



REGULAR CITY COUNCIL MEETING

Thursday, May 14, 2026 at 7:00 PM | Council Chambers, 6000 Wales Road, Northwood, OH 43619

Access meeting materials and information via the Northwood, Ohio Public Portal:

<https://northwoodoh.portal.civicclerk.com/>

Members of City Council

- Council President, Michael Melnyk
- Jim Barton
- Andrew Dickey
- Dean Edwards
- Pat Huntermark
- Terry Kretz
- Patrick McGaharan

CALL TO ORDER:

PLEDGE OF ALLEGIANCE: *Mayor Schimmel*

ROLL CALL:

APPROVAL OF MINUTES:

- April 23, 2026 Regular Council Meeting Minutes.

PRESENTATION:

- Chris Smalley from Wood County Park District presenting park grant check

PUBLIC COMMENT:

COMMUNICATIONS:

- Invitation to Senior Citizen's Luncheon - Friday, June 5 at 11am at Northwood Local Schools
RSVP by May 27

COUNCIL COMMITTEE REPORTS:

- Economic Development** ~ *Councilor Barton*
- Finance** ~ *Councilor Dickey*
- Recreation Board** ~ *Councilor Barton*
- Safety** ~ *Councilor Kretz*
- Tree Commission** ~ *Council President Melnyk*
- Service** ~ *Councilor Edwards*
- Parks, Rec & NCC** ~ *Councilor Huntermark*
- Committee Of The Whole** ~ *Council President Melnyk*

MAYOR: *Mayor Schimmel*

- Mayor's Report

CITY ADMINISTRATOR: *Kevin Laughlin*

- City Administrator's Report

CITY FINANCIAL REPORT(S)

- APRIL 2026 EXPENDITURES

LIST OF EXPENDITURES OVER \$10,000

| <u>INVOICE</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|------------------------------|---|---------------|
| VC3 | CONVERSION OF WIDOWS 11 TO O365 LICENSES | \$17,891.92 |
| WOOD COUNTY SHERIFF'S OFFICE | MONTHLY DISPATCHING FEE | \$17,370.82 |
| WHITE HAT LLC | 35% DEPOSIT FOR 15 YEAR ROOF RESTORE SYSTEM | \$26,575.50 |
| MARTIN PUBLIC SEATING | 50% DOWNPAYMENT FOR NCC BLEACHERS | \$22,396.25 |
| FET CONSTRUCTION SERVICES | WOODVILLE & WHEELING STOP LINE RADAR DETECTION SYSTEM | \$33,000.00 |
| CUMMINS | E17 REPAIRS | \$16,731.41 |
| DAVEY RESOURCE GROUP | WM DRY CREEK RESTORATION | \$32,372.69 |

NEW RESOLUTION:

PENDING RESOLUTION:

NEW LEGISLATION:

ORDINANCE 2026-14 AUTHORIZING THE CITY ADMINISTRATOR TO RENEW A CONTRACT WITH NORTHWOOD LOCAL SCHOOL DISTRICT TO PROVIDE THE DISTRICT WITH A "SCHOOL RESOURCE OFFICER (SRO)" PROGRAM FOR THE 2026-2027 SCHOOL YEAR; AND DECLARING AN EMERGENCY. *1st Reading.*

ORDINANCE 2026-15 EXPRESSING THE INTENT OF THE COUNCIL OF THE CITY OF NORTHWOOD, WOOD COUNTY, OHIO, TO ESTABLISH A REVOLVING LOAN FUND (RLF) TO SUPPORT SMALL BUSINESS DEVELOPMENT, RETENTION, AND EXPANSION; AND DECLARING AN EMERGENCY. *1st Reading.*

ORDINANCE 2026-16 AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH THE DIRECTOR OF TRANSPORTATION OF THE STATE OF OHIO FOR THE RESURFACING OF STATE ROUTE 51, INCLUDING THE PORTION LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF NORTHWOOD, AS PART OF AN ODOT 2027 RESURFACING PROJECT; AUTHORIZING THE EXECUTION OF ALL NECESSARY DOCUMENTS; AND DECLARING AN EMERGENCY. *1st Reading.*

ORDINANCE 2026-17 AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO THE FIRE/EMS MUTUAL-AID AGREEMENT; AND DECLARING AN EMERGENCY. *1st Reading.*

PENDING LEGISLATION:

CITY ATTORNEY'S REPORT/DISCUSSION: *Brian Ballenger*

CITY ENGINEER'S REPORT/DISCUSSION: *Josh Auman*

- City Engineer's Report

NEW BUSINESS:

OLD BUSINESS:

PERSONS APPEARING BEFORE THE MAYOR AND COUNCIL:

EXECUTIVE SESSION:

ADJOURNMENT:

April 23, 2026

City of Northwood Regular City Council Meeting Minutes

CALL TO ORDER

The Regular meeting of the Northwood City Council was called to order by Mayor Schimmel at 07:12 PM on April 23, 2026 in the Council Chambers and via Live Stream.

