

Village of Bluffton Council Meeting Agenda

January 23, 2023 at 7:00 PM



Opening Ceremonies

Call to Order, Mayor Johnson presiding

Pledge of Allegiance



Minutes

Approval of the minutes for the Village Council meeting held on Monday, January 09, 2023

Bills

Committee Reports

Personnel Committee: 01-18

Boards & Commissions

Board of Zoning and Building Appeals: 01-10

LEGISLATION

RESOLUTION NO. 01-2023

2nd Reading

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

RESOLUTION NO. 03-2023

1st Reading

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

RESOLUTION NO. 04-2023

1st Reading

Emergency

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO ADVERTISE FOR BIDS FOR AGGREGATE AND ASPHALT MATERIAL, ASPHALT APPLICATION AND EQUIPMENT RENTAL FOR THE 2023 CONSTRUCTION YEAR AND DECLARING AN EMERGENCY.

Village Administration Report:

Mayor:

Safety Services Reports:

-EMS-

-Fire Dept.-

-Police Dept.-

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

Village Council – Monday, January 23rd at 7:00 pm

Bluffton Beyond Tomorrow – Wednesday, January 25th at 7:30 pm

Pathway Board – Thursday, February 2nd at noon

Village Council – Monday, February 13th at 7:00 pm

Public Comment

Adjournment – Motion and Second

Village of Bluffton – Regular meeting January 9, 2023, at 7:00 p.m.

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

Kingsley motioned, seconded by Talavinia, to name Jerry Cupples as Council President for 2023. Roll Call: Yes (5) Messrs: Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (1) Cupples, motion approved.

Kingsley motioned, seconded by Stahl, to approve the minutes from the regular council meeting held on December 27, 2022. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, and Steiner. No (0), Abstain (1) Talavinia, motion approved.

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

The Fiscal Officer gave the following readings:

1st Reading:

Ordinance 01-2023 – An Ordinance approving, adopting, and enacting American Legal Publishing’s Ohio Basic Code, 2023 Edition, as the Code of Ordinances for the Village of Bluffton, Ohio and Declaring an emergency. Sehlhorst motioned to suspend the rules, seconded by Kingsley. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved. Talavinia motioned to adopt the Ordinance, seconded by Steiner. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

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

Resolution 02-2023 – A Resolution of the Village of Bluffton in support of the Lima-Allen County Regional Planning Commission serving as the Metropolitan Planning Organization for the Allen County, Ohio study area and declaring an emergency. Kingsley motioned to suspend the rules, seconded by Stahl. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved. Cupples motioned to adopt the Resolution, seconded by Sehlhorst. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Steiner motioned, seconded by Talavinia, for the Village to proceed with submission of an application for the H2Ohio Grant. Any funds received would support the purchase of equipment to help improve Bluffton’s water infrastructure. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Police Lieutenant, Matt Oglesbee, presented the current design for the Fallen Officer memorial and indicated the Village will need to enter into a contract soon for manufacturing to begin on the memorial. Talavinia motioned, seconded by Cupples, to approve the Village entering into a contract for the Fallen Officer memorial. Roll Call: Yes (6) Messrs: Cupples, Kingsley, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

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

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

Kingsley motioned to adjourn the meeting.

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

Board of Zoning & Building Appeals on Tuesday, January 10 at 7:00 p.m.

Personnel Committee on Wednesday, January 18 at noon.

Village Council on Monday, January 23 at 7:00 p.m.

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

MAYOR

FISCAL OFFICER

VILLAGE OF BLUFFTON
VOUCHER REPORT 1/23/2023

VENDOR	AMOUNT	DEPARTMENT	DESCRIPTION
AIM MEDIA MIDWEST	537.78	Administrative	ADVERTISING
ALLEN COUNTY TREASURER	2,984.27	Administrative	2023 REAL ESTATE TAXES
ALLOWAY TESTING	1,591.50	Multiple	TESTING
AMERICAN ELECTRIC POWER	5,419.38	Multiple	ELECTRICITY
AMERICAN ELECTRIC POWER	996.04	Multiple	ELECTRICITY
BOUND TREE MEDICAL	125.33	Rescue	MEDICAL SUPPLIES
CHARTER COMMUNICATIONS	43.40	Multiple	CABLE
CHARTER COMMUNICATIONS	169.98	Administrative	CABLE
CHARTER COMMUNICATIONS	39.99	Multiple	CABLE
CHARTER COMMUNICATIONS	159.98	Multiple	CABLE
CINTAS	819.00	Administrative	UNIFORMS
CINTAS	86.66	Administrative	UNIFORMS
CINTAS	76.16	Administrative	UNIFORMS
FAMILY HARDWARE DO IT BEST	195.75	Multiple	SUPPLIES
GARY'S REPAIR	4.50	Multiple	PARTS & SUPPLIES
GLOBAL ELECTRIC, INC	2,008.70	Land & Buildings	BUCKEYE PARK LIGHTS
GRAINGER INC	421.89	Street	FUEL NOZZLES & MISC. PARTS
GRAINGER INC	30.24	Street	FUEL NOZZLES & MISC. PARTS
GRAINGER INC	381.28	Street	FUEL NOZZLES & MISC. PARTS
GREAT LAKES BILLING ASSOCIATES, INC.	1,412.89	Rescue	EMS BILLING SERVICE
HACKENBERG, FEIGNER, BISHOP & WERTH, LLC	1,000.00	Administrative	SOLICITOR FEES
HANCOCK COUNTY TREASURER	15,237.94	Administrative	2023 REAL ESTATE TAXES
HANCOCK-WOOD ELECTRIC CO-OP	165.45	Multiple	ELECTRICITY
KLEEM	733.48	Street	STREET SIGNS
KOI ENTERPRISES, INC.	147.43	Multiple	PARTS
LEIBER GARAGE	65.49	Police	PD AUTO REPAIRS
LEIBER GARAGE	65.99	Police	PD AUTO REPAIRS
LEIBER GARAGE	64.99	Police	PD AUTO REPAIRS
LEIBER GARAGE	77.43	Police	PD AUTO REPAIRS #595
LEIBER GARAGE	240.94	Rescue	EMS OIL CHANGES
LEIBER GARAGE	247.30	Rescue	EMS OIL CHANGES
MATHEW OGLESBEE	737.02	Police	MEMORIAL SHIRTS
NOBLE, SKYLER	200.00	Police	BOOTS
OHIO ASSN. CHIEFS OF POLICE, INC	700.00	Police	2023 OACP CONFERENCE
OHIO DEPARTMENT OF TAXATION	5,288.86	Administrative	MUNICIPAL NET PROFIT FUND
OHIO UTILITIES PROTECTION SERVICE	217.47	Administrative	2023 GOVERNMENTAL ASSESSMENT
PERRY CORPORATION	3,515.28	Administrative	HP CAREPACK RENEWAL
PUBLIC UTILITIES COMMISSION OF OHIO	35.00	Administrative	2023 DAMAGE PREVENTION
SAM'S CLUB	40.63	Police	SUPPLIES
SHELL FLEET PLUS	2,410.48	Multiple	FUEL
SMARTBILL	1,156.74	Multiple	BILLING SERVICES
STAPLES BUSINESS ADVANTAGE	254.50	Multiple	SUPPLIES
STAPLES BUSINESS ADVANTAGE	50.56	Multiple	SUPPLIES
THE DOUGH HOOK MEAT MARKET	130.44	Police	TRAINING FOOD
THE LAWFT	6,089.00	Police	BODY ARMOR
THE LAWFT	21,000.00	Police	BODY ARMOR
THE POLYGRAPH BUREAU	300.00	Police	POLYGRAPH EXAMINATION
TOMMY TIRE SALES LLC	44.00	Police	PD CRUISER TIRES

