

Village of Bluffton Council Meeting Agenda

October 27, 2025 at 7:00 PM



Opening Ceremonies

Call to Order, Mayor Johnson presiding
Pledge of Allegiance



Minutes

Approval of the minutes from the Council Meeting held on Monday, October 13, 2025.

Bills

Public Comment:

Committee Reports

Utilities Committee: 10/24

Boards & Commissions

Board of Zoning & Building Appeals: 10/14

Tree Commission: 10/24

LEGISLATION

ORDINANCE NO. 11-2025

1st Reading

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

ORDINANCE NO. 12-2025

1st Reading

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

RESOLUTION NO. 23-2025

2nd Reading

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE SHERIFF OF ALLEN COUNTY, OHIO AND THE COMMISSIONERS OF ALLEN COUNTY, OHIO FOR DISPATCH SERVICE FOR BLUFFTON POLICE, FIRE, AND EMS FOR A TERM OF THREE YEARS.

RESOLUTION NO. 25-2025

1st Reading

Emergency

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH THE JOHNNY APPLESEED METROPOLITAN PARK DISTRICT FOR THE PURPOSE OF MAKING APPLICATION AND ACCEPTING FUNDS FROM THE 2026 COOPERATIVE PARK IMPROVEMENT GRANT PROGRAM AND DECLARING AN EMERGENCY

RESOLUTION NO. 26-2025

1st Reading

Emergency

A RESOLUTION IN SUPPORT OF AND AUTHORIZATION TO APPLY FOR LAND AND WATER CONSERVATION FUNDS THROUGH THE OHIO DEPARTMENT OF NATURAL RESOURCES TO PROVIDE FUNDING FOR THE CONSTRUCTION OF LEGACY PARK TOGETHER WITH AN AGREEMENT TO OBLIGATE THE NECESSARY PUBLIC FUNDS TO CONSTRUCT THE IDENTIFIED PORTIONS OF LEGACY PARK 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*)

- Council Meeting – Monday, October 27th at 7:00 pm
- Parks & Recreation Committee – Tuesday, October 28th at 5:30 pm
- Personnel Committee – Wednesday, October 29th at noon
- Board of Zoning & Building Appeals – Monday, Oct. 3rd at 6:00 pm
- Planning Commission – Monday, Nov. 3rd at 7:00 pm
- Pathway Board – Thursday, November 6th at noon
- Council Meeting – Monday, November 10th at 7:00 pm
- Tree Commission Meeting – Monday, November 17th at 7:00 pm

Public Comment

Adjournment – Motion and Second

Village of Bluffton – Regular meeting October 13, 2025, at 7:00 p.m.

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

Cupples motioned, seconded by Sehlhorst, to approve the minutes from the regular council meeting held on September 22, 2025. Roll Call: Yes (5) Messrs: Cupples, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

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

Sehlhorst motioned, seconded by Cupples, to grant a limited, personal, and revocable license to the property owners at 554 South Main St., Bluffton, OH for the installation of a Little Free Library in the tree lawn in front of their home. Roll Call: Yes (5) Messrs: Cupples, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Steiner motioned, seconded by Talavinia, to approve the purchase of a 2024 International chassis from Rush Truck Center in the amount of \$77,225.00 and approve a letter of intent for Kalida Truck Equipment to upfit the truck in 2026. Roll Call: Yes (5) Messrs: Cupples, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

The Fiscal Officer gave the following readings:

1st Reading:

Ordinance 10-2025 – An Ordinance amending Ordinance 04-2025 (the Annual Appropriation Ordinance) and declaring an emergency. Cupples motioned to suspend the rules, seconded by Stahl. Roll Call: Yes (5) Messrs: Cupples, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved. Sehlhorst motioned to approve the ordinance, seconded by Talavinia. Roll Call: Yes (5) Messrs: Cupples, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Resolution 21-2025 – A Resolution of the Village of Bluffton, Ohio supporting the Ohio Commission for the United States Semiquincentennial (America250-OH) and declaring an emergency. Sehlhorst motioned to suspend the rules, seconded by Cupples. Roll Call: Yes (5) Messrs: Cupples, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved. Stahl motioned to approve the resolution, seconded by Cupples. Roll Call: Yes (5) Messrs: Cupples, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Resolution 22-2025 – A Resolution making certain transfers and declaring an emergency. Talavinia motioned to suspend the rules, seconded by Cupples. Roll Call: Yes (5) Messrs: Cupples, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved. Steiner motioned to approve the resolution, seconded by Sehlhorst. Roll Call: Yes (5) Messrs: Cupples, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Resolution 23-2025 – A Resolution authorizing the Mayor to enter into a contract with the Sheriff of Allen County, Ohio and the Commissioner of Allen County, Ohio for dispatch service for Bluffton Police, Fire, and EMS for a term of three years. Talavinia motioned to approve the resolution, seconded by Stahl. Roll Call: Yes (5) Messrs: Cupples, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Resolution 24-2025 – A Resolution authorizing the Village Administrator to advertise for requests for proposals (RFP) and/or bids for weekly refuse and recycling collection services for the Village of Bluffton, Ohio, for a three-year term and declaring an emergency. Cupples motioned to suspend the rules, seconded by Talavinia. Roll Call: Yes (5) Messrs: Cupples, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved. Stahl motioned to approve the resolution, seconded by Steiner. Roll Call: Yes (5) Messrs: Cupples, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Steiner motioned, seconded by Stahl, for the Village to award a grant of \$5,000 to the Bluffton Chamber of Commerce to be used for expenses for the benefit of Main St. in Bluffton and for the Village to award a grant of \$5,000 to the Bluffton Center for Entrepreneurs in support of their mission supporting entrepreneurial activity in Bluffton. Roll Call: Yes (5) Messrs: Cupples, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Talavinia motioned, seconded by Sehlhorst, to approve the special event request for the Blaze of Lights parade on November 29, 2025. Main St. from Snider Rd. to College Ave. will be closed beginning at 4:50 p.m. until the end of the parade. Roll Call: Yes (5) Messrs: Cupples, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Steiner motioned, seconded by Stahl, to accept and award the bid for the Airport Farm Cash Lease to Triple B Grain Farms, LLC. Roll Call: Yes (5) Messrs: Cupples, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Steiner motioned, seconded by Cupples, to approve the special event request for the Bluffton University Christmas at the Houshower House event on November 23, 2025. Spring St from Franklin St. to W. College Ave. will be closed from 6:00 p.m. until 7:00 p.m. Roll Call: Yes (5) Messrs: Cupples, Sehlhorst, Stahl, Steiner, and Talavinia. No (0), Abstain (0), motion approved.

Cupples motioned to adjourn the meeting.

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

Board of Zoning & Building Appeals on Tuesday, October 14 at 6:00 p.m.
Tree Commission on Monday, October 20 at 7:00 p.m.
Safety Services Committee on Wednesday, October 22 at 7:30 p.m.
Utilities Committee on Friday, October 24 at noon.
Council Meeting on Monday, October 27 at 7:00 p.m.
Parks & Recreation Committee on Tuesday, October 28 at 5:30 p.m.
Personnel Committee on Wednesday, October 29 at noon.

MAYOR

FISCAL OFFICER

VILLAGE OF BLUFFTON
VOUCHER REPORT 10/27/2025

VENDOR	AMOUNT	DEPARTMENT	DESCRIPTION
ALLOWAY TESTING	2,373.00	Multiple	TESTING
BEAVERDAM CONTRACTING, INC.	825.00	Sewer	WATER LINE REPAIR
BEAVERDAM CONTRACTING, INC.	21,695.00	Capital Improvements	NORTH MAIN STREET WATER LINE
BEAVERDAM CONTRACTING, INC.	66,890.78	Street	DOWNTOWN STORM SYSTEM
BLUFFTON SHUFFLEBOARD CLUB	418.72	Park	REIMBURSE PAINT SUPPLIES
BLUFFTON STONE CO.	95.15	Multiple	STONE
BLUFFTON STONE CO.	185.09	Multiple	STONE
BLUFFTON STONE CO.	161.05	Multiple	STONE
BOBCAT COMPANY	160.00	Pool	SAW RENTAL
BOBCAT COMPANY	750.00	Multiple	TOOLCAT TIRES
CHARTER COMMUNICATIONS	350.00	Multiple	CABLE
CHARTER COMMUNICATIONS	40.00	Multiple	CABLE
CINTAS	86.43	Administrative	UNIFORMS
CINTAS	86.43	Administrative	UNIFORMS
CORE & MAIN LP	28.10	Water	SOCKET
ENBRIDGE GAS OHIO	372.38	Multiple	NATURAL GAS
ENCOMPASS ENGINEERS & ARCHITECTS, INC.	1,800.00	Park	LEGACY PARK SHELTER HOUSE DESIGN
EVERBRIDGE, INC.	1,890.10	Administrative	MASS NOTIFICATION ANNUAL RENEWAL
EVERETT J PRESCOTT INC	527.34	Pool	POOL REPAIR PARTS
EVERETT J PRESCOTT INC	979.50	Sewer	REPAIR PARTS - WATERLINE
EVERETT J PRESCOTT INC	1,117.74	Sewer	REPAIR PARTS - WATERLINE
EVERETT J PRESCOTT INC	1,822.61	Multiple	REPAIR PARTS
EVERETT J PRESCOTT INC	1,066.58	Pool	REPAIR PARTS
FAMILY HARDWARE DO IT BEST	628.57	Multiple	SUPPLIES
GGC FEEDS, LLC	115.00	Land & Buildings	GRASS SEED & FERTILIZER
GRAINGER INC	163.50	Multiple	FITTINGS, WELDING SUPPLIES
HANCOCK-WOOD ELECTRIC CO-OP	172.43	Multiple	ELECTRICITY
HANCOCK-WOOD ELECTRIC CO-OP	52.00	Multiple	ELECTRICITY
LES R. CASE JR.	1,835.00	Rescue	TECC TRAINING COURSE
LYNN CARD COMPANY	351.00	Multiple	CHRISTMAS CARDS
NATHAN JORDAN	35.66	Sewer	WASTEWATER 1 LICENSE RENEWAL
OHIO MUNICIPAL LEAGUE	902.00	Administrative	ANNUAL MEMBERSHIP
PATHMASTER	7,794.00	Street	MAIN ST. RRFB
PATRIOT CONCRETE	10,945.61	Street	ADA/CONNECTIVITY WORK
PENNCARE 30	1,897.09	Rescue	MEDICAL SUPPLIES
PENNCARE 30	56.58	Rescue	MEDICAL SUPPLIES
PENNCARE 30	239.07	Rescue	MEDICAL SUPPLIES
PERRY CORPORATION	1,549.94	Administrative	ADOBE SUBSCRIPTION
RHODES STATE COLLEGE	9,081.95	Rescue	TRAINING - MEDIC SCHOOL
ROQUEMORE ENTERPRISES, INC.	1,240.00	Multiple	TRUCK UNDERBODY LINER
RUMPKE	27,697.85	Refuse	TRASH SERVICES
RUSH TRUCK CENTER	77,225.00	Capital Improvements	CV 515 DUMP TRUCK
SHELL FLEET PLUS	1,577.18	Multiple	FUEL
SKRIPS MARKETING, INC.	131.85	Street	SPIN ALERT SIGNS
SMARTBILL	1,305.65	Multiple	BILLING SERVICES
STAPLES BUSINESS ADVANTAGE	127.47	Multiple	SUPPLIES
TOM AHL CHRYSLER PLYMOUTH INC.	600.00	Police	KEY FOBS
UNITED FIRE APPARATUS CORP	824.00	Fire	2025 PUMP TESTING
UNITED STATES PLASTIC CORP.	628.33	Pool	PIPE REPAIR PARTS