PLEDGE OF ALLEGIANCE Mayor Schimmel

Pledge of Allegiance was given.

ROLL CALL

The roll was called by Clerk of Council Popovitch and those in attendance were as follows: Mayor Schimmel, Councilor Barton, Councilor Dickey, Councilor Edwards, Councilor Kretz, Councilor McGaharan, Council President Melnyk City Administrator Kevin Laughlin, and City Attorney Brian Ballenger.

MOTION: Councilor Edwards made a motion to **excuse Councilor Huntermark**; seconded by Council President Melnyk. **ROLL CALL:** **Yes:** Councilor Barton, Councilor Dickey, Councilor Edwards, Councilor Kretz, Councilor McGaharan, Council President Melnyk; **No:** None; **Abstain:** None

RESULT: *Passed (6-0)*

APPROVAL OF MINUTES

April 9, 2026 Regular Council Meeting Minutes

MOTION: Councilor Edwards made a motion to **approve**; seconded by Councilor Kretz. **ROLL CALL:** **Yes:** Councilor Barton, Councilor Dickey, Councilor Edwards, Councilor Kretz, Councilor McGaharan, Council President Melnyk; **No:** None; **Abstain:** None

RESULT: *Passed (6-0)*

PRESENTATION

PUBLIC COMMENT

Recognition was given to Emily Popovitch for assisting a local business owner seeking expansion opportunities. Her efforts helped connect the business with the Community Investment Corporation, resulting in a pending low-interest loan that will support business retention and create two new jobs. Council thanked Emily for her efforts.

COMMUNICATIONS

Activation of Northwood Walbridge Police MOU

City Administrator shared an email received from the new Village Administrator of Walbridge thanking the City for assistance provided through the Walbridge MOU after two patrol officer resignations.

COUNCIL COMMITTEE REPORTS

Economic Development Councilor Barton

No report.

Finance Councilor Dickey

No report.

Recreation Board Councilor Barton

No report.

Safety Councilor Kretz

No report.

Tree Commission Council President Melnyk

Reminder given that Arbor Day tree planting would be held the following day at 11:00 AM at Brentwood, north parking lot off Andrus Road.

Service Councilor Edwards

No report.

Parks, Rec & NCC Councilor Huntermark

No report.

Committee of the Whole Council President Melnyk - Meeting on 4/23 @ 6PM

Discussion topics included:

- Moving forward with Recreation Board restructuring
- Moving forward with Northwest Water and Sewer District membership

April 23, 2026

- Fire apparatus and revenue discussions tabled pending additional financial information

MOTION: Council President Melnyk made a motion to **draft a resolution for the City of Northwood to become a member of the Northwest Water and Sewer District**; seconded by Councilor Barton. **ROLL CALL:** **Yes:** Councilor Barton, Councilor Edwards, Councilor Kretz, Councilor McGaharan, Council President Melnyk; **No:** Councilor Dickey; **Abstain:** None
RESULT: *Passed (5-1)*

MAYOR Mayor Schimmel

CITY ADMINISTRATOR Kevin Laughlin

City Administrator's Report

Ohio EPA Scrap Tire Grant

The City was awarded an Ohio EPA Scrap Tire Grant to assist with funding for the inclusive playground project. Initial site work and grading are expected to begin soon, with construction anticipated in late July.

Community Investment Corporation

The CIC approved its first revolving loan fund project for a speech pathology and occupational therapy clinic located in Commerce Park. The low-interest matching loan will assist with business growth and job retention.

Council Chambers Renovation

Wallpaper removal and chamber updates will begin shortly.

Council Retreat

Reminder that the Council Retreat will be held Saturday from 10:00 AM–1:00 PM at the Community Center.

Shred Day Request

A resident inquired about hosting a community shred day. Administration will explore options.