TOMMY TIRE SALES LLC	28.00	Police	PD CRUISER TIRES
USA BLUE BOOK	1,008.61	Water	WATER SUPPLIES
USALCO	20,583.69	Sewer	ALUM
VILLAGE OF OTTAWA	39,001.53	Water	WATER
ZOLL DATA SYSTEMS	156.56	Rescue	EMS CHARTS
INCOME TAX REFUNDS	363.09	Administrative	INCOME TAZ REFUNDS
	<u>138,862.62</u>		

BIWEEKLY PAYROLL 1/13/23	44,972.98
MEDICARE	612.39
OPERS	3,448.44
OP&F	3,966.55

LONGEVITY PAYROLL 1/13/23	5,100.00
MEDICARE	73.95
OPERS	378.00
OP&F	468.00

DECEMBER FIRE & EMS	7,509.79
MEDICARE	108.87
OPERS	740.77
FICA	112.44

Council Signature : _____

Date: _____

Personnel Committee - Minutes

Village of Bluffton

January 18, 2023

Present: Phill Talavinia, Mitch Kingsley

Staff: Jesse Blackburn; Kevin Nickel; Matt Oglesbee

TOPIC: •Confirm Personnel Manual Changes
 •Annual wage review •Paid holidays – review
 •Police issues: -hiring developments
 -expensive training procedure

•Our committee reviewed and recommended changes in our policy manual. Proposed changes have been written by our consultant, Clemens-Nelson. We reviewed that language and will propose adoption at the next Council meeting of revisions in four sections:

1. Sick Leave Section 5.01
2. Vacation Section 5.03
3. Holidays (pay and comp time protocol) Section 5.04
4. Uniforms Section 6.05

We received some new language regarding phone use; but will further develop this text before bringing to Council (Section 6.11)

•We discussed the annual wage review which Council has committed to. Most of the annual reviews have been completed. The Finance Committee included some wage adjustments in its preliminary allocations (budget). We will raise the annual review in the next Council meeting; then we expect to make a specific proposal for discussion and action at the February 13, 2023 meeting.

•Lieutenant Oglesbee brought several Police matters before the committee:
 -expensive training protocol
 -new hire proposal and planning for future of the department.

Respectfully submitted,

Phill Talavinia

Mitchell Kingsley

Bluffton Board of Zoning and Building Appeals

DECISION OF THE BOARD

104 E. Elm St. CONDITIONAL USE & VARIANCE REQUEST

January 10, 2023

Meeting called to Order 7:00 PM

ORDER OF BUSINESS –

● Introduction of Board Members

All appointed by the Mayor and approved by the Bluffton Village Council

- This Hearing shall be conducted by this Board under the authority of Section 153.429 of the Village of Bluffton Codified Zoning Ordinance.
- The Applicants have followed the requirements of Article 153 by requesting a Variance to the previously adopted Zoning Ordinance.
- **Section 153.429 / D** entitled *Hearings* states: “The Board shall fix a reasonable time for the public hearing of the application or appeal and shall give notice by one publication in a news media of general circulation in the village at least ten days before the date of the hearing and, further, shall give written notice of said hearing to the parties of interest including all property owners within 200 feet of the property in question.”
- **Section 153.429 / D** entitled *Hearings* further states: “At the hearing, any party may appear in person or be represented by an agent or attorney. Normally, the applicant or appellant shall present his or her position first at the hearing. Others who chose to speak shall identify themselves and their support or opposition in advance, so that equal time can be afforded both views.”
- **Section 153.431 DECISIONS OF THE BOARD.**
 - (A) The Board shall decide all appeals within 30 days after the date of notice of the required hearing thereon.

The Board received no required advance notification from anyone wishing an opportunity to speak today, other than from the applicant. However, if there is anyone present at the Hearing who wishes to speak, we shall afford them time to do so.

PURPOSE OF THE HEARING TODAY –

The property owner of 104 East Elm St. located in a C-I Commercial District, is requesting to convert the existing building into 8 apartment units. The hearing is to consider both the approval of a conditional use for this property along with approved variance from the following Chapters and Sections of Village Code:

- Chapter 153.142 Conditional Uses with Approval by the Village Board of Zoning and Building Appeals after a Public Hearing. (A). Single-, two-, three- and multi-family residential structures.
- Chapter 153.145 Required yards in the C-I district (A), Residential uses. Each residential use to be accommodated in the C-I Commercial District shall meet the minimum requirements of the R-III Residential District.
- Chapter 153.123 Required Lot Area, Frontage and yard in the R-III Residential District

- Variance from the minimum standards for a multi-family unit will be requested for: lot area (sq. ft.), lot width (ft.), front yard (ft.), and side yard (ft.).
- Chapter 153.306 Number of Parking Spaces Required. Off- street parking.

BOARD ACTION –

153.142 CONDITIONAL USES WITH APPROVAL BY THE VILLAGE BOARD OF ZONING AND BUILDING APPEALS AFTER A PUBLIC HEARING.

(A) Single-, two-, three- and multi-family residential structures;

Motion to X Approve Deny

Motion as stated: Motion to Grant approval of 153.142 CONDITIONAL USES WITH APPROVAL BY THE VILLAGE BOARD OF ZONING AND BUILDING APPEALS AFTER A PUBLIC HEARING for the approval of Single-, two-, three- and multi-family residential structures for the property at 104

E. Elm St.

Motion made by – Tom Downey

Second to the Motion made by Tony Pinks

VOTE - 3 YES NO

153.145 VARIANCE REQUEST FOR REQUIRED YARDS

153.123 VARIANCE REQUEST FOR REQUIRED LOT AREA

	Current Conditions	Requirements
Lot Area:	Approx. 9844'	2,500/sq. Ft. = 20,000 sq. ft.
Front Yard	Approx 5'	30'
Side Yard	Approx. 5'	26' sum, 12' least width
Lot Width	Approx. 80'	100'

Motion to X Approve Deny

Motion as stated: Motion to grant variance from Village Code Sections 153.145 and 153.123 and accept compliance by the figures shown in the Current Conditions column in the Table above.

Motion made by – Tom Downey

Second to the Motion made by Tony Pinks

VOTE - 3 YES NO

153.306 VARIANCE REQUEST FROM NUMBER OF PARKING SPACES REQUIRED

Use	Parking Spaces Required
Dwellings, including 1-, 2- and 3-family, multiple dwellings and summer cottages	2 for each dwelling unit

- No parking spaces are being provided by this project

Motion to X Approve Deny

Motion as stated: Motion to grant variance from 153.306 for required parking spaces

for dwellings, including 1-,2-, and 3-family, multiple dwellings and summer cottages at 104 E.

