

## Village of Bluffton Council Meeting Agenda

August 8, 2022 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, July 25, 2022

### **Bills**

### **Committee Reports**

### **Boards & Commissions**

### **LEGISLATION:**

#### **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, August 8<sup>th</sup> at 7:00 pm

Village Council – Monday, August 22<sup>nd</sup> at 7:00 pm

### **Public Comment**

### **Adjournment – Motion and Second**

Village of Bluffton – Regular meeting July 25, 2022, at 7:00 p.m.

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

Cupples motioned, seconded by Kingsley, to approve the minutes from the regular council meeting held on July 11, 2022. Roll Call: Yes (3) Messrs: Cupples, Kingsley, and Steiner. No (0), Abstain (2) Sehlhorst & Talavinia, motion approved.

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

Sehlhorst motioned, seconded by Cupples, to approve the extension of the use of the vestibule by Luke's/Kira's until May 1, 2023. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Steiner motioned, seconded by Cupples, to approve the hire of Austin Probst as a part-time patrol officer effective August 1, 2022. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

The Fiscal Officer gave the following reading:

1<sup>st</sup> Reading:

Resolution 16-2022 – A Resolution authorizing the submission of a fiscal year 2023 Ohio Airport Matching Grant application for the FAA FY 2022 funded grant project along with accepting funds and declaring an emergency. Cupples motioned to suspend the rules, seconded by Kingsley. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, and Talavinia. No (0), Abstain (0), motion approved. Talavinia motioned to adopt the Resolution, seconded by Sehlhorst. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Talavinia motioned, seconded by Cupples, to accept the resignation of Levi and Sarah Probst from the Fire and EMS rosters. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Steiner motioned, seconded by Talavinia, to enter into executive session with Council, Mayor, Solicitor, and Chief Burkholder present to discuss personnel matters with no action expected. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Cupples motioned, seconded by Kingsley, to exit executive session and return to regular session. Roll Call: Yes (5) Messrs: Cupples, Kingsley, Sehlhorst, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Cupples motioned to adjourn the meeting.

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

Village Council on Monday, August 8 at 7:00 p.m.

