

VILLAGE OF PENINSULA
AGENDA
REGULAR VILLAGE COUNCIL MEETING

Tuesday October 27, 2026, 7:00 p.m.
Peninsula Village Hall
1582 Main Street
Peninsula, Ohio 44264

CALL TO ORDER/ROLL CALL

PRESENTATION OF AGENDA AND AMENDMENT OF THE AGENDA

SPECIAL PRESENTATIONS
Discussion with CVNP, Conservancy for the CVNP, Cuyahoga Valley Scenic Railroad, Summit County, Engineer, and Village of Peninsula for the purpose of coordinating addressing safety issues along West Mill St. and the Rt. 303 Bridge, the Conservancy's plans for Oxbow Meadows, projects of joint interest, and what the CVNP and other entities can do for Peninsula

PRESENTATION AND CONSIDERATION OF RECORD OF PROCEEDINGS
October 13, 2026 Council Meeting Minutes

CITIZEN PARTICIPATION

REPORTS
Mayor, Daniel Schneider, Jr.
Motion to Authorize the Mayor to Renew the Village Employee Summit County Health Connection Insurance Plan for 2027 through NFP Corporate Services at a 6.22% Average Increase for the Medical/Prescription Coverage, a 0% Average Increase for the Dental Coverage and the Vision Coverage as Set Forth in the NFP Renewal Proposal

Fiscal Officer, Mr. Nogalo

Street Commissioner, Mr. Anderson

Finance Liaison, Mr. Krachinsky

Police Department, Chief Rucker

Roads and Public Works

Planning Commission, Ms. Frank-Hensley

Zoning Officer, Mr. Collins

Board of Zoning Appeals

Buildings and Grounds, Ms. Frank-Hensley

Policies & Procedures Liaison, Mr. Slocum
Cybersecurity Program

Fire Board, Mr. Krachinsky

Cemetery Board, Ms. Padrutt

JEDD Board, Ms. Riggins

Wastewater/Stormwater/Water

CVNP and Conservancy, Ms. Padrutt and Ms. Riggins

Rt. 303 Safety Project, Mr. Slocum

Solicitor, Mr. Bryan

LEGISLATION
Ordinance No. 13-2026 (Version 4) (Tabled)
Requested by: Councilperson Padrutt
An Ordinance Establishing Section 311.02 of the Village Code Regarding Outdoor Public Events Policies and Permits (Third Reading)

Proposed Revisions to Ordinance No. 13-2026 Made by Councilperson Slocum

Ordinance No. 20-2026
Requested by: Ms. Padrutt
An Ordinance Amending the Rules of Council (Third Reading)

UNFINISHED BUSINESS/NEW BUSINESS
Solicitor Search Committee

EXECUTIVE SESSION (IF NECESSARY)

ADJOURNMENT

Record of Proceedings
Regular Council Meeting

Held: Tuesday, October 13, 2026

CALL TO ORDER: The Mayor called the meeting to order at 7:00 p.m.

ROLL CALL:

Mayor Daniel Schneider, Jr.	Present	Amy Fank-Hensley	Present
Richard Slocum	Present	Daniel Krachinsky	Present
Jodi Padrutt	Present	Eliud Rosales	Present at 7:02
Mo Riggins	Present		

OTHERS PRESENT: Solicitor Brad Bryan, Administrative Assistant Faith Dorton, Fiscal Officer Vic Nogalo, Alan Brubaker & David Koontz with Summit County Engineer's Office.

PRESENTATION OF AGENDA AND AMENDMENT OF THE AGENDA: None.

SPECIAL PRESENTATIONS

Summit County Engineer's Office on Summit County Surface Water Management District

The Mayor introduced Summit County Engineer Al Brubaker. Engineer Brubaker introduced David Koontz from his office, who supervises the Summit County Surface Water Management District and its stormwater management program. Mr. Brubaker explained the program addresses both EPA stormwater quality requirements and local drainage and flooding problems. The District began with Bath Township and later expanded to include additional townships and communities. Its responsibilities include mapping stormwater systems, monitoring pollution, reviewing grading plans, issuing permits, investigating drainage complaints, and prioritizing stormwater improvement projects. The program also offers residential grants for projects such as rain gardens, rain barrels, and landscaping improvements designed to manage stormwater.

Mr. Brubaker explained how the District's user fees are collected through property tax bills and distributed to support eligible stormwater projects. The fee is approximately $100 per household per year. If Peninsula joins, approximately $54,000 could be collected annually, with roughly $30,000 returned to the Village for approved stormwater improvements. The funds must be used for stormwater management and cannot be diverted to general expenses that are tangential to stormwater issues. The County would assist Peninsula by mapping its drainage infrastructure, developing a comprehensive stormwater improvement plan, responding to drainage complaints, reviewing site plans, issuing grading permits, and overseeing certain construction requirements. Mr. Brubaker explained the District works with the Summit Soil and Water Conservation District on construction inspections and pollution prevention measures.

Mr. Slocum asked whether the Village could create a separate surface water district or increase the fees to help finance major infrastructure projects, including an estimated $2.7 million stormwater project on St. Rt. 303. Mr. Brubaker said Peninsula could establish its own district or request an increase in the District's fees for the Village. An increase beyond the regular County rate would require approval from both the Village Council and County Council. He noted the County can offer advances on future allocations. Mr. Brubaker also explained the Village could adopt the County regulations for riparian setbacks or enact its own regulations. If the County regulations are used, the County would handle variance applications from those standards. If the Village adopts its own regulations, the Village would handle the variance hearings.

Ms. Frank-Hensley noted the County Sewer District does not address stormwater concerns, particularly flooding and water backup issues that can overwhelm sanitary sewer systems and cause sewage to enter buildings. Mr. Brubaker emphasized that reducing flooding would help protect residents, infrastructure, and local waterways. Mr. Bryan asked about EPA reporting and enforcement responsibilities and assistance and what the District would expect from the Village. Mr. Brubaker explained the County would handle most stormwater program requirements, including reporting and employee training, while the Village would remain responsible for the maintenance of its own facilities and court prosecutions of violations within its jurisdiction. The presenters clarified that Peninsula is not currently subject to MS4 requirements, but future EPA rule changes could affect that status. The Mayor thanked Mr. Brubaker and Mr. Koontz for the presentation, noting the information would help the Village to determine whether joining the District would be beneficial. Mr. Brubaker emphasized there is no deadline for making a decision.

PRESENTATION AND CONSIDERATION OF RECORD OF PROCEEDINGS

September 22, 2026 Council Meeting Minutes: Mr. Slocum made a motion that was seconded by Ms. Riggins to approve the minutes. Roll call vote: Mr. Rosales, yes; Mr. Krachinsky, yes; Mr. Slocum, yes; Ms. Riggins, yes; Ms. Frank-Hensley, yes; Ms. Padrutt, abstain. The minutes were approved.

CITIZEN PARTICIPATION:

John Najeway urged Council to prioritize installing crosswalks along St. Rt. 303, citing a recent accident near the Peninsula Coffee House involving a speeding box truck. He expressed concern that delaying improvements until the future road construction project commenced could result in a fatality. He reminded everyone that crosswalks had been discussed by Council previously and encouraged action to improve pedestrian safety. Council members supported revisiting the issue, noting that the estimated cost was under $100,000 and grant funding might be available. Council suggested installing a push-button crosswalk as soon as possible rather than waiting for the Safety Project. Using temporary barriers to guide pedestrians toward designated crossing points and inexpensive crossing flags to increase visibility were also proposed. Mr. Bryan reminded Council that ODOT requires the submission of an engineered crosswalk plan before granting approval to install a crosswalk on a state route. It was noted that crosswalk plans have already been prepared in connection with the Rt. 303 Safety Project. The Mayor stated he would have Ed McCabe contact Tony Burgoyne with OHM to discuss this issue.

Amanda DiBenedetto raised concerns about limited visibility for drivers entering St. Rt. 303 from driveways near downtown due to the planned street parking in connection with the Rt. 303 Project. She also asked why speed-monitoring signs were not positioned farther east to alert drivers sooner. The Mayor explained the Village was collecting speed data near the start of the 25-mph zone rather than in the 40-mph zone. He stated he was working to resolve technical issues preventing data downloads from certain signs. Mr. Slocum acknowledged the visibility concerns and explained the planned parking setbacks would leave space near driveways, while parked vehicles might also provide a barrier against vehicles leaving the roadway. He emphasized the need to preserve the scarce amount of on-street parking on Rt. 303. He noted ongoing concerns about excessive speeding in the area and expressed hope that speed cameras or increased traffic enforcement could help address the problem.

REPORTS

Mayor, Daniel Schneider, Jr.: The Mayor stated he would provide updates on several additional items, including leaf pickup, later in the meeting.

Fiscal Officer, Mr. Nogalo: Mr. Nogalo updated Council on the Village's financial reconciliation and payroll processes, explaining he has supplied Charles Harris & Associates with available bank and credit card statements dating back to 2024. He is working with Huntington Bank to obtain additional records. He reported that approximately $36,000 in credit card charges for the current year have not been entered into the accounting system, contributing to a discrepancy between the bank balances and recorded cash balances as of the end of September. He expressed concern that the Village's average bank balances have declined over the past two years. Mr. Nogalo noted plans to replace the existing Huntington credit card with a rewards-enabled version and explore electronic vendor payments. He also described significant difficulties with the ADP payroll system, including missing shift differentials and complications with overtime and minimum call-in pay, which have caused payroll processing to take as long as 10 hours. Mr. Nogalo recommended considering a more suitable payroll system.

