



VILLAGE OF NORTH BALTIMORE
Committee of the Whole 8/5
Council Chambers

August 05, 2025
5:30 PM

Agenda

Call to order: Council President Dee Hefner

- I. Pledge of Allegiance**
- II. Public Works - Paula Beaupry**
 - [1.](#) Park and Water Plant Cameras
 - [2.](#) Damon Field Purchase (Ordinance No. 2025–15)
- III. Public Utilities - Eric Sweat**
 1. Hiring of new operator
 2. Lead and copper results
 3. Cleaning Grant road water tower
 4. Water Plant Filter update
- IV. Public Safety - Dee Hefner**
 - [1.](#) Agreement and Resolution: 4 the Love of Cats
 - [2.](#) Police Radios
 - [3.](#) Police Logo
- V. Finance and Technology - Tim Engard**
 - [1.](#) New office computers
 - [2.](#) Council Chambers TV

- [3.](#) NextRequest software - Public Records Requests
 - [4.](#) T-Mobile Service Agreement
 - [5.](#) Mayor's Court Software - Baldwin
 - [6.](#) Police Records Management Software - CentralSquare
- VI.** Personnel, Policy and Ordinance Review - Dave Richmond
 - [1.](#) Ordinance No. 2025–16: Adult Use Cannabis Operators
 - [2.](#) Section 4.04 - Work Schedules and Time Off Policies
- VII.** Economic and Community Development - Bill Cook
 - [1.](#) Resolution No. 19–2025 – Support for TMACOG Application
 - [2.](#) Designated Outdoor Refreshment Area (Ordinance No. 2025–18) - Special Meeting Scheduled: September 2nd, 5:00 PM
- VIII.** Administrator - Josh Bender
 - 1. .Gov Update
 - 2. Planning Commission Update
- IX.** Finance Officer - Matt Clouse
 - [1.](#)
- X.** Mayor - Aaron Patterson
 - 1. All events permit application
- XI.** Adjournment



www.intech-us.com
419-354-0007

440 E. Poe Rd., Suite 201, Bowling Green, Ohio 43402

Quote AAAQ3194

Valid through August 25, 2025 @ 11:59 pm

Prepared For:

Village of North Baltimore
Phone: 419-257-2394 Fax 419
205 N Main St
North Baltimore, OH 45872
nbfinance@northbaltimore.net

Prepared By:

Greg Esposito
President
Phone: 419-354-0007 x106
Fax: 419-354-2238
Email: greg@intech-us.com



For the full presentation proposal, [click here](#) to view or download the PDF version of this quote. You can sign and fax this in, or you can save time by simply electronically accepting this quote below.

Line Item Detail

Qty	Description	Picture	Unit Price	Ext Price
On the Streets Department Building				\$194.00
1	5GHz Antenna AC Gen2 19dBi US		\$149.00	\$149.00
1	Outdoor Switch		\$45.00	\$45.00
Main Pole				\$707.98
1	5GHz Omni Antenna 10dBi 2x2		\$129.99	\$129.99
1	Ubiquiti Networks POE-24-30W-G-WH 24V PoE 1.25A		\$24.99	\$24.99
1	5GHz AC Gen2 Radio		\$259.00	\$259.00
1	Outdoor Switch		\$45.00	\$45.00
1	G6 Camera		\$249.00	\$249.00
Pole by Restrooms				\$467.99
1	Ubiquiti Networks POE-24-30W-G-WH 24V PoE 1.25A Gigabit White		\$24.99	\$24.99
1	5GHz Antenna AC Gen2 19dBi US		\$149.00	\$149.00
1	Outdoor Switch		\$45.00	\$45.00
1	G6 Camera		\$249.00	\$249.00
Pole for the Basketball Courts				\$671.99
1	Ubiquiti Networks POE-24-30W-G-WH 24V PoE 1.25A Gigabit White		\$24.99	\$24.99
1	5GHz Antenna AC Gen2 19dBi US		\$149.00	\$149.00
2	G6 Camera		\$249.00	\$498.00
Project Materials				\$240.00
1	Outdoor Ethernet Cable with Connections(this will be used		\$115.00	\$115.00

1	Outdoor Cable	\$125.00	\$125.00
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East Park Playground **\$1,124.99**

2	5GHz Antenna AC Gen2 19dBi US	\$149.00	\$298.00
1	Ubiquiti Networks POE-24-30W-G-WH 24V PoE 1.25A Gigabit White	\$24.99	\$24.99
1	5GHz AC Gen2 Radio	\$259.00	\$259.00
1	Outdoor Switch	\$45.00	\$45.00
2	G6 Camera	\$249.00	\$498.00

Labor **\$0.00**

Labor includes setup of hardware and delegating access to the users requested by the Administrator. We will have to coordinate the mounting of the devices with a 3rd party service. Mounting of devices may include the rental of equipment capable of reaching the location needed to mount these devices.

SubTotal: \$3,406.95
Shipping: \$0.00
Sales Tax: \$0.00
Total: \$3,406.95

Ready to Accept?

Order Confirmation

We reserve the right to cancel orders arising from errors, inaccuracies, or omissions.

I agree to the terms and conditions of the above document and PDF attachment with an electronic signature below.
PROPOSALS BETWEEN \$1000.00 and \$10,000.00 REQUIRE 50% DOWN BEFORE ORDER IS PLACED. SHIPPING WILL BE ADDED ON FINAL INVOICE. PROPOSALS OVER \$10,000.00 WILL REQUIRE A DOWNPAYMENT OF 75% BEFORE THE ORDER IS PLACED. SHIPPING WILL BE ADDED ON FINAL INVOICE. RETURNS SUBJECT TO A MINIMUM 25% RESTOCKING FEE (RESTOCKING FEES BASED PER ITEM). NO RETURNS ON SOFTWARE LICENSES. NO RETURNS AFTER 7 DAYS FROM DELIVERY. ITEMS. ITEMS THAT ARE ON BACKORDER MAY CHANGE PRICE AND WE WILL NOTIFY BEFORE ORDER IS RELEASED.

IP Address 24.106.64.30

PO Number

(Optional: Enter PO Number as your reference only.)

Comments

Email Address

Printed Name

Signature

Have Questions?

First Reading: July 8, 2025
Second Reading: August 12, 2025
Third Reading:
Effective Date:

VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO

ORDINANCE NO. 2025 – 15

AN ORDINANCE AUTHORIZING THE MAYOR TO PURCHASE PROPERTY OWNED BY NOMAD PROPERTIES LLC (TONY AND LAURA DAMON)

WHEREAS, the Village Council of the Village of North Baltimore, Ohio, desires to acquire certain real estate owned by Nomad Properties LLC, whose members are Tony and Laura Damon, for public purposes; and

WHEREAS, it is necessary to authorize the Mayor to act on behalf of the Village in completing this purchase and executing all necessary documents;

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of North Baltimore, Wood County, Ohio:

SECTION 1. The Mayor is hereby authorized and directed to enter into a purchase agreement with Nomad Properties LLC, whose members are Tony and Laura Damon, and to execute all documents necessary to complete the acquisition of property consisting of the following parcels: F23-310-350224001000, F23-310-350224002000, F23-310-350224003000, F23-310-350224004000, F23-310-350224005000, F23-310-350224006000, and F23-310-350224007000,

These parcels are generally depicted in Exhibit A, an aerial view screenshot of the parcels. The total purchase price shall be \$119,500, plus legal fees payable to Sunderman & Rode in the approximate amount of \$1,365, and all usual and customary costs associated with the transfer of real estate, including but not limited to title insurance, recording fees, and prorated taxes.

SECTION 2. The Mayor is further authorized to take all steps and execute all additional documents necessary to complete the transaction in accordance with this Ordinance.

SECTION 3. The funds necessary for this purchase shall be drawn from the Village’s General Fund, as certified by the Village’s Financial Officer.

SECTION 4. This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

The motion to adopt the foregoing ordinance was moved by Member _____ and seconded by Member _____.

PASSED by the Council of the Village of North Baltimore, Ohio, this ___ day of _____, 2025.

Dee Hefner, President of Council

Aaron Patterson, Mayor

Attest:

Becky Walter, Clerk-Treasurer

Exhibit A – Aerial View of property.



FINANCIAL OFFICER CERTIFICATE

State of Ohio, County of Wood

I certify that the amount of \$119,500, plus approximately \$1,365 in legal fees and all usual and customary costs associated with the transfer of real estate, required to meet the obligation of the Village under Ordinance No. 2025-15, has been lawfully appropriated and is in the treasury or in the process of collection to the credit of the General Fund, free from any previous encumbrances.

Date: _____

Matthew Clouse
Financial Officer
Village of North Baltimore, Wood County, Ohio



SUMMARY

The City of North Baltimore (“City”) has contacted For the Love of Cats (“FLOC”) to assist with the overpopulation of feral “community” cats. The City has identified an influx of feral cat colonies in their community and wishes to implement a trap-neuter-return (“TNR”) program with the goal of reducing the number of feral/free-roaming cats in our community. TNR programs have been widely adopted as industry best practices relating to the control of feral cat colony populations.

