



**VILLAGE OF NORTH BALTIMORE
Committee of the Whole - 6/2/26**

June 02, 2026
5:30 PM

Agenda

- I. Call to order: Council President Dee Hefner**
- II. Pledge of Allegiance**
- III. Public Safety - Tim Engard**
No items at this time.
- IV. Public Works - Paula Beaupry**
No items at this time.
- V. Public Utilities - Eric Sweat**
No items at this time.
- VI. Economic and Community Development - Dee Hefner**
 1. June Festival
 - [2.](#) Cemetery Lot Split
- VII. Personnel, Policy and Ordinance Review - Richard Bosak**
 - [1.](#) Public Records Request Policy
 - [2.](#) Event Policy
- VIII. Finance and Technology - Dave Richmond**
No items at this time.
- IX. Administrator - Josh Bender**

1. Infrastructure Plans
2. SR 18 MUP
3. Main Street STBG
4. GovDeals Water Truck Auction
5. ODNR Natureworks Application

X. Fiscal Officer - Justin Overmyer

Mr. Overmyer will start as Fiscal Officer on or before June 8th, 2026.

XI. Mayor - Aaron Patterson

XII. Adjournment



Van Horn, Hoover & Associates, Inc.

3200 N. Main St. Findlay, OH 45840

Phone: 419.423.5630 Fax: 419.423.5772

• Civil Engineering • Surveying

info@vanhornhoover.com

May 26, 2026

Village of North Baltimore Attn: Mr. Josh Bender

Re: North Baltimore Cemetery North Baltimore, Ohio

Per your request, we are pleased to submit a proposal to provide Surveying and Drafting Services for the above referenced project.

BOUNDARY SURVEY

- Boundary retracement of the entire cemetery located between Belmore Road, Mitchell Road and Deweyville Road.
• Research property and adjoiner's deeds and surveys.
• Re-establish all of the property lines based on previous surveys and deeds.
• Create 2 parcel splits from the overall boundary survey.
• Submit the lot split drawing and legals to the Village for review and approval.
• Once approved by the Village, submit the drawings and legals to Wood County for review and approval.
• Provide approved signed and sealed drawings and legals to the Village for processing.
• Set all corners of the new parcel splits.
• TOTAL.....\$ 2,850.00

Any significant plan changes by the owner or Architect after the first plan is laid out will be considered a formal plan change and is not included in the above price. Additional fees will be coordinated prior to conducting the plan changes.

Any work required outside the scope of work described above shall be cleared by the Client and billed separately from the original proposal items.

Invoicing will be done on a monthly basis and noted as "Progress Reports" and is due in accordance with the invoice (30 days without any penalty).

If you have any questions regarding this proposal, please do not hesitate to contact me.

Sincerely,

[Handwritten signature of Daniel R. Stone]

Daniel R. Stone, P.E., P.S. President VAN HORN, HOOVER & ASSOCIATES, INC.

Client

Date



**Van Horn, Hoover
& Associates, Inc.**

3200 N. Main St.
Findlay, OH 45840

Phone: 419.423.5630
Fax: 419.423.5772

• Civil Engineering • Surveying

info@vanhornhoover.com

May 18, 2026

Village of North Baltimore
Attn: Mr. Josh Bender

Re: North Baltimore Cemetery
North Baltimore, Ohio

Per your request, we are pleased to submit a proposal to provide Surveying and Drafting Services for the above referenced project.

BOUNDARY SURVEY

- Boundary retracement of the entire cemetery located between Belmore Road, Mitchell Road and Deweyville Road.
- Research property and adjoiner's deeds and surveys.
- Re-establish all of the property lines based on previous surveys and deeds.
- Create 3 parcel splits from the overall boundary survey.
- Submit the lot split drawing and legals to the Village for review and approval.
- Once approved by the Village, submit the drawings and legals to Wood County for review and approval.
- Provide approved signed and sealed drawings and legals to the Village for processing.
- Set all corners of the new parcel splits.
- TOTAL.....\$ 3,200.00

Any significant plan changes by the owner or Architect after the first plan is laid out will be considered a formal plan change and is not included in the above price. Additional fees will be coordinated prior to conducting the plan changes.