CITY FINANCIAL REPORT(S)

MOTION: Councilor Barton made a motion to **acknowledge receipt of the March financial reports**; seconded by Councilor McGaharan. **ROLL CALL:** **Yes:** Councilor Barton, Councilor Dickey, Councilor Edwards, Councilor Kretz, Councilor McGaharan, Council President Melnyk; **No:** None; **Abstain:** None
RESULT: *Passed (6-0)*

March bank reconciliation

March month end financials

LIST OF EXPENDITURES OVER \$10,000

| <u>INVOICE</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|----------------|--|---------------|
| ANTHEM | EMPLOYEE HEALTH & VISION INSURANCE 5/1/26-6/1/26 | \$61,277.73 |

MOTION: Councilor Edwards made a motion to **approve the list of expenditures over \$10,000**; seconded by Council President Melnyk. **ROLL CALL:** **Yes:** Councilor Barton, Councilor Dickey, Councilor Edwards, Councilor Kretz, Councilor McGaharan, Council President Melnyk; **No:** None; **Abstain:** None
RESULT: *Passed (6-0)*

NEW RESOLUTION

PENDING RESOLUTION

NEW LEGISLATION

PENDING LEGISLATION

ORDINANCE 2026-12 AMENDING NCO CHAPTER 1240.06 TITLED DEFINITIONS; AND DECLARING AN EMERGENCY.

MOTION: Councilor Edwards made a motion to **Move on Final Adoption**; seconded by Councilor Barton. **ROLL CALL:** **Yes:** Councilor Barton, Councilor Dickey, Councilor Edwards, Councilor Kretz, Councilor McGaharan, Council President Melnyk; **No:** None; **Abstain:** None
RESULT: *Passed (6-0)*

ORDINANCE 2026-13 AMENDING SECTIONS OF NCO CHAPTER 1274, C COMMERCIAL DISTRICT; AND DECLARING AN EMERGENCY.

MOTION: Councilor Edwards made a motion to **Move on Final Adoption**; seconded by Councilor Kretz. **ROLL CALL:** **Yes:** Councilor Barton, Councilor Dickey, Councilor Edwards, Councilor Kretz, Councilor McGaharan,

April 23, 2026

Council President Melnyk; **No:** None; **Abstain:** None
RESULT: *Passed (6-0)*

CITY ATTORNEY’S REPORT/DISCUSSION Brian Ballenger

Attorney Ballinger provided an update regarding the Great Eastern property litigation.

The current property owner sold the property prior to trial. The City will join the new owner into the case and proceed with additional legal action. The City plans to pursue nuisance abatement on several severely deteriorated buildings, including immediate action on unsafe structures with possible demolition orders if corrective action is not taken. Trial remains scheduled for September.

CITY ENGINEER’S REPORT/DISCUSSION Josh Auman

City Engineer's Report

Council was informed that the City recently completed its Ohio EPA MS4 audit. No findings have been issued at this time, and initial feedback was positive.

NEW BUSINESS

Concerns were raised regarding overgrown grass and maintenance issues on several ball diamonds creating potential safety hazards for youth sports. Administration will follow up with the Service Department and Recreation Department. Discussion also occurred regarding a possible future new smaller ball diamond near the concession stand for T-ball, coach pitch, and softball. Grant funding opportunities are being explored.

OLD BUSINESS

PERSONS APPEARING BEFORE THE MAYOR AND COUNCIL

EXECUTIVE SESSION

ADJOURNMENT

7:30PM

ATTEST: _____
Council Clerk

APPROVED: _____
Mayor



MAYOR'S REPORT

REGULAR CITY COUNCIL MEETING ON: MAY 14, 2026

NEW HIRES: (Informational Only)

Seasonal Groundskeeper, Brandon Didion hired effective May 18, 2026

Full time Firefighter/EMT, Drew Lasley, effective May 18, 2026.

Part-time Firefighter/EMT, Tiffany Ilconich effective immediately.

Part-time Firefighter/EMT Logan Wolph

ADMINISTRATION:

POLICE:

FIRE:

Chief Whitmore shared the resignations of two part-time firefighters, Isaiah Reeder and Ben Huenefeld effective May 6, 2026.

