

# Village of Bluffton Council Meeting Agenda

August 28, 2023 at 7:00 PM



## **Opening Ceremonies**

Call to Order, Mayor Johnson presiding

Pledge of Allegiance



## **Minutes**

Approval of the minutes for the Village Council meeting held on Monday, August 14, 2023

## **Bills**

**Public Comment:** Brian Wildermuth – Lima Allen County RTA

## **Committee Reports**

Parks & Recreation Committee: 8/16

## **Boards & Commissions**

Tree Commission – 8/15

Airport Commission – 8/22

## **LEGISLATION**

### **ORDINANCE NO. 08-2023**

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

AN ORDINANCE TO VACATE AN ALLEY AS REQUESTED BY MATTHEW AND HANNAH ALSPACH

### **ORDINANCE NO. 09-2023**

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

AN ORDINANCE TO VACATE A 15 FOOT SANITARY EASEMENT IN PARKVIEW OF BLUFFTON – PHASE IIB AS REQUESTED BY THREE S DEVELOPMENT

## **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 & Sidewalk Committee – Public Hearing for Alley and Road Vacation in the Municipal Lot – Monday August 28<sup>th</sup> at 6:30 pm
- Village Council – Monday, August 28<sup>th</sup> at 7:00
- Board of Zoning & Building Appeals - Wednesday, September 6<sup>th</sup> at 7:00 pm
- Pedestrian Pathway Board – Thursday September 7<sup>th</sup> at noon
- Village Council – Monday, September 11<sup>th</sup> at 7:00 pm  
– Public Hearing for Alley and Road Vacation in the Municipal Lot at 7:05 pm

## **Public Comment**

**Adjournment** – Motion and Second

Village of Bluffton – Regular meeting August 14, 2023, at 7:00 p.m.

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

Cupples motioned, seconded by Kingsley, to approve the minutes from the regular council meeting held on July 24, 2023. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, and Steiner. No (0), Abstain (0), motion approved.

Cupples motioned, seconded by Stahl, to approve the minutes from the special council meeting held on August 7, 2023. Roll Call: Yes (4) Messrs: Cupples, Sehlhorst, Stahl, and Steiner. No (0), Abstain (1) Kingsley, motion approved.

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

At 7:05 Council went into a Public Hearing to hear a request for an alley vacation at 150 Cherry St.

Kingsley motioned, seconded by Cupples, to exit the public hearing and return to open session. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, and Steiner. No (0), Abstain (0), motion approved.

The Fiscal Officer gave the following readings:

1<sup>st</sup> Reading:

Ordinance 08-2023 – An Ordinance to vacate an alley as requested by Matthew & Hannah Alspach. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, and Steiner. No (0), Abstain (0), motion approved.

3<sup>rd</sup> Reading:

Resolution 23-2023 – A resolution authorizing the Village Administrator to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvement and/or Local Transportation Improvement Program(s) and to execute contracts for South Spring Street Water Main Replacement as required. Stahl motioned to adopt the Resolution, seconded by Sehlhorst. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, and Steiner. No (0), Abstain (0), motion approved.

Resolution 24-2023 – A resolution authorizing the Village Administrator to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvement and/or Local Transportation Improvement Program(s) and to execute contracts for Pocono Drive Water and Sewer Improvements as required. Steiner motioned to adopt the Resolution, seconded by Cupples. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, and Steiner. No (0), Abstain (0), motion approved.

Resolution 25-2023 – A resolution authorizing the Village Administrator to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvement and/or Local Transportation Improvement Program(s) and to execute contracts for Jackson Street Improvements as required. Kingsley motioned to adopt the Resolution, seconded by Stahl. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, and Steiner. No (0), Abstain (0), motion approved.

1<sup>st</sup> Reading:

Resolution 27-2023 – A resolution authorizing and directing the Mayor of the Village of Bluffton, Ohio to enter into an Enterprise Zone Agreement with Diamond Manufacturing of Bluffton, LTD and declaring an emergency. Cupples motioned to suspend the rules, seconded by Kingsley. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, and Steiner. No (0), Abstain (0), motion approved. Steiner motioned to adopt the Resolution, seconded by Cupples. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, and Steiner. No (0), Abstain (0), motion approved.