FLOC BACKGROUND

This year, over 200 cats have gone thru our TNR program, and in the past three years, almost 1000. We have seen success in the areas we have focused on for two years and those we have helped with a smaller number of cats. We have stopped the breeding cycle, fighting and spread of diseases among colony cats, suffering of sick cats and kittens, and nuisances created by too many feral cats.

TNR PROGRAM PROPOSAL

For the Love of Cats is a nonprofit whose mission is TNR and is located in Bowling Green, Ohio. Their Trap, Neuter, Return program consists of:

- Humanely trapping, sterilizing, vaccinating for rabies, ear tipping, and returning of feral cats to the location where trapped;
- Ear tipping is the process of removing one-quarter inch (or less) tip of the feral cat's left ear, performed while the feral cat is under anesthesia, to identify the feral cat as being sterilized and lawfully vaccinated for rabies;
- Sterilization of feral cats is carried out by licensed veterinarians,

For the City of North Baltimore, For the Love of Cats (“FLOC”) will handle the trapping, transportation of cats to and from veterinary clinic, recovery of the animals and return to location trapped.

BUDGET SUMMARY

The average basic TNR cost per cat is \$80. Quite often, TNR is the only time a community cat will receive veterinary care, and if a cat is sick, it will receive any additional treatment it needs before being released. At the heart of our mission is the welfare of the cat and we ensure that they are given the opportunity at the best quality of life.

The City has agreed to provide a minimum of \$5000 for FLOC to assist with the TNR program. With the initial amount agreed upon, that will cover spay/neuter of approximately 62 cats. FLOC will provide to the City information on the TNR program, including date of TNR, color and sex of cat and location. We will remain in contact with the city administrator on progress of the program.

BENDER

COMMUNICATIONS, INC.

Motorola Authorized Sales and Service

Corporate Headquarters:
 1541 Harding Hwy E • Marion, Ohio 43302 • (740) 382-0000
 1604 Walker Lake Rd, Ste 7 • Ontario, Ohio 44906 • (419) 589-7727
 133 Arco Drive • Toledo, Ohio 43607 • (419) 531-2844

Item 2.

EQUIPMENT PROPOSAL

North Baltimore Police
 Sergeant Broschius
 203 N. Main St.

North Baltimore

Ohio

45872

419-257-2181

ITEM	QUANTITY	DESCRIPTION	PER UNIT PRICE	TOTAL
1	1	Modify FCC License to add new repeater pair of frequencies & consolidate call signs KQH426 and WNBV919.	\$1,740.00	\$1,740.00
2	1	32" Cabinet with 4 bay outlet, fan & filters, ground mount, Door Tool & shipping	\$3,085.00	\$3,085.00
3	1	Vented Rack Shelf	\$110.00	\$110.00
4	1	Motorola Solutions SLR5700 VHF 50W Repeater (Includes: 5 Year Essential Service and Software Support)	\$3,550.00	\$3,550.00
5	3	N/Male Cable	\$120.00	\$360.00
6	1	BNC Cable	\$80.00	\$80.00
7	1	VHF Duplexer (RoHS) 144-160MHz (5MHz separation RX or TX)	\$1,495.00	\$1,495.00
8	1	Preselector	\$730.00	\$730.00
9	1	Surge Suppressor	\$75.00	\$75.00
10	10	LMR400 Coax	\$5.00	\$50.00
11	2	N/Male LMR Connectors	\$15.00	\$30.00
12	1	Polyphaser	\$80.00	\$80.00
13	20	Grounding Wire	\$5.00	\$100.00
14	2	Grounding Lugs	\$10.00	\$20.00
15	200	1/2" Coax	\$5.00	\$1,000.00
16	2	N/Male 1/2" Connectors	\$25.00	\$50.00
17	30	1/2" Coax Hanger Kit	\$10.00	\$300.00
18	1	Antenna To Mast Mount (1-5/16" Diameter sleeve to 2-1/2" Max diameter support)	\$80.00	\$80.00
19	1	3db Gain VHF antenna	\$470.00	\$470.00
20	1	Shipping	\$765.00	\$765.00
21	16	Service Labor to Reprogram Portable Radio (AT CUSTOMER'S LOCATION)	\$65.00	\$1,040.00
22	3	Service Labor to Reprogram Mobile Radio (AT CUSTOMER'S LOCATION)	\$65.00	\$195.00
23	1	Service Labor to Tune Duplexer and Preselector	\$280.00	\$280.00
24	1	Service Labor to Install Equipment Listed Above at Customer's Hydro Pillar 454 E. Water Street North Baltimore Ohio (Pricing listed below)		
		The customer is responsible for ensuring access to the Hydro Pillar referenced above at the time of the scheduled service appointment. Additionally, a vertical pipe—measuring at least 12 inches in length with external dimensions between 1.5 inches and 2.5 inches—must be present on top of the Hydro Pillar (Antenna mounting location). The customer must also provide a standard 15A, 120V power outlet within 10 feet of the intended location for the repeater cabinet enclosure. Any deviations from this scope of work may incur additional charges, which will be billed separately from this quote on a time and materials basis.		
<p>Note: Please note that due to ongoing uncertainty surrounding tariff surcharges, product availability may be affected. Unless otherwise specified, the estimated lead time for order fulfillment is approximately twenty (20) weeks from the date of order submission. This timeframe is an estimate only and may vary. Canceled or returned items may be subject to a restocking fee of up to 25% of the purchase price. Returns will not be accepted more than fifteen (15) days after the date of sale. Quoted prices do not include applicable taxes, shipping costs, installation services, additional equipment, or any other supplementary services, unless expressly stated. Pricing may reflect volume-based discounts which may not apply to smaller quantities. A 3% processing fee will be applied to credit card payments exceeding \$10,000.</p>				

Terms:	Total Equipment Price	\$15,685.00
50 % down	Coupons, Promotions, or Services	\$5,000.00
Net 30	Total Purchase	\$20,685.00
Proposal valid for 15 days.	Down Payment Due At Time Of Order	\$10,342.50
Quote number 0625135556	Remaining Amount Due At Time Of Invoice	\$10,342.50

Prepared by:
 Laurie Hicks 419-250-9649 lhicks@bendercomm.com
 6/25/2025

Project over \$5,000? Ask us about our financing options.

DATE: 08/04/2025

Purchases of \$10,000 must have a minimum of half down at the time of order and must be paid for before delivery

ATTN: North Baltimore PD



Part Number	Description	Qty	Unit Price	Total Price
				\$ -
NXR-1700E	Repeater, Analog, VHF, 136-174MHz, 1-50W	1	\$ 2,466.00	\$ 2,466.00
				\$ -
				\$ -
25387	TELEWAVE's TPRD-1554 . 144 – 174 MHz pass-reject duplexer. 350 W , 600 kHz or greater frequency separation 1.5 dB insertion loss, 77 dB isolation N Female termination	1	\$ 3,162.00	\$ 3,162.00
				\$ -
				\$ -
218063	25 Amp Desktop Power Supply	1	\$ 233.00	\$ 233.00
				\$ -
387701	SmartRack 26U Wall Mount Rack Enclosure Cabinet	1	\$ 1,921.00	\$ 1,921.00
				\$ -
				\$ -
Misc	19" Rack Mount Shelf	1	\$ 50.00	\$ 50.00
				\$ -
Misc	2" x 10' Galvanized Pipe	2	\$ 100.00	\$ 200.00
				\$ -
Misc	2' Floor Flange	2	\$ 15.00	\$ 30.00
				\$ -
Misc	10-ft 14 -Gauge Electro-galvanized Half slot channel Strut	1	\$ 40.00	\$ 40.00
				\$ -
				\$ -
Misc	Adamax 3/8-in Cone Strut Nut	2	\$ 7.50	\$ 15.00
				\$ -
429150	1/2 in HELIAX® Low Density Foam General Purpose Coax Cable for Outdoor Use	200	\$ 2.50	\$ 500.00
				\$ -
				\$ -
377273	N Male Positive Stop™ Straight Conne for 1/2 in HELIAX®	1	\$ 20.00	\$ 20.00
				\$ -
				\$ -
307941	N Female Positive Stop for 1/2 in HELI.	1	\$ 20.00	\$ 20.00
				\$ -
313411	SureGround® Grounding Kit for 1/2 in Coax Cable	1	\$ 25.00	\$ 25.00
				\$ -
				\$ -
73001	Belden 9913 RG8 50 Ohm Wireless Transmission Coax Cable	50	\$ 2.89	\$ 144.50
				\$ -
				\$ -
576809	EZ N Male Clamp	4	\$ 30.00	\$ 120.00

DATE:

Purchases of \$10,000 must

ATTN: North Baltimore PD



have a minimum of half down at the time of order and must be paid for before delivery

346945	Mounting Clamp Kit for ANT280s	1	\$	225.00	\$	225.00
					\$	-
67184	10 MHz - 1 GHz N Female - N Female Bulkhead Coax RF Surge Protector	1	\$	120.00	\$	120.00
					\$	-
					\$	-
Licensing	FCC Licensing for VHF Repeater	1	\$	1,200.00	\$	1,200.00
					\$	-
3656631men	Phoenix Support Systems 3/8" Rigid 1/ EMT Universal Strut Clamp	25	\$	2.00	\$	50.00
					\$	-
					\$	-
3653454men	Sigma ProConnex® 3/4" Conduit Hang 5 Pack	5	\$	3.50	\$	17.50
					\$	-
					\$	-
267624	Cable straps	1	\$	50.00	\$	50.00
					\$	-
Licensing	FCC Licensing for repeater at the Wate Street Water Tower	1	\$	1,200.00	\$	1,200.00
					\$	-
					\$	-
Labor	Installation of repeater, coax and anten includes staging of equipment, setup and programm	2	\$	2,600.00	\$	5,200.00
					\$	-
					\$	-
Misc Labor	Licensed Electrician to run power to Repeater Cabinet from power panel (**Estimated, still waiting on Quote)	1	\$	1,000.00	\$	1,000.00

Sub Total: \$ 18,009.00
 Tax:
 Total:





www.intech-us.com
419-354-0007

440 E. Poe Rd., Suite 201, Bowling Green, Ohio 43402

Quote AAAQ3228

Valid through August 13, 2025 @ 8:00 pm

Prepared For:

Village of North Baltimore
Josh Bender
Phone: 419-257-2394 Fax 419
205 N Main St
North Baltimore, OH 45872
nbadmin@northbaltimore.net

Prepared By:

Craig Kenyon
Vice President
Phone: 419-354-0007
Fax: 419-352-2338
Email: craig@intech-us.com



For the full presentation proposal, [click here](#) to view or download the PDF version of this quote. You can sign and fax this in, or you can save time by simply electronically accepting this quote below.

