



**VILLAGE OF NORTH BALTIMORE
Council August 12, 2025
Council Chambers**

August 12, 2025
5:30 PM

Agenda

Prayer 5:20 PM

I. Pledge of Allegiance

II. Roll Call

III. Approval of Minutes

Motion by _____ to approve the Council meeting minutes of the 07/08/2025 meeting. Seconded by _____. All approve

1. Approve Special Meeting Minutes

IV. Public Participation (5-min limit)

V. Letters and Communications

VI. Administrative Reports

1. Finance Officer:
2. EMS Chief:
3. Fire Chief:
4. Police Chief:
5. Utility Director:
6. DPW Superintendent:
7. Village Administrator:

8. Clerk:
9. Appointed Legal Counsel:
10. Mayor:

VII. Standing Committee

1. Economic and Community Development (Cook) -
2. Public Safety (Hefner) -
3. Personnel, Policy and Ordinance Review (Richmond) -
4. Public Works (Beaupry) -
5. Public Utilities (Sweat) -
6. Finance and Technology (Engard) -

VIII. New Legislation, Resolutions, Motions or Business

- 1. RESOLUTION NO. 19 - 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.**
- 2. RESOLUTION NO. 20– 2025: A RESOLUTION AUTHORIZING THE VILLAGE FINANCE OFFICER TO ENTER INTO A SERVICE AGREEMENT WITH THE BALDWIN GROUP FOR MAYOR’S COURT SOFTWARE AND DECLARING AN EMERGENCY.**
- 3. RESOLUTION NO. 21 – 2025: A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO A TRAP-NEUTER-RETURN (TNR) PROGRAM AGREEMENT WITH FOR THE LOVE OF CATS (FLOC) FOR THE MANAGEMENT OF FERAL CAT POPULATIONS IN THE VILLAGE OF NORTH BALTIMORE, APPROVING SAID AGREEMENT AS EXHIBIT A, AND DECLARING AN EMERGENCY**
- 4. RESOLUTION NO. 22 – 2025: A RESOLUTION AUTHORIZING THE MAYOR TO PROCEED WITH THE PURCHASE OF POLICE COMMUNICATIONS EQUIPMENT FROM BENDER COMMUNICATIONS BASED ON THE JUNE 25, 2025 QUOTE, APPROVING SAID QUOTE AS EXHIBIT A, AND DECLARING AN EMERGENCY**

- 5. ORDINANCE NO. 2025-20: AN ORDINANCE VACATING A PORTION OF THE UNIMPROVED RIGHT-OF-WAY KNOWN AS OAK STREET, SITUATED IN THE VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO, AND CONVEYING SAID VACATED PORTION TO LESLIE LINDQUIST AND RICHARD A. & MARY E. CAPELLE**
- 6. ORDINANCE NO. 2025 -21: AN ORDINANCE AUTHORIZING THE CERTIFICATION OF DELINQUENT UTILITIES AS A SPECIAL ASSESSMENT TO THE WOOD COUNTY AUDITOR AND DECLARING AN EMERGENCY**
- 7. ORDINANCE NO. 2025 - 22: AN ORDINANCE AUTHORIZING THE CERTIFICATION OF GRASS MOWING AS A SPECIAL ASSESSMENT TO THE WOOD COUNTY AUDITOR AND DECLARING AN EMERGENCY**
- 8. ORDINANCE NO. 2025 -23: AN ORDINANCE ENACTING A SPECIAL ASSESSMENT FOR THE COST AND EXPENSE OF CLEANING THE STREETS, ALLEYS, WAYS AND OTHER PUBLIC PLACES IN THE VILLAGE OF NORTH BALTIMORE FOR 2025, AUTHORIZING CERTIFICATION OF SAME TO THE WOOD COUNTY AUDITOR.**
- 9. ORDINANCE NO. 2025 - 24: AN ORDINANCE ENACTING A SPECIAL ASSESSMENT FOR THE COST AND EXPENSE OF LIGHTING OF THE STREETS, ALLEYS, WAYS AND OTHER PUBLIC PLACES IN THE VILLAGE OF NORTH BALTIMORE FOR 2025, AUTHORIZING CERTIFICATION OF SAME TO THE WOOD COUNTY AUDITOR.**
- 10. ORDINANCE NO. 2025 - 25: AN ORDINANCE ENACTING A SPECIAL ASSESSMENT FOR THE COST AND EXPENSE OF TRIMMING, MAINTAINING AND PLANTING OF TREES ALONG THE STREETS, ALLEYS, WAYS AND OTHER PUBLIC PLACES IN THE VILLAGE OF NORTH BALTIMORE FOR 2025, AUTHORIZING CERTIFICATION OF SAME TO THE WOOD COUNTY AUDITOR.**
- 11. ORDINANCE NO. 2025-26: AN ORDINANCE APPROVING THE TRANSFER OF FUNDS APPROPRIATED FOR THE FISCAL YEAR ENDING DECEMBER 31, 2025**
- 12. ORDINANCE NO. 2025-27: AN ORDINANCE APPROVING SUPPLEMENTAL APPROPRIATIONS FOR THE FISCAL YEAR ENDING DECEMBER 31, 2025, AND TO DECLARE AN EMERGENCY**