Street Commissioner, Mr. Anderson: Ms. Riggins asked the Mayor for updates on two outstanding matters. First, she inquired about the recently signed road salt contract and whether the parties had begun coordinating as required under the agreement. The Mayor confirmed those discussions were already underway. Second, Ms. Riggins asked about drainage issues related to Lois Unger's property, raising concerns that ongoing regrading work on the neighboring property might worsen existing problems. The Mayor acknowledged the concern and stated the Village would investigate the situation.

Finance Liaison, Mr. Krachinsky:

Mr. Krachinsky noted Council did not receive any updated financial report. Mr. Nogalo discussed the ongoing financial reconciliation process and asked Council what level of financial reporting it would like to receive, offering to provide detailed receipts and expenditures categorized by department and fund. He reiterated that the credit card transactions for the year were missing from the accounting system and committed to providing separate credit card records until those transactions could be properly recorded. He plans to reinstate purchase order requirements for Village purchases, with reasonable exceptions for emergencies and routine incidental expenses, and investigate options for earning interest on excess bank balances through more liquid investment accounts. Councilmembers questioned the decline in Village fund balances from approximately $1.5–$1.7 million in previous years to significantly lower levels and discussed possible causes including the Village Hall capital improvement expenditures and reduced camera ticket revenue. Mr. Nogalo reported that recorded traffic fine revenue increased substantially beginning in 2023 but emphasized that further analysis and reconciliation of historical balances were needed to determine the reason for the declining balance and net camera ticket revenue after contractor and court payments are figured in. Mr. Nogalo was advised the 2023 traffic fine revenue increase was related to the start of the camera ticket program. He agreed to prepare and distribute financial records and reports through September. Council acknowledged that stabilizing payroll processing remained the immediate priority.

Police Department, Chief Rucker: Corporal Pongracz reported on the speed data from the functioning speed sign in the 50-mph zone, covering June through September. He noted the results did not indicate a significant speeding problem based on the average speeds, although some isolated individual vehicles were traveling considerably faster than the limit. He is coordinating with K & K Systems to address the connectivity and data-download issues affecting the other signs. He shared traffic enforcement statistics from Targeting Solutions from April through September, noting that citation numbers were down significantly compared with two years ago. He reported both police cruisers should be fully outfitted within the next six weeks. There were two K-9 related drug arrests in September. The Department is working to ensure these K-9 related activities are properly documented in its records system.

Roads and Public Works: The Mayor reported leaf pickup has begun and will continue until freezing weather conditions make further collections impractical. Regular brush pickup has ended for the year unless a significant storm occurs. Council then discussed the possibility of providing orange crossing flags in buckets for pedestrian safety at crosswalks. John Najeway explained that the flags would improve pedestrian visibility when crossing the road. The issue of whether special permission would be required because Rt. 303 is a state highway was discussed. It was noted that the Village already has marked crosswalks and drivers are required to yield to pedestrians who are in those crosswalks. The Mayor agreed to investigate the proposal and asked John Najeway to send photographs of the crossing-flag system for Council and him to review.

Planning Commission, Ms. Frank-Hensley

Ms. Frank-Hensley reported the Planning Commission met on September 28th and continued reviewing the Zoning Code Land-Use Tables in connection with its update to the Mixed Use Zone regulations. One additional review is planned before presenting the proposed changes to Council. The Commission may recommend extending the current moratorium on development within the Mixed Use district, which expires in mid-December. The Commission also discussed existing zoning regulations related to circuses, fairs, and festivals in connection with the Village's proposed events policy and the need to make sure there are no conflicts between those provisions. Regarding the Zoning Map, the Commission agreed to explore asking the County to update its GIS information and Zoning Map pertaining to the Village rather than paying for a separate mapping service. Ms. McMahon is coordinating with the County GIS Department to schedule a meeting and obtain further information.

The Commission also reviewed the proposed informational letter to residents explaining the upcoming short-term rental advisory ballot issue. Councilmembers expressed differing views on whether the Village should distribute the informational letter, with some supporting sending the voter education letter and others concerned about potential bias and the importance of communicating each member's individual position. Ms. Riggins recommended revisions to align the wording with the ballot and clarify the advisory vote's purpose. The Mayor agreed to review the proposed letter and any revisions provided by Ms. Riggins and consider sending a revised version from the administration incorporating the proposed changes. Resident Jen Krachinsky questioned why the advisory vote was necessary, since this issue has been publicly discussed extensively and Council is aware that there is no public consensus on this issue. Ms. Padrutt explained that an earlier survey conducted in 2024 had shortcomings, and the upcoming ballot would provide a broader opportunity for residents to express their preferences. Council

acknowledged that details such as the treatment of existing rentals would need to be addressed through subsequent Council decisions.

Zoning Officer, Mr. Collins: The Mayor reported Mr. Collins could not attend tonight's meeting and a property maintenance code violation charge has been issued and will be filed with the Stow Court. A request for a Certificate of Appropriateness to refurbish a house within the Historic District is scheduled to be heard at the next Planning Commission Meeting.

Board of Zoning Appeals: Mr. Bryan shared there will be a variance hearing during the next BZA meeting scheduled for October 27 at 6:00 p.m.

Buildings and Grounds, Ms. Frank-Hensley: Ms. Frank-Hensley stated she had nothing to report.

Policies & Procedures Liaison, Mr. Slocum:
Cybersecurity Program: Mr. Slocum reported he is reviewing proposals for system migration and will follow up with vendors to clarify the scope of their quotes. One proposal was eliminated because it required an ongoing service contract. In connection with an assessment of the Police Department's network requirements, it has been determined that the Village will need to separate the Police Department computers from other office computers. The project is expected to cost approximately $20,000–$25,000 annually for Microsoft licenses and additional ongoing security expenses. The Village needs to establish a compliant cloud environment for the Police Department and ensure the Department's email system meets required security standards. Although some existing costs may be offset, the overall expense will increase. Mr. Slocum will consult with the Fiscal Officer to determine available funding. He noted the current system is significantly out of compliance.

Fire Board, Mr. Krachinsky: Mr. Krachinsky reported the Fire Department held a well-attended ceremony recognizing a promotion to Lieutenant, during which two new Firefighters were also sworn in. A separate ceremony to swear in the new Captain is anticipated. The date for that event has not yet been determined. Mr. Krachinsky offered to notify Council when the Captain's swearing-in ceremony is scheduled.

Cemetery Board, Ms. Padrutt: Ms. Padrutt stated there was nothing to report.

JEDD Board, Ms. Riggins: Ms. Riggins stated the Board is in the process of scheduling a meeting.

Wastewater/Stormwater/Water: The Mayor reported the Ohio EPA recently visited the Wastewater Plant site and reviewed the proposed discharge location. The EPA representatives were impressed with Summit County's knowledge of the process and its management of permitting requirements. The project remains on track, and the plans are 98 percent complete.

CVNP and Conservancy, Ms. Padrutt and Ms. Riggins: Nothing to report.

Rt. 303 Safety Project, Mr. Slocum: Council discussed the potential need for a State Infrastructure Development (SID) loan in the approximate amount of $560,000, with a 3% interest rate, to keep the project moving and allow contractors and vendors to be paid. Council agreed that it would be preferable to wait until November, when the results of the OPWC grant application process are expected, before making a final decision. Knowing that the Village received the grant would provide greater confidence in the Village's ability to repay the loan. Council noted that additional information about the loan terms, repayment schedule, deadlines, and grant status is needed to make an informed decision on this issue. The Mayor agreed to follow up with the appropriate contacts and share updates with Council.

Solicitor, Mr. Bryan: Mr. Bryan stated he had nothing additional to report at this time.

LEGISLATION
Ordinance No. 13-2026 (Version 4) (Tabled)
Requested by: Councilperson Padrutt
An Ordinance Establishing Section 311.02 of the Village Code Regarding Outdoor Public Events Policies and Permits (Third Reading)

No action was taken on this Ordinance.

Ordinance No. 20-2026
Requested by: Ms. Padrutt
An Ordinance Amending the Rules of Council (Second Reading)

Mr. Bryan read the legislation by title. It was discussed and clarified that the Administrative Assistant currently prepares the minutes, and the Fiscal Officer remains responsible for signing the approved minutes and legislation. The only in-meeting duty of the Fiscal Officer is calling the roll for attendance and votes. Council considered whether to revise the proposed language but ultimately decided to leave the language unchanged.

UNFINISHED BUSINESS/NEW BUSINESS:
Solicitor Search Committee: Ms. Padrutt announced the Committee has eight submissions to review.

Discussion as to Whether the Short-Term Rental Ordinance Should Be Reviewed, and If So, Whether the Review Process Should First Be Undertaken by Council or the Planning Commission

Ms. Riggins stated she feels that the short-term rental regulations need to be reviewed regardless of the outcome of the vote. She requested clarification as to whether Council wants to review the short-term rental regulations internally or have that review start with the Planning Commission. Ms. Riggins expressed concern that the Planning Commission has taken several months to review the Mixed Use zoning regulations and has still not completed its work. She emphasized the need to clarify the short-term rental rules, which are difficult to understand and enforce. She suggested reviewing the regulations rule by rule to ensure requirements, occupancy limits, and event restrictions are clearly written. Members noted the regulations remain in effect, so renewal applications and inspections should continue as usual until Council takes formal action. Council discussed forming a subcommittee that might include Councilmembers, Planning

Commission Members, and residents, to review the regulations outside of Regular Council Meetings. No decision on that issue was made because some Councilmembers preferred to wait for the election results before taking any action with respect to the short-term rental ordinance.