Any work required outside the scope of work described above shall be cleared by the Client and billed separately from the original proposal items.

Invoicing will be done on a monthly basis and noted as "Progress Reports" and is due in accordance with the invoice (30 days without any penalty).

If you have any questions regarding this proposal, please do not hesitate to contact me.

Sincerely,

Daniel R. Stone, P.E., P.S.

President

VAN HORN, HOOVER & ASSOCIATES, INC.

Client

Date



Village of North Baltimore Public Records Request Policy

Effective Date: April 9th, 2025

Section 1 - Purpose

The Village of North Baltimore is committed to ensuring transparency and providing prompt, reasonable access to public records in compliance with Ohio Revised Code (ORC) 149.43 and all applicable state laws, including House Bill 315 (effective April 3, 2025) and House Bill 265 (effective April 9, 2025). This policy establishes procedures for requesting public records, submission methods, applicable costs, and other statutory provisions governing access.

~~House Bill 315, effective April 3, 2025. This policy outlines the procedures for requesting public records, including submission methods, associated costs, and circumstances under which fees may be waived.~~

Section 2 - Policy Overview

~~Public records are defined under ORC 149.43 to include as documents, files, electronic data, or other materials created or received by the Village that serve to document its organization, functions, policies, decisions, procedures, operations, or other official activities. Such records must be promptly prepared and made available for inspection and copying, subject to specific exemptions provided under Ohio law.~~

~~Public records are defined and governed under ORC 149.43, which provides for open inspection and reproduction of public records, subject to certain exceptions provided under Ohio law.~~

Section 3 - Inspection of Public Records

~~• Inspection of public records is free of charge during regular business hours, except for records requiring review or redaction, for which fees may apply.~~

~~• Law enforcement video or audio recordings requiring review, redaction, or editing may incur labor and material costs as authorized under HB 315 (up to \$75/hour, capped at \$750 per request).~~

~~• Appointments are required to ensure record availability and appropriate staff assistance.~~

~~• Records will be made available promptly per ORC 149.43(B)(1), with reasonable efforts to fulfill requests in a timely manner.~~

~~• Requesters may not use personal devices to photograph, scan, or video record public records~~

205 North Main Street, North Baltimore, OH 45872

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

www.Northbaltimore.org

during inspection. All inspections must occur under staff supervision to ensure proper care and security of the records.

~~Inspection is free of charge during regular business hours.~~

- ~~• Appointments are required to review records to ensure availability and proper assistance.~~
- ~~• Records will be made available promptly as required by ORC 149.43(B)(1), with reasonable efforts to satisfy requests in a timely manner.~~

Section 4 - Public Records Request Process

While a Public Records Request Form is available for accuracy and efficiency, under ORC 149.43:

- Requests do not have to be in writing.
- Requests may be submitted anonymously.

If fees apply, payment must be received before records requiring prepayment are released.

~~While a Public Records Request Form is available to ensure accuracy and efficiency, the form is not required under ORC 149.43(B)(5). Requests may be submitted anonymously and do not need to be in writing. No request will be denied due to anonymity or lack of a written form.~~

~~If payment is required, anonymous requesters may submit cash by mail or in person.~~

Submission Options:

- In Person/Mail: Village Administrator, 205 N Main St, North Baltimore, OH 45872
- Email: Nbadmin@northbaltimore.net

Request Forms Available At:

- Village Office: 205 N Main St, North Baltimore, OH 45872
- North Baltimore Police Department: 203 N Main St, North Baltimore, OH 45872
- Village Website: <https://www.northbaltimore.gov>

Requests should include sufficient detail to allow reasonable identification and retrieval of records (ORC 149.43(B)(2)).