RECREATION:

STREETS/BUILDINGS & GROUNDS:



CITY ADMINISTRATOR'S REPORT
 REGULAR CITY COUNCIL MEETING ON: MAY 14, 2026

| <u>TOPIC/ ITEM</u> | <u>DISCUSSION</u> |
|--|---|
| Lexipol Policy | Standards of Conduct for Elected Officials; Adopt as presented / changes? ** Add, enforcement, discipline and removal will be subject to Section 3.10 (G) of the City Charter. |
| Piper Ditch Petition | To address ditch issues at the back end of houses along Piper Drive, the City could petition Wood County as a landowner in the watershed. County would then design the project, complete the work, and maintain the ditch in perpetuity. |
| Trainfo Project | Project kickoff meeting was May 4, 2026. Sensors will be delivered to the City by the end of May. Projected installation and completion date is August 7, 2026. |
| Consent Legislation for ODOT PID 95795 | ODOT will be paving Woodville Road/SR 51 beginning near Circle K and ending at the intersection of SR 51 and SR 163 outside of Genoa. Currently coordinating an ODOT Urban Paving Program grant to pave Woodville Road/SR 51 through Northwood, in addition to a potential Surface Transportation Block Grant (STBG) application. Urban Paving is an 80/20 grant. STBG would help to offset additional costs. |
| OPWC Grant Award for Main Street at Woodville Road | We have received an Ohio Public Works Commission (OPWC) grant award for signalization at the intersection of Main Street and Woodville Road. Award letter is expected in July 2026. |
| CIC Update | Revolving Loan Fund (RLF) award is finalized to Beautiful Refinement Children's Therapy for \$10,000 RLF Resolution officially codifies the RLF. Business Retention and Expansion survey is wrapping up and working Acaylia Taylor was selected as the first recipient of the Northwood CIC Community Impact Scholarship. |
| Committee of the Whole Meeting Request | Request meeting on May 28 to discuss Council Retreat and potential Charter Amendments |

COUNCIL FOLLOW UP (New & Old Business)

| Item | Action Taken | Status: (complete, in progress) |
|------|--------------|---------------------------------|
| | | |

CHAPTER 270

Parks Recreation and Community Center Recreation Board; Parks

- 270.01 Establishment; composition.
- 270.02 Powers and duties.
- 270.03 Meetings.
- 270.04 Appointment; term.
- 270.05 Vacancies.
- 270.06 Officers; rules and regulations.
- 270.07 Budget.
- 270.08 Donations and bequests.
- 270.09 Disbursement of funds; approval of expenditures.
- 270.10 Baseball Commissioner.
- 270.11 ~~Parks. (Repealed)~~ Recreation Director

CROSS REFERENCES

Land appropriation for parks - see Ohio R.C. 715.21, 719.01

State law provisions - see Ohio R.C. 755.12 et seq.

270.01 ESTABLISHMENT; COMPOSITION.

There shall be a ~~Recreation Board~~ Parks Recreation and Community Center Commission consisting of five members, three council members and two residents; each all of whom shall be a resident and qualified elector of the City. The members shall appointed by the Mayor with the consent of Council. ~~Two of the members of the Recreation Board shall be members of the Board of Education or shall be members appointed by the Board of Education.~~

(Ord. 63-8. Passed 3-14-63; Ord. 2008-30. Passed 12-4-08.)

270.02 POWERS AND DUTIES OF THE COMMISSION.

The ~~Recreation Board~~ Parks Recreation and Community Center Committee shall generally act in an advisory capacity, making recommendations to Council concerning the development, maintenance and operation of playgrounds, recreational facilities, and programs for the City, including fees and rates thereof. The ~~Recreation Board~~ Parks

Recreation and Community Center Committee shall also have those powers and perform those duties as Council may provide by ordinance or resolution, including, specifically, the following powers and duties:

(a) To analyze community needs in the parks and recreation area, and recommend such programs, activities, and improvements as might be deemed necessary to Council.

(b) To plan for both long-range and short-range expansions and changes in parks, park facilities and make such recommendations to Council.

~~—(c) To recommend rules and regulations governing the use of parks and recreation facilities, such as: closing hours, restrictions on use, and guidelines for use of parks and recreation facilities, subject to the approval by legislation of Council.~~

~~—(d) To recommend rates and fees for recreational activities and facilities, subject to approval by legislation of Council.~~

(e) To review and make recommendations to Council concerning the need for capital outlays, or the acquisition of major pieces of equipment in the area of parks and recreation.

(f) To recommend the purchase, lease, sale, or exchange of real or personal property in the name of the City, no longer needed for recreational purposes, within or outside the City, subject to approval of Council.