ADJOURNMENT: Mr. Slocum made a motion that was seconded by Mr. Rosales to adjourn the meeting. Roll call vote: Mr. Rosales, yes; Mr. Krachinsky, yes; Mr. Slocum, yes; Ms. Padrutt, yes; Ms. Riggins, yes; Ms. Frank-Hensley. The meeting was adjourned at 9:07 p.m.

Respectfully submitted:

_____ _____
Daniel Schneider Jr., Mayor Date

_____ _____
Vic Nogalo, Fiscal Officer Date

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Village of Peninsula

SUMMIT COUNTY HEALTH CONNECTION

2027 SUMMIT COUNTY HEALTH CONNECTION RENEWAL

In partnership with Summit County, we are pleased to present to you the renewal for the Summit County Health Connection program effective January 1, 2027.

The overall increase in 2027 is **6.22%** for the medical and prescription drug coverage. The rates are illustrated below; please fill in the **monthly employee contribution amount** for each plan and tier in the blanks below.

	PPO 1000		
	Current Rates	2027 Rates	Employee Amount
Single	$1,424.10	$1,512.68	
Employee/Spouse	$2,990.60	$3,176.62	
Employee/Child(ren)	$2,705.78	$2,874.08	
Family	$4,550.30	$4,833.33	

Please sign below to acknowledge the acceptance of these new rates that will be effective January 1, 2027 – December 31, 2027. Please return to Nadia Bara (Nadia.Bara@nfp.com) or Samantha Geffert (Samantha.geffert@nfp.com).

Signature:_____

Date:_____

We appreciate the opportunity to be of service to you and your employees. Should you have any questions, you may reach Nadia Bara at 216.273.8459 or at Nadia.Baara@nfp.com.

Sincerely,

Jim Dustin

Managing Director, NFP Corporate Services-OH

Lisa Yeager

Deputy Director of Employee Benefits, Summit County

Insurance services provided through NFP Corporate Services (OH), Inc., a subsidiary of NFP Corp.

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Village of Peninsula

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Effective Date: January 1, 2027

Presented by: Nadia Bara

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Village of Peninsula
January 1, 2027

DENTAL

		Current	Renewal
Carrier		Guardian	Guardian
Plan Type		DPPO	DPPO
Network		DentalGuard	DentalGuard
Benefit Details | In-Network			
Annual Deductible | Single		$50	$50
Annual Deductible | Family		$150	$150
Annual Maximum		$1,000	$1,000
Preventive Services		100%	100%
Basic Services		100%	100%
Major Services		60%	60%
Endodontics		100%	100%
Periodontics		100%	100%
Orthodontics		N/A	N/A
Lifetime Orthodontia Maximum		N/A	N/A
Benefit Details | Out-of-Network			
Annual Deductible | Single		$50	$50
Annual Deductible | Family		$150	$150
Annual Maximum		$1,000	$1,000
Preventive Services		100%	100%
Basic Services		80%	80%
Major Services		50%	50%
Endodontics		80%	80%
Periodontics		80%	80%
Orthodontics		N/A	N/A
Lifetime Orthodontia Maximum		N/A	N/A
Out-of-Network Reimbursement		MAC	MAC
Additional Information			
Waiting Period(s)		None	None
Rollover Benefit		Included	Included
Participation Requirement		Current	Current
Rate Guarantee		1 year until 1/1/27	1 year until 1/1/28
Monthly Rates	CC1	Current	Renewal
Employee Only	5	$26.57	$26.57
Employee + Spouse	2	$67.22	$67.22
Employee + Child(ren)	2	$67.22	$67.22
Family	1	$122.67	$122.67

Cost Analysis

		Current	Renewal
Total Enrollment	10		
Total Monthly Premium		$524.40	$524.40
Total Annualized Premium		$6,293	$6,293
Annual Change vs Current ($)			$0
Annual Change vs Current (%)			0.0%

Enrollment based on 8/2026 Guardian Renewal

This summary is for illustrative purposes and does not guarantee benefits. It is not a full description of coverage; limits/exclusions may apply. Final terms subject to carrier approval;, policy provisions prevail in any discrepancy.

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Village of Peninsula
January 1, 2027
VISION

		Current	Renewal
Carrier		Guardian	Guardian
Plan Type		PPO	PPO
Network		VSP Choice	VSP Choice
Frequency			
Exam		12	12
Lenses (Glasses & Contacts)		12	12
Frame		24	24
Exam/Lens Copay | In-Network			
Exam		$10	$10
Single		$25	$25
Bifocal		$25	$25
Trifocal		$25	$25
Lenticular		$25	$25
Progressive | Standard		$55	$55
Allowances | In-Network			
Frames		Up to $130, then 20% off	Up to $130, then 20% off
Contacts | Medically Necessary		Covered in Full	Covered in Full
Contacts | Elective		Up to $130	Up to $130
Contact Lens Fitting/Exam		Inlcuded in the contact lens allowance and then 15% discount on the fee	Inlcuded in the contact lens allowance and then 15% discount on the fee
Exam/Lens Allowances | Out-of-Network			
Exam		Up to $39	Up to $39
Single		Up to $23	Up to $23
Bifocal		Up to $37	Up to $37
Trifocal		Up to $49	Up to $49
Lenticular		Up to $64	Up to $64
Progressive | Standard		N/A	N/A
Allowances | Out-of-Network			
Frames		Up to $46	Up to $46
Contacts | Medically Necessary		Up to $210	Up to $210
Contacts | Elective		Up to $100	Up to $100
Additional Information			
Participation Requirement		Current	Current
Rate Guarantee		2 years until 1/1/27	1 years until 1/1/28
Monthly Rates	**CC1**	**Current**	**Renewal**
Employee Only	5	$8.80	$8.80
Employee + Spouse	2	$16.66	$16.66
Employee + Child(ren)	2	$16.97	$16.97
Family	0	$26.87	$26.87

Cost Analysis

		Current	Renewal
Total Enrollment	9		
Total Monthly Premium		$111.26	$111.26
Total Annualized Premium		$1,335	$1,335
Total Annualized Premium		$1,335	$1,335
Annual Change vs Current ($)			$0
Annual Change vs Current (%)			0.0%

Enrollment based on 8/2026 Guardian Renewal

This summary is for illustrative purposes and does not guarantee benefits. It is not a full description of coverage; limits/exclusions may apply. Final terms subject to carrier approval;, policy provisions prevail in any discrepancy.

VILLAGE OF PENINSULA, OHIO VERSION 4
ORDINANCE NO.: 13-2026
INTRODUCED BY: _____
DATE PASSED: _____

AN ORDINANCE ESTABLISHING SECTION 311.02 OF THE VILLAGE CODE REGARDING OUTDOOR PUBLIC EVENTS POLICIES AND PERMITS

WHEREAS, Village Council recognizes that outdoor public events enhance the quality of life and economic vitality of the historic Village community; and

WHEREAS, due to the unique geography of the Village within the Cuyahoga Valley National Park and the Village's infrastructure, Council desires to ensure that outdoor public events are conducted safely, disruption to residents is minimized, and Village resources are protected; and

WHEREAS, Council desires to establish Section 311.02 of the Village Code to accomplish the above goals.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Peninsula, Summit County, Ohio, to wit:

SECTION 1. Council hereby enacts Section 311.02 of the Village Code, as set forth in the attachment hereto that is incorporated herein by reference.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public and/or in compliance with all legal requirements.

SECTION 3. This Ordinance shall be effective as of the earliest date provided for by law.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ day of _____, 2026.

Passed:

_____
Daniel Schneider, Jr., Mayor

Attest:

_____
Vic Nogalo, Fiscal Officer

Approved as to Legal Form.

_____
Bradric T. Bryan, Solicitor

I, Vic Nogalo, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, do hereby certify that the foregoing Ordinance was duly passed by the Council of the Village of Peninsula, at a meeting held on the _____ day of _____, 2026.

_____
Vic Nogalo, Fiscal Officer

Posting Certificate

I, Vic Nogalo, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, hereby certify that there is no newspaper published in the Municipality, and publication of the foregoing Ordinance was made by posting true and accurate copies thereof at five of the most public places in the Village as previously determined by Council, each for a period of at least fifteen days, commencing on the _____ day of _____, 2026, as follows:

1. Terry Lumber & Supply;
2. Valley Fire District;
3. Peninsula Library & Historical Society;
4. Peninsula Village Hall Lobby; and
5. Peninsula Post Office.

_____
Vic Nogalo, Fiscal Officer

311.02 OUTDOOR PUBLIC EVENTS ~~POLICIES AND PERMITS~~PERMITS.

(a) Purpose and Scope. The Village recognizes that outdoor public events enhance the quality of life and economic vitality of ~~our~~the Village's historic community. However, due to ~~our~~the Village's unique geography within the Cuyahoga Valley National Park and ~~our~~its limited infrastructure, this ~~policy~~section ensures that outdoor public events are conducted safely, minimize disruption to residents, and protect Village resources. This section applies to every outdoor public event as defined in subsection (b) and is administered without regard to the content of any message conveyed by an event.

(b) Definition of Event. (1) For the purposes of this ~~policy~~section, an "outdoor public event" ~~is defined as~~means any outdoor ~~planned~~ gathering, festival, march, procession, parade, race, or assembly that is (A) planned and sponsored by an identifiable person or organization; (B) open or advertised to the general public; and (C) located on public or private property within the Village, and that ~~significantly impacts the normal flow of traffic,~~ requires ~~the use of Village or public personnel or resources, or involves a gathering that exceeds typical occupancy of the site, such as~~Village personnel, property, or services beyond those routinely provided, including Police, traffic control, Fire/EMS, the closure or exclusive use of streets~~,~~ or sidewalks, the use of Village property, or Village buildings, street closures and barricades, public service and sanitation assistance, and/or Village utility ~~use~~service.