USA BLUE BOOK	505.89	Water	SUPPLIES
VERIZON WIRELESS	703.76	Multiple	CELL PHONES
VILLAGE OF OTTAWA	61,500.67	Water	WATER
ZOLL DATA SYSTEM	171.08	Rescue	EMS CHARTS
ZOLL DATA SYSTEM	171.08	Rescue	EMS CHARTS
INCOME TAX REFUNDS	5,026.08	Administrative	INCOME TAX REFUNDS
	<u>318,976.29</u>		

SEPTEMBER FIRE & EMS	6,211.62
MEDICARE	90.06
OPERS	605.88
FICA	111.22

BIWEEKLY PAYROLL 10/17/25	87,914.54
MEDICARE	1,219.14
OPERS	7,967.41
OP&F	5,824.53

Council Signature : _____

Date: _____

**Village of Bluffton
Utilities Committee Meeting
October 24, 2025 @ 12:00 PM**

Committee members present: David Steiner & Jerry Cupples

Staff present: Jesse Blackburn, Village Administrator, Bryan Lloyd Assistant Village Administrator and Kevin Nickel, Fiscal Officer.

After review and discussion of the new water and sewer tap rates prepared by administration the committee recommends the approval by council (details included in council packet along with the related legislation).

After review and discussion of the “Application for permit to work within road right-of-way” prepared by administration the committee recommends the approval by council (details included in council packet along with the related legislation).

After review and discussion of the “Request for proposals (RFP) Municipal Solid Waste and Recyclables Collection” prepared by Administration the committee approves the content for approval by Village Council. (details included in council packet).

The meeting adjourned at 1:03 PM.

David Steiner

Jerry Cupples

Tree Commission

Village of Bluffton

20 October 2025

Present: Jon Sommer, Becky Ramey, Ben Stahl, Jesse Blackburn, Radha Tague, Leonel Herrera

Urban Forest Planning and Care

Inquiries and Proposals

350 S. Main Street

An inquiry was received from the homeowner at 350 S. Main Street regarding the possibility of receiving a new street tree. The tree commission will reach out to discuss desired quantity and varieties of new tree(s). The commission will consider coordinating varieties with the plantings at the nearby location of 423 S Main St., which is pending communication with the homeowner.

Diamond Manufacturing – 103/Jefferson Street

Jesse Blackburn reached out to Diamond Manufacturing regarding tree planting along Jefferson Street near the new warehouse. The owner is amenable to trees being planted in the tree lawn, and Radha will contact him to discuss a site evaluation.

Champion Tree – Shannon Cemetery

Jesse will reach out to Sue to consult about potential planting of a Champion Tree at Shannon Cemetery.

Tree Health Monitoring

Grove Street Maple - 101 Grove St./302 S Main St.