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MAYOR

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FISCAL OFFICER

VILLAGE OF BLUFFTON  
VOUCHER REPORT 8/8/2022

VENDOR	AMOUNT	DEPARTMENT	DESCRIPTION
AG-PRO	288.80	Street	WIRING HARNESS
ALL SERVICE AERATION, INC	532.50	Park	PORTABLE TOILETS
ALLEN COUNTY AWARDS LLC	170.00	Police	AWARD PLAQUE
ALLOWAY TESTING	91.00	Multiple	TESTING
ALLOWAY TESTING	91.00	Multiple	TESTING
ALLOWAY TESTING	81.00	Multiple	TESTING
ALLOWAY TESTING	81.00	Multiple	TESTING
AMERICAN ELECTRIC POWER	26.26	Multiple	ELECTRICITY
AMERICAN ELECTRIC POWER	11,090.48	Multiple	ELECTRICITY
ANDERSON TRACTOR SUPPLY, INC.	3.50	Street	HOSE CLAMP
AQUIONICS, INC	67,500.00	Capital Improvements	UV CABINET
ARMOR FIRE PROTECTION INC.	628.00	Land & Buildings	SPRINKLER PRESSURE CHECK
BASINGER PLUMBING & HEATING LLC	6,050.00	Land & Buildings	3RD FLOOR OUTDOOR UNIT
BASINGER PLUMBING & HEATING LLC	271.42	Sewer	REPAIRED TRACER WIRE
BASINGER, JAN	77.95	Sewer	REIMBURSE WINDOW BLINDS FOR WWTP
BEADS BY BETH & BOUTIQUE	390.00	Police	FUNERAL FLOWERS
BEAVER RESEARCH COMPANY	537.63	Sewer	DEGREASER
BLUFFTON FLYING SERVICE	5,000.00	Airport	AIRPORT MANAGEMENT
BLUFFTON STONE CO.	104.85	Multiple	STONE
BLUFFTON VETERINARY HOSPITAL AND PET CARE CENTER	77.05	Police	K9 SUPPLIES & CARE
CENTURYLINK	279.37	Multiple	PHONES
CENTURYLINK	63.86	Multiple	PHONES
CHARTER COMMUNICATIONS	134.98	Multiple	CABLE
CHARTER COMMUNICATIONS	43.40	Multiple	CABLE
CHOICE ONE ENGINEERING	310.00	Multiple	GENERAL ENGINEERING
CHOICE ONE ENGINEERING	1,875.00	Street	BENTLEY ROAD IMPROVEMENTS
CINTAS	72.36	Administrative	UNIFORMS
CINTAS	72.36	Administrative	UNIFORMS
CINTAS	72.36	Administrative	UNIFORMS
CITIZEN'S NATIONAL BANK	270.00	Police	NATW - NNO SUPPLIES
CITIZEN'S NATIONAL BANK	246.00	Police	NNO SUPPLIES
CITIZEN'S NATIONAL BANK	133.92	Administrative	TAX LETTERS POSTAGE
CITIZEN'S NATIONAL BANK	164.00	Administrative	HOTEL ROOM FOR OML CONFERENCE
CITIZEN'S NATIONAL BANK	49.95	Administrative	NETWORK SOLUTIONS - DOMAIN NAME
CITIZEN'S NATIONAL BANK	509.64	Police	NNO SUPPLIES
CITIZEN'S NATIONAL BANK	258.75	Administrative	OML CONFERENCE REGISTRATION
CITIZEN'S NATIONAL BANK	166.86	Park	SHUFFLEBOARD COURT SEALER
CLEMAN, NELSON & ASSOCIATES, INC	175.00	Administrative	RETAINER
DEGEN EXCAVATING CO., INC.	919.20	Sewer	VAC & CLEAN
DOMINION EAST GAS	493.30	Multiple	NATURAL GAS
ENNIS-FLINT, INC.	1,890.00	Street	THERMO PLAST MARKING
FRESH ENCOUNTER CORPORATE	51.98	Multiple	SUPPLIES
GLOBAL ELECTRIC, INC	5,448.00	Sewer	SR 103 LIFT STATION TRANSDUCER
M&R PLUMBING & HEATING, INC.	92.90	Multiple	SUPPLIES/PARTS
MARATHON FLEET SERVICES	2,443.54	Multiple	FUEL
MASTERPIECE SIGNS & GRAPHICS, INC.	534.72	Street	50% FOR STREET SIGNS
MASTERPIECE SIGNS & GRAPHICS, INC.	116.00	Police	SIGNS FOR NNO
MIAMI PRODUCTS & CHEMICAL CO.	(225.00)	Pool	POOL CHEMICALS
MIAMI PRODUCTS & CHEMICAL CO.	966.00	Pool	POOL CHEMICALS
MIAMI PRODUCTS & CHEMICAL CO.	1,231.25	Pool	POOL CHEMICALS
MIAMI PRODUCTS & CHEMICAL CO.	966.00	Pool	POOL CHEMICALS
MINTEYS MAIDS	100.00	Land & Buildings	TOWN HALL CLEANING
NORTHWEST OHIO ADVANCED ENERGY IMPR. DISTRICT	5,300.01	Administrative	BFR ASSESSMENT
NORTHWESTERN OHIO SECURITY SYSTEMS	196.00	Land & Buildings	MONITORING
PERRY CORPORATION	166.97	Administrative	IT CONTRACT
PERRY CORPORATION	25.95	Administrative	IT CONTRACT
PERRY CORPORATION	19.95	Administrative	IT CONTRACT
PERRY CORPORATION	2,390.46	Administrative	IT CONTRACT
PERRY CORPORATION	989.20	Administrative	SS DRIVE INSTALL
PHILLIPS, SCOTT	59.39	Administrative	BOOTS

POWER HOUSE ELECTRIC SUPPLY  
RICHLAND ENGINEERING LTD.  
RYAN BURKHOLDER  
SHELL FLEET PLUS  
STAPLES BUSINESS ADVANTAGE  
STAPLES BUSINESS ADVANTAGE  
STRATTON GREENHOUSES  
TK ELEVATOR CORPORATION  
TOMMY TIRE SALES LLC  
USA BLUE BOOK  
VANCE'S OUTDOOR INC.  
VETTER LUMBER CO.  
WESSLER ENGINEERING  
Wilson, Jennifer

451.04	Sewer
10,106.85	Airport
94.35	Police
2,970.00	Multiple
1,088.31	Multiple
262.80	Multiple
2,992.50	Street
3,189.06	Land & Buildings
750.30	Street
407.63	Sewer
128.90	Police
323.29	Multiple
117.50	Sewer
216.00	Police
145,264.60	