~~If using the form, the requester should provide sufficient detail to reasonably identify and retrieve the requested records, per ORC 149.43(B)(2).~~

Section 5 - Copying and Delivery Costs

- Standard Paper Copies – \$0.25 per page
- Flash Drive or other media – Actual cost of media
- Video/audio recordings – Labor charges allowed under HB 315 and actual material costs

Labor Fees for Law Enforcement Records (HB 315):

- Up to \$75/hour for processing, redaction, or editing
- Capped at \$750 per request
- No free access or fee waivers for individuals named in or involved in an incident

~~Public records are available upon payment of the actual cost of copying and delivery, in accordance with ORC 149.43(B)(6).~~

~~Fee Schedule:~~

- ~~• Standard Paper Copies — \$0.25 per page~~
- ~~• Records provided on alternative media (CD, DVD, flash drive, etc.) will be charged at the actual cost of materials.~~
- ~~• Video and/or audio recordings will incur labor charges allowed under HB 315 and ORC 149.43.~~

~~Section 6 - Prepayment Requirement:~~

~~For requests involving copying, delivery, labor, or redaction, an estimated cost will be provided before processing.~~

- ~~• Prepayment of estimated costs may be required prior to processing.~~
- ~~• If third-party redaction services are necessary, the actual cost will be charged to the requester.~~
- ~~• Accepted payment methods: Cash, check, or credit/debit card (during regular business hours).~~
- ~~• A \$25 prepayment is required for requests involving video/audio records, consistent with HB 315.~~
- ~~• If the actual cost exceeds the prepayment, the requester will pay the balance prior to release.~~
- ~~• If actual costs are lower than the prepayment, the unused balance will be refunded.~~

~~Labor and Additional Charges for Certain Requesters:~~

~~For individuals who are not directly involved in the incident, labor charges apply under HB 315:~~

- ~~• Labor Fee: Up to \$75 per hour, with a maximum labor charge of \$750 per request.~~

~~For individuals directly involved or named in the requested record, only material costs apply.~~

~~This applies to:~~

- ~~• Police reports where the requester is named.~~
- ~~• Incident reports involving the requester as a victim, witness, or involved party.~~
- ~~• Records requested by immediate family or legal representatives of deceased individuals directly referenced in the record.~~

Section 6 - Prepayment Requirement

For requests involving copying, delivery, labor, or redaction, an estimated cost will be provided before processing.

- Prepayment of estimated costs may be required prior to processing.
- If third-party redaction services are necessary, the actual cost will be charged to the requester.
- Accepted payment methods: Cash, check, or credit/debit card (during regular business hours).

~~Prepayment is required before processing, except where a waiver applies under Section 5. An estimated cost will be provided upon request submission.~~

~~For requests requiring legal review or third-party services, the requester will be notified in advance, and a non-refundable \$10 prepayment will apply. All prepayments are non-refundable regardless of the search outcome, per ORC 149.43(B)(6).~~

Accepted Payment Methods:

- Cash, Check, or Credit Card (during regular business hours at 205 N Main St).

Section 7 - Notification of Availability

Upon receipt of payment, records will be prepared promptly and made available for:

- In-person inspection during regular business hours
- Pickup at 205 N Main St, North Baltimore, OH 45872.
- Mail or electronic delivery, if applicable.

~~All in-person pickups must occur at 205 N Main St to maintain process efficiency.~~

Section 8 - Processing Time

Records will be provided within a reasonable period of time following receipt of prepayment, if required, in compliance with ORC 149.43(B)(1). Processing time will depend on request scope and complexity. Every effort will be made to fulfill requests promptly.

Section 9 – Incorporation of HB 315 (Effective April 3, 2025)

The Village complies with HB 315, which allows law enforcement agencies to recover labor and material costs associated with the production and redaction of video or audio records.

Section 10 – Additional Provisions under HB 265 (Effective April 9, 2025)

- Vexatious Public Records Litigators: Individuals designated by a court under RC 2323.52 as vexatious public records litigators must obtain court approval before making new requests. Identification may be required if such a designation is suspected.
- Exemptions for Public Service Workers: Certain records of designated current or qualifying former public service workers (e.g., police, firefighters, EMTs, OSR-trained staff) are exempt from disclosure, except to verified journalists.
- Complaint and Cure Requirement: Before initiating a lawsuit under ORC 149.43(C), a requester must first submit a written complaint to the Village and allow three (3) business days for resolution. Any subsequent lawsuit must include a written affirmation that this step was taken.