IX. Second Reading of Ordinances and Resolutions

- 1. ORDINANCE NO. 2025 – 15: AN ORDINANCE AUTHORIZING THE VILLAGE ADMINISTRATOR TO PURCHASE PROPERTY OWNED BY NOMAD PROPERTIES LLC (TONY AND LAURA DAMON)**

- 2. 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.**
- 3. 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**
- 4. 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.**

X. Third Reading of Ordinances and Resolutions

Executive Session: to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, along with any other matters as specifically identified by motion in accordance with 121.22 (G)(1).

XI. Other New Business

XII. Other Old Business

XIII. Payment of Bills: A motion was made by Mr./Ms. _____ to pay the bills in the amount of _____. Seconded by Mr./Ms. _____. All approved

XIV. Adjournment

VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO

RESOLUTION NO. 19 - 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

RESOLUTION NO. 20– 2025

A RESOLUTION AUTHORIZING THE VILLAGE FINANCE OFFICER TO ENTER INTO A SERVICE AGREEMENT WITH THE BALDWIN GROUP FOR MAYOR’S COURT SOFTWARE AND DECLARING AN EMERGENCY.

WHEREAS, the Village of North Baltimore holds Mayor’s Court so the local residents can have their cases heard locally.

WHEREAS, CMI, the current provider of Mayor’s Court software, will no longer offer their software services after December 31, 2025.

WHEREAS, the Village desires to enter into an agreement with The Baldwin Group to provide Mayor’s Court software.

WHEREAS, the Village wishes to authorize the use of up to ten thousand five-hundred dollars (\$10,500.00) in Village funds to pay for The Baldwin Group Mayor’s Court software licensing, conversion, docketing, and other associated costs; and

WHEREAS, this Council finds it necessary to enact this Resolution as an emergency, so the software replacement process can begin immediately.

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

SECTION 1. The Village Finance Officer is hereby authorized to enter into a service agreement with The Baldwin Group for Mayor’s Court software services.

SECTION 2. The Village Finance Officer is authorized to use up to ten thousand five-hundred dollars (\$10,500.00) of Village funds to pay for software licensing, conversion, docketing, and other associated costs.

SECTION 3. This Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the Village, to ensure legal compliance and operational readiness. It shall take effect immediately upon its passage and approval.

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

CERTIFICATE OF THE FINANCIAL OFFICER

I hereby certify that the amount of \$10,500.00 required to meet the obligations authorized by this Resolution has been lawfully appropriated and is available, or in the process of collection, to the credit of the appropriate fund, free from any previous encumbrances.