Elm St. from the required 2 for each dwelling unit to zero (0).

Motion made by – Tom Downey

Second to the Motion made by Dave Miller

VOTE - 3 YES NO

- As required under Article 153.431 entitled **DECISION OF THE BOARD**, a signed copy of the Board’s decision shall be transmitted to the Applicant or Appellant, and the Zoning Inspector.
- The decision of the Board shall not become final until the expiration of five (5) days from the date such decision is made, unless the Board shall find the immediate taking of effect of such decision is necessary for the preservation of property or personal rights and so certify on the record.
- Article 153.430 of the Codified Zoning Ordinance provides that anyone who wishes to appeal From the decision of the Board may do so by filing a petition with the Allen County Common Pleas Court within 30 days.
- Motion to adjourn: Tom Downey

RESOLUTION NO. 03-2023

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

WHEREAS, the need has arisen to update certain sections the Personnel Policy and Procedure Manual for the Village of Bluffton, Ohio; and

WHEREAS, the following sections are in need of said updates as supplied in Exhibit A:

- Section 5.01 – Sick Leave
- Section 5.03 – Vacation
- Section 5.04 – Holidays
- Section 6.05 – Uniforms; and

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

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

SECTION 1: That Village Council adopts the updated sections of the Village of Bluffton Personnel Policy and Procedure Manual provided by Clemans, Nelson & Associates, Inc. with current versions to be maintained by the Village Administrator and Fiscal Officer.

SECTION2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Passed and adopted this _____ day of _____ 2023 by the governing board of the Village of Bluffton, Ohio by the following vote (2/3 required):

Yes: _____ No: _____ Abstain: _____

Attest:

Fiscal Officer

Mayor

Approved as to Form:

Village Solicitor

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

SICK LEAVE

**SECTION 5.01
PAGE 1 OF 4**

A. POLICY

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

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

SICK LEAVE

**SECTION 5.01
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returned to work. While on sick leave, the employee is expected to remain at his home during the hours of the day during which he would otherwise be on duty. An employee may, if necessary, leave his/her home for doctor's appointments or procuring medications or prescriptions.

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

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PERSONNEL POLICY AND PROCEDURE MANUAL**

SICK LEAVE

**SECTION 5.01
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B. PROCEDURE

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

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

SICK LEAVE

**SECTION 5.01
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7. Sick leave records will be updated at the completion of each biweekly pay period.
8. For Police Department employees, please see the Bluffton Police Department Policy Manual Section 1007, Sick Leave, for more information.

Original Adoption Date: _____ Revision Date: _____

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

VACATION

**SECTION 5.03
PAGE 1 OF 3**

A. POLICY

1. All full-time employees and eligible part-time employees earn paid vacation leave and begin accruing such leave upon appointment. Upon an employee's completion of one (1) full year of service, all accrued vacation leave will be credited to the employee, who will then be eligible to take such leave. If an employee terminates employment with the Village within the employee's first year of employment, the employee will not be entitled to receive the vacation leave that has accrued. Part-time hourly employees regularly schedule to work at least 20 hours per week shall be eligible for vacation leave.

2. Eligible employees accrue paid vacation leave according to the following schedule:
 - a. All full-time hourly employees of the Village shall receive vacations, with full salary, based upon the following schedule:
 - (1) Upon completion of one year of continuous service – 2 weeks (80 hours) vacation.
 - (2) Upon completion of eight years of continuous service – 3 weeks (120 hours) vacation.
 - (3) Upon completion of fifteen years of continuous service – 4 weeks (160 hours) vacation.
 - (4) Upon completion of twenty years of continuous service – 5 weeks (200 hours) vacation.

 - b. Eligible part-time hourly employees accrue paid vacation leave according to the same schedule as full-time hourly employees prorated by the hours assigned at hiring.**

3. All full-time salaried employees of the Village shall receive vacations, with full salary, based upon the following schedule:
 - a. Upon completion of one year of continuous service – 3 weeks (120 hours) vacation.

 - b. Upon completion of eight years of continuous service – 4 weeks (160 hours) vacation.

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

VACATION

**SECTION 5.03
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- c. Upon completion of fifteen years of continuous service – 5 weeks (200 hours) vacation.
- ~~d. Part time hourly employees and part time I patrol officers upon completion of one year of continuous service and throughout their employment: maximum of 40 hours accumulation each year prorated by the number of hours worked.~~
4. Vacation leave is credited on January 1 of each calendar year for all employees completing at least one year of service with the Village of Bluffton. Upon completion of one (1) year of continuous service, a pro-rated amount of vacation is credited to the employee on their anniversary date. Employees earning the additional third week of vacation, based on years of service, shall have the additional week credited on their anniversary date. Employees earning the additional fourth or fifth week of vacation, based on years of service, shall have the additional week credited on January 1 of the year in which the qualifying anniversary occurs.
5. For employees hired prior to July 5, 1987, seniority for vacation purposes is determined according to the total service the employee has with the Village of Bluffton, the state or any political subdivision thereof. The anniversary date of employment for such an employee, for computing vacation leave, is the anniversary date of such prior service, unless deferred by ordinance. For all employees hired on or after July 5, 1987, except OPERS or OPFDPF retirees, seniority is determined according to the total service the employee has with the Village of Bluffton only. In either case, prior service need not be continuous.
6. An employee who has retired under OPERS, OPFPP or any other state retirement plan and who is hired after June 24, 1987 shall not have any prior service with the Village of Bluffton, the state or any political subdivision thereof counted for computing vacation leave.
7. Vacation time accrued during a calendar year will be considered “use it or lose” time. No payment will be made for unused vacation remaining at the end of the year. Accrued, but unused, vacation time may not be carried over into the next calendar year. In extreme circumstances, an employee earning at least four (4) weeks of vacation per year, can request that Council or its designee approve up to one (1) week of vacation be carried over into the next calendar year, to be used by March 30 of that year. An employee wishing to carry over the 1 week must demonstrate that every effort was made to use the vacation during the calendar year in which it was earned and unforeseen circumstances or circumstances beyond the employee’s control occurred making it impossible for the vacation time to be used in the current year.

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VACATION

**SECTION 5.03
PAGE 3 OF 3**

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

B. PROCEDURE

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

Original Adoption Date: _____ Revision Date: _____

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

HOLIDAYS

**SECTION 5.04
PAGE 1 OF 1**

A. POLICY

1. Holidays Observed - All full-time employees are entitled to receive their regular rate of pay for the following holidays:
 - a. New Year's Day (January 1);
 - b. Memorial Day (on the day observed);
 - c. Independence Day (July 4);
 - d. Labor Day (first Monday in September);
 - e. Thanksgiving Day (fourth Thursday in November);
 - f. Day After Thanksgiving Day; and
 - g. Christmas Day (December 25).

2. Date of Observance - If a holiday falls on a Sunday, it will be observed on the following Monday; if it falls on Saturday, it will be observed on the preceding Friday for those employees regularly scheduled to work Monday through Friday. Certain department employees scheduled to work on a continuous basis, seven (7) days per week, shall observe the actual date of the holiday.

3. Work on a Holiday - Most employees will normally not be scheduled to work on the day observed as a holiday. Any employee who is required to work on a day observed as a holiday shall be paid for all hours actually worked at the employee's applicable rate plus receive eight (8) hours holiday pay.