Cupples motioned, seconded by Sehlhorst, to approve the appointment of Deron Geiser to the Board of Zoning & Building Appeals. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, and Steiner. No (0), Abstain (0), motion approved.

Cupples motioned, seconded by Stahl, to accept the retirement of Nathan Jordan as Part-time Patrol Officer, effective September 30, 2023. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, and Steiner. No (0), Abstain (0), motion approved.

Kingsley motioned, seconded by Cupples, to accept the resignation of Jared Arnold as Patrol Officer, effective August 19, 2023. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, and Steiner. No (0), Abstain (0), motion approved.

Sehlhorst motioned, seconded by Kingsley, to accept the resignation of Dave Miller from the Board of Zoning & Building Appeals. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, and Steiner. 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.

Tree Commission on Tuesday, August 15 at 6:00 p.m. at Riley Creek Village.

Park & Recreation Committee on Wednesday, August 16 at noon.

Ordinance Committee on Wednesday, August 23 at 5:30 p.m.

Council Meeting on Monday, August 28 at 7:00 p.m.

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MAYOR

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FISCAL OFFICER

VILLAGE OF BLUFFTON  
VOUCHER REPORT 8/28/2023

VENDOR	AMOUNT	DEPARTMENT	DESCRIPTION
ALLOWAY TESTING	75.00	Multiple	TESTING
ALLOWAY TESTING	50.00	Multiple	TESTING
AMERICAN ELECTRIC POWER	255.21	Land & Buildings	EXIT 140 LIGHTING
ANTHEM BLUE CROSS BLUE SHIELD	165.00	Multiple	LIFE INSURANCE
ANTHEM BLUE CROSS BLUE SHIELD	980.24	Multiple	HEALTH INSURANCE
ANTHEM BLUE CROSS BLUE SHIELD	20,925.78	Multiple	HEALTH INSURANCE
ATLANTIC EMERGENCY SOLUTIONS, INC.	1,491.52	Fire	ENGINE INSPECTION & REPAIR
BASINGER PLUMBING & HEATING LLC	624.00	Water	CONDENSER REPAIR
BATTERY WAREHOUSE	290.88	Police	FLASHLIGHT BATTERIES
BEAVERDAM CONTRACTING, INC.	30,926.80	Capital Improvements	WATERLINE REPLACEMENT - SUBWAY
BEAVERDAM CONTRACTING, INC.	8,000.00	Street	DAVE'S WAY STORM SEWER
CHARLES WRIGHT	150.00	Pool	LIFEGUARD RECERTIFICATION REIMBURSEMENT
CHARTER COMMUNICATIONS	178.93	Multiple	CABLE
CHARTER COMMUNICATIONS	39.99	Multiple	CABLE
CINTAS	73.82	Administrative	UNIFORMS
CINTAS	86.36	Administrative	UNIFORMS
CLEMANS, NELSON & ASSOCIATES, INC	175.00	Administrative	RETAINER
DOMINION EAST GAS	351.54	Multiple	NATURAL GAS
EMILY GRANGER	150.00	Pool	LIFEGUARD RECERTIFICATION REIMBURSEMENT
EVERETT J PRESCOTT INC	2,283.11	Water	WATER TAP FITTINGS
EVERETT J PRESCOTT INC	342.04	Water	WATER TAP FITTINGS
EVERETT J PRESCOTT INC	1,971.82	Water	WATER METER
FIRST NATIONAL BANK	13,557.41	Capital Improvements	LOAN PAYMENT
GARY'S REPAIR	16.88	Multiple	PARTS & SUPPLIES
GARY'S REPAIR	42.00	Multiple	PARTS & SUPPLIES
GARY'S REPAIR	55.98	Multiple	PARTS & SUPPLIES
GARY'S REPAIR	57.62	Land & Buildings	SUPPLIES
GRAINGER INC	14.34	Multiple	MARKING PAINT & BOLLARD COVERS
GRAINGER INC	957.60	Multiple	MARKING PAINT & BOLLARD COVERS
GRAINGER INC	109.49	Water	SUPPLIES
GREAT LAKES BILLING ASSOCIATES, INC.	1,263.16	Rescue	EMS BILLING SERVICE
HANCOCK-WOOD ELECTRIC CO-OP	165.45	Multiple	ELECTRICITY
HANCOCK-WOOD ELECTRIC CO-OP	54.00	Multiple	ELECTRICITY
HAWTHORNE-SEVING, INC.	149.80	Street	FABRICATING METAL
LENA BROWN	150.00	Pool	LIFEGUARD RECERTIFICATION REIMBURSEMENT
LILIAN SCHNECK	150.00	Pool	LIFEGUARD RECERTIFICATION REIMBURSEMENT
M&R PLUMBING & HEATING	11,092.08	Pool	POOL HEATER
MAKENNA MOHR	150.00	Pool	LIFEGUARD RECERTIFICATION REIMBURSEMENT
MASON SHANK	150.00	Pool	LIFEGUARD RECERTIFICATION REIMBURSEMENT
MIAMI PRODUCTS & CHEMICAL CO.	616.00	Pool	POOL CHEMICALS
PERRY CORPORATION	3,018.83	Administrative	IT CONTRACT
PERRY CORPORATION	219.52	Administrative	IT CONTRACT
PERRY CORPORATION	250.00	Land & Buildings	DOOR ACCESS CONTROL
PERRY CORPORATION	245.00	Administrative	IT CONTRACT
PERRY CORPORATION	836.25	Police	LAPTOPS FOR CRUISERS
PETERMAN ASSOCIATES INC	885.00	Administrative	PARKVIEW EASEMENT VACATION
POWER HOUSE ELECTRIC SUPPLY	32.56	Land & Buildings	LAMPS FOR TOWN HALL
SAMANTHA SCOLES	150.00	Pool	LIFEGUARD RECERTIFICATION REIMBURSEMENT
SAM'S CLUB	1,598.26	Police	SUPPLIES
SOIL TECH, INC.	5,510.00	Sewer	BIOSOLIDS APPLICATION
STAPLES BUSINESS ADVANTAGE	778.31	Multiple	SUPPLIES
STAPLES BUSINESS ADVANTAGE	49.75	Multiple	SUPPLIES
TK ELEVATOR CORPORATION	3,300.68	Land & Buildings	ELEVATOR MAINTENANCE