Date: _____

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

VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO

RESOLUTION NO. 22 – 2025

A RESOLUTION AUTHORIZING THE MAYOR TO PROCEED WITH THE PURCHASE OF POLICE COMMUNICATIONS EQUIPMENT FROM BENDER COMMUNICATIONS BASED ON THE JUNE 25, 2025 QUOTE, APPROVING SAID QUOTE AS EXHIBIT A, AND DECLARING AN EMERGENCY

WHEREAS, the Village of North Baltimore Police Department requires updated communications equipment to ensure reliable and effective public safety operations; and

WHEREAS, Bender Communications has provided a written quote, dated June 25, 2025, for the purchase and installation of communications equipment, including necessary programming, licensing modifications, and installation services, for a total amount not to exceed \$20,685.00; and

WHEREAS, the Council of the Village of North Baltimore desires to authorize the Mayor to approve and proceed with the purchase of the equipment described in the quote;

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

SECTION 1. The Mayor is hereby authorized to approve and proceed with the purchase of communications equipment, programming, licensing, and installation services from Bender Communications, based on the quote dated June 25, 2025, attached hereto as Exhibit A.

SECTION 2. The total amount for said purchase shall not exceed \$20,685.00.

SECTION 3. All formal actions of this Council concerning and relating to the adoption of this Resolution were taken in an open meeting and in full compliance with applicable legal requirements.

SECTION 4. This Resolution is hereby declared to be an emergency measure, necessary for the immediate preservation of the public peace, health, safety, and welfare of the Village, to allow for the prompt installation of critical police communications equipment, and shall take effect 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

Exhibit A



Corporate Headquarters:
1541 Harding Hwy E • Marion, Ohio 43302 • (740) 382-0000
1694 Walker Lake Rd, Ste 7 • Ontario, Ohio 44906 • (419) 519-7727
133 Arco Drive • Toledo, Ohio 43607 • (419) 531-2844

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.		
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. Cancelled 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.				
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.				

CERTIFICATE OF THE FINANCIAL OFFICER

I hereby certify that the amount of \$20,685.00 required to meet the obligations authorized by this Resolution has been lawfully appropriated and is available, or in the process of collection, to the credit of the appropriate fund, free from any previous encumbrances.

Date: _____

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

VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO

ORDINANCE NO. 2025-20

AN ORDINANCE VACATING A PORTION OF THE UNIMPROVED RIGHT-OF-WAY KNOWN AS OAK STREET, SITUATED IN THE VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO, AND CONVEYING SAID VACATED PORTION TO LESLIE LINDQUIST AND RICHARD A. & MARY E. CAPELLE

WHEREAS, a portion of Oak Street, located within the Village of North Baltimore, is unimproved and not needed for any public purpose; and

WHEREAS, the portion proposed for vacation lies between properties owned by Leslie Lindquist, Richard A. and Mary E. Capelle, and Country Club Acres Inc. and JCK2 Properties Ltd., and is identified as lying adjacent to Inlots 736 and 737; and

WHEREAS, the Village received a petition dated June 6, 2025, from property owner Leslie Lindquist requesting vacation of the subject portion of unimproved right-of-way, said petition being attached hereto as Exhibit A; and

WHEREAS, notice of the proposed vacation was published for six consecutive weeks in accordance with the requirements of Ohio Revised Code § 723.06; and

WHEREAS, Council is satisfied that there is good cause for such vacation and that vacating the unimproved right-of-way will not be detrimental to the general interests of the Village;

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

SECTION 1. Council hereby finds that:

- 1. There is good cause to vacate the described portion of Oak Street;**
- 2. Said vacation is not detrimental to the general interests of the Village;**
- 3. Vacating the right-of-way serves the public interest and benefits the adjacent property owners.**

Given the unimproved condition of the right-of-way, its exclusive use by adjacent private owners, its de minimis public value, and the absence of any impact to public access or utilities, the Village Council has determined that Planning Commission review is unnecessary for this specific vacation.

