall hereby be classified into the designated zoning districts as set forth in the table above, in accordance with the zoning regulations, map, and Code of the Village of Bluffton, Ohio.

SECTION 3: The Village Administrator is hereby authorized and directed to update the Official Zoning Map and zoning records of the Village to reflect the zoning classifications adopted herein.

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 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 _____ 2025 by the governing board of the Village of Bluffton, Ohio by the following vote (2/3 required):

Yes: _____ No: _____ Abstain: _____

Attest:

Fiscal Officer

Mayor

Approved as to Form:

Village Solicitor

RESOLUTION NO. 27 - 2025

**A RESOLUTION AUTHORIZING THE TEMPORARY APPROPRIATIONS FOR THE
YEAR 2026 FOR THE VILLAGE OF BLUFFTON, OHIO AND DECLARING AN
EMERGENCY.**

WHEREAS: Temporary Appropriations are needed for Village operations until Final Appropriations are prepared and;

WHEREAS: an emergency exists in that the timeliness of the approval of the Temporary 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 RESOLVED BY THE COUNCIL OF THE VILLAGE OF
BLUFFTON, OHIO:**

SECTION 1: That for the purposes of Temporary Appropriation until the Final Appropriation is completed; the Council hereby adopts the 2026 Appropriation as if fully rewritten herein to be effective up through March 31, 2026, or until such time as replaced by Final Appropriation Ordinance.

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

SECTION 3: That to protect the financial integrity of the Village, which is necessary for the protection of the health, safety, and welfare of the Village and its inhabitants.

Passed this ____ day of _____ 2025.

Yes: _____ No: _____ Abstain: _____

Attest:

FISCAL OFFICER

MAYOR

Approved as to Form:

SOLICITOR

VILLAGE OF BLUFFTON 2026 APPROPRIATIONS

Exhibit A

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Temporary 2026 AMOUNT
GENERAL FUND:		
POLICE EXPENSES		
	PERSONAL SERVICES	256,674.00
	EMPLOYEE BENEFITS	103,776.00
	OPERATING	39,905.00
TOTAL		400,355.00
FIRE EXPENSES		
	PERSONAL SERVICES	11,557.00
	EMPLOYEE BENEFITS	1,608.00
	OPERATING	19,993.00
TOTAL		33,158.00
STREET & LIGHTING EXPENSES		
	OPERATING	30,659.00
TOTAL		30,659.00
RESCUE EXPENSES		
	PERSONAL SERVICES	237,944.00
	EMPLOYEE BENEFITS	68,574.00
	OPERATING	36,939.00
TOTAL		343,457.00
DISPATCHER EXPENSES		
	MISC. SERVICES	58,149.00
COUNTY HEALTH DISTRICT EXPENSES		
	PROFESSIONAL SERVICES	8,000.00
MOSQUITO CONTROL EXPENSES		
	MOSQUITO CONTROL	15,372.00
CULTURAL AFFAIRS EXPENSES		
A1-3C-52390	MISC. SERVICES	5,500.00
POOL EXPENSES		
	PERSONAL SERVICES	-
	EMPLOYEE BENEFITS	-
	OPERATING	14,023.00
TOTAL		14,023.00
BRUSH DUMP EXPENSES		
	OPERATING	25,000.00
TOTAL		25,000.00

STORM SEWER EXPENSES

A1-6D-52550	STORM SEWERS	-
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SIDEWALKS EXPENSES

A1-6G-52550	SIDEWALK PROGRAM	-
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AIRPORT EXPENSES

A1-6X-52390	MISC SERVICES	23,183.00
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A1-6X-52430	REPAIR & MAINTENANCE	1,320.00
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A1-6X-52550	RUNWAY LIGHT PROJECT	-
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TOTAL		24,503.00
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MAYOR/ADMIN EXPENSES

PERSONAL SERVICES	68,673.00
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EMPLOYEE BENEFITS	22,484.00
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OPERATING	61,769.00
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TOTAL	152,926.00
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LEGISLATIVE EXPENSE

PERSONAL SERVICES	8,580.00
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EMPLOYEE BENEFITS	1,524.00
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OPERATING	-
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TOTAL	10,104.00
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MAYOR'S COURT EXPENSE

COURT COSTS	-
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FISCAL OFFICER'S EXPENSE

PERSONAL SERVICES	28,830.00
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EMPLOYEE BENEFITS	10,976.00
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OPERATING	6,090.00
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TOTAL	45,896.00
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LAND & BUILDINGS EXPENSE

PERSONAL SERVICES	7,327.00
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EMPLOYEE BENEFITS	1,175.00
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OPERATING	55,291.00
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TOTAL	63,793.00
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ECONOMIC DEVELOPMENT EXPENSE