~~Section 9 – Incorporation of House Bill 315 (Effective April 3, 2025)~~

~~The Village of North Baltimore will comply with new provisions under HB 315, including:~~

- ~~Allowing law enforcement agencies to recover labor costs related to processing video records.~~
- ~~Updates to public records handling procedures for local governments, consistent with ORC 149.43.~~

Section 110 - Acknowledgment of Compliance

This policy affirms the Village of North Baltimore’s dedication to transparency, efficiency, and full compliance with Ohio public records laws, including ORC 149.43, HB 315, and HB 265. The Village values the trust of its residents and remains committed to fair and reasonable public record access.

~~This policy affirms the Village of North Baltimore’s commitment to transparency, efficiency, and compliance with ORC 149.43 and all relevant Ohio public records laws. The Village values the trust of its residents and remains dedicated to fair and reasonable public record access.~~

VILLAGE OF NORTH BALTIMORE
EVENT POLICY

Approved by Village Council: Resolution NO. 02 – 2026 Effective Date: February 13, 2026

1. Purpose

This policy establishes consistent procedures for reviewing, approving, and managing events within the Village of North Baltimore. Its intent is to promote safe, enjoyable, and well-organized activities that foster community engagement while protecting public health, safety, Village property, and limiting liability exposure.

2. Scope

This policy applies to any public or private event that uses or closes any public street, sidewalk, park, right-of-way, or Village facility; requires Village personnel, materials, or equipment; or anticipates significant public attendance, traffic impact, or public safety involvement. Private gatherings conducted entirely on private property that do not require Village services, permits, or approvals are exempt.

3. Permit Requirement and Timeline

All events meeting the above criteria require submission of an All Events Permit Application approved by ~~the Village Administrator and Mayor~~ Village Council. Applications shall be submitted at least ~~sixty thirty~~ (60)30 days prior to the proposed event date unless waived by the Village Administrator for good cause. Applications may be accepted up to one (1) year in advance of the event date. Final approval is contingent upon submission of all required documentation and satisfaction of applicable conditions.

4. Application Review

The Village Administrator shall distribute applications to affected departments for review, including Police, Fire, and Public Works. Department heads may attach reasonable conditions or require coordination meetings prior to approval. The Village Administrator or Council may deny or revoke approval if the applicant fails to provide required information, poses a public safety or liability risk, or has outstanding obligations or violations with the Village.

5. Required Documentation

Each application shall include a completed All Events Permit Application and, unless waived, sufficient documentation to allow the Village to evaluate the event, including a site map or route plan showing road closures, staging, and parking areas; vendor lists and contact information when applicable; proof of required insurance; fire safety information when applicable; food service information when applicable; and a description of measures to mitigate trip hazards such as electrical cords, hoses, or uneven surfaces.

6. Insurance Requirements

A Certificate of Liability Insurance naming the Village of North Baltimore as an Additional Insured is required for all events conducted on Village property, streets, or facilities unless waived pursuant to this policy. Minimum Commercial General Liability coverage shall be \$~~12~~1,000,000 per occurrence and aggregate.

Insurance shall not be required for events that meet all of the following criteria: the event is a small, non-commercial gathering hosted by an individual or informal group; attendance does not exceed ~~fifty-one~~ hundred ~~(50)100~~ persons at any one time; no admission fee is charged and no sales of goods, services, or alcohol occur; ~~the event does not require no~~ street closures are required, amplified sound, tents, stages, inflatables, generators, or other temporary structures; the event does not require no on-site police, fire, or public works staffing beyond routine patrol is required; and the event does not present unusual risk based on the nature, duration, or location of the activity. Events meeting all criteria are waived from insurance requirements.

For events that do not meet the above criteria, Village Council may, by formal action, approve alternative forms of coverage or waive the insurance requirement when it determines that the risk to the Village is minimal or otherwise adequately addressed.