SECTION 2. The following described portion of Oak Street, an unimproved public right-of-way situated within the Village of North Baltimore, Wood County, Ohio, is hereby vacated:

Situated in the Village of North Baltimore, Wood County, Ohio, this parcel consists of approximately 6,375 square feet and comprises a portion of the unimproved public right-of-way known as Oak Street. The land to be vacated is a rectangular area that begins at the intersection of Oak Street and North 3rd Street to the east, extending westward for a length of 127.5 feet. The width of the vacated area is 50 feet, extending north and south. The northern boundary of the vacated area is the southern boundary of Parcel No. F23-310-260313004000, owned by Leslie Lindquist, and the southern boundary is the northern boundary of Parcel No. F23-310-260313006000, owned by Richard A. and Mary E. Capelle. The western boundary of the vacated area is contiguous to Parcel No. F23-310-260313005000, owned by Country Club Acres Inc. and JCK2 Properties Ltd. The parcels affected by the vacation of this unimproved section of Oak Street, by way of extending the boundaries of the parcels to include the vacated land, are Wood County Parcel F23-310-

260313004000 and F23-310-260313006000. Parcel No. F23-310-260313005000 is not affected by this vacation.

SECTION 3. The vacated right-of-way shall vest in fee simple to the adjacent property owners in accordance with Ohio Revised Code § 723.041. Any existing public utility, drainage, or access easements located within the vacated portion of Oak Street shall remain in full force and effect. The Village of North Baltimore and any public utility providers shall retain all rights necessary to access, operate, maintain, repair, or replace any existing facilities within such easements.

SECTION 4. Property owner Leslie Lindquist is directed to record a certified copy of this Ordinance, along with Exhibit A (petition), in the official records of the Wood County Recorder’s Office and provide notice to the Wood County Auditor and applicable public utilities.

SECTION 5. 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 or decision-making bodies were conducted in compliance with applicable Ohio law.

SECTION 6. The land being vacated shall be divided between the adjacent property owners:

Leslie Lindquist, owner of Parcel No. F23-310-260313004000

Richard A. and Mary E. Capelle, owners of Parcel No. F23-310-260313006000

SECTION 7. This Ordinance shall take effect and be in full force from and after the earliest period allowed by law.

SECTION 8. All expenses related to the vacation, including recording costs, shall be borne by the petitioners.

Passed in Council this ____day of ____, 2025.

Dee Hefner, President of Council

Aaron Patterson, Mayor

Attest:

Becky Walter, Clerk-Treasurer

Exhibit A

June 06, 2025

Josh Bender Village Administration
Village of North Baltimore
205 N. Main St.
North Baltimore OH 45872

Dear Village Administrator

RE: Alley Closing Request

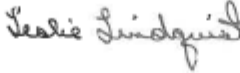
As the owner of 705 N. Third St. and
owner of Lot 737 I would like the
Village Council to consider my
request to close the alleyway
located between Parcel Number
F-23-310-260313006000 and
Parcel Number F-23-310-260313004000.

I purchased my property in 2001
And have maintained the alleyway
since my purchase. This property
has not served as an alleyway
for the past 24 years.

Thank you for your time and consideration.

Jessie Lindquist

ALLEY / STREET VACATION PETITION

OWNER (PRINT NAME)	SIGNATURE	ADDRESS	PARCEL / INLOT #
LESLIE LINDQUIST		625 N THIRD	F23-310-260313004000
MALCOM L CAMERON		515 W STATE ST & 700 N THIRD ST	F23-310-260311001000 & F23-310-260312004000
RICHARD A. AND MARY E. CAPELLE		625 N THIRD ST	F23-310-260313006000
COUNTRY CLUB ACRES INC. AND JCK2 PROPERTIES LTD		100 S TAYLOR ST	F23-310-260313005000

Instructions to Applicants:

Under Village procedures and the Ohio Revised Code:

- A completed petition must be submitted to the **Village Administrator**.
- The request may be reviewed by a Village Committee or Planning Commission for advisory comment.
- Village Council will hold a public hearing and make the final decision by ordinance.
- **Public notice will be published at least 20 days prior** to final Council action.
 - **Notice Exception under ORC § 723.06:** Public notice of the intention to vacate a street or alley is not required when written consent is provided by all property owners abutting the portion of right-of-way to be vacated.

Please attach:

1. A plat or map clearly identifying the portion to be vacated.
2. A list of abutting property owners and parcel numbers.
3. A brief statement justifying the request.

