



VILLAGE OF NORTH BALTIMORE
Committee of the Whole - February 3rd, 2026 (2/3/2026)

February 03, 2026
5:30 PM

Agenda

- I. Call to order: Council President Dee Hefner**
- II. Pledge of Allegiance**
- III. Public Safety - Tim Engard**
 1. Plowing of Emergency Services Driveways
- IV. Public Works - Paula Beaupry**
 - [1.](#) Update on Public Works Facility (See attached RFQ)
 2. Expansion of Community Garden
- V. Public Utilities - Eric Sweat**
 1. No items at this time.
- VI. Personnel, Policy and Ordinance Review - Vacant**
 1. Cybersecurity and AI policies (presentation by Shaun Sanford, InTech)
 - [2.](#) Peddlers and solicitors (see attached ordinance and existing code)
- VII. Finance and Technology - Dave Richmond**
 1. No items at this time.
- VIII. Economic and Community Development - Dee Hefner**
 1. July Festival
 2. Cemetery land development

- IX. Administrator - Josh Bender**
- X. Fiscal Officer - Matt Clouse**
- XI. Mayor - Aaron Patterson**
- XII. Adjournment**



Village of North Baltimore

205 North Main Street, North Baltimore, OH 45872

Phone (419)257-2394 Fax (419)257-2457

REQUEST FOR QUALIFICATIONS CRITERIA ARCHITECT SERVICES PUBLIC WORKS AND VOLUNTEER FIRE STATION PROJECT

RFQ Issue Date: January 20, 2026

Statements of Qualifications Due: February 10th at 4:00 p.m.

1. Introduction and Purpose

The Village of North Baltimore is soliciting Statements of Qualifications from qualified criteria architects to provide criteria architect services for a future Public Works and Volunteer Fire Station project.

The purpose of this engagement is limited to developing a criteria program and high-level cost framework to assist the Village in determining project feasibility, scope, and an order-of-magnitude budget. This RFQ does not include final architectural design, construction documents, or construction administration services.

2. Project Background

The Village is evaluating the construction of a new municipal facility that will include Public Works operations, a volunteer fire station, administrative space, and related municipal functions. The project is in an early planning stage. No delivery method, final scope, funding mechanism, or construction timeline has been selected.

3. Scope of Services

The selected criteria architect shall provide professional services including, but not limited to, the following:

- Meetings with Village administration and departmental stakeholders, including Public Works and Fire Department representatives
- Facility space needs and functional layout assessment for Public Works and the volunteer fire station
- Preliminary square footage analysis and operational adjacencies
- Evaluation of site considerations including access, utilities, apparatus circulation, and constraints
- High-level building concepts sufficient for planning and budgeting purposes
- Preliminary opinion of probable construction cost with appropriate contingencies
- Identification of major cost drivers and options for scope adjustments

- Preparation of a concise written criteria report suitable for future procurement, funding discussions, and delivery method selection

The selected criteria architect may utilize sub consulting engineers as necessary to support site, utility, and building systems analysis.

This engagement is limited to criteria development only. The criteria architect shall not prepare final design documents and shall not be obligated to participate in subsequent phases of the project.

4. Procurement Method

Selection shall be made pursuant to qualifications-based selection procedures for professional design services. Cost proposals shall not be submitted with the Statement of Qualifications.

5. Statement of Qualifications Requirements

Each responding firm shall submit one electronic PDF containing the following:

- Firm name, address, and primary contact information
- Description of the firm and architectural expertise
- Experience with municipal, public works, and/or fire station facilities
- Experience providing criteria, programming, or pre-design services
- Identification of key personnel assigned to this engagement
- Description of any proposed subconsultants
- Examples of comparable criteria or planning projects completed within the last ten years
- Current professional licensure
- Statement of availability and anticipated schedule
- Disclosure of any potential conflicts of interest

6. Evaluation Criteria

Statements of Qualifications will be evaluated using a qualifications-based selection process. Each submission will be reviewed and scored based on the following criteria:

- Relevant experience with public works and/or fire station facilities
- Demonstrated expertise in criteria development and cost planning
- Qualifications and experience of assigned personnel
- Understanding of the Village's objectives
- Past performance on comparable projects

Firms will be ranked based on total composite scores.

7. Selection Process

Statements of Qualifications will be evaluated by the Village Administration and/or a selection committee appointed by the Village. Each evaluator may independently score submissions using the evaluation criteria above. Scores may be compiled to establish a ranking of firms.