CONDUIT  
TAXIWAY DESIGN & OBSTRUCTION REMOVAL  
PETTY CASH REIMBURSEMENT  
FUEL  
SUPPLIES  
SUPPLIES  
TREE PLANTINGS  
ELEVATOR MAINTENANCE  
TIRES - F550  
WWTP SUPPLIES  
AMMUNITION SUPPLIES  
SUPPLIES  
SANITARY ON-CALL SERVICES  
REIMBURSE FOR NNO FOOD

BIWEEKLY PAYROLL 7/29/22  
MEDICARE  
OPERS  
OP&F

56,600.00
782.44
3,684.86
2,419.62

JUNE MONTHLY  
MEDICARE  
OPERS  
FICA

2,569.00
37.22
192.17
40.14

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

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

**Village of Bluffton**  
**Administration's Report**

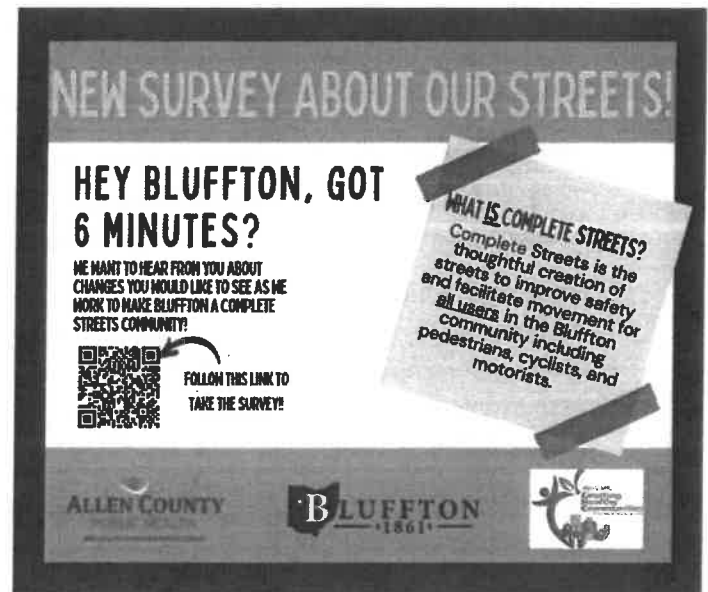
To: Mayor Johnson & Council Members



08-08-22

**Complete Streets Task Force**

- Survey will be open until Aug 12.
- Workshop this Friday, Aug 12 at Town Hall with Toole Design Group, Ohio Action Institute, Allen County Public Health, Lima-Allen County Regional Planning, Complete Streets Task Force
  - ✓ Complete Streets Policy for Bluffton will be formulated during this meeting for presentation to Council



**Comprehensive Plan – Steering Committee:**

Project Title: **Bluffton Beyond**

**Tomorrow**

The survey was closed on August 2 with a grand tally of 638 respondents.  
An in-person event is being designed in conjunction with LACRP.

**Bentley Rd. Intersection Improvements:**

Bids to be opened Thursday, August 18 at 10:30 AM at the Town Hall.

**Mayor Johnson – Special Event Requests**

- ✓ Discovery Days – 8/27, 9/24, 10/22
  - Sponsored by Greenhorn, Beacon Life Ministries, FGHG
- ✓ Blended Roots – Fall Arts & Crafts Festival 10/15

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

- Finance & Utilities – 2023 Project funding – OPWC and EPA WPCLF applications

## **ADVERTISEMENT FOR BIDS**

### **Village of Bluffton Bentley Road Intersection Improvements**

Bids for the Bentley Road Intersection Improvements project will be received by the Village of Bluffton at the Bluffton Town Hall, 154 N. Main Street, Bluffton, Ohio 45817, until Thursday, August 18, 2022 at 10:00 a.m. local time. At that time the Bids received will be publicly opened and read.

The Project includes the following Work: The intersection re-alignment at Bentley Road (S.R. 103) and Main Street including the installation of storm and pedestrian improvements. In addition, 453' of 8" water main replacement between Harmon Road and Main Street.

Information and Bidding Documents for the Project can be found and downloaded at the following website: [choiceoneengineering.com/projects-out-for-bid](http://choiceoneengineering.com/projects-out-for-bid). All official notifications, addenda, and other Bidding Documents will be offered through the designated website. Neither Owner nor Engineer will be responsible for Bidding Documents, including addenda, if any, obtained from sources other than the Issuing Office of Choice One.

For all further requirements regarding bid submittal, qualifications, procedures, and contract award, refer to the Instructions to Bidders that are included in the Bidding Documents.