Submit all materials to:

Josh Bender, Village Administrator & Zoning Inspector

nbadmin@northbaltimore.net

205 North Main Street, North Baltimore, OH 45872

(419) 257-2394

ALLEY / STREET VACATION PETITION

FEE PAID: _____ DATE: _____

ADVERTISING FEE PAID: _____ DATE: _____

To: The Honorable Mayor and Council of the Village of North Baltimore, Ohio

We, the undersigned, being all of the owners of property abutting the portion of public right-of-way proposed for vacation, respectfully petition the Village Council to vacate the following:

Type of Vacation Requested (check one): Street / Alley

Location of Right-of-Way to be Vacated: Oak Street, North Baltimore, OH 45872

Legal Description:

Situated in the Village of North Baltimore, Wood County, Ohio, this parcel consists of approximately 6,375 square feet and comprises a portion of the unimproved public right-of-way known as Oak Street. The area begins at the eastern boundary of Parcel No. F23-310-260313006000, owned by Richard A. and Mary E. Capelle, and extends northward to its intersection with Parcel No. F23-310-260313004000, owned by Leslie Lindquist. The western boundary of this right-of-way portion is contiguous to Parcel No. F23-310-260313005000, owned by Country Club Acres Inc. and JCK2 Properties Ltd. This parcel lies entirely within the corporate limits of the Village of North Baltimore, Wood County, Ohio.

Subdivision and Lot References:

The portion to be vacated abuts the following described lots in the subdivision of:

INLOT 736 & 737

As required, we submit a \$100.00 petition filing fee, and we agree to pay all additional advertising and recording fees associated with the vacation, as determined by the Village.

We further agree to accept any existing public utility or drainage easements that may remain in place following the vacation. A plat map of the area and a list of all abutting property owners (including those not joining the petition) are attached.



VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO

ORDINANCE NO. 2025 -21

AN ORDINANCE AUTHORIZING THE CERTIFICATION OF DELINQUENT UTILITIES AS A SPECIAL ASSESSMENT TO THE WOOD COUNTY AUDITOR AND DECLARING AN EMERGENCY

WHEREAS, the Village of North Baltimore administration has compiled a listing of unpaid utility accounts; and

WHEREAS, the current property owners have received further notice of the delinquency amount and had an opportunity to make payment before final passage of this ordinance; and

NOW THEREFORE, BE IT ORDAINED, BY THE COUNCIL OF THE VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO, three-fourths (3/4) of all members elected to Council concurring:

SECTION I: That the total amount owed on each utility account shall be certified to the 2025 tax duplicate for collection in 2026 to the Wood County Auditor.

SECTION II. Said special assessments totaling Eight Thousand Six Dollars and Sixty-One Cents (\$8006.61), shall be payable annually in two equal installments during the period of assessments; that said assessments are hereby levied on the parcels listed in Exhibit A, for the year 2025. The Finance Officer is authorized and directed to certify the same to the County Auditor of Wood County, Ohio to be collected as other taxes are collected and paid.

SECTION III. The assessment must be certified to the Wood County Auditor annually on or before the month of September to be assured certification on the 2025 tax duplicate collected in 2026.

SECTION IV. This ordinance is an emergency measure and shall go into force and effect on its passage. The reason for the emergency is that it is necessary to submit the amount owed for delinquent utilities and certify the same to the Wood County Auditor on or before the month of September or risk losing the delinquent utilities revenue thus protecting the health, safety, and general welfare of the Village citizens.

Passed in Council this 9th day of September 2025.

EMERGENCY CLAUSE VOTE
YEAS ____ NAYS ____

VOTE ON FINAL ADOPTION
YEAS ____ NAYS ____

ADOPTED AND APPROVED this 9th day of September 2025.