~~—(g) The Board shall devise and recommend for adoption by Council a recreational program for children, young people, and men and women in all walks of life; offer leadership in coordinating and correlating all recreational activities to the maximum benefit of the citizens of the City; and cooperate and coordinate the building of the total community recreational program into and around the public and private organizations concerned with public welfare, education, and family relations.~~

~~—(h) To recommend the hiring of umpire-in-chiefs or providers of services deemed necessary or desirable to carry out the programs and duties as outlined herein, subject to approval by Council.~~

(Ord. 63-8. Passed 3-14-63; Ord. 2008-30. Passed 12-4-08.)

270.03 MEETINGS.

The ~~Recreation Board~~Parks Recreation and Community Center Committee shall hold a meeting at least once ~~every two~~every two months at a regular scheduled place and time, and at other such times as may be necessary in the judgment of the ~~Chairperson~~Director or upon application ~~to the Chairperson~~by at least two members of the ~~Committee~~Board. Notice of each special meeting shall be given to the members personally by telephone or e-mail notification at least 24 hours prior to the time of the meeting, unless the member shall specifically waive notice in writing or by actual attendance. All meetings of the ~~Committee~~Board shall be public.

(Ord. 2008-30. Passed 12-4-08.)

270.04 APPOINTMENT; TERM.

The members of the ~~Recreation Board~~Parks Recreation and Community Center Committee shall be appointed by the Mayor with the concurrence of Council and shall serve for terms of ~~five~~four years, except that the members first appointed shall be appointed for such terms that the term of one member expires annually on December 31 thereafter.

(Ord. 63-8. Passed 3-14-63; Ord. 2008-30. Passed 12-4-08.)

270.05 VACANCIES.

Vacancies in the membership of the Parks Recreation and Community Center Committee ~~Recreation Board~~ occurring otherwise than by expiration of term shall be filled for the unexpired term in the same manner as original appointments are made.

(Ord. 63-8. Passed 3-14-63; Ord. 2008-30. Passed 12-4-08.)

270.06 OFFICERS; RULES AND REGULATIONS.

Upon appointment and confirmation as hereinbefore provided, the members of the Parks Recreation and Community Center Committee ~~Recreation Board~~ shall elect a Chairman and Secretary and select all other necessary officers to serve for a period of one year. Such ~~Committee Board~~ may adopt rules and regulations for the conduct of all business within its jurisdiction.

(Ord. 63-8. Passed 3-14-63; Ord. 2008-30. Passed 12-4-08.)

270.07 BUDGET.

The ~~Board Recreation Director~~ shall, on or before September 15 of each year, submit to Council a proposed budget and report of the program and activities proposed to be carried on under the jurisdiction of the ~~Board~~Committee for the next succeeding fiscal year and shall annually, on or before December 31, make and file with Council a complete report of its activities for the past year, showing expenditures made and obligations incurred together with any recommendations deemed pertinent to the activities, facilities or business under the jurisdiction of the ~~Board~~Committee.

(Ord. 63-8. Passed 3-14-63; Ord. 2008-30. Passed 12-4-08.)

270.08 DONATIONS AND BEQUESTS.

The ~~Recreation Board~~Parks Recreation and Community Center Committee may solicit or receive gifts, donations or bequests of money or property to be used for any activity or purpose within its jurisdiction, subject to the approval of occupancy and the loan of facilities and equipment to be used or employed for activities under its jurisdiction.

(Ord. 63-8. Passed 3-14-63; Ord. 2008-30. Passed 12-4-08.)

270.09 DISBURSEMENT OF FUNDS, APPROVAL OF EXPENDITURES.

~~—(a)—Expenditures from funds appropriated by Council for activities within the jurisdiction of the Recreation Board, after certification by the Board to the Finance and Revenue Director of the amounts and purposes thereof, shall be disbursed in the manner provided for disbursement of Municipal funds by the laws of the State and the ordinances of the City.~~

~~(a)(b)~~ All expenditures from appropriate funds, other than compensation for part-time employees, shall first be approved by the City Administrator unless in excess of \$10,000.
~~Council upon the basis of vouchers duly prepared and submitted for such purpose.~~

(Ord. 2008-30. Passed 12-4-08.)

270.10 BASEBALL COMMISSIONER.

There is hereby created the position, on a part-time basis, of Baseball Commissioner, who shall be responsible for the administration, supervision, scheduling and other required activities as prescribed by the ~~Committee Recreational Board~~ for the summer softball and baseball programs.