Owner: Village of Bluffton

By: Jesse Blackburn

Title: Village Administrator

Date: July 28, 2022

August 4, 2022



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

**APPLICATION FOR SPECIAL EVENTS**

EVENT NAME: <u>Discovery Days</u>	DATE(S) OF EVENT: <u>08/27/2022</u>
APPLICANT: <u>Bluffton Area Chamber of Commerce</u>	CONTACT PERSON: <u>Jim Enneking</u>
APPLICANT'S ADDRESS: <u>154 N. Main Street, Bluffton, OH 45817</u>	CONTACT'S PHONE: <u>(419) 369-2985</u>
E-MAIL ADDRESS (OPTIONAL): <u>director@explorebluffton.com</u>	
LOCATION OF EVENT: <u>Downtown Bluffton</u>	
TIME(S) FOR EVENT: <u>9:00 a.m. - 9:00 p.m.</u>	
DESCRIPTION OF EVENT: <u>The Bluffton Area Chamber of Commerce and Bluffton businesses are hosting Discovery Days on the 4th Saturday of the month, August - October 2022. We are inviting the public to Bluffton to explore great shopping, food, services, and pop-up activities.</u>	

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

TRAFFIC CONTROL: No NUMBER OF OFFICERS REQUESTED: 0  
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 - Vine St from Main St to the Alley  
SECURITY: No NUMBER OF OFFICERS REQUESTED: 0  
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: 0 FIRE DEPT. SERVICES: 0  
WATER SERVICE: 0 OTHER SERVICES: 0

ALCOHOL SERVED: YES *MAA* \* Applicant is responsible for obtaining the proper alcohol permit from the Division of Liquor Control prior to the event.

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

ATTACH CERTIFICATE OF INSURANCE TO APPLICATION

PLEASE LIST VENDORS, SERVICES, CONTRACTORS, ETC. INVOLVED WITH EVENT:	TYPE OF SERVICE PROVIDED
NAME OF VENDOR	
<u>Greenhorn, Beacon Life Ministries, FGHG</u>	<u>Food, Games, Activities</u>

\* 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: *James A. Enneking* DATE: 8/8/22

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



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

**APPLICATION FOR SPECIAL EVENTS**

EVENT NAME: <u>Discovery Days</u>	DATE(S) OF EVENT: <u>09/24/2022</u>
APPLICANT: <u>Bluffton Area Chamber of Commerce</u>	CONTACT PERSON: <u>Jim Enneking</u>
APPLICANT'S ADDRESS: <u>154 N. Main Street, Bluffton, OH 45817</u>	CONTACT'S PHONE: <u>(419) 369-2985</u>
E-MAIL ADDRESS (OPTIONAL): <u>director@explorebluffton.com</u>	
LOCATION OF EVENT: <u>Downtown Bluffton</u>	
TIME(S) FOR EVENT: <u>9:00 a.m. - 9:00 p.m.</u>	
DESCRIPTION OF EVENT: <u>The Bluffton Area Chamber of Commerce and Bluffton businesses are hosting Discovery Days on the 4th Saturday of the month, August - October 2022. We are inviting the public to Bluffton to explore great shopping, food, services, and pop-up activities.</u>	

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

TRAFFIC CONTROL: No NUMBER OF OFFICERS REQUESTED: 0  
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 - Vine St from Main St to the Alley

SECURITY: No NUMBER OF OFFICERS REQUESTED: 0  
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: 0 FIRE DEPT. SERVICES: 0

WATER SERVICE: 0 OTHER SERVICES: 0

ALCOHOL SERVED: YES WAAA \* Applicant is responsible for obtaining the proper alcohol permit from the Division of Liquor Control prior to the event.

EVENT'S INSURER: Nationwide \* 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
<u>Greenhorn, Beacon Life Ministries, FGHG</u>	<u>Food, Games, Activities</u>

\* 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: James R. Enneking DATE: 9/18/2022

<b>APPROVED</b>
MAYOR'S SIGNATURE: _____ DATE: _____





# VILLAGE OF BLUFFTON

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

## APPLICATION FOR SPECIAL EVENTS

EVENT NAME: Blended Roots Fall A+C Festival DATE(S) OF EVENT: October 15, 2022  
APPLICANT: Blended Roots CONTACT PERSON: Katelyn Gainok  
APPLICANT'S ADDRESS: 246 Cherry St. Bluffton CONTACT'S PHONE: (517) 226-1099  
E-MAIL ADDRESS (OPTIONAL): blendedrootsbluffton@gmail.com  
LOCATION OF EVENT: 246 Cherry St. Bluffton + back/side property  
TIME(S) FOR EVENT: Setup 6a-8:30a Start/End 9a-3p Take down 3p-?  
DESCRIPTION OF EVENT: Fall Arts + Crafts Festival with Vendors, Food Trucks and Inside/Outside Shopping.