(2) Exclusions. This section does not apply to: (A) funeral processions; (B) wedding processions; (C) students going to and from school or participating in school activities under the direction of school authorities; (D) the Village or any other governmental agency acting within the scope of its functions; (E) a spontaneous gathering occasioned by news or affairs coming into public knowledge within three days before the gathering, provided the organizer gives written notice to the Mayor at least twenty-four hours before it; (F) a gathering of fewer than twenty persons on public sidewalks that does not close or obstruct a street, does not obstruct pedestrian passage, and does not require traffic control; and (G) a private gathering that is not open or advertised to the general public.

(c) General Requirements. No person, group of persons, or organization shall conduct ~~or participate in~~ any outdoor public event ~~that is open to the public~~as defined in subsection (b), or block off any street or highway area, without first obtaining a permit from the Mayor. Where an event requires closure of a state route within the Village, the Village shall coordinate with the Ohio Department of Transportation as required by law before issuing the permit.

(d) Permit Applications. Applications for permits under this section shall be made on such forms prescribed by the Mayor, shall be filed with the office of the Mayor, and shall contain ~~such~~the information ~~necessary for determining whether a permit should be issued~~required by this subsection. Applications shall be filed ~~before the time intended for such event and~~ in accordance with the timeframes set forth in Subsection (e) of this ~~ordinance~~section. The Mayor shall ~~make a determination on~~approve, approve with conditions under subsection (j), or deny the application in writing within ten days of the date on which the application is filed. A denial shall state the specific ground under subsection (h) on which it is based. An application on which the Mayor has not acted within ten days is deemed approved as filed, subject to the standard conditions in subsection (j) and payment of fees under subsections (g) and (l). The Mayor ~~has the discretion to grant~~shall accept an application for an event permit related to celebrations or protests of Local, State, Federal, or World Events upon shorter notice than the timeframes in subsection (e), shall act on it within two business days, and shall grant it ~~if it is determined by the~~

~~Mayor and Chief of Police, or their designees, that the Village is able to provide the required safety resources and services within the timeframe between the filing of the application and the time of the planned gathering, festival, march, procession, parade, race, or assembly~~if the Mayor and Chief of Police, or their designees, determine that the Village can provide the required safety services in the time available. The required information provided in the application shall include, at a minimum:

(1) The ~~Person or entity in charge of the event~~name, address, and contact information of the person or organization sponsoring the event, and of an individual authorized to act for the sponsor before and during the event.

(2) The estimated number of participants.

(3) A detailed route map, including assembly and dispersal areas, if applicable.

(4) A description of equipment, signage, or other event logistics.

(5) Insurance and Indemnity. ~~For Tier 2 and 3 events, as defined in this subsection (e) of this Ordinance, proof of liability insurance coverage for the event with minimum coverage amounts of $1,000,000 per occurrence and $1,000,000 in the aggregate.~~

(A) An event that includes any of the following shall carry commercial general liability insurance of not less than $1,000,000 per occurrence and $1,000,000 aggregate, naming the Village as an additional insured, with a certificate of insurance filed with the Mayor not less than ten days before the event: an admission charge; sale of goods, food, or beverages; vendors; vehicles, floats, or animals in a procession; stages, tents, bleachers, inflatables, rides, or other temporary structures; or use of a Village building.

(B) An event at which alcohol is sold or served shall also carry liquor liability coverage of not less than $1,000,000.

(C) An event that includes none of the items in paragraph (A) is not required to carry insurance, regardless of tier.

(D) Every applicant shall sign an agreement, on a form prescribed by the Solicitor, to indemnify and hold the Village harmless from claims arising out of the event, except claims arising from the Village's own negligence.

(E) The requirements of this paragraph are not subject to waiver or modification.

(6) Any additional safety and resource requirements, such as Police, traffic control, Fire/EMS, use of streets, sidewalks, Village property, or Village buildings, street closures and barricades, public service and sanitation assistance, and/or utility use.

(e) Event Tiers and Application Filing Timeframes. The tier of an event is determined by the applicant's good-faith estimate of peak attendance. For a recurring event, the Mayor may assign the tier based on documented attendance at the most recent prior occurrence.

(1) Tier One (Small): ~~Under~~Fewer than 50 attendees~~. Block parties or small gatherings with no road closures or commercial vendors~~, using Village property or requiring a temporary

closure of a residential street that is not a through route, with no commercial vendors and no Village personnel on scene. ~~Deadline for application is 14 days~~The application shall be filed not less than 14 days before the event.

(2) Tier Two (Medium): 50~~-250~~ to 249 attendees. May require minor police assistance, food vendors, or use of ~~public squares~~Village property. ~~Deadline for application is 60 days~~The application shall be filed not less than 60 days before the event.

(3) Tier Three (Large): 250~~+~~ or more attendees. Festivals, races, parades, or assemblages requiring closures and multidisciplinary department coordination. ~~Deadline for application is 90 days~~The application shall be filed not less than 90 days before the event.

(f) Routes, Parking, and Hours. ~~The Village shall establish~~Council may by resolution designate predetermined event routes ~~that are~~ designed to minimize disruptions to traffic and residential areas. Events ~~should prioritize using~~shall use the designated routes unless alternate routes are approved by the Mayor and Chief of Police or their designees based upon public safety and logistical needs. Organizers ~~are responsible for submitting~~shall submit a parking plan for events exceeding 100 attendees. Shuttles are recommended for Tier 3 events. All events ~~must adhere to the hours of the Village of Peninsula's noise ordinance~~shall comply with Section 509.03 of these Codified Ordinances. Amplified sound shall not be used before [9:00 a.m.] or after [10:00 p.m.], or outside any shorter hours stated in the permit.

(g) Fees and Cost Recovery. Fees for events shall be assessed based upon their size and the Village services anticipated to be required, and without regard to the content of any message conveyed by the event or the anticipated reaction of others to it. Fees shall be in accordance with the specified fees and/or fee ranges set forth in the Event Fee Schedule contained in Subsection (~~m~~l) of this ~~ordinance~~section. The additional costs associated with these permits shall consider the event's anticipated need for Village resources such as police, street closure, public service and sanitation, and utility usage. A cost breakdown related to the issuance of a permit shall be provided to the applicant in connection with the permit application process. If the Village determines that Village personnel, vehicles, and/or services are required in connection with the event, a minimum of four hours shall be charged for each Village employee, Village vehicle, and/or service required, at ~~an~~the hourly rate ~~determined by the Fiscal Officer, or their designee,~~set forth in a schedule adopted by Council by resolution that approximates the Village's actual cost for the required employees, vehicles, and services. If the event lasts for more than four hours, and/or the above personnel, vehicles, and/or services are required for more than four hours, the applicant shall be responsible for the actual time the Village employees, vehicles, and other services are on scene in connection with the event. In addition to permit fees, organizers are responsible for the cost of additional Village services required for the event, such as trash removal, restroom facilities, or utility access. No permit shall issue under this section to an applicant with an unpaid balance from a prior event.

(h) Refusal or Cancellation. The permit may be refused or cancelled if:

(1) The time, place, size, or conduct of the event, including the assembly areas and route, would unreasonably interfere with the public convenience or the safe use of the streets and highways, or ~~violate predetermined route guidelines~~would deviate from a designated route without approval under subsection (f);

(2) The event requires a diversion of Village resources to the extent that it impairs regular Village functions, including police or public service and sanitation services;

(3) The event conflicts with, or would strain resources from, a Village sponsored festival, march, procession, parade, race, or assembly scheduled before the application was filed, or another festival, march, procession, parade, race, or assembly ~~parade~~ for which a permit application has been ~~issued~~filed earlier;

(4) The application contains false, misleading, or incomplete information in a material respect;

(5) An emergency such as a fire, storm, or other unforeseen event would prevent the proper conduct of the event; or

(6) The event as proposed, or as conducted, would violate the noise control and sound management provisions of subsection (k) of this ~~Ordinance are violated~~section.

Any refusal or cancellation shall be in writing, shall identify the specific ground in this subsection on which it is based, and shall be delivered to the applicant. Where a ground for refusal can be addressed by conditions under subsection (j), the Mayor shall impose conditions rather than refuse the permit.

(i) Security. ~~Event organizers shall be responsible for hiring off-duty Village police officers to provide necessary traffic control and crowd management services during the event, in accordance with the Village's safety standards.~~Where the Chief of Police or designee determines that police services are required for traffic control or crowd management, the Village shall provide them and the applicant shall pay for them under subsection (g). If Village officers are not available in the number required, the Chief may arrange officers from another law enforcement agency under a mutual aid or similar agreement, at the applicant's cost. The number of officers required will be determined by the Chief of Police or their designee based upon the size, duration, and requirements of the event and its route and/or location, and without regard to the content of any message conveyed by the event or the anticipated reaction of others to it. ~~Applicants shall not be permitted to utilize private or non-Village security for the event without the permission of the Police Chief or their designee.~~Private security may supplement, but shall not replace, police services required under this subsection.

(j) Conditions. The permit may prescribe reasonable conditions, including:

(1) Hours of assembly and dispersal;

(2) Use of predetermined or alternate approved routes;

(3) Portions of streets that may be used or occupied; ~~or~~and

(4) Village and Fire Department resources necessary for the event, such as police, public service and sanitation, utility usage, and off duty Fire/EMS.