Except where insurance is waived pursuant to this policy, the applicant shall defend, indemnify, and hold harmless the Village of North Baltimore, its elected and appointed officials, employees, volunteers, and agents from all claims, damages, losses, and expenses arising out of or related to the event.

~~For events not qualifying for an administrative waiver, Council may grant an insurance waiver by formal action when the event is sponsored or managed by the Village, constitutes protected First Amendment activity, or is otherwise documented as being covered under Village insurance. Except where waived, the applicant shall defend, indemnify, and hold harmless the Village of North Baltimore, its elected and appointed officials, employees, volunteers, and agents from all claims, damages, or expenses arising from or related to the event.~~

7. Coordination with Law Enforcement and Safety Agencies

Any event expecting more than one hundred (100) attendees, or otherwise determined by the Police Chief to require law enforcement coordination, shall coordinate directly with the North Baltimore Police Department. The Police Chief shall determine all law enforcement staffing, security measures, traffic control requirements, emergency-access requirements, and the need for assistance from the Wood County Sheriff's Office Auxiliary or other outside agencies based on the size, location, duration, anticipated attendance, alcohol involvement, traffic impact, and overall public safety risk of the event. The Fire Chief and Public Works Superintendent may impose additional fire safety, infrastructure, barricade, sanitation, or operational requirements as necessary.~~Any event expecting more than one hundred (100) attendees must coordinate directly with the North Baltimore Police Department. For the duration of the event, at least two (2) police officers must remain assigned to general village coverage, and at least two (2) police officers must be assigned to the event itself. The Police Chief and Mayor, with the concurrence of the Council Public Safety Committee Chair, will determine whether additional support from the Wood County Sheriff's Office Auxiliary is necessary. The Police Chief, Fire Chief, or Public Works Superintendent may impose additional safety, traffic-control, or emergency-access requirements based on the size and nature of the event.~~

8. Public Health and Food Service

The Village will notify the Wood County Health Department at least thirty (30) days prior to any approved event involving food service. Organizers are encouraged to promptly contact the Health Department to ensure compliance with inspection and licensing requirements. Food vendors shall not operate unless all documentation required under Section 5 has been submitted and approved, including proof of current food service licensure, an anticipated menu, a plan for grey-water disposal using Village-designated disposal locations, and a Certificate of Liability Insurance naming the Village of North Baltimore as an Additional Insured. Each food vendor shall maintain Commercial General Liability insurance in an amount not less than \$1,000,000 per occurrence and \$1,000,000 aggregate, naming the Village of North Baltimore as an Additional Insured.

9. Signage and Posting

No person shall post or affix any sign, placard, advertisement, or inscription on Village property except as authorized by the Village. Temporary event signage shall be removed within twenty-four (24) hours after the event concludes.

10. Clean-Up and Restoration

Event organizers are responsible for all post-event cleanup and restoration of Village property. Failure to

restore the area may result in billing for cleanup costs, denial of future event permits, or the requirement of a refundable deposit or surety bond for subsequent events.

11. Departmental Oversight

The following officials are responsible for departmental coordination and compliance oversight: the Police Chief for security, traffic control, and law enforcement coordination; the Fire Chief for fire safety, emergency access, and inspections; the Public Works Superintendent for street closures, barricades, sanitation, and infrastructure; and the Village Administrator for overall event coordination, insurance verification, permit issuance, and enforcement.

12. Revocation and Enforcement

Village Council may revoke event approval at any time for failure to comply with this policy or conditions of approval. The Village Administrator or Mayor may revoke or suspend approval if event activities deviate materially from the approved plan, pose an immediate risk to public safety, or violate Village ordinances or this policy. Unpermitted events, or events failing to comply with this policy, may be subject to enforcement action or denial of future approvals.~~The Village Administrator or Mayor may revoke approval if event activities deviate materially from the approved plan, pose a risk to public safety, or violate Village ordinances or this policy. Unpermitted events, or events failing to comply with this policy, may be subject to enforcement action or denial of future approvals.~~