The tree commission has been monitoring a lopsided maple tree on Grove Street. Due to its declining condition, commissioners will conduct onsite evaluations to determine if maintenance or removal is warranted to prevent a hazard to the public.

104 Polo Drive

Commissioners evaluated a tree in poor health at 104 Polo Drive. The tree was found to be beyond recovery, and has been slated for removal by the Village.

349 S. Jackson Street

Following a report of a dead tree at this address, the Village inspected and confirmed the tree's condition. The tree has been removed.

Jackson Street Crabapples

144 Grove/230 S Jackson: The tree commission evaluated a crabapple tree which had sustained significant damage from a vehicle impact, and has continued to decline following the injury. The commission also evaluated a second crabapple, located at 212 S Jackson St,

which was planted at the same time. Due to their advanced age, poor health, and unfavorable growth habit, and considering the surrounding canopy of nearby trees, the Tree Commission has recommended their removal.

Shannon Cemetery – Mulberry Tree

A mulberry tree at Shannon Cemetery was evaluated and found to be in decline. Due to its poor health, and unfavorable growth habit which poses an obstruction to Village maintenance crews who care for the cemetery, the Tree Commission has approved its removal.

Tree Planting

Clingerman Memorial Tree

Asa Clingerman has provided a Shagbark Hickory tree as a memorial to his father, to be planted in the Arboretum. The Tree Commission has provided a second tree as a pollinator. Becky will coordinate with Asa, and tree commissioners will site the trees, to prepare for planting.

Cobblestone Oaks – Augsburg Street

The Tree Commission approved the planting of two to three Cobblestone Oaks along Augsburg Street, across from the football stadium, to complement previous years' plantings.

144 Grove Street – Hornbeams

Two to three replacement trees have been approved for planting at 144 Grove Street, with hornbeams being the preferred variety of the homeowner. Commissioners will site the trees, and determine availability of preferred species.

Maintenance Activities

517 Greeding Street

Trees previously identified for removal have now been removed.

122 Grove Street

The pear tree previously recommended for removal has been removed by the Village.

Next Meeting

The next Tree Commission meeting is tentatively scheduled for Monday, November 17th, at 7:00pm.

ORDINANCE NO. 11-2025

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

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

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

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

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

SECTION 1. Adoption of Revised Connection Fees.

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

SECTION 2. Schedule of Fees.

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

SECTION 3. Repeal of Inconsistent Provisions.

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

SECTION 4. Implementation.

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

SECTION 5.

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

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

Ayes: _____ Noes: _____ Abstain: _____

Attest _____
Fiscal Officer

Mayor

Approved as to form: _____

Village Solicitor

Exhibit A

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

Fee established by negotiation with Village Council

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

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

3/4"	1"	1.5"	2"	3"	4"	6"	8"
Village to supply all labor and material to the right of way including the purchase and installation of the water meter and setting.		Village to supply tap and service line with a shut off valve and valve box at the right of way. Village to supply meter and Radio. Property owner is <u>repsonsible for all work beyond right of way</u> including meter hook-up				Property owner is responsible for all labor and material to establish service according to village specifications. Water meter must be an OMNI C2 meter with sensus 510M/ MXU	
Property owner is responsible for supplying and connecting sewer lateral from the building to the right of way. See Bluffton Code of Ordinances - Chapter 52: Sanitary Sewer Regulations for specifications. www.bluffton-ohio.com/zoning							
If a service lateral has not been extended to the property, the property owner will be responsible for the complete cost to create the service tap and extend a lateral to the property line. This work will be performed by Village <u>approved</u> contractor.							

ORDINANCE NO. 12-2025

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

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

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

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

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

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

SECTION 1. Adoption of Application Form.

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

SECTION 2. Administration and Approval.

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

SECTION 3. Permit Fees.

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

SECTION 4. Compliance and Enforcement.

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

SECTION 5. Repeal of Inconsistent Provisions.

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

SECTION 6. Implementation.

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

SECTION 7. Effective Date.

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

SECTION 8.

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

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

Ayes: _____ Noes: _____ Abstain: _____

Attest _____
Fiscal Officer Mayor

Approved as to form: _____

Village Solicitor



Exhibit A

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

Application is hereby made by:

Company Name: _____

Address: _____

Contact person: _____

Phone number: _____

Email: _____

Project Description:

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

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

PERMIT FEES:

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

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

Total Road Cut Area: _____ sq. ft.

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

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

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

Engineered prints of the proposed project are required.

Total Permit Fees: _____

Applicant Signature

Date

Printed

Title

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

Approved by

Signature

Date

Printed

Title

**RESOLUTION NO. 23-2025
VILLAGE OF BLUFFTON, OHIO**

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE SHERIFF OF ALLEN COUNTY, OHIO AND THE COMMISSIONERS OF ALLEN COUNTY, OHIO FOR DISPATCH SERVICE FOR BLUFFTON POLICE, FIRE, AND EMS FOR A TERM OF THREE YEARS, AND DECLARING AN EMERGENCY.