(k) Noise Control and Sound Management. Event organizers shall ensure that noise generated by the event ~~does not exceed reasonable levels and does not create a nuisance to surrounding properties~~complies with Section 509.03 of these Codified Ordinances, the hours in subsection (f), and any hours stated in the permit. ~~Activities that produce loud, disruptive, or repetitive noise may be restricted or prohibited at the discretion of the Village.~~The Chief of Police or designee may direct the organizer to

reduce or stop amplified sound that violates this subsection or the permit. Organizers must have the ability and authority to adjust noise levels immediately. Violations of this subsection may result in reduced sound privileges~~,~~ or permit suspension~~, or denial of future permits~~.

~~(l) In addition to permit fees, organizers may be responsible for the costs of additional Village services required for the event, such as trash removal, restroom facilities, or utility access, to ensure minimal disruption to residents and businesses.~~

(~~m~~l) Event Fee Schedule.

(1) ~~Persons, For-Profit Organizations and Entities, and Non-Profit Organizations and Entities Not Based in the Village.~~Applicants not described in paragraph (2). $500 per event, plus a $1,000 ~~potentially~~ refundable deposit, plus the estimated cost for any necessary Village Police or Service personnel and vehicle charges, as determined and calculated by the Village, will be required to be paid in advance of the issuance of the permit. After the event and additional Village costs from the event are calculated, if any, including any costs for required loose garbage clean-up by the Village Service Department, such additional costs will be billed or taken out of the deposit funds. Any remaining deposit funds will be returned to the applicant within thirty days after the event. If multiple events encompassed by this section are held by the same entity on the same day within a four-hour timeframe, only one permit fee and deposit will be required.

(2) ~~Village residents or affiliated or based public and private schools or parent-teacher organizations, or non-profit entities based in Peninsula.~~An individual who resides in the Village; a public or private school located in the Village, or its parent-teacher organization; or a nonprofit organization whose principal place of business, as shown in the records of the Ohio Secretary of State, has been within the Village for at least twelve consecutive months before the application. Fee status under this paragraph is available only where the applicant is the actual sponsor of the event and the event is not sponsored, funded, or controlled by a person or organization described in paragraph (1). No fee ~~or deposit, but~~. A Tier Three event under this paragraph requires the $1,000 refundable deposit described in paragraph (1). The estimated cost for any necessary Village Police or Service personnel and vehicle charges, as determined and calculated by the Village, will be required to be paid in advance of the issuance of the permit. After the event and additional costs from the event are calculated, if any, including any costs for required loose garbage clean-up by the Village Service Department, such additional costs will be billed to the applicant.

(~~n~~m) Appeals. ~~A determination denying an application for a permit under this section may be appealed to the Summit County Common Pleas Court within thirty days of the date the application was denied.~~An applicant may appeal a denial, cancellation, or condition of a permit by filing a written notice of appeal with the Fiscal Officer within five days after the decision. Council, or a hearing officer designated by Council, shall hold a hearing within seven days after the notice is filed, at which the applicant may appear, be represented, and present evidence, and shall issue a written decision within three days after the hearing. The decision on appeal is a final order appealable to the Summit County Court of Common Pleas under Chapter 2506 of the Ohio Revised Code.

(n) Enforcement and Penalty.

(1) Whoever conducts an outdoor public event without a permit required by this section, or in violation of a condition of a permit, is guilty of a minor misdemeanor. Each subsequent violation within two years is a misdemeanor of the fourth degree. Each day on which an event is conducted in violation of this section is a separate offense.

(2) The Chief of Police or designee may order the immediate cessation of an event conducted without a required permit, or of any activity conducted in violation of a permit condition, and may direct participants to disperse from Village streets and property.

(3) In addition to any fine, the Village may recover from the sponsor, in a civil action, the actual cost of Village personnel, vehicles, and services expended in connection with an event conducted without a required permit or in violation of a permit condition.

311.02 OUTDOOR PUBLIC EVENTS PERMITS

(a) Purpose and Scope. The Village recognizes that outdoor public events enhance the quality of life and economic vitality of the Village's historic community. However, due to the Village's unique geography within the Cuyahoga Valley National Park and its limited infrastructure, this section is intended to ensure ~~ensures~~ that outdoor public events are conducted safely, minimize disruption to residents, and protect Village resources. This section applies to every outdoor public event as defined in subsection (b) and is to be administered without regard to the content of any message conveyed by an event.

(b) Definition of Event

(1) For the purposes of this section, an "outdoor public event" means any outdoor gathering, festival, march, procession, parade, race, or assembly that ~~is~~:

(A) is planned and sponsored by an identifiable person or organization;

(B) is open to or advertised to the general public; and

(C) is located on public or private property within the Village, and

(D) ~~that~~ requires Village personnel, ~~property,~~ or services beyond those routinely provided, including p~~P~~olice, traffic control, f~~F~~ire/EMS, the closure or exclusive use of streets or sidewalks, the use of Village property~~,~~ or ~~Village~~ buildings, street closures and barricades, public service and sanitation assistance, and/or Village utility service~~s~~.

(2) Exclusions. This section does not apply to:

(A) funeral processions;

(B) wedding processions;

(C) students going to and from school or participating in school activities under the direction of school authorities;

(D) the Village or any other governmental agency acting within the scope of its functions;

(E) a spontaneous gathering occasioned by news or affairs coming into public knowledge within three days before the gathering, provided the organizer gives written notice to the Mayor at least twenty-four hours before it;

(F) ~~a~~ gathering~~s~~ ~~of fewer than twenty persons on public sidewalks~~ that do~~es~~ not close or obstruct a street, do~~es~~ not obstruct pedestrian passage, and do~~es~~ not require traffic control; and

(G) a private gathering that is not open to or advertised to the general public.

(c) General Requirements. No person, group of persons, or organization shall conduct any outdoor public event as defined in subsection (b), or block off any street or highway area, without first obtaining a permit from the Mayor. Where an event requires closure of a state route within the Village, the Village shall coordinate with the Ohio Department of Transportation as required by law before issuing the permit.

(d) Permit Applications

(1) Applications for permits under this section shall be made on such forms prescribed by the Mayor, shall be filed with the office of the Mayor, and shall contain the information required by this subsection.

(2) Applications shall be filed in accordance with the timeframes set forth in Subsection (e) of this section.

(3) The Mayor shall approve, approve with conditions under subsection (j), or deny the application in writing within ten days of the date on which the application is filed. A denial shall state the specific ground under subsection (h) on which it is based.

(4) An application on which the Mayor has not acted within ten days is deemed approved as filed, subject to the standard conditions in subsection (j) and payment of fees under subsections (g) and (l).

(5) The Mayor shall accept an application for an event permit related to celebrations or protests of lLocal, sState, fFederal, or wWorld eEvents upon shorter notice than the timeframes in subsection (e), shall act on it within two business days, and shall grant it if the Mayor and Chief of Police, or their designees, determine that the Village can provide the required safety services in the time available.

(6) The required information provided in the application shall include, at a minimum:

(A) The name, address, and contact information of the person or organization sponsoring the event, and of an individual authorized to act for the sponsor before and during the event.

(B) The dates, times and estimated number of participants.

(C) A detailed route map, including assembly and dispersal areas, if applicable.

(D) A description of equipment, signage, or other event logistics.

(E) Insurance and Indemnity.

(i) An event that is held on Village property or uses a Village building ~~includes any of the following~~ shall carry commercial general liability insurance of not less than $1,000,000 per occurrence and $1,000,000 aggregate, naming the Village as an additional insured, with a certificate of insurance filed with the Mayor not less

than ten days before the event. ~~: an admission charge; sale of goods, food, or beverages; vendors; vehicles, floats, or animals in a procession; stages, tents, bleachers, inflatables, rides, or other temporary structures; or use of a Village building.~~

(ii) An event at which alcohol is sold or served shall ~~also~~ carry liquor liability coverage ~~of not less than $1,000,000.~~ as required by the State of Ohio.

~~(iii) An event that includes none of the items in paragraph (A) is not required to carry insurance, regardless of tier.~~

~~(iv)~~(iii) Every applicant shall sign an agreement, on a form prescribed by the Solicitor, to indemnify and hold the Village harmless from claims arising out of the event, except claims arising from the Village's own negligence.

~~(v)~~(iv) The requirements of this paragraph are not subject to waiver or modification.

(F) Any additional safety and resource requirements, such as p~~P~~olice, traffic control, f~~F~~ire/EMS, use of streets, sidewalks, Village property, or Village buildings, street closures and barricades, public service and sanitation assistance, and/or utility use.

(e) Event Tiers and Application Filing Timeframes. The tier of an event is determined by the applicant's good-faith estimate of peak attendance. For a recurring event, the Mayor may assign the tier based on documented attendance at the most recent prior occurrence.

(1) Tier One (Small): Fewer than 100~~50~~ attendees, using Village property or requiring a temporary closure of a residential street that is not a through route, with no commercial vendors and no Village personnel on scene. The application shall be filed not less than 14 days before the event.

(2) Tier Two (Medium): 100~~50~~ to 500~~249~~ attendees. May require minor police assistance, food vendors, or use of Village property. The application shall be filed not less than 60 days before the event.

(3) Tier Three (Large): 500~~250~~ or more attendees. Festivals, races, parades, or assemblages requiring closures and multidisciplinary department coordination. The application shall be filed not less than 90 days before the event.

(f) Routes, Parking, and Hours. Council may by resolution designate predetermined event routes designed to minimize disruptions to traffic and residential areas. Events shall use the designated routes unless alternate routes are approved by the Mayor and Chief of Police or their designees based upon public safety and logistical needs. Organizers shall submit a parking plan for events exceeding 100 attendees. Shuttles are recommended for Tier 3 events. ~~All events shall comply with Section 509.03 of these Codified Ordinances.~~

Commented [RS1]: This is the section on Disorderly Conduct and Intoxication. Is that what was intended? Or is this supposed to point to the Noise Ordinance, 1137.05 which limits sound from 11pm to 7am. If this refers to sound, there is another reference to that in section (k).