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

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

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

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

Original Adoption Date: _____ Revision Date: _____

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

HOLIDAYS

**SECTION 5.04
PAGE 1 OF 1**

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Original Adoption Date: _____ Revision Date: _____

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

UNIFORMS

**SECTION 6.05
PAGE 1 OF 1**

A. POLICY

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

Original Adoption Date: _____ Revision Date: _____

RESOLUTION NO. 04-2023

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO ADVERTISE FOR BIDS FOR AGGREGATE AND ASPHALT MATERIAL, ASPHALT APPLICATION AND EQUIPMENT RENTAL FOR THE 2023 CONSTRUCTION YEAR AND DECLARING AN EMERGENCY.

WHEREAS the Village of Bluffton has identified a public contract that requires competitive bids, and,

WHEREAS, an emergency exists in that the project is necessary for maintenance and improvement of Village infrastructure and is necessary for the preservation of the health, safety and welfare of the citizens of the Village of Bluffton, Ohio.

BE IT THEREFORE RESOLVED BY THE COUNCIL OF THE VILLAGE OF BLUFFTON, OHIO (AT LEAST TWO-THIRDS OF THE MEMBERS ELECTED THERETO CONCURRING) THAT:

Section 1. That the Village Administrator is hereby authorized to advertise for bids for aggregate and asphalt material, asphalt application and equipment rental for the 2023 Construction Year and shall proceed according to law.

Section 2. That the Council of the Village of Bluffton, Ohio determines that this Resolution is an emergency measure for the preservation of the health, safety and welfare of the Village for the reasons set forth above and shall be in force and effect immediately from and after its passage.

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 open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements of the Open Meetings Law including Section 121.22 of the Ohio Revised Code.

Passed and adopted this _____ day of _____, 20____ by the Council of the Village of Bluffton, Ohio by the following vote:

Ayes: _____ Nays: _____ Abstain: _____

Attest:

Clerk

Mayor

Approved as to form:

Village Solicitor

Village of Bluffton

Administration's Report

To: Mayor Johnson & Council Members



01-23-23

Construction Project Update:

Lawn & Jackson Watermain Replacement:

Renewed Public Interest in the Intersection at College Ave. and S. Main St.

Contact has been made with ODOT District 1, Lima-Allen County Regional Planning Commission and Choice One Engineering to re-evaluate the conditions at this intersection since the 2017 improvements.

A Streets Committee meeting will be requested to move this project forward.

Board Of Zoning & Building Appeals Public Hearing

Decision of the Board from 01-10-23 was presented.

Surplus Items:

Request motion from Council to declare the following vehicles surplus:

- 2013 Ford Explorer
VIN #: 1FM5K8AR8DGA72276
- 2014 Ford Explorer
VIN #: 1FM5K8AR2EGB59365

Vehicles will be listed on Govdeals.com

Executive Session:

An Executive Session meeting is being requested to discuss legal matters.

Council Committee Meetings: Request for meetings

with:Streets, Alleys, Lights & Sidewalks – week of Feb 6th

Personnel – week of Jan. 30th

Finance – week of Jan. 30th

Committee of the Whole – week of Feb. 6th

Main-College crosswalk evolving

Village service department installing signs and lights today

Posted by Fred Steiner on August 8, 2017 - 2:18pm

The Main and College crosswalk improvement project continues this week. The project involves designating a crosswalk on the north side of the intersection.

That crosswalk includes a button for pedestrians to push when wanting to cross the street. The button turns on a flashing beacon informing traffic that someone is crossing the street.

A map at the bottom of this story shows the crosswalk plan.

The project also removes the crosswalk on the south side of the intersection.

In April, council's streets and alleys committee recommended spending \$11,730 for the features at the Main and College intersection.

The project includes:

- 1 – Install rectangular rapid flashing beacon, \$5,800
- 2 – Crosswalk symbol and pedestal pole, \$440
- 3 – Downward diagonal arrow and pedestal pole, \$240
- 4 – Removal of southern crosswalk and addition of yield symbols, \$1,750
- 5 – Addition of widened crosswalk, yield symbols, paint outlines of parking spaces from Grove to College, \$3,500
- 6 – Addition of reduced speed zone ahead 25 MPH signs, (provided by ODOT)



Bryan Lloyd installing sign

Like 0

Tweet

Share

SAVE





Date: January 23, 2023

To: Mayor Johnson and Council

From: Chief Ryan M. Burkholder

Reference: Police Department Monthly Report

POLICE ACTIVITY SUMMARY

December 2022

Police Calls for Service - 489

Traffic Stops - 27

Citations - 4

CRIMINAL COMPLAINTS

Criminal Damaging	-	1
Driving under Suspension	-	1
Fraud	-	1
Theft	-	2
Telephone Harassment	-	1
Unruly Juvenile	-	1
Total	-	7



Incident Breakdown By Month Report

Print Date/Time: 01/01/2023 12:22
 Login ID: rburkholder
 Year: 2022

Bluffton Police Department
 ORI Number: OH0020100
 Incident Type: All

Incident Type	January		February		March		April		May		June		July		August		September		October		November		December		Yearly Totals
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
Abandoned 911	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	1
Accident Property	5	7.7	5	7.7	5	7.7	6	9.2	4	6.2	6	9.2	3	4.6	3	4.6	6	9.2	6	9.2	11	16.9	5	7.7	65
Accident w/Injures	2	16.7	1	8.3	0	0.0	0	0.0	1	8.3	3	25.0	0	0.0	2	16.7	0	0.0	0	0.0	2	16.7	1	8.3	12
Administrative	89	17.4	106	20.7	69	13.5	0	0.0	0	0.0	20	3.9	32	6.3	0	0.0	0	0.0	42	8.2	98	19.2	55	10.8	511
Aiding Other	23	11.0	24	11.4	13	6.2	11	5.2	18	8.6	20	9.5	19	9.0	18	8.6	11	5.2	15	7.1	17	8.1	21	10.0	210
Alarm	9	8.3	6	5.5	8	7.3	8	7.3	12	11.0	16	14.7	11	10.1	6	5.5	9	8.3	9	8.3	5	4.6	10	9.2	109
Animal Complaint	2	8.7	2	8.7	1	4.3	3	13.0	0	0.0	5	21.7	2	8.7	2	8.7	2	8.7	2	8.7	2	8.7	0	0.0	23
Assist Police	4	2.8	6	4.1	6	4.1	13	9.0	15	10.3	21	14.5	8	5.5	13	9.0	10	6.9	19	13.1	15	10.3	15	10.3	145
B&E	0	0.0	1	9.1	0	0.0	0	0.0	0	0.0	0	0.0	4	36.4	1	9.1	0	0.0	2	18.2	2	18.2	1	9.1	11
Civil Complaint	0	0.0	1	5.0	0	0.0	0	0.0	3	15.0	5	25.0	0	0.0	5	25.0	2	10.0	1	5.0	3	15.0	0	0.0	20
Court	1	25.0	1	25.0	2	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4
Criminal Damage	2	15.4	0	0.0	2	15.4	0	0.0	1	7.7	1	7.7	0	0.0	2	15.4	0	0.0	0	0.0	3	23.1	2	15.4	13
Deceased	0	0.0	0	0.0	0	0.0	1	25.0	0	0.0	0	0.0	0	0.0	0	0.0	1	25.0	2	50.0	0	0.0	0	0.0	4
Domestic	1	7.1	0	0.0	0	0.0	0	0.0	2	14.3	2	14.3	3	21.4	4	28.6	0	0.0	0	0.0	1	7.1	1	7.1	14
Drug Abuse	1	14.3	2	28.6	1	14.3	0	0.0	0	0.0	1	14.3	0	0.0	0	0.0	0	0.0	1	14.3	1	14.3	0	0.0	7
Escort	1	7.7	1	7.7	0	0.0	1	7.7	3	23.1	1	7.7	0	0.0	1	7.7	1	7.7	2	15.4	1	7.7	1	7.7	13
Felonious Assault	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	1
Fight Complaint	1	16.7	0	0.0	0	0.0	0	0.0	3	50.0	1	16.7	1	16.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	6
Fire	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	1
Follow Up	7	5.5	12	9.4	21	16.4	2	1.6	7	5.5	5	3.9	5	3.9	2	1.6	1	0.8	17	13.3	35	27.3	14	10.9	128
Forgery	0	0.0	1	25.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	25.0	2	50.0	0	0.0	4
Hazmat	0	0.0	2	16.7	4	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2	16.7	2	16.7	12
Hill Skip	2	10.0	0	0.0	0	0.0	0	0.0	3	15.0	2	10.0	1	5.0	1	5.0	1	5.0	3	15.0	3	15.0	1	5.0	20
House/Building	287	13.8	260	12.5	240	11.5	97	4.7	92	4.4	140	6.7	163	7.8	87	4.2	128	6.2	173	8.3	181	8.7	231	11.1	2079
Intoxicated Driver	0	0.0	0	0.0	1	33.3	0	0.0	0	0.0	0	0.0	1	33.3	0	0.0	1	33.3	0	0.0	0	0.0	0	0.0	3
Intoxicated Person	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	2