The Village reserves the right to:

- Interview one or more firms
- Request additional information
- Reject any or all Statements of Qualifications
- Negotiate the final scope and fee with the highest-ranked firm based on the evaluation criteria set forth herein

8. Schedule (Subject to Change)

RFQ issued: January 20, 2026

Qualifications due: February 10th at 4:00 p.m.

Interviews, if conducted: February 17 – 27, 2026

Selection and negotiation: March 2 - 10

9. Submission Instructions

Statements of Qualifications shall be submitted electronically in PDF format to:

Josh Bender
Village Administrator
Village of North Baltimore
Phone: 419-314-0195
Email: nbadmin@northbaltimore.gov

Submissions must be received by the deadline stated above.

10. Reservation of Rights

The Village reserves the right to amend or cancel this RFQ, waive informalities, and select the firm determined to be most qualified to perform the services described herein. Issuance of this RFQ does not obligate the Village to enter into a contract or to proceed with construction.

Second Reading:

Third Reading:

Effective Date:

VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO

ORDINANCE NO. 2026 – XX

AN ORDINANCE REPEALING EXISTING CHAPTER 709 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF NORTH BALTIMORE AND ENACTING A NEW CHAPTER 709, “PEDDLERS AND SOLICITORS”

WHEREAS, the Village of North Baltimore previously enacted Chapter 709 of the Codified Ordinances regulating peddlers, canvassers, and solicitors; and WHEREAS, Council has determined that door-to-door peddling, canvassing, and soliciting should be prohibited within the Village, subject to limited exceptions;

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

Section 1. Repeal. Existing Chapter 709 of the Codified Ordinances of the Village of North Baltimore is hereby repealed in its entirety.

Section 2. Enactment of New Chapter 709. A new Chapter 709 of the Codified Ordinances of the Village of North Baltimore, titled “Peddlers and Solicitors,” is hereby enacted to read as set forth in Exhibit A attached hereto and incorporated herein.

Section 3. Enforcement. Violations of Chapter 709 as enacted by this Ordinance shall be enforced in accordance with the penalty provisions set forth therein or, if none are provided, the general penalty provisions of the Codified Ordinances.

Section 4. Effective Date. 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 _____, 2026.

Dee Hefner, President of Council

Aaron Patterson, Mayor

Attest:

Mason Davis, Clerk of Council

Exhibit A

709.01 DEFINITIONS.

(a) “Canvassing,” “soliciting,” or “peddling,” unless expressly provided otherwise, means traveling from residence to residence within the Village, without a prior appointment, for the purpose of offering for inspection or sale, or attempting to sell, goods, wares, merchandise, foodstuffs, or any other property, whether tangible or intangible, or services of any nature whatsoever; or for the purpose of taking or attempting to take orders for the purchase of such goods, wares, merchandise, foodstuffs, property, or services for present or future delivery or performance, whether directly to the resident or on an indirect or group basis. “Canvassing,” “soliciting,” or “peddling” also includes the solicitation of funds, money, or other property for charitable, nonprofit, commercial, personal, or other purposes, whether or not for personal gain, anywhere within the Village. The solicitation by a newspaper carrier of customers for a newspaper that the carrier regularly delivers or will regularly deliver is not included in this definition.

709.02 CANVASSING, SOLICITING, OR PEDDLING PROHIBITED.

(a) No person shall canvass, solicit, or peddle within the Village, except as expressly exempted under Section 709.03.

709.03 Exceptions.

The following canvassers, peddlers, or solicitors are exempt from the provisions of this chapter:

(a) A person selling items intended for daily household consumption, limited to:

- (1) Baked goods;
- (2) Fruits, vegetables, eggs, and similar agricultural products; and
- (3) Dairy products.

(b) A minor under eighteen (18) years of age.

(c) A person acting without compensation or individual profit on behalf of a charitable organization. For purposes of this section, “charitable organization” includes educational, patriotic, philanthropic, social service, benevolent, civic, fraternal, and religious organizations. A member of a charitable organization organized pursuant to ORC Chapter 1716 is required to register with the Village Administrator once and is not required to obtain an individual certificate of registration.

709.99 PENALTY.

Whoever violates any provision of this chapter is guilty of a misdemeanor of the second degree. Upon a first conviction within any twelve (12) month period, the court shall impose a fine of not less than two hundred fifty dollars (\$250.00) and not more than seven hundred fifty dollars (\$750.00), and the offender may be sentenced to a term of imprisonment not exceeding ninety (90) days.