Amplified sound shall not be used before ~~[~~9:00 a.m.~~]~~ or after ~~[~~10:00 p.m.~~]~~, or outside any shorter hours stated in the permit.

(g) Fees and Cost Recovery. Fees for events shall be assessed based upon their size and the Village services anticipated to be required~~, and without regard to the content of any message conveyed by the event or the anticipated reaction of others to it~~. Fees shall be in accordance with the specified fees and/or fee ranges set forth in the Event Fee Schedule contained in Subsection (l) of this section. The additional costs associated with these permits shall consider the event's anticipated need for Village resources such as police, street closure, public service and sanitation, and utility usage. A cost breakdown related to the issuance of a permit shall be provided to the applicant in connection with the permit application process. If the Village determines that Village personnel, vehicles, and/or services are required in connection with the event, a minimum of four hours shall be charged for each Village employee, Village vehicle, and/or service required, at the hourly rate set forth in a schedule adopted by Council by resolution that approximates the Village's actual cost for the required employees, vehicles, and services. If the event lasts for more than four hours, and/or the above personnel, vehicles, and/or services are required for more than four hours, the applicant shall be responsible for the actual time the Village employees, vehicles, and other services are on scene in connection with the event. In addition to permit fees, organizers are responsible for the cost of additional Village services required for the event, such as trash removal, restroom facilities, or utility access. No permit shall issue under this section to an applicant with an unpaid balance from a prior event.

(h) Refusal or Cancellation. The permit may be refused or cancelled if:

(1) The time, place, size, or conduct of the event, including the assembly areas and route, would unreasonably interfere with the public convenience or the safe use of the streets and highways, or would deviate from a designated route without approval under subsection (f);

(2) The event requires a diversion of Village resources to the extent that it impairs regular Village functions, including police or public service and sanitation services;

(3) The event conflicts with, or would strain resources from, a Village sponsored festival, march, procession, parade, race, or assembly scheduled before the application was filed, or another festival, march, procession, parade, race, or assembly for which a permit application has been filed earlier;

(4) The application contains false, misleading, or incomplete information in a material respect;

(5) An emergency such as a fire, storm, or other unforeseen event would prevent the proper conduct of the event; or

(6) The event as proposed, or as conducted, would violate the noise control and sound management provisions of subsection (k) of this section.

Any refusal or cancellation shall be in writing, shall identify the specific ground in this subsection on which it is based, and shall be delivered to the applicant. Where a ground for refusal can be addressed by conditions under subsection (j), the Mayor shall impose conditions rather than refuse the permit.

(i) Security. Where the Chief of Police or designee determines that police services are required for traffic control or crowd management, the Village shall provide them and the applicant shall pay for them under subsection (g). If Village officers are not available in the number required, the Chief may arrange officers from another law enforcement agency under a mutual aid or similar agreement, at the applicant's cost. The number of officers required will be determined by the Chief of Police or their designee based upon the size, duration, and requirements of the event and its route and/or location. ~~, and without regard to the content of any message conveyed by the event or the anticipated reaction of others to it.~~ Private security may supplement, but shall not replace, police services required under this subsection.

(j) Conditions. The permit may prescribe reasonable conditions, including:

(1) Hours of assembly and dispersal;

(2) Use of predetermined or alternate approved routes;

(3) Portions of streets that may be used or occupied; and

(4) Village and f~~F~~ire d~~D~~epartment resources necessary for the event, such as police, public service and sanitation, utility usage, and off duty f~~F~~ire/EMS.

(k) Noise Control and Sound Management. Event organizers shall ensure that noise generated by the event complies with Section ~~509.03~~1137.05 of these Codified Ordinances, the hours in subsection (f), and any hours stated in the permit. The Chief of Police or designee may direct the organizer to reduce or stop amplified sound that violates this subsection or the permit. Organizers must have the ability and authority to adjust noise levels immediately. Violations of this subsection may result in reduced sound privileges or permit suspension.

(l) Event Fee Schedule.

~~(1) Applicants not described in paragraph (2), $500 per event, plus a $1,000 refundable deposit, plus the estimated cost for any necessary Village Police or Service personnel and vehicle charges, as determined and calculated by the Village, will be required to be paid in advance of the issuance of the permit. After the event and additional Village costs from the event are calculated, if any, including any costs for required loose garbage clean-up by the Village Service Department, such additional costs will be billed or taken~~

~~out of the deposit funds. Any remaining deposit funds will be returned to the applicant within thirty days after the event. If multiple events encompassed by this section are held by the same entity on the same day within a four-hour timeframe, only one permit fee and deposit will be required.~~

(1) For a~~A~~n individual who resides in the Village~~,~~; a public or private school located in the Village~~,~~ or its parent-teacher organization~~,~~; or a nonprofit organization whose principal place of business~~,~~ as shown in the records of the Ohio Secretary of State~~,~~ has been within the Village for at least twelve consecutive months before the application, there is no fee. ~~. Fee status under this paragraph is available only where the applicant is the actual sponsor of the event and the event is not sponsored, funded, or controlled by a person or organization described in paragraph (1). No fee. A Tier Three event under this paragraph requires the $1,000 refundable deposit described in paragraph (1).~~ The estimated cost for any necessary Village p~~P~~olice or s~~S~~ervice personnel and vehicle charges, as determined and calculated by the Village, will be required to be paid in advance of the issuance of the permit. After the event and additional costs from the event are calculated, if any, including any costs for required loose garbage clean-up by the Village Service Department, such additional costs will be billed to the applicant.

(2) For ~~A~~applicants not described in paragraph (1~~2~~)~~.~~, there will be a fee of $500 per event, plus a $1,000 refundable deposit, plus the estimated cost for any necessary Village Police or s~~S~~ervice personnel and vehicle charges, as determined and calculated by the Village, ~~will be required~~ to be paid in advance of the issuance of the permit. After the event, any ~~and~~ additional Village costs ~~from the event are~~ shall be calculated, ~~if any, including any costs for required loose garbage clean-up by the Village Service Department, such additional costs~~ and will be billed or taken out of the deposit funds. Any remaining deposit funds will be returned to the applicant within thirty days after the event. If multiple events encompassed by this section are held by the same entity on the same day within a four-hour timeframe, only one permit fee and deposit will be required.

~~(2)~~

(m) Appeals. An applicant may appeal a denial, cancellation, or condition of a permit by filing a written notice of appeal with the Fiscal Officer within five days after the decision. Council, or a hearing officer designated by Council, shall hold a hearing within seven days after the notice is filed, at which the applicant may appear, be represented, and present evidence, and shall issue a written decision within three days after the hearing. The decision on appeal is a final order appealable to the Summit County Court of Common Pleas under Chapter 2506 of the Ohio Revised Code.

(n) Enforcement and Penalty.

(1) Whoever conducts an outdoor public event without a permit required by this section, or in violation of a condition of a permit, is guilty of a minor misdemeanor. Each subsequent violation within two years is a misdemeanor of the fourth degree. Each day on which an event is conducted in violation of this section is a separate offense.

(2) The Chief of Police or designee may order the immediate cessation of an event conducted without a required permit, or of any activity conducted in violation of a permit condition and may direct participants to disperse from Village streets and property.

(3) In addition to any fine, the Village may recover from the sponsor, in a civil action, the actual cost of Village personnel, vehicles, and services expended in connection with an event conducted without a required permit or in violation of a permit condition.

VILLAGE OF PENINSULA, OHIO
RESOLUTION NO.: 20-2026
INTRODUCED BY: _____
DATE PASSED: _____

A RESOLUTION AMENDING THE VILLAGE OF PENINSULA RULES OF COUNCIL

WHEREAS, Section 731.45 of the Ohio Revised Code authorizes Council to determine its own rules; and

WHEREAS, on February 24, 2026, via Resolution No. 01-2026, Council amended the Rules of Council governing the operations of Council and Councilmembers; and

WHEREAS, Council desires to amend Rule 15.3.a of the Rules of Council as specified in the amended version of the Rules attached hereto, to require the attendance of the Fiscal Officer at all Council Meetings and provide for the appointment of a member of Council to perform the Fiscal Officer's duties at the Council Meeting in the absence of the Fiscal Officer.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Peninsula, Summit County, Ohio, to wit:

SECTION 1. That Council hereby amends the Rules of Council as set forth in the attachment hereto that is incorporated herein by reference.

SECTION 2. That all formal actions of this Council concerning and relating to the adoption of this Resolution were taken in an open meeting of this Council, and all deliberations of this Council or any of its committees that resulted in such formal action were taken in meetings open to the public and/or in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Resolution shall take effect and be in force as of the earliest date permitted by law.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ day of _____, 2026.

Passed:

_____
Daniel Schneider, Jr., Mayor

Attest:

_____
Vic Nogalo, Fiscal Officer

Approved as to Legal Form.

_____
Bradric T. Bryan, Solicitor

I, Vic Nogalo, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, do hereby certify that the foregoing Resolution was duly passed by the Council of the Village of Peninsula, at a meeting held on the _____ day of _____, 2026.

_____
Vic Nogalo, Fiscal Officer

Posting Certificate

I, Vic Nogalo, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, hereby certify that there is no newspaper published in the Municipality, and publication of the foregoing Resolution was made by posting true and accurate copies thereof at five of the most public places in the Village as previously determined by Council, each for a period of at least fifteen days, commencing on the _____day of _____, 2026, as follows:

1. Terry Lumber & Supply
2. Valley Fire District;
3. Peninsula Library & Historical Society;
4. Peninsula Village Hall Lobby; and
5. Peninsula Post Office.