TREASURER OF STATE (FUND 83F)	1,200.00	Police
TREE TECH	3,575.00	Street
USA BLUE BOOK	744.43	Water
VETTER LUMBER CO.	624.90	Multiple
INCOME TAX REFUNDS	61.64	Administrative
	<u>121,418.98</u>	

LEADS ACCESS FEES  
STREET TREE REMOVAL  
WATER SUPPLIES  
SUPPLIES  
INCOME TAX REFUNDS

BIWEEKLY PAYROLL 8/25/23	56,143.86
MEDICARE	772.19
OPERS	4,812.98
OP&F	4,150.56

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

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

Parks & Rec - Minutes

Village of Bluffton

SR 103 Pathway

August 16th, 2023

Present: Council - Ben Stahl, Mitch Kingsley, Dave Steiner

Staff - Jesse Blackburn, Bryan Lloyd

Public - Landowner and family, ODOT project inspector, Helms & Sons project manager

Start: 12:00 End: 13:00

Topics: Driveway relocation

Minutes:

- The committee, administration, and representatives from ODOT and Helms & Sons met with the landowner on-site to discuss the location of a driveway for a field along the new SR 103 pathway. Historically, there had been a stone driveway along a ridge in the middle of the field and it is the desire of the village to move the SR 103 drive access to the east to align it with the future SR 103 access across the road, in accordance with our access management guidelines. Other options, such as access from Citizens Parkway or the drive along the former LiCo building, were also discussed.
- The landowner had concerns and reservations about each alternative presented, preferring to keep the arrangement that was familiar to them.
- The parties involved were unable to find a mutually beneficial arrangement around moving the driveway and so the project will continue with unaligned access.