Incident Breakdown By Month Report

Print Date/Time: 01/01/2023 12:22
 Login ID: rburkholder
 Year: 2022

Bluffton Police Department
 ORI Number: OH0020100
 Incident Type: All

Incident Type	January		February		March		April		May		June		July		August		September		October		November		December		Yearly Totals
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
Investigate Vehicle	19	6.6	35	12.2	26	9.0	10	3.5	21	7.3	30	10.4	23	8.0	26	9.0	28	9.7	33	11.5	21	7.3	16	5.6	288
K9 Request	1	20.0	0	0.0	1	20.0	0	0.0	0	0.0	0	0.0	1	20.0	0	0.0	1	20.0	1	20.0	0	0.0	0	0.0	5
Lock Out	7	7.4	6	6.3	6	6.3	6	6.3	11	11.6	8	8.4	7	7.4	7	7.4	10	10.5	7	7.4	9	9.5	11	11.6	95
Menacing	2	28.6	0	0.0	0	0.0	0	0.0	1	14.3	1	14.3	0	0.0	0	0.0	0	0.0	2	28.6	1	14.3	0	0.0	7
Mentally Ill Person	1	3.4	4	13.8	3	10.3	3	10.3	1	3.4	3	10.3	3	10.3	1	3.4	4	13.8	3	10.3	2	6.9	1	3.4	29
Miscellaneous	50	8.1	43	7.0	54	8.7	32	5.2	55	8.9	46	7.4	31	5.0	42	6.8	57	9.2	69	11.2	85	13.8	54	8.7	618
Motorist Assist	5	8.3	5	8.3	5	8.3	6	10.0	4	6.7	5	8.3	5	8.3	7	11.7	7	11.7	2	3.3	3	5.0	6	10.0	60
Paper Service	2	5.7	1	2.9	2	5.7	3	8.6	1	2.9	1	2.9	3	8.6	11	31.4	4	11.4	2	5.7	3	8.6	2	5.7	35
Pedestrian Stop	1	6.7	3	20.0	1	6.7	1	6.7	1	6.7	2	13.3	2	13.3	0	0.0	3	20.0	0	0.0	1	6.7	0	0.0	15
Prisoner Escort	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Prowler	0	0.0	0	0.0	2	50.0	1	25.0	1	25.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4
Receiving/Recover	0	0.0	0	0.0	0	0.0	0	0.0	1	20.0	0	0.0	0	0.0	1	20.0	2	40.0	0	0.0	1	20.0	0	0.0	5
Sexual Abuse	0	0.0	0	0.0	2	33.3	1	16.7	0	0.0	0	0.0	0	0.0	0	0.0	1	16.7	2	33.3	0	0.0	0	0.0	6
Shots Fired	0	0.0	1	33.3	0	0.0	0	0.0	0	0.0	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	33.3	3
Stolen Vehicle	1	33.3	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	33.3	0	0.0	0	0.0	0	0.0	1	33.3	0	0.0	3
Suspicious Person	4	10.0	3	7.5	1	2.5	2	5.0	2	5.0	7	17.5	4	10.0	5	12.5	3	7.5	3	7.5	2	5.0	4	10.0	40
Telephone	2	25.0	0	0.0	1	12.5	0	0.0	0	0.0	2	25.0	0	0.0	0	0.0	0	0.0	1	12.5	1	12.5	1	12.5	8
Theft	5	13.2	2	5.3	2	5.3	6	15.8	1	2.6	2	5.3	3	7.9	4	10.5	2	5.3	5	13.2	5	13.2	1	2.6	38
Traffic Stop	61	10.5	50	8.6	63	10.9	56	9.7	42	7.2	56	9.7	46	7.9	42	7.2	51	8.8	47	8.1	39	6.7	27	4.7	580
Trespass	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	1	50.0	2
Unruly Juvenile	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	20.0	0	0.0	0	0.0	2	40.0	0	0.0	0	0.0	2	40.0	5
Unsecured Door	1	3.3	3	10.0	3	10.0	2	6.7	5	16.7	4	13.3	1	3.3	2	6.7	4	13.3	4	13.3	1	3.3	0	0.0	30
Unwanted Guest	1	12.5	1	12.5	0	0.0	0	0.0	0	0.0	1	12.5	0	0.0	0	0.0	2	25.0	2	25.0	1	12.5	0	0.0	8
Violating PTO	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2	100.0	0	0.0	0	0.0	0	0.0	0	0.0	2
Warrant Service	3	42.9	1	14.3	0	0.0	2	28.6	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	14.3	7
Total:	603	11.3	589	11.1	545	10.3	276	5.2	311	5.9	420	7.9	385	7.2	298	5.6	367	6.7	478	9.0	562	10.6	489	9.2	5313