(Ord. 79-26. Passed 5-24-79; Ord. 2008-30. Passed 12-4-08.)

270.11 ~~270.11 RECREATION DIRECTOR PARKS. (REPEALED)~~

(EDITOR'S NOTE: Section 270.11 was repealed by Ordinance 2019-24, passed September 26, 2019.)

The Recreation Director shall be appointed by the Mayor and confirmed by Council.

a. Powers and Duties

1. To recommend rules and regulations governing the use of parks and recreation facilities, such as: closing hours, restrictions on use, and guidelines for use of parks and recreation facilities, subject to the approval by legislation of Council.

2. To recommend rates and fees for recreational activities and facilities, subject to approval by legislation of Council.
3. The shall devise and recommend for adoption by Council a recreational program for children, young people, and men and women in all walks of life; offer leadership in coordinating and correlating all recreational activities to the maximum benefit of the citizens of the City; and cooperate and coordinate the building of the total community recreational program into and around the public and private organizations concerned with public welfare, education, and family relations.
4. To recommend the hiring of umpire-in-chiefs or providers of services deemed necessary or desirable to carry out the programs and duties as outlined herein, subject to approval by Council.
5. Any and all other duties assigned by the City Administrator.

Standards of Conduct for Elected Officials

101.1 PURPOSE AND SCOPE

Best Practice

This policy establishes standards of conduct expected of all elected officials. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions, but they do identify many of the important matters concerning conduct.

101.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Conflict of interest - Any actual, perceived, or potential conflict in which it reasonably appears that an elected official's action, inaction, or decisions are or may be influenced by a personal or business relationship. It includes conflicts defined and prohibited by state law.

101.2 POLICY

Best Practice

Elected officials of the City are expected to conduct themselves with the utmost professional integrity and objectivity. The service of every elected official of the City shall be based on conduct that reasonably conforms to the guidelines in this policy.

101.3 UNLAWFUL DIRECTIVES

Best Practice

Elected officials should not knowingly direct action or inaction that, if carried out, would result in a violation of any law or city policy. Elected officials should not make new commands that conflict with any previous command without making reasonable clarification that the new command is intended to countermand the earlier command.

101.4 GENERAL STANDARDS

Best Practice

Elected officials should conduct themselves in accordance with the federal and state constitutions and all applicable laws, ordinances, and rules.

Elected officials should familiarize themselves with policies and procedures applicable to their conduct and the conduct of all employees under their supervision.

101.5 ETHICS

Best Practice

Elected officials should avoid engaging in the following conduct:

- (a) Using one's status as an elected official of the City in any way that could reasonably be perceived as an attempt to gain influence or authority for non-city business or activity.

Standards of Conduct for Elected Officials

- (b) The wrong or unlawful exercise of authority for malicious purpose, personal gain, willful deceit, or any other improper purpose.
- (c) Acceptance of fees, gifts, money, tangible or intangible personal property, or any service, gratuity, favor, entertainment, hospitality, loan, promise, or any other thing of value from any person, business, or organization that is doing business with, or seeking to do business with, the City, or contrary to the rules of this city and/or laws of the state.
- (d) Offer or acceptance of a bribe or gratuity.
- (e) Misappropriation or misuse of public funds, property, personnel, or services.
- (f) Any other failure to abide by the standards of ethical conduct.

101.6 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Best Practice

Elected officials should not discriminate against, oppress, or provide favoritism to any person based on a classification or status protected by law.

101.7 UNAUTHORIZED ACCESS, DISCLOSURE, OR USE

Best Practice

Elected officials should avoid:

- (a) Unauthorized or inappropriate release of confidential or protected information, materials, data, forms, or reports obtained as a result of the elected official's position with this city.
- (b) The use of any information, photograph, video, or other recording obtained or accessed as a result of the elected official's position with this city for personal or financial gain.
- (c) Using city resources in association with any portion of an independent civil action. These resources include but are not limited to personnel, vehicles, equipment, and non-subpoenaed records.
- (d) Loaning, selling, allowing unauthorized use, giving away, or appropriating any city badge, uniform, identification card, or property for personal use, personal gain, or any other improper or unauthorized use or purpose.
- (e) Using city resources for campaign or other political purposes.

101.8 CONFLICTS OF INTEREST

Best Practice

Elected officials shall follow all laws regarding actual and perceived conflicts of interest and should avoid the appearance of actual or perceived conflicts of interest.