Each subsequent conviction within the same twelve (12) month period constitutes a misdemeanor of the first degree. Upon conviction, the court shall impose a fine of not less than five hundred dollars (\$500.00) and not more than one thousand dollars (\$1,000.00), and the offender may be sentenced to a term of imprisonment not exceeding one hundred eighty (180) days.

CHAPTER 709. PEDDLERS AND SOLICITORS¹

709.01 Definitions.

Whenever used in this chapter, the following words shall be as herein defined unless a different meaning clearly appears from the context:

- (a) "Canvassing" or "canvasser" or "solicitation" or "solicitor" or "door-to-door salesperson" or "peddler" includes any person who calls at residences or places of business without the invitation or previous consent of the owner(s) or occupant(s) of such premises for the purpose of any one or more of the following activities:
 - (1) Seeking to obtain orders for the purchase of goods, wares, merchandise, foodstuffs or services of any kind, character or description whatever, for either present or future delivery; or
 - (2) Seeking to obtain prospective customers for application or purchase of insurance of any type, kind or character; or
 - (3) Seeking to obtain subscriptions to books, magazines, periodicals, newspapers and every other type or kind of publication; or
 - (4) Seeking to obtain contributions or to sell any goods, articles or services of any kind for the support or benefit of any charitable, religious or nonprofit association, organization, corporation or project; or
 - (5) Seeking to obtain from an occupant of any residence an indication of such occupant's belief in regard to any social, political or religious matter; or
 - (6) Seeking to influence the personal belief of the occupant of any residence in regard to any social, political or religious matter; or
 - (7) Taking of a poll or census by any person, firm or corporation other than a governmental body or agency thereof.
- (b) "Canvasser for charitable or religious purposes" means any person who calls at residences or places of business without the invitation or previous consent of the owner(s) or occupant(s) of such premises for the purpose of soliciting or receiving contributions or pledges for charitable or religious purposes, or to offer or attempt to sell, or request a donation for, any advertisement, advertising space, book, card, chance, coupon, device, magazine, merchandise, ticket, token, flag, souvenir, foodstuff, service or any other article or thing in connection with which any appeal is made for any charitable or religious purpose, or when or where in connection with any such sale, donation or contribution, any statement is made that the whole or any part of the proceeds of any such sale will go to or be donated to any charitable or religious purpose.
- (c) "Charitable" includes the words patriotic, philanthropic, social service, welfare, eleemosynary, benevolent, educational, civic, fraternal, veteran's, medical and social research, either actual or purported.

¹Cross reference(s)—Trespass, § 541.06.

State law reference(s)—Power to regulate, Ohio R.C. 715.61 et seq.; charitable solicitations, Ohio R.C. Ch. 1716.

- (d) "Contribution" includes the words gift, food, clothing, money, property or donations of any kind, including those made under the guise of a loan of money or property.
- (e) "Door-to-door salesperson" means a person who travels from door-to-door calling on private residences or places of business in the village for the purpose of taking orders for future delivery of goods or services.
- (f) "Peddler" means any person who sells or offers for sale and immediate delivery goods or merchandise or services of any kind or description other than from a fixed and established place of business, including those who sell from vehicles on the public streets or from goods carried from door-to-door.
- (g) "Person" means any individual, firm, partnership, corporation, company, association, joint stock company, church, religious sect, religious denomination, society, organization or league, or any combination of them, and includes any trustee, member, receiver, assignee, agent or other representative thereof.
- (h) "Religious" and "religion" as used herein shall not include the word charitable, but shall be given their commonly accepted definitions.
- (i) "Religious organization" means any church, body of communicants or group that is not organized or operated for profit that gathers in common membership for regular worship and religious observances.
- (j) "Residence" means every separate living unit occupied for residential purposes by one or more persons, contained within any type of building or structure.

(Ord. No. 53-82, 6-28-82; Ord. No. 2016-39, 12-20-16)

709.02 Notice prohibiting canvassing or solicitation.

Notice by the owner(s) or occupant(s) of any residence or place of business of the determination to refuse to receive any uninvited canvassers or solicitors shall be given by displaying a weatherproof card, decal or sign not less than three inches by four inches in size nor more than one square foot in total surface area upon or near the main entrance door to the residence or place of business, indicating such determination by the owner or occupant, containing the words "No Solicitors Invited", with letters at least one-third inch in height. Any such sign which complies with the requirements of this section shall be exempt from any additional or different requirements contained in the provisions of section 1175.05 of the Planning and Zoning Code.