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Ben Stahl

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Mitchell Kingsley

**ORDINANCE NO. 08 - 2023**

**AN ORDINANCE TO VACATE AN ALLEY AS REQUESTED BY MATTHEW AND HANNAH ALSPACH**

WHEREAS, Matthew and Hannah Alspach have petitioned for the vacation of an alley that is no longer used by the village or the public and;

WHEREAS, O.R.C. 723.04 provides as follows:

*The legislative authority of a municipal corporation, on petition by a person owning a lot in the municipal corporation praying that a street or alley in the immediate vicinity of such lot be vacated or narrowed, or the name thereof changed, upon hearing, and upon being satisfied that there is good cause for such change of name, vacation, or narrowing, that it will not be detrimental to the general interest, and that it should be made, may, by ordinance, declare such street or alley vacated, narrowed, or the name thereof changed. The legislative authority may include in one ordinance the change of name, vacation, or narrowing of more than one street, avenue, or alley.*

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

SECTION 1: The Council of the Village of Bluffton, Ohio finds that, upon petition and hearing on such petition, finds that there is good cause for such vacation of said alley and that there is no detriment to the general interest, hereby declares that the said alley, as described in the attached exhibit, is and is hereby vacated.

SECTION 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

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

Attest:

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

\_\_\_\_\_  
Mayor

Approved as to Form:

\_\_\_\_\_

Village Solicitor

**CERTIFICATION**

The undersigned hereby certifies that the within is a true and correct copy of Ordinance No. 08-2023, passed on third reading by the Council of the Village of Bluffton, Ohio on

\_\_\_\_\_ day of \_\_\_\_\_, 2023.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Kevin Nickel, Clerk/Fiscal Officer



**ORDINANCE NO. 09 - 2023**

**AN ORDINANCE TO VACATE A 15 FOOT SANITARY EASEMENT IN PARKVIEW OF BLUFFTON – PHASE IIB AS REQUESTED BY THREE S DEVELOPMENT**

WHEREAS, Three S Development has petitioned for the vacation of a 15 foot sanitary easement that is unnecessary for the future expansion of public utilities and;

WHEREAS, O.R.C. 723.04 provides as follows:

*The legislative authority of a municipal corporation, on petition by a person owning a lot in the municipal corporation praying that a street or alley in the immediate vicinity of such lot be vacated or narrowed, or the name thereof changed, upon hearing, and upon being satisfied that there is good cause for such change of name, vacation, or narrowing, that it will not be detrimental to the general interest, and that it should be made, may, by ordinance, declare such street or alley vacated, narrowed, or the name thereof changed. The legislative authority may include in one ordinance the change of name, vacation, or narrowing of more than one street, avenue, or alley.*

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

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

Attest:

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

\_\_\_\_\_  
Mayor

Approved as to Form:

\_\_\_\_\_

Village Solicitor

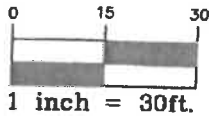
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\_\_\_\_\_ day of \_\_\_\_\_, 2023.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Kevin Nickel, Clerk/Fiscal Officer

