

Ohio County Planning Checklist — Supporting Village Evaluations under HB 331

1. Review HB 331 Requirements

- Study the criteria counties must use to evaluate villages, including service delivery and candidate filing status.
- Mark the law's effective date: **April 9, 2025**.

2. Establish Evaluation Framework

Counties are charged under HB 331 with coordinating evaluations of villages:

- Assemble the evaluation team (typically county auditor, treasurer, and a commissioner).
- Confirm evaluation cadence tied to federal census data or statutory schedule.
- Develop transparent evaluation standards and documentation checklists.

3. Coordinate with Villages

- Provide guidance to villages on what documentation they must submit for evaluations.
- Share the service list and candidate filing criteria villages need to satisfy.
- Set deadlines for villages to submit required documentation.

4. Document County Evaluation Procedures

- Draft written policies on how service criteria are verified.
- Create standard templates for evaluation reports.

5. Ballot Preparations

Under HB 331, if a village fails the evaluation criteria, a dissolution question must be automatically placed on the next general election ballot:

- Confirm procedures for preparing ballot language.
- Coordinate with elections officials to meet statutory deadlines.

6. Public Notice & Transparency

- Establish clear communication plans explaining evaluation results and ballot actions to residents.
- Publish summary reports and informational materials before elections.

7. Intergovernmental Agreements & Support

- Work with townships, municipalities, and service providers to anticipate service transitions (if dissolutions occur).
- Clarify how township governments will assume responsibilities.

8. Recordkeeping & Reporting

- Maintain records of each village's evaluation results and rationales.
- Archive evaluation data for future cycles.

9. Legal & Compliance Review

- Review all procedures with county legal counsel to ensure compliance with statutory requirements of HB 331.

10. Post-Election Follow-Up

If a dissolution question is approved by voters:

- Manage governance transition planning.
- Coordinate service assumption with appropriate governments.
- Ensure assets, liabilities, and records are transferred per Ohio law.