Line Item Detail

Qty	Description	Picture	Unit Price	Ext Price
10	Lenovo ThinkCentre Tiny Desktop - 13th Gen Intel 8-Core i5-13420H - 16GB DDR4 RAM - 512GB PCIe SSD - 2 DisplayPorts - WiFi 6 - Windows 11 Professional		\$799.99	\$7,999.90

SubTotal: \$7,999.90
Shipping: \$0.00
Sales Tax: \$0.00
Total: \$7,999.90

Ready to Accept?

Order Confirmation

We reserve the right to cancel orders arising from errors, inaccuracies, or omissions.



www.intech-us.com
419-354-0007

440 E. Poe Rd., Suite 201, Bowling Green, Ohio 43402

Quote AAAQ3224

Valid through August 11, 2025 @ 8:00 pm

Prepared For:

Village of North Baltimore
Josh Bender
Phone: 419-257-2394 Fax 419
205 N Main St
North Baltimore, OH 45872
nbfinance@northbaltimore.net

Prepared By:

Craig Kenyon
Vice President
Phone: 419-354-0007
Fax: 419-352-2338
Email: craig@intech-us.com



Below is the interactive version of the quote, you can choose options and see the quote totals.

For the full presentation proposal, [click here](#) to view or download the PDF version of this quote. You can sign and fax this in, or you can save time by simply electronically accepting this quote below.

Line Item Detail

Qty	Description	Picture	Unit Price	Ext Price
LCD TV Options (Select Desired)				\$899.99
<input type="checkbox"/>	1 65" 4k, UHD Smart TV		\$699.99	\$699.99
<input checked="" type="checkbox"/>	1 75" 4k, UHD Smart TV		\$899.99	\$899.99
TV Mount				\$129.99
1	Tilting TV Mount (42" - 90" capability)		\$129.99	\$129.99
Labor				\$240.00
1	Labor includes the mounting and setup the up the TV and connecting the PC.		\$240.00	\$240.00

Update Totals

SubTotal: \$1,269.98
Shipping: \$0.00
Sales Tax: \$0.00
Total: \$1,269.98

Ready to Accept?

Order Confirmation

We reserve the right to cancel orders arising from errors, inaccuracies, or omissions.



CivicPlus

302 South 4th St. Suite 500
 Manhattan, KS 66502
 US

Quote #:
Date:
Expires On:

Statement of Work
 Q-104963-1
 7/24/2025 3:19 PM
 8/31/2025

Client:
 Village of North Baltimore, OH

Bill To:
 NORTH BALTIMORE VILLAGE, OHIO

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
John Tate		john.tate@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	NextRequest Standard Implementation	Standard Implementation (Virtual Only): Admin Users: 1 Kickoff Call, 1 Admin Training. Staff Users have Access to a monthly webinar for general training and questions

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	NextRequest PT Standard Plan	NextRequest Standard Plan for local agencies; Unlimited Staff Users, Up to 10 Admin-Publisher Users, Up to 2TB Storage. Core Features: Review & Redaction Features, Payments, IT & Compliance Features

Total Investment - Initial Term	USD 10,498.00
Annual Recurring Services (Subject to Uplift)	USD 8,998.00

Initial Term	9/1/2025 - 8/31/2026, Renewal Term 9/1 each calendar year
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Acceptance of Quote # Q-104963-1

The undersigned has read and agrees to the Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



EXECUTIVE SUMMARY FOR VILLAGE COUNCIL

July 25, 2025

Subject: Approve agreement with NextRequest records request management service for 9/1/2025 – 8/31/2026.

Purpose: To inform and recommend to Village Council that the Village of North Baltimore implements NextRequest at a cost of \$8,998/year. The first term includes a one-time setup/implementation fee of \$1,500.

Summary: NextRequest is a web-based program to help streamline and centralized the Sunshine request process. NextRequest is purpose-built to save time, money, and increase both compliance and transparency.

Over 1,000 government agencies have prioritized getting NextRequest in place for their request management needs including some of our neighbors such as Findlay, Hancock County Sheriff's Office, Fostoria, Toledo, Oberlin, Sunbury, Piqua, etc. Some of the largest agencies in the country rely on NextRequest including Los Angeles, New Orleans, and Miami.

The Village has already received over 70 Sunshine requests this year. The current decentralized process for tracking, routing, and responding to requests using a variety of different tools and software has proven to be inadequate and unsustainable for ensuring timely responses. Not only would having a system in place increase efficiency and reliability, it would also facilitate continuity when experiencing staff turnover and unanticipated time off.

Benefits

- Public Reading Room for increased transparency; choose which requests/documents to proactively publish for the public; ability to direct requesters with repetitive requests to this reading room if the request has been made public
- Automated acknowledgement emails, due dates, and tracking
- Premier security package, ability to map to CJIS and HIPAA security controls
- Email monitoring, task assignment, tracking, and automated reminders
- Invoicing/Staff time tracking
- Document redactions
- Audit trail/timeline with a comprehensive list of all tasks completed and communications with requesters
- Centralized tracking of requests; includes ability to filter by request status, dates, requester name, department, etc.

Josh Bender, Village Administrator
nbadmin@northbaltimore.net

THIRD AMENDMENT TO COMMUNICATIONS SITE LEASE AGREEMENT

This Third Amendment to Communications Site Lease Agreement (the "**Third Amendment**") is effective on the date of the last signature (the "**Effective Date**") by Village of North Baltimore, Ohio, an Ohio municipal corporation ("**Landlord**"), and Sprint Spectrum LLC, a Delaware limited liability company ("**Tenant**").

Landlord and Tenant or their predecessors-in-interest entered into a Communications Site Lease Agreement dated March 11, 2005, and a First Amendment to Communications Site Lease Agreement dated March 24, 2007, and a Second Amendment to Communications Site Lease Agreement dated September 23, 2016 (collectively, the "**Lease**") regarding the leased space ("**Premises**") located at 2253 Grant Road, North Baltimore, OH 45872 ("**Property**").

Landlord and Tenant now agree as follows:

1. Tenant is granted five (5) additional five (5) year Renewal Term beginning on April 20, 2035.
2. Rent will be Two Thousand Nine Hundred Fifty and 00/100 (\$2,950.00) Dollars per month beginning on April 20, 2030.
3. Beginning on April 20, 2035, Rent will escalate by twelve percent (12%) and at the beginning of each subsequent Renewal Term.
4. Tenant may complete upgrades and additions of new equipment inside its Premises for no additional consideration or fee, in compliance with required permits.
5. As of the Effective Date of this Third Amendment, Landlord shall be responsible for maintaining all portions of the Property in good order and condition, including without limitation, plumbing, elevators, the roof and support structure, landscaping and common areas, as applicable.
6. Tenant may not assign the Lease or sublease to another company without providing Landlord with written notice.
7. Tenant and Landlord will cooperate with each other's requests to approve permit applications and other documents related to the Premises.
8. Landlord may bill Tenant for any charges related to the Lease besides Rent within twelve (12) months of incurring the cost or the charges are waived.
9. Landlord may assign the Lease immediately upon receiving Tenant's consent to the assignment.

10. The current notice addresses for the Landlord and Tenant:

If to Landlord:

Village of North Baltimore, Ohio
205 N. Main Street
North Baltimore, OH 45872

If to Tenant:

T-Mobile USA, Inc.
12920 SE 38th Street
Bellevue, WA 98006
Attn: Lease Compliance / DE72XC057

11. The terms of this Third Amendment will control if any provisions conflict with the Lease, otherwise, all other Lease terms will remain in full force and effect. Capitalized terms used but not defined in this Third Amendment will have the same meanings as in the Lease.

12. Landlord and Tenant represent that they have the authority to sign this Third Amendment and have obtained any needed third-party consents to do so.