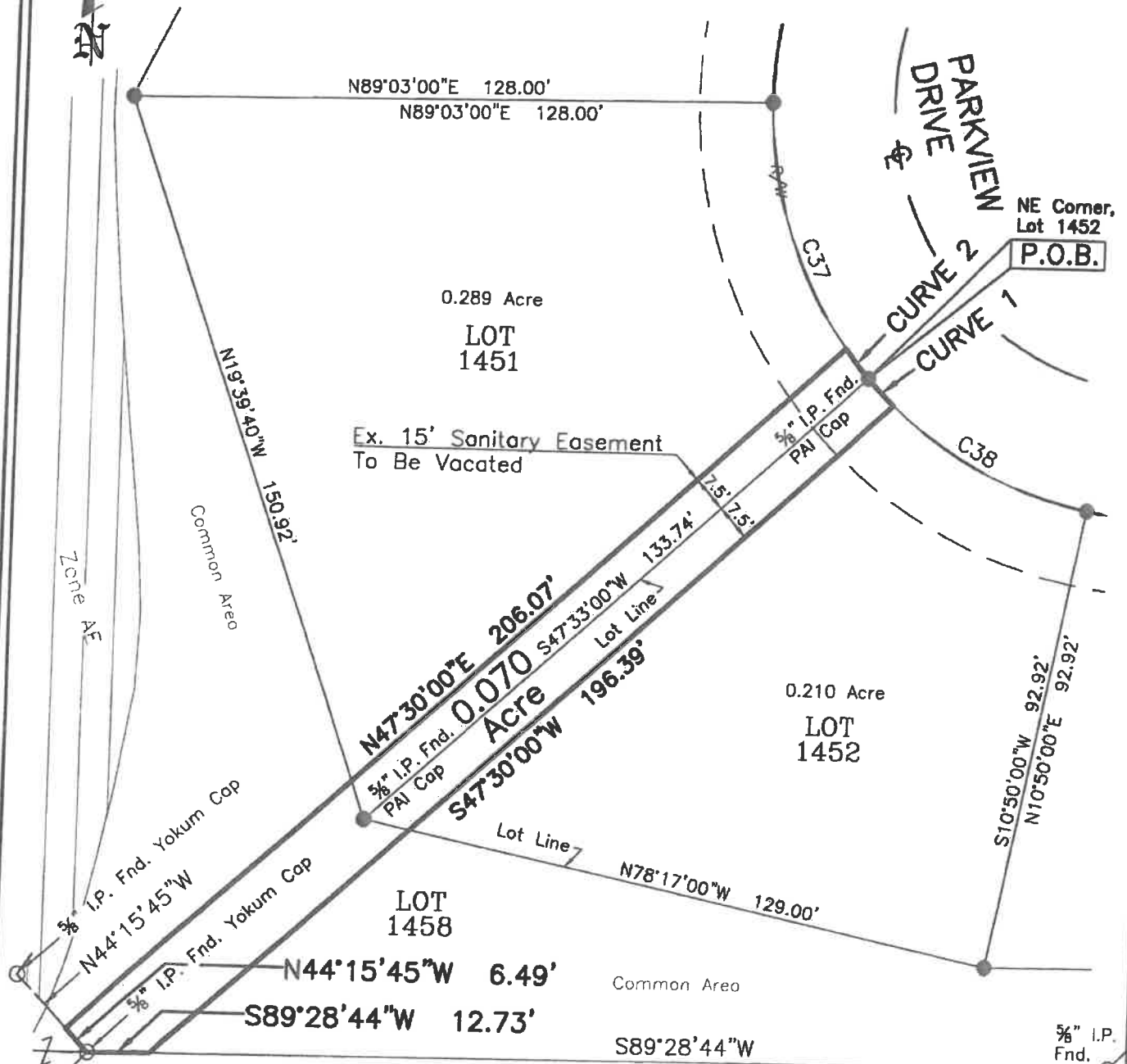


**C37**  
 $\Delta = 41'29'51''$   
 $R = 82.000'$   
 $L = 59.390'$   
 Chord  $S21'41'60''E$   
 58.100'

**C38**  
 $\Delta = 36'43'03''$   
 $R = 82.000'$   
 $L = 52.549'$   
 Chord  $S60'57'27''E$   
 51.655'

**CURVE 1**  
 $\Delta = 5'14'52''$   
 $R = 82.00'$   
 $L = 7.51'$   
 Chord  $S45'04'21''E$   
 7.51'

**CURVE 2**  
 $\Delta = 5'14'52''$   
 $R = 82.00'$   
 $L = 7.51'$   
 Chord  $S39'49'29''E$   
 7.51'



Johnny Appleseed Metropolitan Park District  
 105.000 Acres  
 OR 2006, Page 13248  
 Glenn E. Deringer  
 1.030 Acres  
 Vol. 887, Page 757



- ARCHITECTS - ENGINEERS - SURVEYORS -  
 3480 N. Main Street Office (419)422-8672  
 Findlay, Ohio 45840 Fax (419)422-9466

Easement Vacation Exhibit  
**PARKVIEW OF BLUFFTON-PHASE IIB**  
 Part of the NE $\frac{1}{4}$  of Section 11, T2S, R8E  
 Village of Bluffton, Richland Township, Allen County, Ohio

PAI JOB#	23-0244
DRAWN	KC
DATE	7/11/23
1	



**Village of Bluffton**

**Administration's Report**

To: Mayor Johnson & Council Members



08-28-23

**2023 - CURRENT PROJECTS:**

**1. S.R. 103 Pedestrian Pathway - ODOT:**

Project remains on schedule with storm improvements and new fire hydrants being installed on the south side of S.R. 103.