WHEREAS, the Sheriff of Allen County and the Commissioners of Allen County Ohio have agreed to provide dispatch services for the Bluffton Police, Fire, and EMS for 2026, 2027, and 2028 and:

WHEREAS, an emergency exists in that the parties need to enter into this agreement by November 30, 2025 for the preservation of health, safety and welfare of the Village of Bluffton, Ohio.

BE IT RESOLVED by the Council of the Village of Bluffton, Ohio, two-thirds (2/3) of all those elected or appointed thereto concurring:

SECTION 1. That the Mayor is authorized to enter into a Contract for dispatching of Bluffton Police, Fire, and EMS with the Sheriff of Allen County and the Commissioners of Allen County, Ohio, a copy of which is attached hereto.

SECTION 2. This Resolution is hereby declared to be an emergency measure for the immediate preservation of the public peace, health and safety of the Village of Bluffton, Ohio, and for the further reason it is immediately necessary to enact said increases without further delay.

SECTION 3. That is found and determined that all formal actions of the Council concerning and relating to the adoption of this Resolution were made in an open meeting of this Council and that all deliberations of the Council and any of its committees that resulted in such formal action were in meetings open to the public in accordance with all legal requirements of the Open Meetings Law including Section 121.22 of the Ohio Revised Code.

WHEREFORE, This Resolution shall take effect and be in force from and after the earliest period allowed by law and approval by the signatures below.

Passed and adopted this ____ day of _____, 2025 by the Council of the Village of Bluffton, Ohio by the following vote:

Ayes: _____ Nays: _____ Abstain: _____

ATTEST _____
FISCAL OFFICER

MAYOR

APPROVED _____
SOLICITOR

Contract for Safety Services Dispatching

This agreement is made between, MATTHEW B. TREGLIA, SHERIFF OF ALLEN COUNTY, OHIO, hereinafter called "SHERIFF", THE OFFICE OF MAYOR FOR BLUFFTON, ALLEN COUNTY, OHIO, hereinafter called "MAYOR", and THE BOARD OF COUNTY COMMISSIONERS OF ALLEN COUNTY, OHIO, hereinafter called "COMMISSIONERS", and collectively referred to as "PARTIES".

WITNESSETH:

WHEREAS, the MAYOR finds it advisable and expedient to provide safety services protection for the citizens of Bluffton on a regular basis and recognizes the need for these services to be properly alerted and dispatched; and

WHEREAS, the SHERIFF has adequate dispatch personnel, equipment and services to provide the necessary dispatching services desired by the MAYOR; and

WHEREAS, the MAYOR wishes to enter into a contract for the purchase of dispatching services from the SHERIFF through the COMMISSIONERS pursuant to Sections 307.15 and 311.29 of the Ohio Revised Code.

NOW, THEREFORE, in consideration of the mutual promises and agreements set forth herein, the parties agree as follows:

1. The SHERIFF will provide adequate dispatch staffing on all three shifts each day. Staffing will be an eight (8) hour shift, twenty-four (24) hours a day. These communications operators will provide safety services dispatching on behalf of Bluffton, Allen County, Ohio. The number of communication operators assigned by the SHERIFF may be temporarily reduced or increased as emergency situations, call load, and allocations might dictate pursuant to Section 311.29 of the Revised Code.
2. The SHERIFF agrees that the communications operators so assigned shall be qualified under the standards of the Emergency Medical Dispatching, and CPR Certified, and that the said communications operators shall receive all additional training, special equipment and other regular facilities and support of the Allen County Sheriff's Office.
3. The SHERIFF further agrees that the communications operators' supervisors shall submit a monthly statistical report of their activities to the said MAYOR. Further, meetings shall be held between the SHERIFF and the MAYOR for purpose of quality assurance, at the request of either party.
4. In order to provide the necessary money to compensate the COMMISSIONERS for the cost of said dispatching service, the MAYOR agrees to pay the COMMISSIONERS the sum of **\$58,148.84** as billed by the Allen County Commissioner's Office, with an additional one and one-half percent (1.50%) annual increase over the next two (2) years starting in **2027 (\$59,021.07)** and then in **2028 (\$59,906.39)**.
5. In the event the MAYOR fails to pay for dispatch services within five (5) days after the due date, the MAYOR hereby agrees to pay a late fee of 1% of the annual cost. For each additional month the annual cost is not paid, a 1% late fee of the annual cost will be added the first day of each month thereafter until the invoice is paid. However, penalties shall not exceed the annual amount due and owing.
6. The SHERIFF shall have the exclusive authority to assign, transfer, replace, discipline and otherwise exercise complete supervisory authority over the communications operators so assigned. The parties further acknowledge that the services to be provided by the SHERIFF under this contract shall be performed as an independent contractor, and not as an agent, employee, or partner of the MAYOR.
7. The SHERIFF and COMMISSIONERS shall indemnify and hold the MAYOR harmless against any and all claims, liabilities, damages or losses solely for any act or omissions of its officers and employees engaged in the scope of their employment under this contract.