_____
Vic Nogalo, Fiscal Officer

VILLAGE OF PENINSULA RULES OF COUNCIL
Adopted February 24, 2026; Amended_____

RULE 1 PUBLIC & OPEN MEETINGS
RULE 2 CORRESPONDENCE AND COMMUNICATIONS
RULE 3 MEETINGS
RULE 4 ORGANIZATONAL MEETING
RULE 5 CONFLICTS OF INTEREST
RULE 6 ORDER OF BUSINESS
RULE 7 MAYOR'S AUTHORITY
RULE 8 EXECUTIVE SESSION
RULE 9 ADJOURNMENT
RULE 10 RECORD OF PROCEEDINGS
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RULE 1 PUBLIC & OPEN MEETINGS

1. All official meetings of Village Council are and shall be open to the public and abide by the Open Meetings Act. (O.R.C. 121.22(C))
2. All action by Village Council shall be taken at an open session. (121.22(A))
3. Notwithstanding Section 1, Council may, from time to time, and under such circumstances allowed by law and as enumerated in Rule 8, adjourn to executive session. (O.R.C. 121.22(G))

RULE 2 CORRESPONDENCE AND COMMUNICATIONS

1. Each Member of Council is to recall that all correspondence and communications sent or received by or on behalf of the Member in the execution of the office shall be considered a PUBLIC RECORD, and a copy shall be preserved by the Member, or the Village, or both. (O.R.C. 149.43(A)(1); 149.011(A))
2. Each Member of Council is to recall that no correspondence or communication may be purged or destroyed except in accordance with the Rules governing the retention and destruction of Public Records. (O.R.C. 149.351)

RULE 3 MEETINGS

1. All meetings of Village Council are open to the public, and Council shall make provision to provide adequate space for the attendance of all persons wishing to attend. (O.R.C. 121.22(C))

2. All actions of Village Council shall be taken in an Open Session (O.R.C. 121.22(A)), and the ayes and nays of each vote shall be taken and included in the Record of Proceedings. (O.R.C. 733.27)
3. Regular meetings of Village Council shall be held in the Peninsula Village Hall on the second and fourth Tuesdays of each month, beginning promptly at 7 p.m. Council may approve an exception to the Peninsula Village Hall, should the building not be available, or to address other issues. (Pen. 121.01)
4. The second Regular Council Meeting (fourth Tuesday) of the month shall:
    a. Be more informal, and be treated like a work session focused on planning, creating policies, processes, or procedures, discussing current or future projects, etc.
    b. Not need to be attended by the Fiscal Officer, the Police Chief, or the Street Commissioner unless otherwise planned.
5. Special meetings of Village Council shall be called, as found to be necessary, upon either the request of the Mayor or upon the written demand of three Members of Council. Twenty-four hours' notice of such special meeting shall be given to each Member of Council. Any request for the calling of a Special Meeting shall include the matters to be considered, and the Notice of the calling of the Special Meeting shall include all such matters to be considered. (O.R.C. 731.46, 731.44; Pen. 121.02, 125.03)
6. The Mayor, as President of Council, shall preside at each meeting of Village Council (O.R.C. 733.24) and shall call the meeting to order at the time scheduled. In the absence of the Mayor, the President Pro-Tempore of Council shall perform such duties as are imposed upon the President. (O.R.C. 731.10). In the absence of both the Mayor and the President Pro-Tempore, the Clerk of Council or Solicitor shall call the meeting to order at the scheduled time. In such case, the first order of business shall be the election of a temporary presiding officer selected by the Members of Council present. The person so selected shall conduct the meeting and relinquish those duties upon adjournment.
7. No business shall be conducted at any meeting of Village Council at which there is not a quorum of Members of Council present. In the absence of a quorum, the Members present may, by majority vote, recess and cause the Clerk of Council or Administrative Assistant to procure the attendance of absent Members. (O.R.C. 731.44)
8. The Fiscal Officer of the Village shall serve as Clerk of Council, and shall keep the minutes of the legislative authority, and preserve all of its ordinances and resolutions. (O.R.C. 733.262; Pen. 133.01)
9. The legislative table will include Council Members and the Mayor.
10. The Village Solicitor and all administrative staff may only address the Council as a body when formally recognized by the presiding officer (the Mayor or, if not present, the President Pro-Tempore) for a specific purpose such as a scheduled report, to answer a direct legal or administrative question posed by a member of Council or the Mayor, to correct inaccuracies in information discussed by Council, or to warn of legal issues. General participation or commentary outside of these conditions is not allowed.

RULE 4 ORGANIZATONAL MEETING

1. Immediately upon the Call to Order at the first Regular Meeting of Village Council in January of each year, the following shall occur:
   a. New Members of Council shall be sworn in and acknowledge their oath if that has not already taken place.
   b. Village Council shall select, by majority vote, the Member of Council who shall serve as President Pro-Tempore for that year. (ORC 733.10)
   c. The Mayor shall nominate a Street Commissioner, and Council shall vote upon the nomination. Upon the consent of Village Council, by majority vote, the Street Commissioner shall immediately serve until a new Street Commissioner is selected, unless earlier removed from office pursuant to O.R.C. 735.31 or other applicable provision of the Ohio Revised Code. (O.R.C. 735.31)
   d. If appropriate, Village Council shall select, by majority vote, the Member of Council who shall serve as a Member of the Village Planning Commission. The Member so selected shall immediately serve as Member of the Planning Commission as provided by law. (O.R.C. 713.01; Pen. 145.01)
   e. Council may create such standing and special committees as it sees fit. Such committees will meet in open meetings that follow the same requirements for Council meetings including official notice, quorum, and minute taking. Working and deliberating in committees ensures a more open and transparent organization.
   f. The President Pro-Tempore shall nominate such Council Liaisons as are appropriate. The Liaisons shall immediately undertake their responsibilities and serve until new Liaisons are selected, or until the role of Liaison is eliminated by majority vote of Village Council. (Village of Peninsula Council Rules and Guidelines for the Establishment, Appointment, and Responsibilities of Council Liaisons)
   g. The Mayor shall deliver, orally and in writing, a statement of the condition of the Village, along with a statement of any goals or plans for the year then beginning. (O.R.C. 733.41)

RULE 5 CONFLICTS OF INTEREST

1. No Member of Council shall vote, or solicit other Members to vote, on any matter on which the Member of Council has a Conflict of Interest.
2. The Ohio Ethics Law generally prohibits public officials from using their official positions for their own personal benefit or the benefit of their family members or business associates. The Law contains provisions regarding Conflicts of Interest that involve financial interests in public contracts, nepotism, post-employment activities, representation, influence peddling, confidentiality, and supplemental compensation. Among other restrictions, the law provides that Council Members be prohibited from:
   a. Authorizing or using their position to secure the authorization of any contract or appointment in which they, an immediate family member, or a business associate has a financial interest. An “immediate family member” is defined as a spouse,

parent, grandparent, child, grandchild, sibling, or any other relative residing with the Council Member. A "business associate" is defined as a person or entity with whom or which the Council Member is acting together to pursue a common business purpose;

b. Accepting any gift, gratuity, favor, or other form of payment from a person or firm who is under contract with the Village, who is proposing to enter into a contract with the Village, or who otherwise provides any service or commodity to the Village at taxpayers' expense;
c. Authorizing a contract or regulation that provides a particular and singular benefit to themselves or their personal or real property that is separate and apart from a benefit provided or regulation applicable to a group of persons, entities, or properties;
d. Disclosing or using information that is deemed confidential by law; or
e. Representing parties before any public body in a manner in which they were involved as a Council Person both during and for one year after leaving public service.
f. Reference O.R.C. 102.03, 2921.42, 2921.43; Village of Peninsula Employee Handbook, Freedom from Conflicts of Interest, pp. 8, 9.

RULE 6 ORDER OF BUSINESS

1. A Regular Village Council Meeting shall be transacted in accordance with the following agenda format:
   a. Call to Order.
   b. Roll Call.
   c. Presentation of the Agenda, and Amendment, as appropriate.
   d. Special Presentations, if any.
   e. Consideration of the Record of Proceedings of the Prior Regular Meeting or any Prior Special Meeting.
   f. Citizen Participation.
   g. Mayor's Report.
   h. Fiscal Officer Report (first meeting of the month)
   i. Liaison and Committee Reports.
   j. Solicitor's Report and Reading/Consideration of Pending Legislation.
   k. Unfinished Business.
   l. New Business.
   m. Executive Session, if required.
   n. Adjournment.

2. Citizen Participation shall be allowed for any person in attendance at the meeting according to the following rules:

a. Unless otherwise determined by Village Council each speaker shall be allowed up to three minutes to address Council as a whole or the Mayor on any issue of interest in the Village.
b. Speakers at the second Regular Meeting (fourth Tuesday) will be allotted up to 5 minutes to speak.
c. In respect to Council, and for purposes of maintaining a proper Record of Proceedings, each speaker shall first identify themselves by name and residence or business address, along with any business or organization affiliation.
d. Speakers shall observe proper decorum and refrain from using obscenities, engaging in disrespectful conduct, or making personal attacks or insults.
e. In respect to the speaker, the others in attendance, and the meeting agenda, there should be no debate from Council during or immediately following the speaker's presentation, other than allowing for clarifying questions by Council or the Mayor.
f. The speaker shall be thanked for their input and participation.
g. It may be appropriate to return to the statement of the speaker, or the issues raised by the speaker later in the meeting or at a future meeting.