**2023 – ON-DECK PROJECTS**

- 1. Co. Line Rd. Pathway:** To be determined (TBD). Only one pole remains in the location of the Pathway. The Pathway Board will be coordinating this project with their contractor.

**Water main leak** – behind town hall Friday night. 4” dead -end line has had multiple leaks now. Moving up the list.

**Truck Traffic Improvements – A-Z Meats**

Administration worked with A-Z leadership to remedy the need to make semitruck turns at the corner of W. Elm and Main St. A new truck route for A-Z semi traffic was determined to be the best course of action. This route is shown on the following page.

**Bluffton Community Pool – 2 days of extra season.**

In response to the heat of last week, Pool Manager Jennie Wilson was able to recruit enough lifeguards to be open on Wednesday and Thursday for limited hours. Thanks to the lifeguards who made themselves available to make this happen!

**Bluffton University – Community Service**

James Grandey from Bluffton University coordinated community service events throughout Bluffton for the student athletes on campus this past weekend. Students spread mulch on the wooded trails at the Disc Golf Course at the Village Park and spray-painted stencils on the storm drains around campus. Thank you Bluffton University!!



**Mayor Johnson**

**Special Event Requests:**

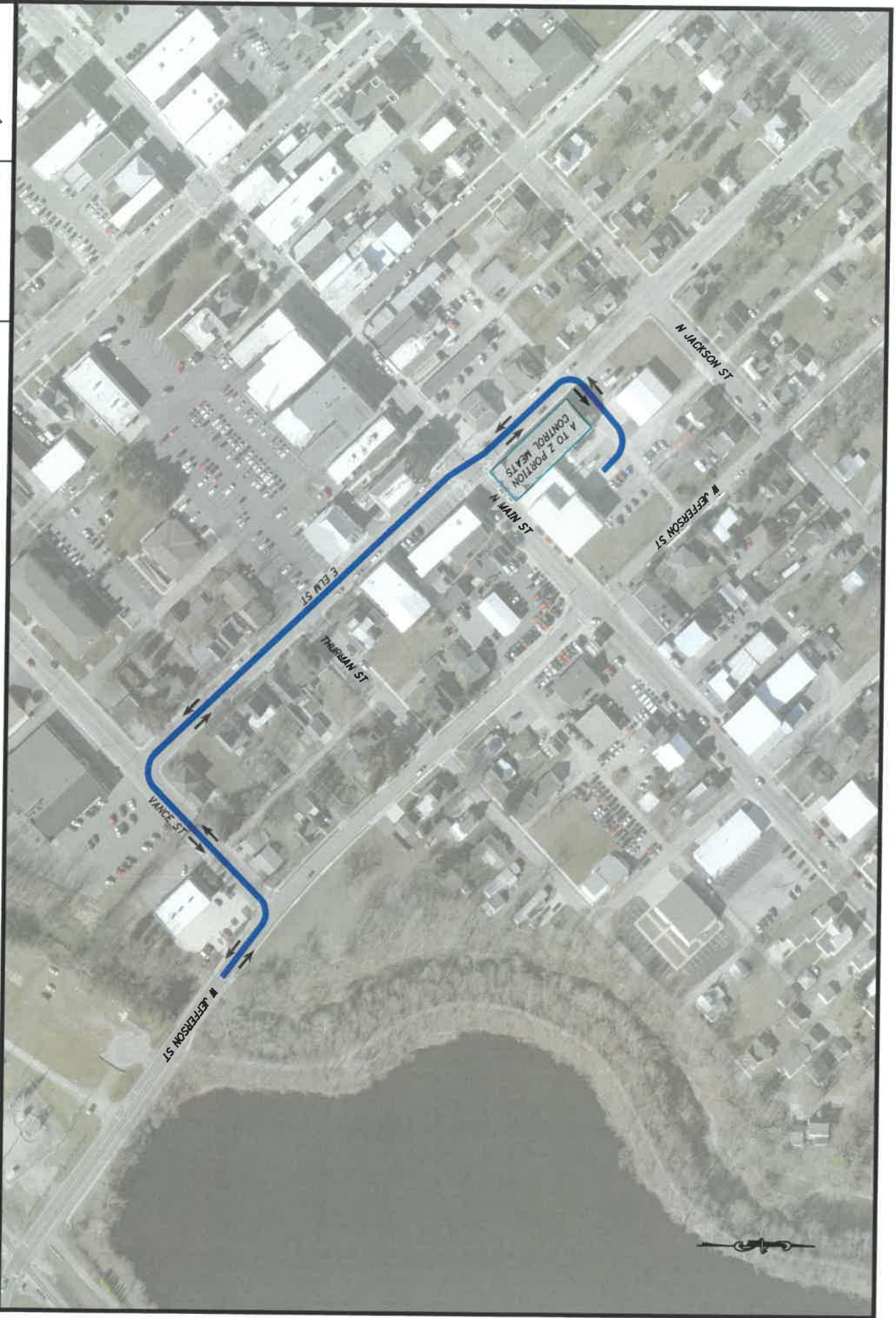
1. Campus Life – Fallout 9/8/23 – road closure on W. College from Main to Jackson
2. Bluffton Fall Festival – Bluffton Hospital - 9/23/23 – Road Closure on Garau & Harmon