8. Contract Durations: The terms and conditions of this contract will be in effect for a period of three (3) years **beginning January 1, 2026 at 12:00 A.M. and ending December 31, 2028 at 11:59 P.M.** In the event this contract is not renewed, the terms and conditions will remain in effect until such a time a new contract can be negotiated or either party terminates this Agreement without cause upon giving ninety (90) days written notice of the party's intent to terminate to the other.
9. Remedies: If any action of law or equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to its costs, and necessary disbursements, in addition to any other relief to which that party may be entitled.
10. Ohio Law to Apply: The Agreement shall be construed under and in accordance with the laws of the State of Ohio.
11. Parties Bound: This Agreement shall be binding upon and to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives and successors where permitted by this Agreement.
12. Legal Construction: In the event that any one or more of the provisions contained in the Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision had never been contained herein.
13. Prior Agreements Superseded: This Agreement constitutes the sole and only Agreement of the parties hereto and supersedes any prior understandings, written or oral agreements between the parties respecting the subject matter within.

Sheriff, Allen County, Ohio

Matthew B. Treglia,

**Mayor
Village of Bluffton**

**Board of County Commissioners
Allen County, Ohio**

Beth Seibert

Cory Noonan

Brian Winegardner

Resolution # _____

Date ____/____/____

RESOLUTION NO. 25-2025

A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH THE JOHNNY APPLESEED METROPOLITAN PARK DISTRICT FOR THE PURPOSE OF MAKING APPLICATION AND ACCEPTING FUNDS FROM THE 2026 COOPERATIVE PARK IMPROVEMENT GRANT PROGRAM AND DECLARING AN EMERGENCY

WHEREAS, the Commissioners of the Johnny Appleseed Metropolitan Park and the Village of Bluffton desire to provide improved and increased recreational opportunities to residents in the areas each organization services; and

WHEREAS, It is the intent of the Board of Park Commissioners to make funding available to political subdivisions of the State of Ohio throughout Allen county as enabled by the provisions of Section 1545.14 of the Ohio Revised Code.

WHEREAS, an emergency exists in that the timeliness of the approved agreement is necessary for accepting available grant funds.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE JOHNNY APPLESEED METROPOLITAN PARK DISTRICT AND THE COUNCIL OF THE VILLAGE OF BLUFFTON, OHIO.

Section 1. That the Johnny Appleseed Metropolitan Park District and the Village of Bluffton agree to cooperate for the purpose of improving public parklands under the terms and provisions of the Cooperative Park Improvements Grant Program administered by the Board of Park Commissioners for a period of one year and from year to year thereafter, unless terminated by either party upon thirty (30) days written notice to the other party.

Section 2. That the Village Administrator, of the Village of Bluffton is authorized to make application for Grant Program funding to the Board of Park Commissioners for the 2026 fiscal year.

Section 3. That an emergency exists for the reasons set forth in this resolution

Section 4. That it is found and determined that all formal actions of the Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in open meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Ayes: _____ Noes: _____ Abstain: _____

Attest _____

Fiscal Officer

Mayor

Approved as to Form: _____

Village Solicitor

RESOLUTION NO. 26-2025

A RESOLUTION IN SUPPORT OF AND AUTHORIZATION TO APPLY FOR LAND AND WATER CONSERVATION FUNDS THROUGH THE OHIO DEPARTMENT OF NATURAL RESOURCES TO PROVIDE FUNDING FOR THE CONSTRUCTION OF LEGACY PARK TOGETHER WITH AN AGREEMENT TO OBLIGATE THE NECESSARY PUBLIC FUNDS TO CONSTRUCT THE IDENTIFIED PORTIONS OF LEGACY PARK AND DECLARING AN EMERGENCY

WHEREAS, the State of Ohio through the Ohio Department of Natural Resources, administers financial assistance for public recreation purposes, through the federal **Land and Water Conservation Fund (LWCF)** program and

WHEREAS, the Village of Bluffton, Ohio desires financial assistance under the **Land and Water Conservation Fund**

WHEREAS, an emergency measure is necessary for the preservation of public health, safety and welfare of the residents of the Village of Bluffton to allow immediate support and approval for application of LWCF funds.

NOW, THEREFORE, be it resolved by the Council of the Village of Bluffton, OH

Section 1. That the Village of Bluffton approves filing this application for financial assistance.

Section 2. That the Village Administrator is hereby authorized and directed to execute and file an application with the Ohio Department of Natural Resources and to provide all information and documentation required to become eligible for possible funding assistance.

Section 3. That the Village of Bluffton, OH does agree to obligate the funds required to satisfactorily complete the proposed project and become eligible for reimbursement under the terms of the **Land and Water Conservation Fund**.