Landlord:

Village of North Baltimore, Ohio, an Ohio municipal corporation

By: _____

Print Name: _____

Title: _____

Date: _____

Tenant:

Sprint Spectrum LLC, a Delaware limited liability company

By: _____

Print Name: _____

Title: _____

Date: _____



QUOTE

Customer

52 Hillside Court
Englewood, OH 45322
Phone: (800) 686-9313
Fax: (937) 836-1036

Village of North Baltimore
205 N. Main St.
North Baltimore, Ohio 45872

Prepared by: M. Matherne
Account Manager: Mark VanHoose
Date: 7/15/2025
Client No. 2570
Order #: 2570 071525

Josh Bender
419-257-2394
NBAdmin@northbaltimore.net

Pricing Valid Until: **Thursday, August 14, 2025**

LINE	DESCRIPTION		QTY	PRICE PER UNIT	EXTENDED PRICE
1	Data Extraction from the following application: Authority Court	[A]	1	\$ 8,000	\$ 8,000
TOTAL					\$ 8,000

NOTES

A The total listed includes (3) data extracts. All data extracts will be in Civica standard format unless specified differently in this document.

Civica Standard Terms and Conditions Apply

Terms: An invoice for the total cost will be sent upon receipt of the signed quote, with payment due upon receipt of invoice

Your authorized signature makes this a binding contractual agreement subject to all the standard Civica terms and conditions. Please fax signed order to 937-836-1036.

X _____
Customer Signature

X _____
Date

X _____
Printed Name

X _____
Purchase Order No.

X _____
Civica's Managing Director

X _____
Date



2025The Baldwin Group, Inc.
 7550 Lucerne Dr
 Ste 306
 Cleveland, OH 44130
 440-891-9100

**Village of North Baltimore
 Mayor’s Court™ and Add-On Modules
 Cost Summary for 2025
 January 31, 2025**

2025 MAYOR’S COURT SOFTWARE LICENSING COSTS	FULL	LITE
Mayor’s Court Software Base System License (one time cost)	\$11,000	\$5,000
Training – all hours are interactive by phone (onsite training is not available at this time)	\$0/12 hrs	\$0/2 hrs
4 Custom Forms	\$0	N/A
*2025 Annual Support/Maintenance – amount will be prorated based upon installation date	\$1,907	\$360
Total 2025 Baldwin Group Mayor’s Court Software Licensing Costs	\$12,907	\$5,360

2025 ADD-ON MODULES/OPTIONS COSTS	FULL	LITE
--	-------------	-------------

**CONVERSION FROM CMI		
CMI Data Conversion (one-time cost)	\$6,000	\$4,000
CMI may have their own costs associated with extracting court data for conversion to our Mayor’s Court software.		
Total 2025 Baldwin Group CMI Conversion Costs	\$6,000	\$4,000

<u>ONLINE DOCKETING & PAYMENTS MODULE – BGI FEES</u>		
Online Docketing and Ticket Payments Module – Initial Setup (one-time cost)	\$450	\$450
*2025 Annual Support/Maintenance/hosting/security \$25/mo	\$300	\$300
Total 2025 Baldwin Group Online Docketing & Payments Costs	\$490	\$490
<u>ONLINE DOCKETING & PAYMENTS MODULE – PAYMENT PROCESSOR FEES</u>		
***Initial setup fee – the payment processor selected may have fees	TBD	TBD
***Monthly system hosting fee	TBD	TBD

<u>RMS INTERFACE MODULE (OLEIS/SOLVE)</u>		
RMS Interface Module License (one-time cost)	\$0	\$0
*2025 Annual Support/Maintenance/Hosting/Security	\$480	\$185
Total 2025 Baldwin Group RMS Interface Module Costs	\$480	\$185

2026 ANNUAL COSTS		
Mayor’s Court Annual Support/Maintenance	\$1,965	\$380
Online Docketing & Payments Annual Support/Maintenance/Hosting/Security	\$300	\$300
RMS Interface Annual Support/Maintenance/Hosting/Security	\$490	\$185

*Annual Support/Maintenance amounts will be prorated based upon actual installation date.

**CMI conversion – Mayor’s Court FULL and Mayor’s Court LITE have different features. The LITE version does NOT include the ability to add/track the following - BONDS – WARRANTS – MONTHLY PAYMENT DISBURSALS (payments, however, are converted) – COLLECTIONS – MISCELLANEOUS RECEIPTS – PROBATION - BILLING. Therefore, conversion of this information is explicitly excluded.

***The payment processor selected may have initial setup and/or monthly fees associated with their services and must be contacted for pricing information.

Prices valid for 90 days from the date shown



QUOTE

Customer

52 Hillside Court
Englewood, OH 45322
Phone: (800) 686-9313
Fax: (937) 836-1036

Village of North Baltimore
205 N. Main St.
North Baltimore, Ohio 45872

Prepared by: M. Matherne
Account Manager: Mark VanHoose
Date: 7/1/2025
Client No. 2570
Order #: 2570 070125

Josh Bender
419-257-2394
NBAdmin@northbaltimore.net

Pricing Valid Until: **Thursday, July 31, 2025**

LINE	DESCRIPTION		QTY	PRICE PER UNIT	EXTENDED PRICE
1	Data Extraction from the following application:	[A]	1	\$ 8,000	\$ 8,000
	Authority RMS				
TOTAL					\$ 8,000

NOTES

A The total listed includes (3) data extracts. All data extracts will be in Civica standard format unless specified differently in this document.

Civica Standard Terms and Conditions Apply

Terms: An invoice for the total cost will be sent upon receipt of the signed quote, with payment due upon receipt of invoice

Your authorized signature makes this a binding contractual agreement subject to all the standard Civica terms and conditions. Please fax signed order to 937-836-1036.

X _____
Customer Signature

X _____
Date

X _____
Printed Name

X _____
Purchase Order No.

X _____
Civica's Managing Director

X _____
Date

VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO

ORDINANCE NO. 2025 – 16

AN ORDINANCE REPEALING SECTION 513.16 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF NORTH BALTIMORE, OHIO, RELATING TO ADULT USE CANNABIS OPERATORS.

WHEREAS, the Village Council previously enacted Ordinance No. 2024-03 to prohibit adult use cannabis operators within the Village; and

WHEREAS, the Council now finds it appropriate to remove said prohibition and permit such businesses to operate in accordance with state law;

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of North Baltimore, Wood County, Ohio, that:

SECTION 1. Section 513.16 of the Codified Ordinances of the Village of North Baltimore, entitled "Adult Use Cannabis Operators," is hereby repealed in its entirety.

SECTION 2. Following this repeal, adult use cannabis businesses may operate within the Village in accordance with Chapter 3780 of the Ohio Revised Code and all other applicable state regulations.

SECTION 3. It is hereby 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 Council and that all deliberations of the 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 of the State of Ohio.

SECTION 4. This Ordinance shall take effect and be in full force from and after the earliest period allowed by law.

The motion to adopt the foregoing resolution was moved by Member _____ and seconded by Member _____.

PASSED by the Council of the Village of North Baltimore, Ohio, this ___ day of _____, 2025.

Dee Hefner, President of Council

Aaron Patterson, Mayor

Attest:

Becky Walter, Clerk-Treasurer



RE: Cannabis Ordinance Review

From Paul Skaff <pskaff@perrysburglaw.com>

Date Wed 7/23/2025 2:22 PM

To NBAdmin <NBAdmin@northbaltimore.net>

Cc David Richmond <dritchmond@northbaltimore.net>

So, the procedure is as follows:

1. The PC must schedule a meeting. Because the PC does not meet on a regular basis, the meeting should be preceded by published notice of the location, date and time of the meeting once per week for two consecutive weeks, with the second notice greater than 30 days in advance of the meeting.
2. The PC will meet at the scheduled time to discuss the proposal and, ultimately, vote to make recommendations to Council – to approve or reject the proposal.
3. The Council then schedules a public hearing on the PC recommendation, again with advance notice of the hearing location, date and time, including a brief statement of the topic of the meeting, published once per week for two consecutive weeks, with the second notice greater than 30 days in advance of the hearing.
4. If the zoning change proposal will affect ten or fewer parcels of land, the village must also send by ordinary, first class mail notice to those affected property owners (sent to the tax mailing address on the county auditor's website) not less than 20 days in advance of the scheduled hearing.
5. The council will hold its public hearing at the scheduled time to discuss the topic and hear from visitors.
6. The council must then, at its next regularly scheduled meeting, vote on the PC recommendation – to adopt, reject, or modify the recommendation. (note, often what councils will do is schedule the public hearing immediately before a regularly scheduled council meeting, then act at the council meeting). The council may waive the second and third readings, or may read the ordinance three times.

Note, an ordinance changing the zoning code must contain the entire ordinance or section to be amended and the ordinance or section so amended must be repealed, and the new provision adopted.

I hope this is helpful.

LEATHERMAN & WITZLER

Paul Skaff

353 Elm Street

Perrysburg, Ohio 43551

Ph 419 874-3536

Fax 419 874-3899

pskaff@perrysburglaw.com

From: NBAdmin <NBAdmin@northbaltimore.net>

Sent: Wednesday, July 23, 2025 12:23 PM

To: Paul Skaff <pskaff@perrysburglaw.com>

VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO

RESOLUTION NO. 18 - 2025

A RESOLUTION AMENDING SECTION 4.04 – WORK SCHEDULES AND TIME OFF (FORMERLY TITLED “WORK SCHEDULING”) – OF THE VILLAGE OF NORTH BALTIMORE PERSONNEL POLICY MANUAL TO CLARIFY AND MODERNIZE POLICIES REGARDING WORK SCHEDULES, REST AND MEAL PERIODS, FLEX TIME, AND COMPENSATORY TIME.