Incident Activity Report

Print Date/Time: 01/01/2023 12:24
 Login ID: rburkholder
 Layer: All
 Areas: All

From Date: 12/01/2022 00:00
 To Date: 12/31/2022 23:59

Bluffton Police Department
 ORI Number: OH0020100
 Incident Type: All

Hour	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTAL	
	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%	INCIDENTS	%
24	1	0.2	6	1.2	8	1.6	4	0.8	10	2.0	2	0.4	6	1.2	37	7.6
1	4	0.8	1	0.2	5	1.0	7	1.4	8	1.6	2	0.4	1	0.2	28	5.7
2	2	0.4	1	0.2	2	0.4	4	0.8	6	1.2	8	1.6	2	0.4	25	5.1
3	2	0.4	4	0.8	0	0.0	6	1.2	2	0.4	4	0.8	1	0.2	19	3.9
4	7	1.4	0	0.0	6	1.2	3	0.6	2	0.4	0	0.0	0	0.0	18	3.7
5	2	0.4	4	0.8	1	0.2	2	0.4	2	0.4	0	0.0	1	0.2	12	2.5
6	2	0.4	1	0.2	4	0.8	1	0.2	1	0.2	0	0.0	0	0.0	9	1.8
7	4	0.8	0	0.0	12	2.5	0	0.0	1	0.2	0	0.0	2	0.4	19	3.9
8	1	0.2	1	0.2	2	0.4	3	0.6	3	0.6	1	0.2	0	0.0	11	2.2
9	0	0.0	1	0.2	1	0.2	3	0.6	1	0.2	3	0.6	0	0.0	9	1.8
10	1	0.2	5	1.0	7	1.4	3	0.6	7	1.4	2	0.4	3	0.6	28	5.7
11	1	0.2	4	0.8	4	0.8	1	0.2	7	1.4	1	0.2	2	0.4	20	4.1
12	2	0.4	1	0.2	4	0.8	3	0.6	6	1.2	3	0.6	1	0.2	20	4.1
13	1	0.2	4	0.8	1	0.2	4	0.8	4	0.8	6	1.2	2	0.4	22	4.5
14	1	0.2	3	0.6	2	0.4	1	0.2	7	1.4	1	0.2	1	0.2	16	3.3
15	0	0.0	1	0.2	4	0.8	1	0.2	2	0.4	2	0.4	1	0.2	11	2.2
16	0	0.0	2	0.4	5	1.0	3	0.6	5	1.0	3	0.6	4	0.8	22	4.5
17	2	0.4	1	0.2	6	1.2	2	0.4	7	1.4	4	0.8	6	1.2	28	5.7
18	1	0.2	2	0.4	0	0.0	0	0.0	4	0.8	2	0.4	2	0.4	11	2.2
19	1	0.2	0	0.0	0	0.0	5	1.0	2	0.4	2	0.4	1	0.2	11	2.2
20	0	0.0	5	1.0	1	0.2	3	0.6	1	0.2	8	1.6	5	1.0	23	4.7
21	0	0.0	7	1.4	6	1.2	5	1.0	4	0.8	4	0.8	2	0.4	28	5.7
22	7	1.4	3	0.6	7	1.4	4	0.8	5	1.0	2	0.4	4	0.8	32	6.5
23	6	1.2	6	1.2	7	1.4	4	0.8	4	0.8	3	0.6	0	0.0	30	6.1
Totals:	48	9.8	63	12.9	95	19.4	72	14.7	101	20.7	63	12.9	47	9.6	489	100.00



Ticket Statistics

Print Date/Time: 01/08/2023 20:16
 Login ID: rburkholder
 Statute: All

From Date: 01/01/2022
 To Date: 12/31/2022
 Ticket Type: All

Bluffton Police Department
 ORI Number: OH0020100

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Totals
4503.11A Expired License Plates	1	0	0	0	0	0	0	0	0	0	0	0	1
Totals	1	0	0	0	0	0	0	0	0	0	0	0	1
Criminal													
2925.141 Marijuana Drug Paraphernalia	1	0	0	0	0	0	0	0	0	0	0	0	1
Criminal Totals	1	0	0	0	0	0	0	0	0	0	0	0	1
Warning													
4511.12 Obedience to Traffic Control Devices	1	0	0	0	0	0	0	0	0	0	0	0	1
4511.21B3 Speed 35 MPH	0	0	0	0	0	0	0	0	0	0	1	0	2
4511.21B2 Speed 25 MPH	0	0	0	0	0	0	0	0	0	0	0	2	2
4513.241C WINDOW TINT	0	0	0	0	0	0	1	0	0	0	0	0	1
4511.69C PARKING FACING ONCOMING TRAFFIC	0	0	0	1	0	0	1	0	0	0	0	0	2
73.10(B)(2) Speed 25 MPH	0	0	1	0	0	0	0	0	0	0	0	0	1
73.10(B)(1)(a) Speed - 20 MPH (School Zone)	1	0	0	0	0	0	0	0	0	0	0	0	1
72.032(A) Fail to Yield Stop Sign	2	1	0	0	0	0	0	0	0	0	0	0	3
4511.68 Truck Loading Zones	0	0	0	0	0	0	1	0	0	0	0	0	1
Warning Totals	4	1	1	1	0	0	3	0	0	1	1	2	14
Traffic													
4513.23 Rear-View Mirror, Clear View to Front, Both Sides/Rear	0	0	0	0	0	0	0	0	0	0	0	0	1
4511.21D4 Speed - 70MPH Freeway	0	0	1	0	0	0	0	0	0	0	0	0	1
4511.21B6 Speed 50 MPH (also 45 MPH)	0	0	1	0	0	0	0	0	0	0	0	0	1
4511.21B3 Speed 35 MPH	1	0	2	0	0	0	0	0	1	2	0	0	6
4511.21B2 Speed 25 MPH	1	1	2	0	0	1	0	1	0	0	0	0	6
4511.202A Reasonable Control	0	2	0	0	0	0	0	0	0	0	0	0	2
4511.431 Failure to Yield - Yield Signs	0	0	0	0	0	0	0	0	0	0	1	0	1
4511.42A Failure to yield the right of way when turning left	0	0	0	0	0	1	0	0	0	0	0	0	1
4511.38A Rules for Starting and/or Backing	0	0	1	0	0	0	0	0	0	0	0	0	1