Section 4. That an emergency exists for the reasons set forth in this resolution

Section 5. That it is found and determined that all formal actions of the Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in open meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Ayes: _____

Noes: _____

Abstain: _____

Attest _____

Fiscal Officer

Mayor

Approved as to Form: _____

Village Solicitor

CERTIFICATE OF RECORDING OFFICER

I, the undersigned, hereby certify, that the foregoing is a true and correct copy of Resolution 26-2025 adopted by the Council of the Village of Bluffton, OH, held on the _____ day in the month of _____, 20_____, and that I am a duly authorized to execute this certificate.

Original Signature

Title



October 2, 2025

To: Allen County Commissioners
From: CCAO Service Corporation & Palmer Energy Company
Subject: RFP Refresh Results for Allen County's Electric Aggregation Program

As the authorized energy consultant for the CCAO Service Corporations' Energy Programs, the CCAOSC, and Palmer Energy issued an RFP to obtain electric pricing for residential and small commercial customers currently participating or eligible to participate in various county aggregation programs. This included the program for Allen County, which encompasses over 18,000 eligible meters consuming over 200 million kWh annually and receiving electric distribution service from AEP Ohio. Allen County's current agreement expires in December 2025.

Based upon the initial RFP, the following was recommended:

- A renewal agreement beginning with the December 2025 meter read (January 2026 bill period)
- A 12-month contract term ending with the December 2026 bill period
- Review contract documents and secure refreshed pricing from Dynegy

Refreshed Price Offers

The table below displays the "base" fixed-price offers, including estimated annual supply costs for the average residential and small commercial customer. All offers meet the following specifications: 1) No early termination fees (ETF) for participants who choose to leave the program at any time, 2) No community grants, and 3) State standard renewable portfolio standards (RPS).

Supplier	Term End	Rate (\$/kWh)	Average Monthly Supply Cost – Residential*	Average Monthly Supply Cost – Commercial*
Dynegy	Dec 26	\$0.09780	\$86	\$139
Dynegy	May 27	\$0.09950	\$88	\$141
Dynegy	Dec 27	\$0.09980	\$88	\$141
Dynegy	May 28	\$0.10040	\$88	\$142

*Monthly electric bill would include charges from the utility in addition to these estimated average supply costs.

Recommendation

Based on the refreshed price offer and original recommendation, the CCAOSC and Palmer recommend that Allen County execute an agreement with Dynegy for the term ending December 2026 at a rate of \$0.0978 per kWh for residential and small commercial participants.

Please note that all pricing and contracts are time-sensitive. All suppliers have the right to rescind pricing at any time based on intraday price updates. The rates shown in this recommendation are indicative and nothing is final until a contract document has been fully executed by both parties. As such, returning a signed contract as quickly as possible will help ensure these rates are locked in.

County Commissioners' Office
Allen County, Ohio
October 2, 2025 Resolution #765-25

RE: BOARD OF COUNTY COMMISSIONERS ENTERS INTO A MASTER AGREEMENT WITH DYNEGY ENERGY SERVICES (EAST) LLC dba DYNEGY ENERGY SERVICES, LLC FOR THE PROVISION OF SERVICES TO AN AGGREGATED GROUP.

The Board of County Commissioners of Allen County, Ohio met in regular session on the 2nd day of October, 2025, with the following members present: Beth Seibert, Cory Noonan and Brian Winegardner

Commissioner Seibert moved for the adoption of the following:

RESOLUTION

WHEREAS, Allen County may arrange for the provision of competitive retail electrical services to its residential and commercial inhabitants that do not opt-out of or otherwise elect not to participate in the Electric Aggregation Program; and

WHEREAS, Allen County desires that Dynegy Energy Services (East) LLC. dba Dynegy Energy Services, LLC to supply the total electrical generation needs to all participants in the Electric Aggregation Program located within the service territory of an EDU where Governmental Aggregation is permissible; and

WHEREAS, Allen County and Dynegy Energy Services (East) LLC. dba Dynegy Energy Services, LLC desires to enter into a mutually beneficial energy and services provisions relationship whereby Dynegy Energy Services (East) LLC. dba Dynegy Energy Services, LLC shall provide Full Requirements Retail Electric Supply and related administrative services necessary to fulfill the obligations of the agreement, a copy of which is attached hereto and made a part hereof; and

BE IT RESOLVED THAT THE BOARD OF COUNTY COMMISSIONERS OF ALLEN COUNTY, OHIO, hereby enters into a Master Agreement with Dynegy Energy Services (East) LLC. dba Dynegy Energy Services, LLC for the provision of services to an aggregated group, a copy of which is attached hereto and made a part hereof; and be it further

RESOLVED, said agreement is for a period commencing on the Participating Customer's December 2025 EDU meter read date and shall expire December 2026; and be it further

RESOLVED, this Board of County Commissioners hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board; and that all deliberations of this Board and of its committees, if any, which resulted in formal action, were taken in meetings open to the public in full compliance with applicable legal requirements, including Section 121.22 of the Revised Code.