WHEREAS, it is necessary and in the best interest of the Village of North Baltimore to ensure its personnel policies reflect current operational needs, comply with applicable labor laws, and provide clear expectations for all employees; and

WHEREAS, the current version of Section 4.04 does not adequately address flex time, meal and rest periods, or compensatory time practices as applied across departments; and

WHEREAS, the Village Administrator has recommended updated language for Section 4.04 – Work Schedules and Time Off – which clarifies the responsibilities of supervisors and employees, ensures compliance with the Fair Labor Standards Act (FLSA), and supports operational flexibility;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO:

Section 1. That Section 4.04 of the Village of North Baltimore Personnel Policy Manual, previously titled "Work Scheduling," is hereby amended in its entirety and retitled "Work Schedules and Time Off," as set forth in Exhibit A – Amendments to Section 4.04: Work Schedules and Time Off, which is attached hereto and incorporated herein by reference.

Section 2. That Section 4.10 – Flex Time – and Section 4.15 – Compensatory Time – are hereby repealed in their entirety, having been incorporated into the revised Section 4.04.

Section 3. All existing policies and administrative practices that conflict with the revised Section 4.04 are hereby repealed to the extent of the conflict.

Section 4. That the remaining subsections of Section 4 – Compensation and Hours of Work – shall be renumbered accordingly by the Village Administrator or Clerk-Treasurer to maintain sequential consistency throughout the Personnel Policy Manual.

Section 5. This Resolution shall take effect and be in force from and after the earliest period allowed by law.

The motion to adopt the foregoing resolution was moved by Member _____ and seconded by Member _____.

PASSED by the Council of the Village of North Baltimore, Ohio, this ___ day of _____, 2025.

Dee Hefner, President of Council

Aaron Patterson, Mayor

Attest:

Becky Walter, Clerk-Treasurer

**Exhibit A – Amendments to SECTION 4.04
Work Schedules and Time Off**

A.1. General Work Scheduling

Original Language:

1. Generally: The Employer will establish the standard workday, workweek and starting and ending times for each shift in each department, taking into account current and anticipated workloads, public service needs and other related factors. No established schedule should be construed as a guarantee of work hours or as a restriction on the Employer's right to restructure the workday or workweek. Variations in the starting and ending times and the total hours scheduled each workday may occur based on staffing needs and operational demands.

Proposed Language:

1. Generally: The Employer will establish the standard workday, workweek, and starting and ending times for each shift in each department, taking into account current and anticipated workloads, public service needs, and other operational factors. No established schedule shall be construed as a guarantee of work hours or as a restriction on the Employer's right to restructure schedules as needed.

A.2. Rest Periods

Original Language:

2. Rest Periods: Subject to the discretion of the Employer, employees may be authorized rest periods each full working day. Employees shall normally receive one rest break near the middle of the first half of the workday and a second rest break near the middle of the second half of the workday. Rest periods shall not exceed ten (10) minutes in length, shall not be taken in conjunction with the meal period or the beginning or end of the workday, may not be used to cover a late arrival, and shall not interfere with the proper performance of the employee's work responsibilities. Since employees are compensated for rest periods, they shall not be absent from their workstations beyond the allotted time and shall not be entitled to any additional compensation for any rest period not taken due to operational requirements.

Proposed Language:

2. Rest Periods: Subject to the discretion of the Employer, employees may be provided rest periods during each full working day. Employees shall generally receive one rest break near the middle of the first half of the workday and another near the middle of the second half. Rest periods shall not exceed ten (10) minutes, may not be combined with meal periods or taken at the beginning or end of the workday, and shall not interfere with operational needs. Rest periods are paid but do not accrue if not taken.

A.3. Meal Periods

Original Language:

3. Meal Periods: All full-time employees are provided with one meal period each workday. The Employer will schedule meal periods in a manner that best meets the operational requirements of the respective work unit.

Most employees receive an unpaid meal period and shall be relieved of all work responsibilities during such period. Employees shall not perform any work during their unpaid meal period unless specifically requested to do so by their supervisor. In the event a supervisor directs an employee to work during their scheduled meal period, the employee's meal period will be rescheduled or the employee will be compensated for the time.

Certain employees (e.g. police personnel) may be scheduled to work a straight eight (8) hours and to take their lunch and other breaks as time permits. Such employees will be compensated for their meal

period but shall remain subject to call or work assignment during said period without any additional compensation.

Proposed Language:

3. Meal Periods: All full-time employees and part-time employees who work a full eight (8) hour shift are provided with one unpaid meal period of thirty (30) minutes each workday. Meal periods will be scheduled by the Employer to best meet the operational needs of each department.

Non-exempt employees must be fully relieved of all duties during the unpaid meal period. Performing work during this time is prohibited unless explicitly directed by a supervisor. If a non-exempt employee is required to work during their scheduled meal period, the time will either be rescheduled or compensated in accordance with the Fair Labor Standards Act (FLSA). Flexing of hours for non-exempt employees is only permitted within the same workweek and may not be carried over into a different workweek to avoid overtime.

Exempt employees may take a 30-minute unpaid meal period at their discretion. These employees are expected to work a standard eight and one-half (8.5) hour day, which includes the unpaid meal break. While exempt employees do not receive overtime compensation, additional hours worked beyond the standard workday may be offset with flex time within the same pay period, with supervisor approval. Exempt employees have flexibility in managing their schedules but are expected to meet operational needs and remain available for essential communication as required.

Police and EMS personnel may be scheduled to work a straight eight (8) hour shift and take meal and break periods as time permits. These employees are compensated for their meal period but remain subject to call or assignment without additional pay.

A.4. Flex time

Original Language:

4. Flex time: Upon request from the employee, the Employer may authorize flex time for certain employees to permit them to vary their starting and ending times each workday within established limits. Flex time shall not be authorized if it will create an overtime situation. The Employer may also direct an employee to flex their normal work schedule in order to avoid the employee working extra hours that would create an overtime situation.

Proposed Language:

4. Flex time: Flex time is a scheduling tool that allows employees to vary their daily or weekly work hours to accommodate business needs or personal scheduling constraints, subject to supervisory approval.

Non-Exempt Employees:

Flex time for non-exempt employees may be granted to prevent the need for overtime by adjusting scheduled hours within the same workweek. The process for obtaining pre-approval may be informal (e.g., verbal or email approval), but must be documented in some form and received before the adjusted schedule is worked. All flex time must be accurately recorded on the employee’s timesheet. Supervisors may also direct a non-exempt employee to flex their schedule to avoid an overtime situation.

Exempt Employees:

Exempt employees may request or be directed to flex their schedule as needed to fulfill job responsibilities. Since exempt employees are not eligible for overtime, flex time adjustments do not require formal tracking but should be communicated to ensure departmental coordination and operational coverage.

Working a standard day of 8.5 hours (including a 30-minute unpaid meal break) is considered the baseline expectation for exempt employees. Time worked beyond 8.5 hours in a day may be informally banked as flex time and must be used within the same pay period.

A.5 Compensatory Time

1. Non-exempt employees under the FLSA may elect to take compensatory time off in lieu of receiving cash payment for overtime worked, at the rate of one and one-half (1 ½) hours off for each hour of overtime worked. All remaining overtime hours shall be submitted for pay.
2. Compensatory time shall be taken with the advanced approval of the department head and shall only be granted if it does not create an overtime situation.
3. Employees may accumulate up to forty (40) hours of compensatory time. Any accumulated but unused compensatory time shall be paid prior to the end of the year.
4. An employee may be directed to use compensatory time off at the department head's discretion.

B. PROCEDURE

Original Language:

1. Each work unit's standard workday, workweek, starting, and quitting times will be appropriately communicated to the affected employees by the supervisor.
2. Any changes in the normal work schedule, authorization for flex time, or direction to modify the employee's normal starting or ending times will also be appropriately communicated to the affected employees by the supervisor.
3. Employees desiring to work a flex time schedule shall submit a written request to their supervisor explaining the reasons they are requesting a flexible work schedule. The supervisor shall forward the request to the person in charge of the work unit with the supervisor's recommendation for approval or disapproval.

Proposed Language:

1. **General Expectations**
Each work unit's standard workday, workweek, starting time, and quitting time shall be clearly communicated to affected employees by their supervisor. Supervisors are responsible for managing schedules in accordance with operational needs and applicable laws. Changes to standard work hours must also be communicated in a timely manner.
2. **Compensatory Time Procedure** (*verbatim from original § 4.15*)
Employees shall make application to use and schedule compensatory time off in advance on a Request For Leave of Absence Form.
3. **Non-Exempt Employees**
 - Work schedules must comply with the Fair Labor Standards Act (FLSA), which requires overtime compensation for hours worked in excess of forty (40) hours in a single workweek.
 - All time worked must be accurately recorded on the employee's timesheet.
 - Advance approval—verbal or written—is required for any adjustments to an employee's regular schedule.
 - Supervisors may authorize flex time within the same work week to help prevent overtime.
 - Any flex time that causes the employee to exceed forty (40) hours in a work week must be compensated at the applicable overtime rate, unless specifically exempted by law.
 - Non-exempt employees may adjust their hours within the same forty (40) hour workweek, with supervisory approval. This flexibility does not constitute compensatory time, does not accrue, and has no cash value.
4. **Exempt Employees**
 - Exempt employees are not subject to FLSA overtime rules and may flex their schedules as needed to meet job responsibilities.
 - Exempt employees are expected to work a minimum of eighty (80) hours per pay period, typically consisting of workdays of approximately eight and one-half (8.5) hours, including a thirty (30) minute unpaid meal break.