Dee Hefner, President of Council

Aaron Patterson, Mayor

Attest:

Becky Walter, Clerk-Treasurer

VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO

ORDINANCE NO. 2025 - 22

AN ORDINANCE AUTHORIZING THE CERTIFICATION OF GRASS MOWING AS A SPECIAL ASSESSMENT TO THE WOOD COUNTY AUDITOR AND DECLARING AN EMERGENCY

WHEREAS, the Village of North Baltimore administration has compiled a listing of properties in violation of the village weed ordinance; and

WHEREAS, the current property owners have received further notice of the violation and had an opportunity to maintain the property before final passage of this ordinance; and

NOW THEREFORE, BE IT ORDAINED, BY THE COUNCIL OF THE VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO, three-fourths (3/4) of all members elected to Council concurring:

SECTION I: That the total amount owed for high grass mowing on each property shall be certified to the 2025 tax duplicate for collection in 2026 to the Wood County Auditor.

SECTION II. Said special assessments totaling One Thousand Fifty Dollars and Zero Cents (\$1050.00), shall be payable annually in two equal installments during the period of assessments; that said assessments are hereby levied on the parcels listed in Exhibit A, for the year 2025. The Clerk is authorized and directed to certify the same to the County Auditor of Wood County, Ohio to be collected as other taxes are collected and paid.

SECTION III. The assessment must be certified to the Wood County Auditor annually on or before the month of September to be assured certification on the 2025 tax duplicate collected in 2026.

SECTION IV. This ordinance is an emergency measure and shall go into force and effect on its passage. The reason for the emergency is that it is necessary to submit the amount owed for high grass mowing and certify the same to the Wood County Auditor on or before the month of September or risk losing the high grass mowing revenue thus protecting the health, safety, and general welfare of the Village citizens.

Passed in Council this 9th day of September 2025.

EMERGENCY CLAUSE VOTE
YEAS ____ NAYS ____

VOTE ON FINAL ADOPTION
YEAS ____ NAYS ____

ADOPTED AND APPROVED this 9th day of September 2025.

Dee Hefner, President of Council

Aaron Patterson, Mayor

Attest:

Becky Walter, Clerk-Treasurer

VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO

ORDINANCE NO. 2025 -23

AN ORDINANCE ENACTING A SPECIAL ASSESSMENT FOR THE COST AND EXPENSE OF CLEANING THE STREETS, ALLEYS, WAYS AND OTHER PUBLIC PLACES IN THE VILLAGE OF NORTH BALTIMORE FOR 2025, AUTHORIZING CERTIFICATION OF SAME TO THE WOOD COUNTY AUDITOR.

WHEREAS, the Village of North Baltimore has for several years, financed the cleaning of streets, alleys, ways and other public places in the Village of North Baltimore by special assessments levied on all the lots and lands in the Village of North Baltimore by a percentage of the tax valuation of the property assessed; and

WHEREAS, it is deemed advisable to continue illuminating the streets, alleys, ways and other public places in the Village by furnishing electricity financed by special assessments.

NOW THEREFORE, BE IT ORDAINED, BY THE COUNCIL OF THE VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO, three-fourths (3/4) of all members elected to Council concurring:

SECTION I: That the cost and expense of the cleaning of streets, alleys, ways and public places in the Village including the cost of necessary equipment to perform said work shall be paid by special assessments levied upon the lots and lands within the Village, excluding tax exempt property.

SECTION II. Said special assessment shall be Eighty-Six Thousand Dollars (\$86,000.00), and shall be payable annually in two equal installments during the period of the assessment; that said assessments are hereby levied on all the lots and lands in the Village of North Baltimore, excluding tax exempt property, for the year 2025. The Finance Officer is authorized and directed to certify the same to the County Auditor of Wood County, Ohio to be collected as other taxes are collected and paid.

Passed in Council this 9th day of September, 2025.

VOTE ON FINAL ADOPTION
YEAS _____ NAYS _____

ADOPTED AND APPROVED this 9th day of September 2025.

Dee Hefner, President of Council

Aaron Patterson, Mayor

Attest:

Becky Walter, Clerk-Treasurer

VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO

ORDINANCE NO. 2025 - 24

AN ORDINANCE ENACTING A SPECIAL ASSESSMENT FOR THE COST AND EXPENSE OF LIGHTING OF THE STREETS, ALLEYS, WAYS AND OTHER PUBLIC PLACES IN THE VILLAGE OF NORTH BALTIMORE FOR 2025, AUTHORIZING CERTIFICATION OF SAME TO THE WOOD COUNTY AUDITOR.