MISC CONTRACTUAL SERV	7,755.00
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AUDITOR & TREASURER FEES EXPENSE

PROFESSIONAL SERVICES	4,620.00
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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	19,819.00
	EMPLOYEE BENEFITS	7,464.00
	OPERATING	25,152.00
TOTAL		52,435.00
SAFETY EXPENSE		
	MISC. SERVICES	-
OTHER EXPENSE		
	OPERATING	46,085.00
	TRANSFERS	479,193.00
	ADVANCES	-
TOTAL		525,278.00
TOTAL GENERAL FUND EXPENSES		1,837,581.00
STREET MAINTENANCE EXPENSE		
	PERSONAL SERVICES	59,437.00
	EMPLOYEE BENEFITS	25,318.00
	OPERATING	778,457.00
TOTAL		863,212.00
SNOW REMOVAL EXPENSE		
	OPERATING SUPPLIES	10,000.00
	REPAIR & MAINTENANCE	-
TOTAL		10,000.00
TOTAL STREET FUND EXPENSES		873,212.00
STATE HIGHWAY EXPENSES		
	OPERATING	16,830.00
TOTAL EXPENSE		16,830.00
CEMETERY EXPENSES		
	PERSONAL SERVICE	1,977.00
	EMPLOYEE BENEFITS	308.00
	MISC. SERVICES	12,004.00
TOTAL EXPENSES		14,289.00

PARK EXPENSES		
	OPERATING SUPPLIES	442,930.00
TOTAL EXPENSES		442,930.00

BENROTH BRIDGE EXPENSES	
B5-6G-52430	MAINTENANCE

COURT COMPUTER EXPENSES	
B7-1A-52420	OPERATING SUPPLIES

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

PERMISSIVE LICENSE FUND	
B9-6A-52550	STREET CONSTRUCTION
TOTAL EXPENSES	

BLUFFTON IN BLOOM FUND		
C4-1A-52390	MISC SVC	8,250.00

AMERICAN RESCUE PLAN ACT		
C5-5J-52560	SYSTEM EXPANSION	-

STORM SEWER IMPROVEMENT EXPENSES		
D2-6D-52390	MISC. SERVICES	-
D2-6D-52550	STORM SEWERS	6,600.00
TOTAL EXPENSES		6,600.00

FIRE & RESCUE IMPROVEMENT FUND		
D3-1B-52520	EQUIPMENT	78,297.00
TOTAL EXPENSES		78,297.00

POOL IMPROVEMENT FUND		
D4-3D-52510	POOL CAPITAL ITEMS	37,950.00
TOTAL EXPENSES		37,950.00

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

AIRPORT IMPROVEMENT EXPENSES	
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	OPERATING	392,874.00
Total		392,874.00
TOWN HALL IMPROVEMENT EXPENSES		
D8-7E-52510	BUILDING IMPR.	107,000.00
POLICE EQUIPMENT EXPENSES		
D9-1A-52520	POLICE EQUIPMENT REPLACEMENT	156,165.00
TOTAL EXPENSES		156,165.00
WATER EXPENSES		
	PERSONAL SERVICES	37,181.00
	EMPLOYEE BENEFITS	17,640.00
	OPERATING	327,043.00
E1-5X-52710	TRANSFERS	-
TOTAL EXPENSES		381,864.00
SEWER FUND EXPENSES		
	PERSONAL SERVICES	52,415.00
	EMPLOYEE BENEFITS	18,775.00
	OPERATING	147,564.00
	TRANSFERS	225,000.00
TOTAL EXPENSES		443,754.00
REFUSE FUND EXPENSES		
E7-5K-52390	REFUSE SERVICE	117,605.00
TOTAL EXPENSES		
WATER/ SEWER IMPROVEMENT FUND EXPENSES		
	OPERATING	432,501.00
	DEBT	549,440.00
TOTAL EXPENSES		981,941.00
POLICE CONTINUING TRAINING		
F4-1A-52390	TRAINING	4,620.00
NATIONAL NIGHT OUT		
F6-6B-52420	OPERATING SUPPLIES	-
SHANNON CEMETERY		
F7-1A-52390	MISC SERVICES	
F8-1A-52390	K9 EXPENSES	-

Village of Bluffton

Administration's Report

To: Mayor Johnson & Council Members



11-24-25

2025 Leaf Pick-up Season:

December 11th is projected to be the last day for the leaf pick-up.

S.R. 103 Roundabout –

Hohenbrink Excavating is planning to begin construction of the storm management infrastructure system for the roundabout that will not require extended road closures in December. Roadway construction & detour route will begin in March of '26.

Buckeye Park – Newly installed geese deterrent



The Science Behind Away With Geese



360 Degree Pulse of Light with 100-Yard Reach

Did you know that geese often sleep with one or both of their eyes open? They can shut off half of their brain to sleep while the other half is aware of their surroundings. The Away With Geese unit emits a pulse of light every 2-3 seconds that puts the geese on high alert and disrupts their ability to sleep. This permanently alters the feel of the habitat. Because geese like to sleep in the same area that they inhabit during the day, they will soon choose to leave and find a new habitat that allows them to rest, leaving your property goose free.

Legacy Park - Grant Applications:

Applications have been submitted to the:

- ODNR for the Land & Water Conservation Grant Fund requesting a matching grant of \$500,000.00 for the planned Phase III construction of the Lions Club All-Inclusive playground, looped trail system and asphalt parking and entrance areas.
- Johnny Appleseed Metropolitan Park District – Cooperative Park Improvement Grant Program requesting \$25,000.00 of grant funding for the construction of the shelter house.

OPWC Funding-

Following sheet shows the approval of Issue 2 Funded 0% interest loan dollars from the Ohio Public Works Commission to allow the replacement of the S.R. 103 Southeast water main line. Loan amount is 80% of the total project costs, or \$460,801.

Committee/Commission Meetings: -