- Time worked beyond 8.5 hours in a workday may be informally banked as flex time, to be used within the same pay period at the supervisor’s discretion.
- While exempt employees are not required to track hours for pay purposes, they must record all time worked on their timesheet and communicate significant deviations from their standard schedule to ensure departmental coordination.
- Supervisors may direct schedule adjustments based on operational needs, workload, or staffing coverage.
- Exempt employees may informally bank flex time within the same pay period and use it as needed.
- Flex time for exempt employees is not accrued, tracked hour-for-hour, or carried forward beyond the pay period.

5. Oversight and Equity

Supervisors are responsible for ensuring that all flex time arrangements align with operational needs, are applied equitably, and do not compromise department coverage or performance. The Employer reserves the right to revoke or modify flex time arrangements at any time due to business necessity, operational impact, or performance concerns.

For the Village Administrator, any revocation of flex time privileges or disciplinary action resulting from failure to meet job responsibilities shall require the concurrence of both the Mayor and Village Council.

Removal of Sections 4.10 (Flex Time) and 4.15 (Compensatory Time)

4.10 Flex Time

A. POLICY

The Employer may utilize “time off” or flexible hours in order to avoid having employees work in excess of forty (40) hours in a workweek (or other overtime-hour limit). Flex-time scheduling must be approved in advance by the department head and the Mayor.

4.15 COMPENSATION TIME (Moved to A.5)

A. POLICY

1. Non-exempt employees under the FLSA may elect to take compensatory time off in lieu of receiving cash payment for overtime worked, at the rate of one and one-half (1½) hours off for each hour of overtime worked. All remaining overtime hours shall be submitted for pay.
2. Compensatory time shall be taken with the advanced approval of the department head and shall only be granted if it does not create an overtime situation.
3. Employees may accumulate up to forty (40) hours of compensatory time. Any accumulated but unused compensatory time shall be paid prior to the end of the year.
4. An employee may be scheduled to use compensatory time off at the department head's discretion.

B. PROCEDURE

Employees shall make application to use and schedule compensatory time off in advance on a Request for Leave of Absence Form.

VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO

RESOLUTION NO. 18 - 2025

A RESOLUTION IN SUPPORT OF THE VILLAGE OF NORTH BALTIMORE APPLICATION TO THE TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS (TMACOG) TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FOR THE PURPOSE OF OBTAINING FINANCIAL ASSISTANCE FOR TRANSPORTATION INFRASTRUCTURE PROJECTS AND DECLARING AN EMERGENCY.

SUMMARY & BACKGROUND:

The Toledo Metropolitan Area Council of Governments (TMACOG) Transportation Improvement Program is responsible for disbursing federal transportation dollars to local governments through a competitive application process. These funds are available to a variety of transportation-related project types such as road, bridge, and traffic signal work. Successful projects are typically awarded grants of 80% of project construction costs, with the applicant responsible for the remaining 20%. The Village of North Baltimore intends to participate in the application round for 2025.

Passage of this Resolution demonstrates the Village of North Baltimore’s support for the Village of North Baltimore’s funding application to TMACOG through the TIP program, which will help advance critical regional transportation projects that benefit area residents and businesses.

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

SECTION 1. The Village of North Baltimore recognizes that TMACOG administers financial assistance for transportation infrastructure projects through the Transportation Improvement Program and supports the Village of North Baltimore’s applications for such funding assistance in the calendar year 2025.

SECTION 2. The Village Administrator of the Village of North Baltimore is authorized to communicate this support to TMACOG and provide any necessary documentation to assist with the Village of North Baltimore’s applications.

SECTION 3. If grants applied for are awarded, the Village of North Baltimore agrees to obligate the funds required to satisfactorily complete the proposed projects and apply for reimbursement under the terms and conditions of the Transportation Improvement Program.

SECTION 4. This Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and property of the Village, and for the further reason that this Resolution must take immediate effect to facilitate timely funding applications for these important transportation infrastructure projects. Therefore, this Resolution shall take effect and be in force immediately upon passage.

The motion to adopt the foregoing resolution was moved by Member _____ and seconded by Member _____.

EMERGENCY CLAUSE
YEAS ____ NAYS ____

VOTE ON MEASURE
YEAS ____ NAYS ____

ADOPTED AND EFFECTIVE this ____ day of _____, 2025.

Dee Hefner, President of Council

Aaron Patterson, Mayor

Attest:

Becky Walter, Clerk-Treasurer

VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO

ORDINANCE NO. 2025 – 18

AN ORDINANCE AUTHORIZING THE ESTABLISHMENT OF A NORTH BALTIMORE DESIGNATED OUTDOOR REFRESHMENT AREA (DORA) BETWEEN NORTH MAIN STREET, SOUTH MAIN STREET, EAST BROADWAY STREET, AND WEST BROADWAY STREET, AND DECLARING AN EMERGENCY

WHEREAS, Ohio Revised Code Section 4301.82 provides that a specified area of land can be designated as exempt from certain open container provisions; and WHEREAS, North Baltimore Village Administrator Josh Bender has submitted an application to create a DORA; and WHEREAS, patrons within this DORA area who purchase an alcoholic beverage for on-premises consumption from a DORA-designated liquor qualified permit holder can leave the permit premises with an open alcoholic beverage container and continue consuming it within the DORA in an official DORA plastic cup; and WHEREAS, it is necessary to establish this DORA in advance of upcoming community events to support local businesses, enhance economic development, and provide clear guidelines for law enforcement and public safety;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO:

SECTION 1: Pursuant to Ohio Revised Code Section 4301.82, this Council hereby creates a Designated Outdoor Refreshment Area (DORA) encompassing the area described as follows: Beginning at 100 North Main Street and continuing through 130 South Main Street; thence east and west through the intersection of East and West Broadway Street, including address 111 East Broadway only. The sidewalk on West Broadway Street abutting 127 North Main Street and 205 North Main Street shall also be included in the DORA. The boundaries, map, and plan of operation for the DORA shall be as set forth in the application submitted by the Village Administrator, attached hereto as Exhibit A and incorporated herein by reference.

SECTION 2: All existing land uses within the proposed DORA are zoned B-3 Central Business District and are currently in accordance with the Village’s master zoning plan.

SECTION 3: Public health and safety measures to be maintained within the DORA include: A) Signage: DORA signs posted at all boundary intersections, minimum of four (4). B) Staffing: North Baltimore Police Department staffing of one (1) to two (2) sworn officers during DORA planned hours. C) Hours of Operation: 11:00 a.m. to 11:00 p.m., Monday through Saturday. D) Sanitation Plan: Trash removal coordinated by the Village, with services provided by the North Baltimore Public Works Department and/or a contracted sanitation provider such as Patterson Sanitation. Street sweeping will generally occur from April through November during the first and third weeks of each month, or as needed.

SECTION 4: In accordance with Ohio Revised Code Section 4301.82(J), Village Council shall, five (5) years after the creation of the DORA, review the operation of the area and shall, by ordinance, either approve the continued operation of the area or dissolve the area.

SECTION 5: This ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the Village of North Baltimore and shall take effect immediately upon passage and approval by the Mayor.

The motion to adopt the foregoing ordinance was moved by Member _____ and seconded by Member _____.

PASSED by the Council of the Village of North Baltimore, Ohio, this ___ day of _____, 2025.