**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: Liberty Mutual \* 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

<u>Blended Roots + Vendors</u>	<u>Indoor/Outdoor Shopping</u>
<u>Kooglers Refuse</u>	<u>Trash Control</u>
<u>Bluffton Aeration</u>	<u>Toilets</u>
<u>Vendors (Regular + Food)</u>	<u>Food Trucks + Handmade</u>

\* 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: Katelyn Gainok

DATE: July 26, 22

**APPROVED**

MAYOR'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



Coverage Is Provided In:  
Ohio Security Insurance Company

Policy Number:  
**BZS (23) 64 44 35 69**  
Policy Period:  
**From 02/25/2022 To 02/25/2023**  
12:01 am Standard Time  
at Insured Mailing Location

**Commercial Protector  
Policy Declarations**

**Named Insured**

**Agent**

BLENDEN ROOTS

(419) 228-5141  
MEL BUTTERFIELD&SON INS AG INC

**SUMMARY OF LIMITS AND CHARGES**

Businessowners Liability Limits of Insurance	DESCRIPTION	LIMIT
	Liability and Medical Expenses - Occurrence	1,000,000
	Aggregate Limits of Insurance	
	Products-Completed Operations	2,000,000
	Other than Products-Completed Operations	2,000,000
	Broadened Coverage For Damage To Premises Rented To You	1,000,000
	Medical Expenses (Any One Person)	15,000

**Explanation of  
Charges**

DESCRIPTION	PREMIUM
Businessowners Location(s) Total	\$776.00
Businessowners Other Coverage(s) Total	\$37.00
Certified Acts of Terrorism Coverage	\$4.00