Ticket Statistics

Print Date/Time: 01/08/2023 20:16
 Login ID: rburkholder
 Statute: All

From Date: 01/01/2022
 To Date: 12/31/2022
 Ticket Type: All

Bluffton Police Department
 ORI Number: OH0020100

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Totals
4510.11(B) Violation of License Restrictions (2255 Needed)	0	0	0	0	0	0	0	1	0	0	0	0	1
4549.08(A)(3) Plates from Another Vehicle	0	0	0	0	0	0	0	0	0	0	0	1	1
4503.11A Expired License Plates	1	1	1	0	1	1	1	0	0	1	1	0	8
4513.04A 2 HEADLIGHTS REQUIRED/ 1 HEADLIGHT ON MOTORCYCLE	0	0	1	0	0	0	0	0	0	0	0	0	1
4511.12A FAILURE TO OBEY TRAFFIC CONTROL DEVICE	0	1	5	1	0	1	0	0	1	0	0	0	9
4511.21A SPEED/ACDA	0	0	0	0	0	0	0	0	1	0	2	0	3
73.10(B)(3) Speed 35 MPH	0	0	1	0	2	1	0	0	0	0	0	0	4
73.10(B)(2) Speed 25 MPH	0	0	0	1	0	0	0	0	0	0	0	0	1
72.032(A) Fail to Yield Stop Sign	0	0	1	0	0	0	0	0	0	0	0	0	1
72.015(A)(2) Rules for Backing	0	0	0	0	0	0	0	1	0	0	0	0	1
72.013(A)(1) Rules for Turning - Right Turn as Close to Curb as Possible	0	0	0	0	0	0	0	0	0	0	1	0	1
71.01(B) Expired Plates	0	1	0	0	0	0	0	0	0	0	0	0	1
4510.14A Driving Under Suspension - OVI	0	0	1	0	0	0	0	0	0	0	0	0	1
4510.21A Failure to Rainstate	0	0	1	0	0	0	0	0	0	0	0	0	1
4510.16A Driving Under Suspension - FRA	1	1	2	0	0	0	0	0	0	0	0	0	4
4511.19A1h OVI Over .17 - Breath	1	0	0	0	0	0	0	0	0	0	0	0	1
4510.12A1 No Drivers License (NO OL)	2	2	0	0	0	1	0	1	0	0	0	0	7
4511.19A1a OVI	1	0	0	0	0	0	0	0	0	0	0	0	1
Traffic Totals	8	9	20	2	3	6	1	4	4	3	5	2	67
Totals	14	10	21	3	3	6	4	4	4	4	6	4	83



Ticket Statistics

Print Date/Time: 01/08/2023 20:16
 Login ID: rburkholder
 Stature: All

From Date: 01/01/2022
 To Date: 12/31/2022
 Ticket Type: All

Bluffton Police Department
 ORI Number: OH0020100

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Totals
4503.11A Expired License Plates	1	0	0	0	0	0	0	0	0	0	0	0	1
Totals	1	0	0	0	0	0	0	0	0	0	0	0	1
Criminal													
2925.141 Marijuana Drug Paraphernalia	1	0	0	0	0	0	0	0	0	0	0	0	1
Criminal Totals	1	0	0	0	0	0	0	0	0	0	0	0	1
Warning													
4511.12 Obedience to Traffic Control Devices	1	0	0	0	0	0	0	0	0	0	0	0	1
4511.21B3 Speed 35 MPH	0	0	0	0	0	0	0	0	0	1	1	0	2
4511.21B2 Speed 25 MPH	0	0	0	0	0	0	0	0	0	0	0	2	2
4513.241C WINDOW TINT	0	0	0	0	0	0	1	0	0	0	0	0	1
4511.69C PARKING FACING ONCOMING TRAFFIC	0	0	0	1	0	0	1	0	0	0	0	0	2
73.10(B)(2) Speed 25 MPH	0	0	1	0	0	0	0	0	0	0	0	0	1
73.10(B)(1)(a) Speed - 20 MPH (School Zone)	1	0	0	0	0	0	0	0	0	0	0	0	1
72.032(A) Fail to Yield Stop Sign	2	1	0	0	0	0	0	0	0	0	0	0	3
4511.68 Truck Loading Zones	0	0	0	0	0	0	1	0	0	0	0	0	1
Warning Totals	4	1	1	1	0	0	3	0	0	1	1	2	14
Traffic													
4513.23 Rear-View Mirror. Clear View to Front, Both Sides/Rear	0	0	0	0	0	0	0	0	0	0	0	0	1
4511.21D4 Speed - 70MPH Freeway	0	0	1	0	0	0	0	0	0	0	0	0	1
4511.21B6 Speed 50 MPH (also 45 MPH)	0	0	1	0	0	0	0	0	0	0	0	0	1
4511.21B3 Speed 35 MPH	1	0	2	0	0	0	0	0	1	2	0	0	6
4511.21B2 Speed 25 MPH	1	1	2	0	0	1	0	0	1	0	0	0	6
4511.202A Reasonable Control	0	2	0	0	0	0	0	0	0	0	0	0	2
4511.431 Failure to Yield - Yield Signs	0	0	0	0	0	0	0	0	0	0	1	0	1
4511.42A Failure to yield the right of way when turning left	0	0	0	0	0	1	0	0	0	0	0	0	1
4511.38A Rules for Starting and/or Backing	0	0	1	0	0	0	0	0	0	0	0	0	1



Ticket Statistics

Print Date/Time: 01/08/2023 20:16
 Login ID: rburkholder
 Statute: All

From Date: 01/01/2022
 To Date: 12/31/2022
 Ticket Type: All

Bluffton Police Department
 ORI Number: OH0020100

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Totals
4510.11(B) Violation of License Restrictions (2255 Needed)	0	0	0	0	0	0	0	1	0	0	0	0	1
4549.08(A)(3) Plates from Another Vehicle	0	0	0	0	0	0	0	0	0	0	0	1	1
4503.11A Expired License Plates	1	1	1	0	1	1	1	0	0	1	1	0	8
4513.04A 2 HEADLIGHTS REQUIRED/ 1 HEADLIGHT ON MOTORCYCLE	0	0	1	0	0	0	0	0	0	0	0	0	1
4511.12A FAILURE TO OBEY TRAFFIC CONTROL DEVICE	0	1	5	1	0	1	0	0	1	0	0	0	9
4511.21A SPEED/ACDA	0	0	0	0	0	0	0	0	1	0	2	0	3
73.10(B)(3) Speed 35 MPH	0	0	1	0	2	1	0	0	0	0	0	0	4
73.10(B)(2) Speed 25 MPH	0	0	0	1	0	0	0	0	0	0	0	0	1
72.032(A) Fail to Yield Stop Sign	0	0	1	0	0	0	0	0	0	0	0	0	1
72.015(A)(2) Rules for Backing	0	0	0	0	0	0	0	1	0	0	0	0	1
72.013(A)(1) Rules for Turning - Right Turn as Close to Curb as Possible	0	0	0	0	0	0	0	0	0	0	1	0	1
71.01(B) Expired Plates	0	1	0	0	0	0	0	0	0	0	0	0	1
4510.14A Driving Under Suspension - OVI	0	0	1	0	0	0	0	0	0	0	0	0	1
4510.21A Failure to Reinstate	0	0	1	0	0	0	0	0	0	0	0	0	1
4510.16A Driving Under Suspension - FRA	1	1	2	0	0	0	0	0	0	0	0	0	4
4511.19A1h OVI Over .17 - Breath	1	0	0	0	0	0	0	0	0	0	0	0	1
4510.12A1 No Drivers License (NO OL)	2	2	0	0	0	1	0	1	0	0	0	1	7
4511.19A1a OVI	1	0	0	0	0	0	0	0	0	0	0	0	1
Traffic Totals	8	9	20	2	3	6	1	4	4	3	5	2	67
Totals	14	10	21	3	3	6	4	4	4	4	6	4	83



Ticket Statistics

Print Date/Time: 01/08/2023 20:09
 Login ID: rburkholder
 Stature: All

From Date: 12/01/2022
 To Date: 12/31/2022
 Ticket Type: All

Bluffton Police Department
 ORI Number: OH0020100

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Totals
Warning													
4511.21B2 Speed 25 MPH	0	0	0	0	0	0	0	0	0	0	0	2	2
Warning Totals	0	0	0	0	0	0	0	0	0	0	0	2	2
Traffic													
4549.08(A)(3) Plates from Another Vehicle	0	0	0	0	0	0	0	0	0	0	0	1	1
4510.12A1 No Drivers License (NO OL)	0	0	0	0	0	0	0	0	0	0	0	1	1
Traffic Totals	0	0	0	0	0	0	0	0	0	0	0	2	2
Totals	0	0	0	0	0	0	0	0	0	0	0	4	4



Bluffton Police Department

From the Desk of Lt. Matt Oglesbee

154 N. Main St.

Bluffton, Ohio 45817

419-358-2961 ext. 110

oglesbeem@bluffton-ohio.com

Chief,

William (Will) Hall will be attending the council meeting on January 23rd, 2023. Will is a senior at Bluffton University and is in the Criminal Justice Program. He is requesting to complete an internship with our department this spring to satisfy his internship hours for graduation. He will plan to begin the week of the 23rd as long as this is approved by council. He will need to complete 80 hours of time with our department. This is in line with the internships we have done with Bluffton University over the years.