RULE 7 MAYOR'S AUTHORITY

1. The Mayor, as President of Council, shall preside at each Meeting and shall conduct the Proceedings as contained in these Rules, the Ordinances of the Village of Peninsula, and the Ohio Revised Code. (O.R.C. 733.24)
2. The Mayor shall be responsible for the decorum of the Meeting and ensure all Members of Council have the opportunity to fully participate in the debate and are treated fairly and respectfully by all present.
3. The Mayor shall have no vote or veto on any matter decided by Village Council, with the exception that if there is a tie vote, the Mayor shall be invited to cast the determining vote, in which case that vote shall have the same legal vote as a vote by any Member of Council. (O.R.C. 733.24)
4. The Mayor shall have no vote and shall not be permitted to cast the determining vote when the question before the Council is on a Nomination made by the Mayor.

RULE 8 EXECUTIVE SESSION

1. Council may meet in Executive Session for the consideration of any item permitted under the Ohio Revised Code. No formal action of any kind may be taken in any Executive Session. (O.R.C. 121.22(H)
2. The decision to adjourn to Executive Session shall be made by a roll call motion, duly seconded, with the ayes and nays and entry time recorded thereon. The Motion shall include a statement identifying the allowed statutory purpose of the Executive Session. The decision to terminate executive session shall be made by a roll call motion, duly seconded, with the ayes and nays and exit time recorded thereon. (O.R.C. 121.22(G)

3. If the purpose is to discuss "certain personnel matters," Council must further specify that that is to consider one of the following:
    a. Appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official; or
    b. Investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing.
    c. Such motion need not include the name of any person to be considered at the meeting.
4. Except as otherwise provided by law, no public body shall hold an executive session for the discipline of an elected official for conduct related to the performance of the elected official's duties or for the elected official's removal from office.
5. Village Council may, in its sole discretion, invite one or more persons to remain in the Chamber during the executive session.
6. Council Members and other participants in an Executive Session may not disclose, or use for personal profit, any information gathered as the result of an Executive Session. All information discussed in an Executive Session, except the general topic, shall be considered confidential.
7. An Executive Session shall not be recorded by any means or media.

RULE 9 ADJOURNMENT

1. A Motion to Adjourn shall always be in Order, unless Council is engaged in voting.
2. A Motion to Adjourn shall be decided without debate.

RULE 10 RECORD OF PROCEEDINGS

1. In the event Council, by majority vote, determines to correct errors in the Draft Record of Proceedings, the corrections shall be made accordingly.
2. Minutes shall be considered "full and accurate" only if they contain, at a minimum, the following codified elements:
    a. Record of Legislative Action: The minutes must include a complete record of every motion, resolution and ordinance proposed, clearly identifying the member who made the motion and the member who seconded the motion.
    b. Mandatory Roll-Call Votes: For every vote, the minutes shall record a clear, individual roll-call vote indicating the specific vote (Yea, Nay, Abstain, or Absent) for every member present. Summary language such as "all in favor" or "unanimous" without a roll-call record is prohibited.
    c. Substantive Summary Discussion: The minutes shall provide a detailed, substantive summary of the key legal and policy points raised during any discussion of legislative business. Phrases such as "discussion was held" are prohibited.

d. Public Comment Record: The minutes shall include an accurate and substantive summary of all comments, questions, or concerns raised during any public comment period.

3. Upon adoption of the Record of Proceedings, the original document shall be signed by the Clerk of Council and Mayor and be placed in the Permanent Public Records of the Village. Promptly after adoption of the Record of Proceedings by Council, the approved Record of Proceedings shall be posted on the Village website with the draft designation removed.
4. All Village Council meetings shall be continuously audio recorded.
5. The unedited, raw audio recordings shall be posted to the official Village website or other publicly access site and/or official public media channel within 3 business days of the meeting.

RULE 11 MEETING PREPARATION

1. No later than 5 business days prior to a Regular Meeting of Village Council, the Clerk shall provide the following information to each member of Council, either electronically, or by hand delivery:
    a. Meeting agenda
    b. Legislation
    c. Draft minutes from the previous meeting or meetings to be considered
    d. For the first Regular Council meeting of the month, department head written reports (Street Commissioner, Zoning Officer, Police Chief, and Fiscal Officer)
    e. Any other pertinent documents which may include documents requested by Council Members to be reviewed prior to the meeting.
2. All items enumerated in Paragraph 1 of this Rule shall, at or around the time of tender to Council, be posted on the Village Website and emailed to the list of persons who have requested such public information from the Administrative Assistant, unless an item is determined to be protected or exclusionary by the Village Solicitor per the ORC. In the case of such exclusion, the Clerk shall not email or post the objected to document(s).

RULE 12 COMMITTEES

Council, by majority vote, may appoint any Special or Standing Committee as they deem necessary to investigate, report, and make recommendations on any specifically designated subject. The chair of each Committee shall be a Member of Council, while the remaining committee members may come either from Council or the public at large, allowing only that any member must be qualified as an elector of the Village, as defined by law.

RULE 13 VOTES AND VOTING

1. Each Motion shall be introduced by a Member of Council, who shall clearly state the Motion and/or present to Council a written document stating the Motion. Once introduced by a Member of Council, it shall be determined whether there is a second to the Motion, before which there shall be no further discussion or debate of the Motion.

2. Once a Motion is made and seconded, it shall be stated by the Presiding Officer or Solicitor and shall be immediately open to discussion and debate, unless a Motion is made to withdraw it, amend it, or defer or delay the discussion and/or debate.
3. While a Motion, duly seconded, is before Council, Council shall not move to another matter, or consider another Motion, except that the following Motions shall be considered acceptable (in this order):
    a. To Adjourn
    b. To Lay the Motion on the Table
    c. For the Previous Question
    d. To Postpone Debate until a Certain further date
    e. To Recommit, or Refer the matter to a Standing or Special Committee
    f. To Amend; and
    g. To Postpone Indefinitely
4. The Presiding Officer shall ensure each Member of Council has the opportunity to be heard upon the Motion. Each Member of Council is treated with respect and treats each Member of Council with respect, and the debate is limited to the question(s) under debate.
5. When, in the opinion of the Presiding Officer, Council has completed its discussion and debate upon the Motion, the Clerk shall call the roll and record the ayes and nays upon the Motion.
6. Each Member of Council present shall cast a vote, either aye or nay, and have that vote recorded by the Clerk, except under such circumstances as the Member of Council feels obligated to abstain.
    a. In the event a Member of Council abstained from a vote, any Member of Council may challenge the abstention and request that the reasons for abstaining be placed upon the record.
    b. In the event a majority of the Members of Council present disagree with the decision to abstain, the abstaining Member, after the recording of a majority of Council so stating, shall be required to record a vote of aye or nay.
    c. In the event the Abstaining Member refuses to vote after a majority of Council so demands, Council may, by majority vote, hold the Abstaining Member in contempt of Council or Censure the Abstaining Member.
7. After the votes are recorded, the Presiding Officer or Solicitor shall announce whether the Motion has failed or succeeded, and such ruling shall be recorded in the Record of Proceedings, along with the ayes and the nays thereon.

RULE 14 SPOKESPERSON FOR COUNCIL MATTERS

No person, other than a duly authorized Member of Council determined by a majority vote of Council, shall serve in the capacity of official spokesperson for Council. This Rule shall specifically apply to, without limitation, administrative staff, employees, Members of any Committee(s) or Board(s) of the Village, the Mayor and Members of Council.

RULE 15 MEETING ATTENDANCE

1. A majority of the elected Members of Council shall be a quorum. (O.R.C. 731.44)
2. A Council Member being unable to attend a Meeting of Council shall notify the Mayor no later than 24 hours prior to the scheduled time of the meeting, except in an emergency. If 24-hour's notice is not given and no emergency exists, the Council Member's attendance will be noted as unexcused.
3. In addition to the Members of Council and the Mayor, the following persons shall attend each meeting of Council, unless excused:
   a. The Fiscal Officer ~~(except second Village Council meeting of the month)~~. In case of the absence of the Fiscal Officer, Council shall appoint one of its members to perform the Fiscal Officer's duties. (O.R.C. 733.27)
   b. The Administrative Assistant.
   c. The Chief of Police (except second Village Council meeting of the month)~~; and~~.
   d. The Village Solicitor.
4. A Member of Council wishing to resign the balance of the term for which they were elected shall submit a letter of resignation in writing to the Fiscal Officer. If the letter of resignation states the Council Member is not resigning immediately or contains a resignation date that is later than the date the resignation letter was submitted, Council may vote to accept the letter of resignation, and in that instance, the resignation shall be final as of the resignation date provided in the letter.
5. In the event that the current Pro-Tempore should be unable to serve, Council shall select, by majority vote, the Member of Council who shall as the new President Pro-Tempore. (O.R.C. 733.10)

RULE 16 TRAINING & ACCOUNTABILITY

1. All village Council Members, Mayor, Fiscal Officer, Administrative Assistant and all department heads shall take the Ohio Sunshine Law Training within 60 days of their term or employment, as well as filing a certificate of completion with Council.
2. Council Members and the Mayor are highly encouraged to attend in-person training, such as that provided by the Ohio Municipal League.
3. The Administrative Assistant shall provide a current copy the following printed materials to new council members within 30 days of taking office unless the member already has a copy or they choose to receive electronic copies:
   a. Village Officer's Handbook
   b. Ohio Sunshine Laws
   c. Peninsula Village Long Range Plan
   d. Peninsula Village Zoning Ordinances plus chapters on Short Term Rental fees and regulations
   e. Peninsula Village Master Plan/Downtown Plan
   f. Peninsula Village Employee Handbook