**Council Committee Meetings:** Request for meetings with:

- Parks & Recreation – Mon. Sept. 11 – 6:00 pm
-

# TRUCK ROUTE

DATE  
APPROVED:  
08-14-2023





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

**APPLICATION FOR SPECIAL EVENTS**

EVENT NAME: Fallout DATE(S) OF EVENT: 9-8-2023  
 APPLICANT: Jeremy Basinger CONTACT PERSON: \_\_\_\_\_  
 APPLICANT'S ADDRESS: 7210 Maybury rd Elida, OH CONTACT'S PHONE: 419-296-9267  
 E-MAIL ADDRESS (OPTIONAL): JeremyYFC@gmail.com  
 LOCATION OF EVENT: W College Ave Between Jackson and Main  
 TIME(S) FOR EVENT: 5pm - 11:30pm  
 DESCRIPTION OF EVENT: Event with music and games for High School students.

**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: yes

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: \_\_\_\_\_ \* 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: 8-14-2023

**APPROVED**  
 MAYOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



# VILLAGE OF BLUFFTON

100 E. ELM STREET, P.O. BOX 63 BLUFFTON, OHIO 45817-0063

## APPLICATION FOR SPECIAL EVENTS

EVENT NAME: <u>Bluffton Fall Festival - Bluffton Hospital</u>	DATE(S) OF EVENT: <u>9.23.2023</u>
APPLICANT: <u>Bluffton Hospital</u>	CONTACT PERSON: <u>Jennifer Olson</u>
APPLICANT'S ADDRESS: <u>139 Garau Street, Bluffton, Ohio 45817</u>	CONTACT'S PHONE: <u>419.306.5525</u>
E-MAIL ADDRESS (OPTIONAL): <u>jolson@bvhealthsystem.org</u>	
LOCATION OF EVENT: <u>139 Garau Street, Bluffton, Ohio 45817</u>	
TIME(S) FOR EVENT: <u>10 a.m. to 3 p.m.</u>	
DESCRIPTION OF EVENT: <u>Community family friendly event</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: \_\_\_\_\_ \* 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
Art Me Party - face painting, fairytale and super hero characters	_____
Ultrasound - fair games and trackless train	_____
Kona Ice	_____
_____	_____
_____	_____

\* FOOD VENDORS ARE RESPONSIBLE FOR OBTAINING ANY NECESSARY HELATH 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: Jennifer Olson DATE: 8.16.23

**APPROVED**  
MAYOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



# Bluffton Hospital Map