I met with Will and Mike Barrett (with the Criminal Justice program at BU) on Thursday January 12th. We talked about the expectations of the PD regarding his time with us and he agreed to all requirements and expectations. He has signed the "Internship Program Expectations" form and also the "Intern Employment Contract".

We will just need council approval for the internship and the wage of \$1.00 per annum at the council meeting.

Thank you,

Lt Oglesbee

1/16/2023



Bluffton Police Department Award

Date: December 24, 2022

Name(s) of person(s) nominated:

Officer Brianna Kill


Award nominated:

Letter of Commendation

Description of act or achievement including dates:

On December 24th, 2022, Officer Kill responded to a motor vehicle accident in the area of the Bluffton Public Library. Mr. Lukehart came into the Bluffton Police Department to get a copy of the report. Mr. Lukehart expressed such great appreciation for how Officer Brianna Kill handled the call. He expressed how professional Officer Kill was, willingness to come get him from the hospital and assist him in getting his vehicle home. I am recognizing Officer Kill with a Letter of Commendation for provided excellent service, going the extra mile, and set a good example of Community Engagement for our department as well to the citizens of the Village of Bluffton.

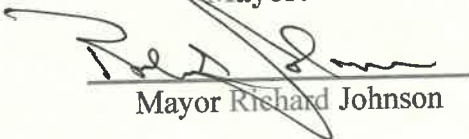
Submitting Officer:


Chief Ryan M. Burkholder

Chief of Police:


Chief Ryan M. Burkholder

Mayor:


Mayor Richard Johnson

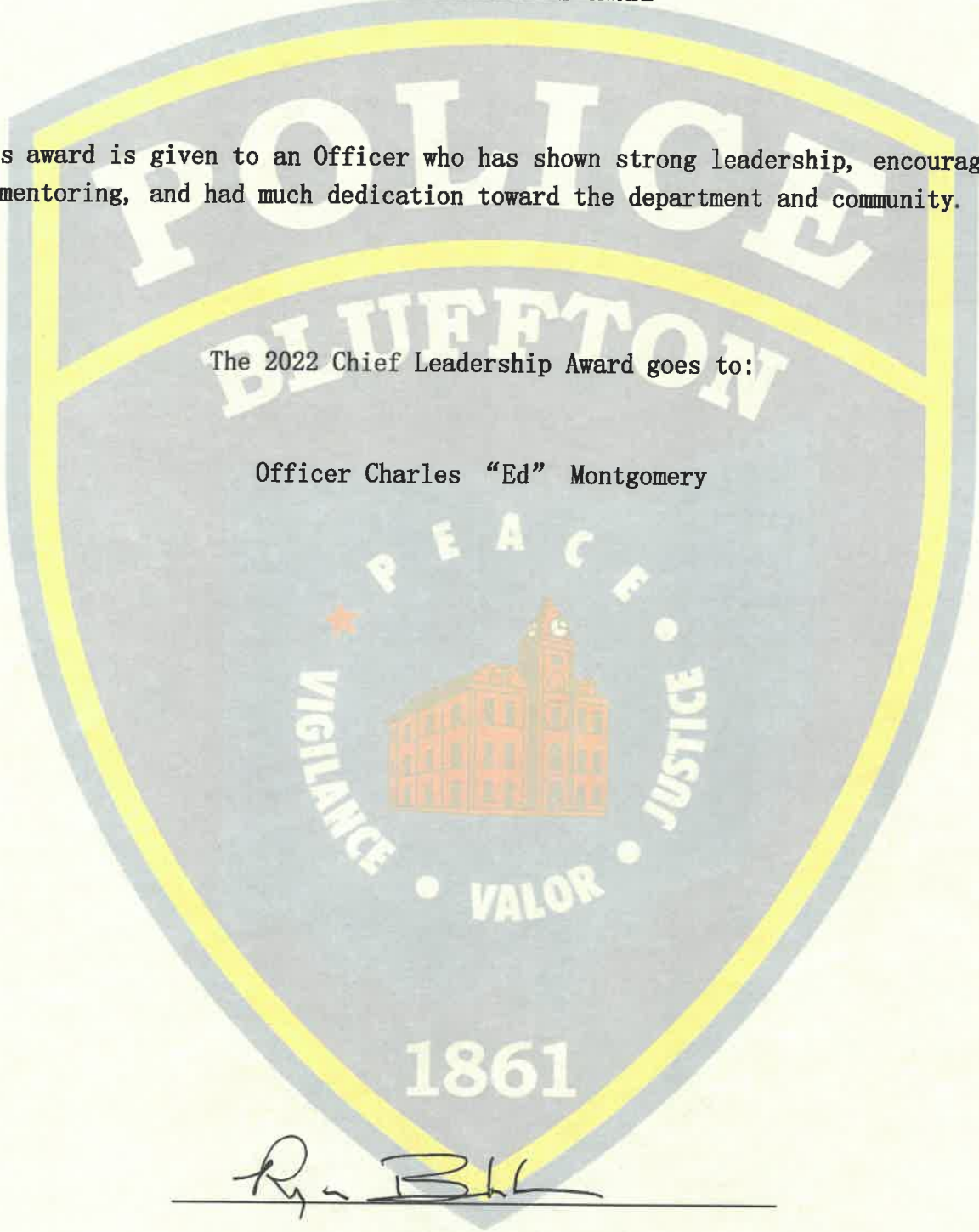


CHIEF' S LEADERSHIP AWARD

This award is given to an Officer who has shown strong leadership, encouraged mentoring, and had much dedication toward the department and community.

The 2022 Chief Leadership Award goes to:

Officer Charles "Ed" Montgomery



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

Chief Ryan M. Burkholder



This award is given to the officer that was nominated by their peers. This officer shows strong leadership and mentoring new officers in the department. Additionally, this officer is dedicated to the success and advancement of the department as well. This officer truly demonstrates teamwork by his actions on a daily basis.

The 2022 Officer the Year:

Cpl. Eric Rayle



Chief Ryan M. Burkholder



This award is given to the officer that was nominated by their peers. This officer gave the ultimate sacrifice for his community and country. This officer will always be remembered in our hearts as a friend, co- worker, hero and so much more.

The 2022 Officer of the Year:

Officer Dominic "Dom" Francis



Chief Ryan M. Burkholder