WHEREAS, the Village of North Baltimore has for several years, financed the lighting of streets, alleys, ways and other public places in the Village of North Baltimore by special assessments levied on all the lots and lands in the Village of North Baltimore by a percentage of the tax valuation of the property assessed; and

WHEREAS, it is deemed advisable to continue illuminating the streets, alleys, ways and other public places in the Village by furnishing electricity financed by special assessments.

NOW THEREFORE, BE IT ORDAINED, BY THE COUNCIL OF THE VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO, three-fourths (3/4) of all members elected to Council concurring:

SECTION I: That the cost and expense of lighting the streets, alleys, ways and public places in the Village including the cost of furnishing electrical energy shall be paid by special assessments levied upon the lots and lands within the Village, excluding tax exempt property.

SECTION II. Said special assessment shall be Seventy Thousand Dollars (\$78,000.00) and shall be payable annually in two equal installments during the period of the assessment; that said assessments are hereby levied on all the lots and lands in the Village of North Baltimore, excluding tax exempt property, for the year 2025. The Finance Officer is authorized and directed to certify the same to the County Auditor of Wood County, Ohio to be collected as other taxes are collected and paid.

Passed in Council this 9th day of September 2025.

VOTE ON FINAL ADOPTION
YEAS _____ NAYS _____

ADOPTED AND APPROVED this 9th day of September 2025.

Dee Hefner, President of Council

Aaron Patterson, Mayor

Attest:

Becky Walter, Clerk-Treasurer

VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO

ORDINANCE NO. 2025 - 25

AN ORDINANCE ENACTING A SPECIAL ASSESSMENT FOR THE COST AND EXPENSE OF TRIMMING, MAINTAINING AND PLANTING OF TREES ALONG THE STREETS, ALLEYS, WAYS AND OTHER PUBLIC PLACES IN THE VILLAGE OF NORTH BALTIMORE FOR 2025, AUTHORIZING CERTIFICATION OF SAME TO THE WOOD COUNTY AUDITOR.

WHEREAS, the Village of North Baltimore has financed the cost of trimming, maintaining and planting of trees along the streets, alleys, ways and other public places in the Village of North Baltimore by special assessments levied on all the lots and lands in the Village of North Baltimore by a percentage of the tax valuation of the property assessed; and

WHEREAS, it is deemed advisable to continue having the trimming, maintenance and planting of trees along the streets, alleys, ways and other public places in the Village financed by special assessments.

NOW THEREFORE, BE IT ORDAINED, BY THE COUNCIL OF THE VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO, three-fourths (3/4) of all members elected to Council concurring:

SECTION I: That the cost and expense of the trimming, maintaining and planting of trees along the streets, alleys, ways and public places in the Village shall be paid by special assessments levied upon the lots and lands within the Village, excluding tax exempt property.

SECTION II. Said special assessment shall be Twenty-Two Thousand Dollars (\$22,000.00), and shall be payable annually in two equal installments during the period of the assessment; that said assessments are hereby levied on all the lots and lands in the Village of North Baltimore, excluding tax exempt property, for the year 2025. The Finance Officer is authorized and directed to certify the same to the County Auditor of Wood County, Ohio to be collected as other taxes are collected and paid.

Passed in Council this 9th day of September 2025.

VOTE ON FINAL ADOPTION
YEAS _____ NAYS _____

ADOPTED AND APPROVED this 9th day of September 2025.

Dee Hefner, President of Council

Aaron Patterson, Mayor

Attest:

Becky Walter, Clerk-Treasurer

1st Reading: August 12, 2025
2nd Reading: September 9, 2025
Final Reading: October 14, 2025
Effective Date: October 14, 2025

VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO

ORDINANCE NO. 2025-26

**AN ORDINANCE APPROVING THE TRANSFER OF FUNDS APPROPRIATED FOR
THE FISCAL YEAR ENDING DECEMBER 31, 2025**

**WHEREAS, it is necessary to make transfers now currently appropriated in the
Annual Appropriation Ordinance for 2025;**