Commissioner Noonan seconded the resolution and upon the roll being called, the vote resulted as follows: Commissioner Seibert, yes; Commissioner Noonan, yes; Commissioner Winegardner, yes.

Adopted this 2nd
day of October, 2025

**BOARD OF COUNTY COMMISSIONERS
ALLEN COUNTY, OHIO**

Beth Seibert
Beth Seibert

Cory Noonan
Cory Noonan

Brittany N. Woods
Brittany N. Woods
Clerk of the Board

Brian Winegardner
Brian Winegardner

ATTACHMENT A

BILLING RATES

DESE will provide retail electric generation service during the term of this Agreement at the following Billing Rates:

ALLEN COUNTY, OHIO including Countywide Unincorporated Areas and the Villages of Beaverdam, Bluffton, Cairo, Elida, Harrod, Lafayette, Spencerville: Initial ONE box below to Elect Term and Price		
	Retail Power Price	Delivery Term: 12 months
	\$0.0978/kWh	December 2025 meter read date through December 2026 meter read date
	Retail Power Price	Delivery Term: 17 months
	\$0.0995/kWh	December 2025 meter read date through May 2027 meter read date
	Retail Power Price	Delivery Term: 24 months
	\$0.0998/kWh	December 2025 meter read date through December 2027 meter read date
	Retail Power Price	Delivery Term: 29 months
	\$0.1004/kWh	December 2025 meter read date through May 2028 meter read date



VILLAGE OF BLUFFTON

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

APPLICATION FOR SPECIAL EVENTS

EVENT NAME: Blaze of Lights - After The Blaze DATE(S) OF EVENT: 11/29/2025
APPLICANT: Bluffton Area Chamber of Commerce CONTACT PERSON: Jim Enneking
APPLICANT'S ADDRESS: 154 N. Main Street, PO Box 142 CONTACT'S PHONE: 419-369-2985
E-MAIL ADDRESS (OPTIONAL): director@explorebluffton.com
LOCATION OF EVENT: Vine Street
TIME(S) FOR EVENT: 4:00 PM - 12:00 AM
DESCRIPTION OF EVENT: Entertainment for the Blaze of Lights including live music, food, and beverages under a heated tent. Alcohol will be served by the Greenhorn under their license.

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. Vine Street closed from 11/28 at 8:00 AM til 12/01 at noon for tent setup and removal
SECURITY: Yes NUMBER OF OFFICERS REQUESTED: 2
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 X NO _____ * Applicant is responsible for obtaining the proper alcohol permit from the Division of Liquor Control prior to the event.

EVENT'S INSURER: US Liability Insurance * 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</u>	<u>Food and alcohol</u>
<u>Various others</u>	<u>Food</u>
	<u>Music</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: 10/23/2025

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>Blaze of Lights</u>	DATE(S) OF EVENT: <u>11/29/2025</u>
APPLICANT: <u>Bluffton Area Chamber of Commerce</u>	CONTACT PERSON: <u>Jim Enneking</u>
APPLICANT'S ADDRESS: <u>154 N. Main Street, PO Box 142</u>	CONTACT'S PHONE: <u>419-369-2985</u>
E-MAIL ADDRESS (OPTIONAL): <u>director@explorebluffton.com</u>	
LOCATION OF EVENT: <u>Main Street between Elm St. and Franklin Street</u>	
TIME(S) FOR EVENT: <u>3:00 PM - 12:00 AM</u>	
DESCRIPTION OF EVENT: <u>Close Main Street for the Blaze of Lights celebration</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: Yes. Main Street from Elm Street to Franklin St. beginning at 3:45 PM. Chamber Staff will work with Police Chief to reopen as crowd shrinks.

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

EVENT'S INSURER: US Liability Insurance _____ * 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: James A. Enneking _____ DATE: 10/23/2025 _____

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>Blaze of Lights - Santa Alley</u>	DATE(S) OF EVENT: <u>11/29/2025</u>
APPLICANT: <u>Bluffton Area Chamber of Commerce</u>	CONTACT PERSON: <u>Jim Enneking</u>
APPLICANT'S ADDRESS: <u>154 N. Main Street, PO Box 142</u>	CONTACT'S PHONE: <u>419-369-2985</u>
E-MAIL ADDRESS (OPTIONAL): <u>director@explorebluffton.com</u>	
LOCATION OF EVENT: <u>Alley between Fortman Insurance and Sielschott, Walsh, Keifer, Regula & Sherer CPAs</u>	
TIME(S) FOR EVENT: <u>November 10, 2025 - January 31, 2026 depending on weather to set up and remove.</u>	
DESCRIPTION OF EVENT: <u>Santa's house for the Christmas Season and Blaze of Lights.</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: US Liability Insurance * 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: James A. Enneking DATE: 10/23/2025

APPROVED

MAYOR'S SIGNATURE: _____ DATE: _____