Dee Hefner, President of Council

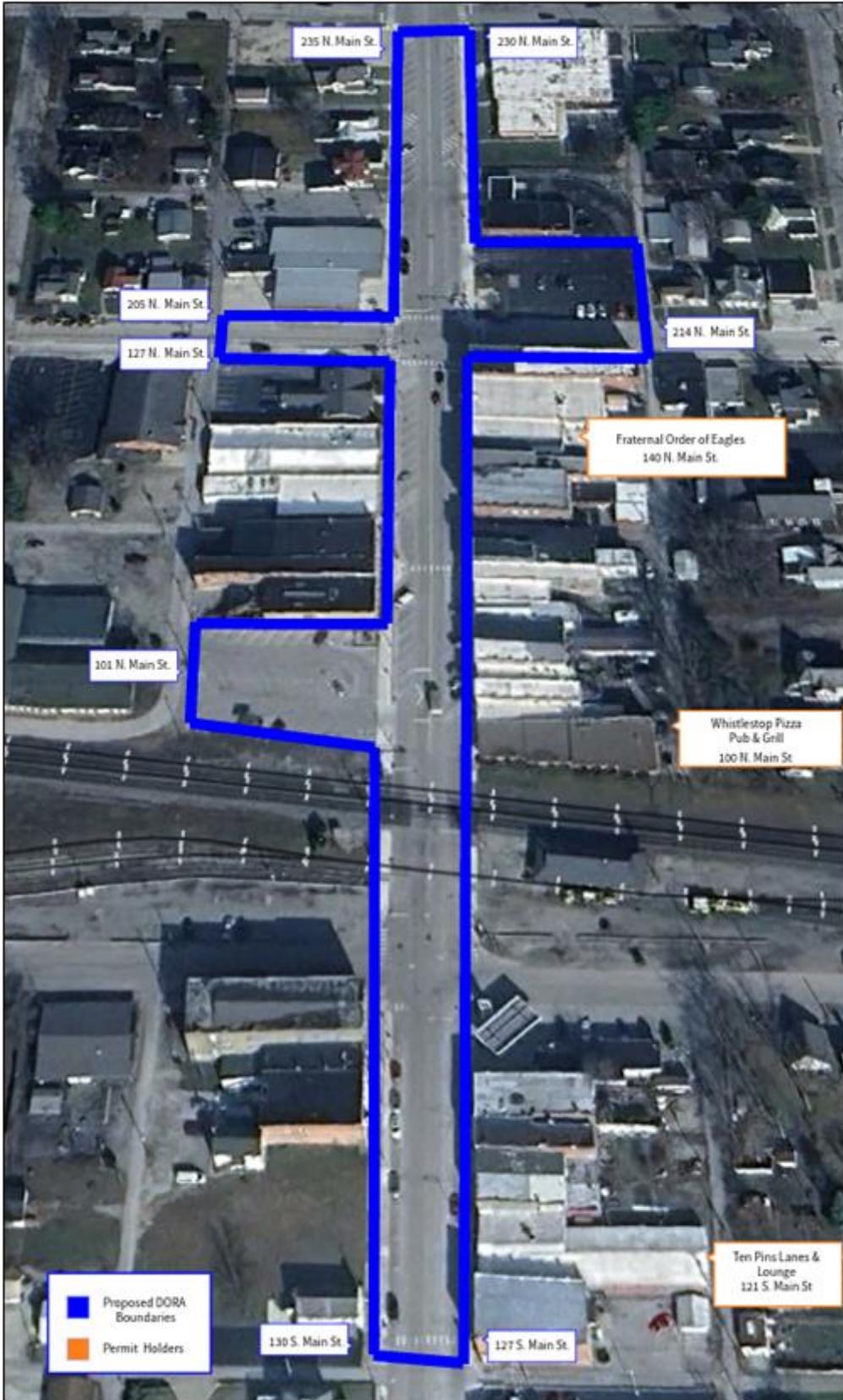
Aaron Patterson, Mayor

Attest:

Becky Walter, Clerk-Treasurer

Exhibit A: DORA Application

Boundaries Map



Boundary Descriptions

Wood County
 Village of North Baltimore
 North Baltimore DORA
 September 1, 2025

Street Boundary Listing

Street Name	Range	Even/Odd
N. Main Street	100-235	Even & Odd
N. Main Street	127	Odd
N. Main Street	205	Odd
S. Main Street	101-130	Even & Odd
E. Broadway Street	111	Odd
W. Broadway Street	N/A	N/A

Note: 127 North Main Street and 205 North Main Street are located at intersection between W. Broadway Street and North Main Street. They abut the sidewalk of W. Broadway Street, which is encapsulated within DORA boundaries.

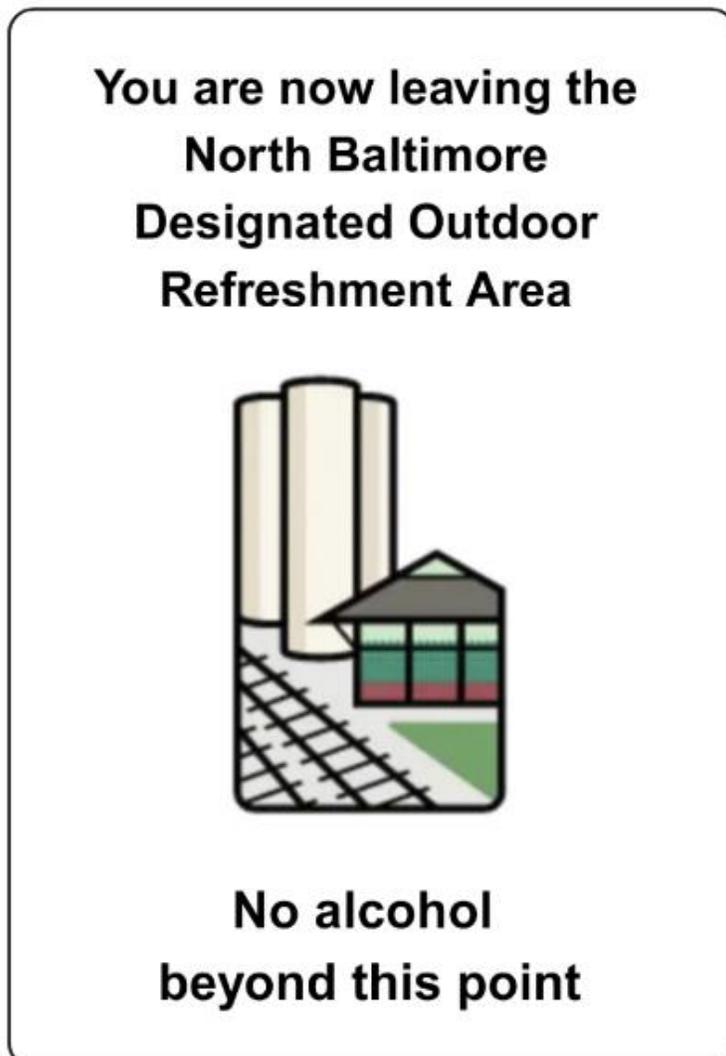
Acreage

The Village of North Baltimore maintains a population of approximately 3,751 and contains 2.50 square miles within its limits. The DORA will encompass approximately 3.76 acres meeting all requirements outlined per O.R.C § 4301.82(B).

Signage

The Village of North Baltimore will place signs indicating the beginning/end of the DORA to inform residents that alcohol is prohibited outside of the zone. A minimum of 4 signs will be placed.

Final appearance of signage may vary slightly from this mockup.



Land Use & Zoning

The DORA is located on land zoned for B-3 Central Business District. Provisions for B-3 Central Business District are in Section 1127.08 of the Village's Codified Ordinances.

(a) Purpose. This district has been established to accommodate those commercial, financial, personal, professional, public, and semipublic activities which benefit from the central location and relatively more intensive use of the land area.

(b) Principally permitted uses. The following list exemplifies the uses that are principally permitted in the B-3 District. Information regarding required zoning certificates can be found in chapter 1107 et seq.

- (1) Automobile sales.
- (2) Automotive repair garages.
- (3) Banks and financial institutions.
- (4) Boarding houses and rooming houses.
- (5) Business, wholesale.
- (6) Clinics.
- (7) Clubs and lodges
- (8) Commercial, business, or technical schools.
- (9) Commercial entertainment facilities.
- (10) Drive-through commercial uses.
- (11) Educational institutions.
- (12) General businesses.
- (13) Hotels and motels.
- (14) Laundromats.
- (15) Multiple-family structures and condominiums, provided that any structure also containing nonresidential uses provide a separate passageway from the building entrance and parking areas to dwelling units subject to the requirements of R-3 District for minimum residential floor areas and off-street parking.
- (16) Parking facilities, public garages, and commercial storage.
- (17) Printing and publishing activities.
- (18) Professional activities, personal services, and business services.
- (19) Public, semipublic, and institutional uses.
- (20) Restaurants.
- (21) Restricted recreational facilities.
- (22) Social activities.
- (23) Warehouses.
- (24) Worship centers.

(c) Conditionally permitted uses. The following list exemplifies the uses that are conditionally permitted in the B-3 District. Information regarding conditional use permit can be found in chapter 1107 et seq.

- (1) Mortuaries.
- (2) Service stations subject to section 1125.09(b)(2).

(d) Lot requirements.

- (1) Minimum lot area to be determined by lot, building, yard, and other requirements.
- (2) Minimum lot width, none.

(e) Yard requirements.

- (1) Minimum front yard, none; however, no door shall be constructed to obstruct pedestrian traffic or project beyond the property line when opened.
- (2) Minimum side yard, none required except for side yards adjoining residential districts which shall require ten feet.
- (3) Minimum rear yard, 15 feet.