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

**SECTION I: That to provide for necessary expenditures of the Village of North
Baltimore ending December 31, 2025, the following transfer of funds are hereby approved:**

From: 1000 GENERAL FUND	
1000-910-910-0000 TRANSFERS TO EMS CAPITAL	\$71,424.96
To: 4905 EMS CAPITAL FUND	
4905-931-0000 TRANSFERS IN	\$71,424.96

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

EMERGENCY CLAUSE VOTE
YEAS ____ NAYS ____

VOTE ON FINAL ADOPTION
YEAS ____ NAYS ____

ADOPTED AND EFFECTIVE this 14th day of October, 2025.

Dee Hefner, President of Council

Aaron Patterson, Mayor

Attest:

Becky Walter, Clerk-Treasurer

VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO

ORDINANCE NO. 2025-27

AN ORDINANCE APPROVING SUPPLEMENTAL APPROPRIATIONS FOR THE FISCAL YEAR ENDING DECEMBER 31, 2025, AND TO DECLARE AN EMERGENCY

WHEREAS, it is necessary to make supplemental appropriations to the Annual Appropriation Ordinance for the fiscal year 2025;

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

SECTION I: To provide for the necessary expenditures of the Village of North Baltimore for the fiscal year ending December 31, 2025, the following supplemental appropriations are hereby approved, as outlined in the attached Exhibit.

SECTION II: This ordinance is necessary to amend the Annual Appropriation Ordinance accounts as listed in the attached Exhibit for the year ending December 31, 2025, and to certify the same to the Wood County Auditor.

SECTION 3: Council declares this to be an emergency measure immediately necessary for the preservation of the public peace, health, safety, and general welfare of the Village and its residents and shall to into immediate effect upon the passage thereof.

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

**EMERGENCY CLAUSE VOTE
YEAS _____ NAYS _____**

**VOTE ON FINAL ADOPTION
YEAS _____ NAYS _____**

ADOPTED AND EFFECTIVE this 12th day of August, 2025.

Dee Hefner, President of Council

Aaron Patterson, Mayor

Attest:

Becky Walter, Clerk-Treasurer

ORDINANCE 2025-27 EXHIBIT
SUPPLEMENTAL APPROPRIATIONS FY2025
FINAL READING August 12, 2025

Item 12.

APPROPRIATION CHANGES FY 2025

FUND	CODE	DESCRIPTION	FROM	TO	NOTES
GENERAL FUND (101)	1000-240-221-0000	Medical/Hospitalization		\$4,250.00	INCREASE
		To increase appropriations to cover health insurance costs for the year.			
GENERAL FUND (101)	1000-910-910-0000	Transfers-Out		\$80,000.00	INCREASE
		To increase appropriation to cover year-end transfers.			
GENERAL FUND (101)	1000-710-690-0000		FROM -1,200.00		MODIFICATION
	1000-710-161-0000		TO 1,200.00		MODIFICATION
		To move funds from the Mayor's discretion fund to personal services for a bonus payment.			
	1000-710-399-0000			2,500.00	INCREASE
		To increase appropriation to cover costs For the Love of Cats.			
PARKS AND RECREATION FUND (2401)	2041-320-221-0000	Medical/Hospitalization		\$2,850.00	INCREASE
		To increase appropriations to cover health insurance costs for the year.			
STREET CLEANING FUND (2402)	2402-630-221-0000	Medical/Hospitalization		\$4,300.00	INCREASE
		To increase appropriations to cover health insurance costs for the year.			

101.110.5105	60	
101.110.5107	77164.6	
101.110.5109	1814.53	
101.110.5106		79039.13

101.110.5121	19984.51	
101.110.5122	1572.99	
101.110.5125	502.82	
101.110.5123		22060.32

101.110.

101.110.5323	4500 INCREASE	
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VILLAGE OF NORTH BALTIMORE, WOOD COUNTY, OHIO

ORDINANCE NO. 2025 – 15

AN ORDINANCE AUTHORIZING THE VILLAGE ADMINISTRATOR 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 Village Administrator 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 Village Administrator 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 Village Administrator 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

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

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.