(Ord. No. 53-82, 6-28-82)

709.03 Canvassing or solicitation in violation of notice.

It is unlawful and shall constitute a trespass for any person to go upon any premises and ring the door bell upon or near any door, or rap or knock upon any door, or create any sound in any other manner calculated to attract the attention of any occupant of such residence or place of business for the purpose of securing an audience with the occupant(s) thereof and engage in canvassing as defined in section 709.01, in defiance of the notice exhibited at the residence or place of business in accordance with the provisions of section 709.02.

(Ord. No. 53-82, 6-28-82)

709.04 Time limit on canvassing or solicitation.

It is unlawful and shall constitute a nuisance for any person to go upon any premises and ring the doorbell upon or near any door, or rap or knock upon any door, or create any sound in any manner calculated to attract the

attention of any occupant of such premises, including any residence or place of business, for the purpose of securing an audience with the occupant(s) thereof to engage in canvassing or solicitation as defined in section 709.01, prior to 10:00 a.m. or after 5:00 p.m., Monday through Saturday. No canvassing or solicitation shall be conducted on Sunday or on the following specified holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day.

(Ord. No. 2016-39, 12-20-16)

709.05 License application requirements.

- (a) Licenses for canvassers, solicitors, peddlers, and door-to-door salespersons shall be obtained from the village office. The applicant shall furnish a recent photograph, not more than one year old and approximately three inches by three inches square, and shall fill out the application giving his or her name, home address, name and address of the person by whom employed, all places of residence and all employment during the preceding year, the nature and character of the goods to be sold or services to be furnished by the applicant, names of other towns in which the applicant has recently conducted a business for which licenses are herein required, and a personal description of the applicant.
- (b) The application shall be made at least ten days before the license is required in order to give the police chief an opportunity to investigate the moral character of the applicant. The ten day waiting period shall not be waived by the municipal administrator.
- (c) The application shall be accompanied by a fee of \$100.00 payable to the village to compensate the village for the costs incident to the issuance of the license.
- (d) The applicant must also appear in person in the office of the village finance officer and give all required information requested by that office so that all necessary tax forms will be promptly filed along with taxes due the village tax administrator CCA.

(Ord. No. 2016-39, 12-20-16)

709.06 License issuance; expiration.

If the police chief determines after a reasonable investigation that the applicant is of good moral character and proposes to engage in a lawful commercial or professional enterprise, a license shall be issued which shall expire one year from the date issued.

(Ord. No. 2016-39, 12-20-16)

709.07 Appeals of denial of license.

Any applicant who has applied for a license in accordance with this chapter, and to whom the police chief has, after investigation, denied a license, shall be entitled to appeal to council. Notice of the appeal shall be filed with the clerk of council within five days after the denial of the license by the police chief. Council, on appeal, may grant or reject the application for a license.

(Ord. No. 2016-39, 12-20-16)

709.08 Exemption from certain license application requirements.

Canvassers and solicitors canvassing or soliciting for any religious or charitable organization as defined in section 709.01(a)(4), (a)(5) or (a)(6) of this code, that are recognized as a religious or charitable organization by

Federal Internal Revenue Code, and persons canvassing on behalf of a candidate for public office, or seeking to influence a person's beliefs regarding any political, social or religious matter shall be exempt from the licensing requirements of this chapter. They however, shall file notice with the village police department of their intent to canvass or solicit in the village at least 24 hours before starting their canvassing or solicitation and they also shall comply with the requirements of section 709.04 of this Code.

(Ord. No. 2016-39, 12-20-16)

709.09 Carrying or exhibiting license; identification badge.

The license shall be carried by any canvasser, solicitor, peddler, or door-to-door salesperson at all times when canvassing or soliciting, and shall be exhibited to any person solicited or any police officer on request. The identification badge issued pursuant to this chapter shall be worn at all times while engaging in the business of canvassing, soliciting or peddling in the village.

(Ord. No. 2016-39, 12-20-16)

709.10 Revocation of license.

The chief of police shall have the authority to revoke the license of any person or entity that violates any provision of this chapter.

(Ord. No. 2016-39, 12-20-16)

709.99 Penalty.

- (a) Whoever violates any provision of this chapter for which no penalty is otherwise provided is guilty of a minor misdemeanor.
- (b) Whoever violates section 709.05(a) through (d) is guilty of a misdemeanor of the fourth degree.

(Ord. No. 2016-39, 12-20-16)