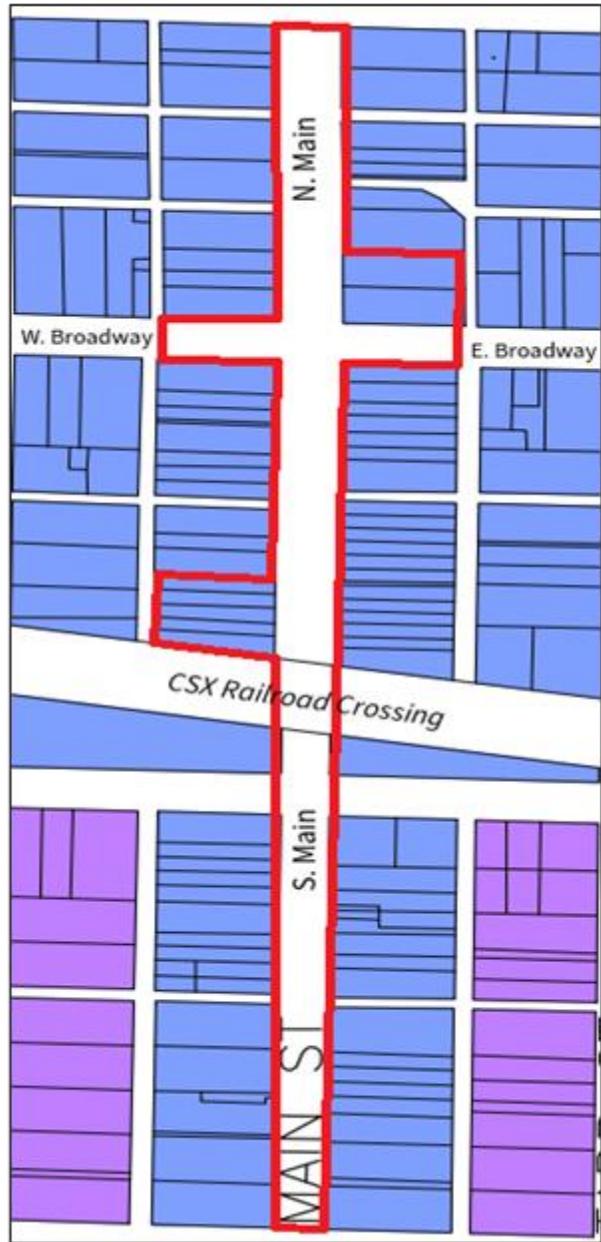
(f) Building requirements.

- (1) Maximum height none.
- (2) Minimum floor area ratio for the building in which the activity is housed, 3.0.

(g) Other requirements.

- (1) Parking, governed by chapter 1131.
- (2) Performance standards, governed by chapter 1135 and OBBC.
- (3) Signs, governed by chapter 1133.
- (4) Fencing, governed by section 1125.04.
- (5) Swimming pools, governed by section 1125.05 et seq.
- (6) Canopy structures, governed by section 1125.09(b)(3).

Land Use Zoning Map



ZONING LEGEND	
	R-1: Low Density Residential
	R-2: Medium Density Residential
	R-3: Multiple Residential District
	RMH: Manufactured Home Park District
	B-1: Neighborhood Business District
	B-2: General Business District
	B-3: Central Business District
	M-1: Restricted Industrial District
	M-2: General Industrial District
	S-1: Special District
	PUD: Planned Unit Development
	Corporation Line

Nature of Establishments

Company	Address	Company Type
Whistle Stop Pizza Pub & Grill	100 N. Main St	Food & Beverage
The Fraternal Order of Eagles	140 N. Main St	Food & Beverage
Ten Pins Lanes & Lounge	121 S. Main St	Food & Beverage
Mak & Ali's Pizza	127 S. Main St	Food & Beverage
Daily Queen	130 S. Main St	Food & Beverage
Garden Cottage Emporium	128 N. Main St	Retail
Anointed Iron Antiques & Thrifts	126 N. Main St	Retail
Marathon Gas Station	101 S. Main St.	Retail
Virginia Motion Pictures	119 N. Main St	Entertainment
Main Street Dental	104 N. Main St	Services
Cyber Solutions	106 N. Main St.	Services
LO8 Salon	108 N. Main St	Services
North Baltimore Physical Therapy	113 N. Main St.	Services
Bubbles Grooming Salon	116 N. Main St.	Services
Gerdeman Insurance Agency	121 N. Main St	Services
Huntington Bank	141 N. Main St	Services
Millstream Area Credit Union	214 N. Main St	Services
Village of North Baltimore Administrative Office	205 N. Main St	Public
North Baltimore Ohio Area Historical Society	229 N. Main St	Public
North Baltimore Public Library	230 N. Main St	Public

Liquor Establishments

Section 4301.82(D)(2) states that a DORA must include at least two qualified permit holders. At the time of this application, the following businesses have committed to adding a DORA designation.

Note that adding DORA designations to a liquor license does not require that this DORA application be resubmitted as long as the business is within the approved DORA footprint and receives approval from the State of Ohio.

Establishment Name	Address	Permit Type	Permit Number	Permit Name
Whistle Stop Pizza Pub & Grill	100 N. Main Street	D1, D2, D3, D3A, D6	13767340005	CGBAR LLC
Fraternal Order of Eagles	140 N. Main Street	D4	4343362	John W Sterling FOE AERIE2633 North Baltimore Ohio Inc
Ten Pins Lanes & Lounge	121 S. Main Street	D5	6441315	North Baltimore Ten Pins Inc

Hours of Operation

The DORA shall be in effect year-round with no scheduled suspension dates.

Hours of operation shall be:

Monday-Saturday: 11:00AM-11:00PM

*Note that the last sales shall occur no later than 10:30PM and all cups must be disposed of by 11:00PM

Public Safety Plan

The Village of North Baltimore will ensure that regular patrol and monitoring of the DORA will occur. The patrol of the area shall be tailored to be adequate and sufficient for public safety. The Police Division has adequate staffing to engage in random patrols within the downtown area at any given time.

This security plan will be reviewed on an ongoing basis. It may be updated with the coordination and approval of the Municipal Administrator and the City Council with assistance and recommendations of the Chief of Police.

If it is determined by the Village Administrator or Chief of Police that additional security is needed in the designated DORA area, the Village reserves the right to suspend operation of the DORA until the situation is resolved. Suspension of the DORA under this provision will be communicated to the community and participating vendors via press release and social media notifications.

Sanitation

Trash Receptacles

Several trash receptacles have been placed along the proposed DORA route located along main street. These units are regularly collected by employees of the Department of Public Works.

Dumpster Service

If necessary, additional dumpster services will be provided by local contractors to ensure all DORA related refuse is disposed of properly.

Proposed Rules for North Baltimore DORA

ORC 4301.62(C)(7)(a)

A person may have in a person’s possession an opened container of beer, wine or intoxicating liquor at an outdoor location within an outdoor refreshment area created under section 4301.82 of the Revised Code if the opened container of beer or intoxicating liquor was purchased from an A-1, A-1-A, A-1c, A-2, A-2f, D class, or F class permit holder to which both of the following apply:

The permit holder’s premises is located within the outdoor refreshment area.

The permit held by the permit holder has an outdoor refreshment area designation.

ORC 4301.62(C)(7)(b)

Outdoor Refreshment Area participants may NOT:

Enter the premises of an establishment within an outdoor refreshment area while possessing an opened container of beer or intoxicating liquor acquired elsewhere.

Possess an opened container of beer or intoxicated liquor while being in or on a motor vehicle within an outdoor refreshment area except as permitted for commercial quadricycles regulated elsewhere by municipal code.

Regulations specific to the North Baltimore Designated Refreshment Area:

All beer, wine, or intoxicating liquor must be contained in the official cup of the DORA

Only one (1) Official cup will be permitted at a time per DORA participant.

All DORA beverages must be served in a new, unused Official cup.

Used Official Cups must be disposed of before entering any establishment that serves alcohol in the DORA.

Private property owners reserve the right to prohibit the consumption of alcohol on their property.

Assumption of good behavior by DORA participants. DORA participants are expected to follow all the rules of the DORA and maintain a decorum of good behavior, free of public drunkenness, property destruction, or any action that disrupts the enjoyment of another participant or disrupts any establishment, property owner, resident, visitor, passerby or patron within the DORA.

All other laws and ordinances of the Village of North Baltimore shall be followed.



VILLAGE OF NORTH BALTIMORE

205 North Main Street, North Baltimore, OH 45872

Phone (419)-257-2394

Fax (419)-257-2457

COTW Topics for August 5, 2025

I plan to have these on the agenda for the August 12, 2025 Council meeting.

- **An Ordinance transferring \$71,424.96 from the General Fund to the EMS 4905 Capital Fund. This originates from the \$52,800 received from the Eagleville JAD contract from 2024 & the remaining \$18,624.96 is from the 2024 EMS carryover.**
- **An Ordinance for a \$22,000 Tree Maintenance Assessment. This is the same as last year.**
- **An Ordinance for a \$86,000 Street Cleaning Assessment. This is the same as last year.**
- **An Ordinance for a \$78,000 Street Lighting Assessment. This is \$8,000 higher than last year.**
- **An Ordinance submitting Delinquent Utility accounts to the County Auditor for property tax assessment.**
- **An Ordinance submitting Grass Mowing Assessments to the County Auditor for property tax assessment.**
- **An Ordinance for supplemental appropriations for the fiscal year ending December 31, 2025. This is for health care costs and adding to the year-end transfer account to cover the transfer to the EMS Capital account.**
- **We have been looking into options for Mayor's Court. Our current software is provided by CMI and they no longer will support it after 2025. We have decided to recommend going with The Baldwin Group for our new Mayor's Court software provider. The Lite version will cost approximately \$10,035 the 1st year and \$865 per year thereafter. We continue to gather information and would like to start the transition to the new software around October.**
- **Jackson Township EMS contract.**
- **Star Ohio to Investment- The Federal Reserve decided in July to hold interest rates steady. Right now it looks like September would be the earliest to see an interest rate cut.**