**Total Charges: \$817.00**

*Note: This is not a bill*

To report a claim, call your Agent or 1-844-325-2467

DS 70 22 01 08

02/25/22

64443569

POLSVCS

560

PCAOPND

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### Riley Creek Mercantile

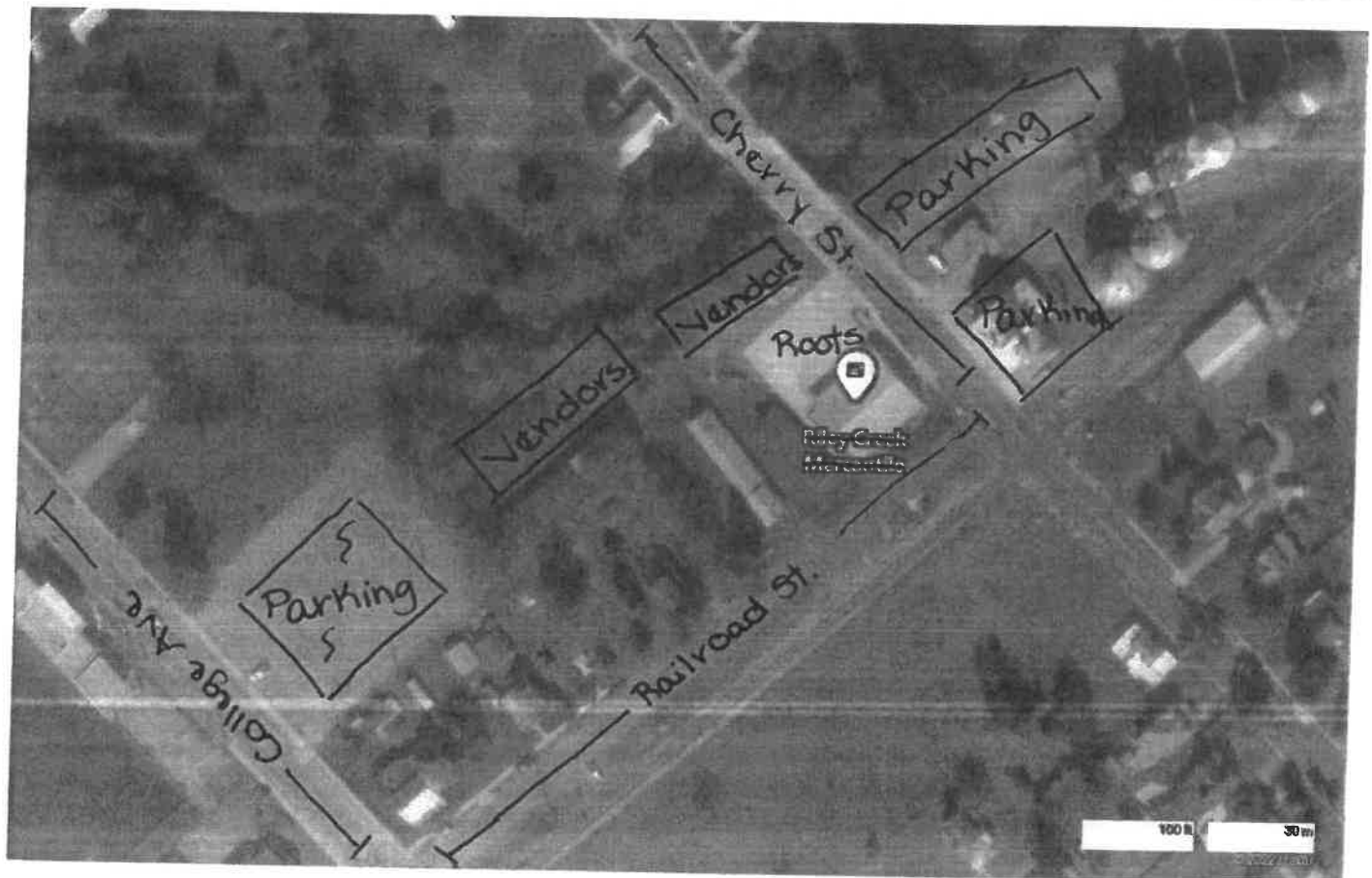
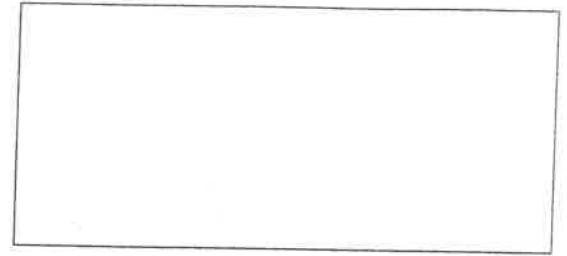
**Address:** 246 Cherry St, Bluffton, OH 45817

**Phone:** (419) 358-4787

#### Hours

Monday - Friday 8:00 AM - 7:00 PM

Saturday 8:00 AM - 3:00 PM



- \* Once barn is knocked down, that will be extra parking.
- \* We will have vendors set up like June 4th event.
- \* I don't feel like we need road closures. Since people didn't abide by them anyway.



# VILLAGE OF BLUFFTON

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

## APPLICATION FOR SPECIAL EVENTS

EVENT NAME: <u>Discovery Days</u>	DATE(S) OF EVENT: <u>10/22/2022</u>
APPLICANT: <u>Bluffton Area Chamber of Commerce</u>	CONTACT PERSON: <u>Jim Enneking</u>
APPLICANT'S ADDRESS: <u>154 N. Main Street, Bluffton, OH 45817</u>	CONTACT'S PHONE: <u>(419) 369-2985</u>
E-MAIL ADDRESS (OPTIONAL): <u>director@explorebluffton.com</u>	
LOCATION OF EVENT: <u>Downtown Bluffton</u>	
TIME(S) FOR EVENT: <u>9:00 a.m. - 9:00 p.m.</u>	
DESCRIPTION OF EVENT: <u>The Bluffton Area Chamber of Commerce and Bluffton businesses are hosting Discovery Days on the 4th Saturday of the month, August - October 2022. We are inviting the public to Bluffton to explore great shopping, food, services, and pop-up activities.</u>	

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

TRAFFIC CONTROL: No NUMBER OF OFFICERS REQUESTED: 0  
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 - Vine St from Main St to the Alley

SECURITY: No NUMBER OF OFFICERS REQUESTED: 0  
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: 0 FIRE DEPT. SERVICES: 0

WATER SERVICE: 0 OTHER SERVICES: 0

ALCOHOL SERVED: YES

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

EVENT'S INSURER: Nationwide \* 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
<u>Greenhorn, Beacon Life Ministries, FGHG</u>	<u>Food, Games, Activities</u>

\* 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: James A. Enneking

DATE: 8/8/2022

**APPROVED**

MAYOR'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_