



VILLAGE OF NORTH BALTIMORE
Personnel, Policy, and Ordinance Review Committee (3/16/26)

March 16, 2026
4:00 PM

Minutes

I. Call to order: Richard Bosak

II. Roll Call (If Quorum)

Mayor Patterson – HERE, Ms. Beaupry – HERE, Ms. Hefner – HERE, Mr. Richmond – ABSENT, Mr. Engard – HERE, Mr. Bosak – HERE, Mr. Sweat – HERE

III. Personnel, Policy and Ordinance Review – Bosak

1. Discussion on Village All-Events Permit

Mayor Patterson questioned why the original events permit that had been presented last year had increased from 1 page to 3 pages.

Ms. Hefner responded that the revisions to the event policy had been proposed in response to events that had occurred during the 2025 Fall Festival. She stated that she had raised concerns about the Village not being covered by its insurance provider for the event and a lack of “additionally insured” paperwork from food vendors. She stated that the Village was not informed of the insurance status for the festival until the day before the event and was required to pay an additional \$2,500.00. She stated that she had requested 3 items be added to the policy: (1) a requirement for festival organizers and food vendors to hold liability insurance and name the Village as “additionally insured”, (2) inform the Wood County Health Department [for inspection purposes], and (3) cover electrical cords on sidewalks.

Administrator Bender stated that his proposed revisions for the event policy were suggested by the Village’s insurance provider, Public Entities Pool (PEP).

Mayor Patterson responded that PEP would cover special events under the Village’s insurance policy for the event. He stated that the festival

had been planned and operated by the North Baltimore Festival Committee 501(c)3, which is separate from the Village. He stated that this was at the suggestion of Mr. Jeff Dennis, the Village's former legal counsel.

Mayor Patterson and Ms. Hefner discussed the amount the Village had contributed toward the Fall Festival – they determined that it was \$10,000.00.

Mayor Patterson stated that he was hurt when council members had discussed the topic of the Mayor's discretionary fund with Mr. Paul Skaff, the Village's legal counsel. He felt that this was counterproductive to his attempts to plan a festival for the Village.

Ms. Hefner responded that the discussion about the Mayor's discretionary fund was not intended to be a slight toward Mayor Patterson. She stated that she had reached out to Mr. Skaff prior to the Fall Festival to discuss insurance coverage. Mr. Skaff was concerned about the lack of oversight with these funds and stated that it could create problems during the audit process.

Mayor Patterson stated that he understood. He stated that he had reached out to former Mayor, Ned Sponsler, to ask if this fund was in place during his time. He stated that Mr. Sponsler confirmed that the Mayor's fund had existed during his tenure.

Mr. Sweat stated that Mr. Skaff had suggested adding festival funds as a line item in the budget instead.

Administrator Bender stated that he had followed the suggestions of PEP when drafting the updated event policy. He stated that the addition of the DORA had created additional liability, which added the additional costs [\$2,500.00] from PEP.

Mayor Patterson stated that he was concerned that PEP was the only provider referenced for these policy updates. He stated that the Village was in talks with Ohio Plan, another insurance provider, to see what they could offer. He felt that PEP had taken advantage of the Village with the \$2,500.00 charge.

Administrator Bender responded that the charge was for the annual operation of the DORA rather than just the single festival date.

Mr. Bosak stated that other municipalities such as Toledo, Findlay, Bowling Green, and Lima required insurance mandates for their DORA zones.

Mayor Patterson disagreed, stating that several areas such as Upper Sandusky did not have this requirement.

An in-depth conversation about the requirement for liability insurance was held by Council members and Mayor Patterson.

Mayor Patterson stated that the policy could be applied unevenly to organizations in the Village. He stated that the current protections were sufficient and was concerned about additional costs being passed to local businesses.

Ms. Hefner was in favor of the requirement, stating that it would help protect the Village from lawsuits and reduce liability.

Administrator Bender stated that if all DORA participating establishments agreed to name the Village of North Baltimore as additionally insured, then it would lower the fee charged by PEP.

2. Discussion on Designated Outdoor Refreshment Area (DORA)

Council members discussed the use of “official” DORA branded cups and if standard plastic cups should be allowed instead.

Mayor Patterson felt that this requirement was unnecessary.

Ms. Hefner and Mayor Patterson agreed to discuss their concerns pending a meeting adjournment.

IV. **Adjournment**

Mr. Bosak adjourned the meeting at approximately 5:22 PM.