Elected officials should avoid directly supervising any employee who is a relative or with whom they are involved in a personal or business relationship. Elected officials should also avoid participating in, contributing to, or recommending promotions, assignments, performance

Standards of Conduct for Elected Officials

evaluations, transfers, or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.

101.9 ETHICAL COMPLIANCE DOCUMENTATION

Best Practice

Elected officials should ensure that all required documentation pertaining to ethics, conflicts of interest, or any other matter related to conduct are timely completed and submitted to the appropriate authorities.

101.10 OUTSIDE EMPLOYMENT

Best Practice

Elected officials should avoid maintaining any outside employment or accepting any appointment that creates an actual or perceived conflict of interest or that inhibits their ability to competently complete the requirements of the office to which they have been elected. All laws related to the maintenance of outside employment for elected officials should be observed.

2026-14

ORDINANCE 2026-14 AUTHORIZING THE CITY ADMINISTRATOR TO RENEW A CONTRACT WITH NORTHWOOD LOCAL SCHOOL DISTRICT TO PROVIDE THE DISTRICT WITH A "SCHOOL RESOURCE OFFICER (SRO)" PROGRAM FOR THE 2026-2027 SCHOOL YEAR; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Northwood Police Department and the Northwood Local School District desire to establish a "School Resource Office (SRO)" program within the Northwood Local School District.

WHEREAS, the School District and the Northwood Police Department desire to set forth in the attached Contract (Exhibit "A") the specific terms and conditions of the services to be performed and provided by the SRO in the School District.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTHWOOD, WOOD COUNTY, OHIO THAT:

SECTION 1. That the City Administrator is hereby authorized to renew the Contract with the Northwood Local School District for services to provide a "School Resource Officer" for the 2026-2027 school year to the School District as shown in the attached contract Exhibit "A".

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

SECTION 3. This Ordinance is hereby declared an emergency measure necessary for the immediate preservation of the public peace, safety, and welfare of our citizens. This Ordinance shall be in full force and effect immediately after its passage by Council and approval by the Mayor.

Vote to suspend rules: For: ___ Against: ___ Abstain: ___

Vote on emergency clause: For: ___ Against: ___ Abstain: ___

Vote on final adoption: For: ___ Against: ___ Abstain: ___

Adopted this ___ day of _____, **2026.** **In Effect:** _____

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

SRO/ DARE Contract Work Sheet

2026-2027

| | | | | | | | | |
|--------------------------------|---------------------|--|---------|------------|---------|----------|------------|--|
| Base Wage | \$36,097.60 | 2026 wages @ | \$41.02 | per hour x | 22 | 40 | hour weeks | |
| | \$50,700.00 | 2027 wages @ | \$42.25 | per hour x | 30 | 40 | hour weeks | (contract year- anticipating 3% raise) |
| Holiday OT | \$492.24 | Columbus Day | \$41.02 | per hour x | 8 | hours x | 1.5 | (OT Rate) |
| Shift Differential | \$27.15 | Afternoon Shift | \$0.30 | per hour x | 181 | hours | per year x | 0.5 hours per day |
| Longevity Pay | \$546.00 | Service Years | 13 | x | \$42.00 | per year | | |
| Healthcare | \$22,715.21 | SRO & Family Estimated by finance department | | | | | | |
| Dental | \$2,600.00 | Estimated by finance department | | | | | | |
| Life Insurance | \$78.00 | | | | | | | |
| OP&F Pension | \$17,133.28 | \$87,862.99 | x | 19.50% | | | | |
| Worker's Comp | \$1,639.79 | \$87,862.99 | x | 1.8663% | | | | |
| Medicare | \$1,274.01 | \$87,862.99 | x | 1.45% | | | | |
| Uniforms | \$450.00 | | | | | | | |
| Labor Costs | \$133,753.28 | | | | | | | |
| DARE Training Materials | \$1,000.00 | Classroom materials | | | | | | |
| DARE/ SRO Conference | \$830.00 | 7/7/2025 | | | | | | |
| DARE Grant from AGO | \$2,604.77 | DUP/ DARE Grant from AGO subtracted | | | | | | |
| Total Cost | \$132,978.51 | | | | | | | |
| City Cost | \$66,489.26 | | | | | | | |
| School District Cost | \$66,489.26 | | | | | | | |

SCHOOL RESOURCE OFFICER CONTRACT

2026- 2027

This Contract is made, this ____ day of _____, 2026, by and between the NORTHWOOD LOCAL SCHOOL DISTRICT (hereinafter “School District”), and the NORTHWOOD POLICE DEPARTMENT (hereinafter “Police Department :) as follows:

WHEREAS, the Police Department agrees to provide the School District a School Resources Officer (SRO) Program in the School District; and

WHEREAS, the School District and the Police Department desire to set forth in this SRO Contract the specific terms and conditions of the services to be performed and provided by the SRO in the School District;

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **Goals and Objectives**

The School Resource Officer (SRO) program is designed:

- A. To reduce and prevent school-related violence and crime committed by juveniles and young adults. The SRO Program aims to create and maintain safe, secure and orderly learning environments for students, teachers and staff.
- B. To foster educational programs and activities to increase student knowledge of and respect for law and law enforcement agencies;
- C. To enable swift and cooperative action in responding to major disruptions and criminal offenses on campus; and
- D. To facilitate reporting of serious crimes committed on campus and cooperation with law enforcement officials investigating of such crimes.

2. **Cost of the SRO Program**

- A. The cost of the SRO Program will be split evenly (50%) between the City of Northwood and the School District for the yearly wages, and benefits for one (1) officer plus the 2026/ 2027 D.A.R.E & SRO training cost.

The labor cost will be \$133,753.28, training cost will be \$830, and D.A.R.E. materials will be \$1,000. See the attached cost breakdown sheet for further information. Also, the 2026/ 2027 D.A.R.E. grant award amount of approximately \$2,604.77 will be evenly credited between the parties.

Therefore, the City’s portion is **\$66,489.26** and the School District’s portion is **\$66,489.26**.

3. **Employment of School Resource Officer**

- A. The Police Department will assign one SRO to the School District.
- B. The SRO will be a Police Department employee. Except as specifically stated in this Agreement, the SRO shall be subject to the administration, supervision, and control of the Police Department.
- C. The SRO shall be subject to all personnel policies and practices of the Police Department.
- D. The Police Department, in its sole discretion, shall have the power and authority to hire, discharge, and discipline the SRO.
- E. A joint committee composed of representatives of the Police Department and the School District shall review eligible candidates and make an employee recommendation for the SRO position to the Chief of Police who shall assign such officer. If the Superintendent is dissatisfied with the SRO, then the Superintendent may request that the Chief of Police assign a different officer as the SRO for that School District. Additional expenses will be incurred by the School District for reassignment and training for a newly assigned officer.

4. **Work Year and Hours**

- A. SRO will work on campus when students are required to be present. The School District will provide the school calendar (maximum 181 days) to the Police Department as soon as it is available.
- B. SRO will not work more than 40 hours per week without prior approval by the Police Department. Any overtime cost associated with approved additional work shall be responsibility of the School District.
- C. It is understood and agreed that time spent by the SRO attending in-service training, court, and/or criminal cases arising from and/or out of their employment as an SRO shall be considered as hours worked under this Agreement.
- D. In the event of an emergency, if the SRO is ordered by the Police Department to leave their school during normal duty hours as described above and to perform other services for the Police Department, then the time spent shall not be considered hours worked under this Agreement. In such an event, the compensation paid by the School District to the Police Department shall be reduced by the number of hours of SRO service not provided to the School District or the hours shall be made up in a manner determined by mutual agreement of the parties.

- E. In the event an SRO is absent from work, the SRO shall notify the Police Department who in turn will notify the School District. The Police Department will assign another police officer, if available, to substitute for the SRO who is absent beginning with the sixth consecutive day of absence.
- F. Except as expressly agreed to in writing by the School District, the SRO will schedule vacations, personal and compensatory time-off on days when school is not in session.

5. **Qualification of School Resource Officer**

The SRO must:

- A. Be a Patrolman with 2 years or more of Law enforcement experience;
- B. Possess sufficient knowledge of applicable federal and state laws, city ordinances and Board of Education policies and regulations;
- C. Be capable of in-depth criminal investigations;
- D. Possess an even temperament and set a good example for students;
and
- E. Possess communication skills that enable the SRO to function effectively with the school environment.

6. **Duties of School Resource Officer**

The SRO's duties will include, but not limited to, the following:

- A. Protect lives and property of Northwood's students, employees, and visitors:
- B. Enforce federal, state, and local criminal laws and ordinances plus assist School District officials with enforcing Board of Education policies and administrative regulations regarding student conduct:
- C. Investigate criminal activity occurring on or adjacent to school property:
- D. Be a visible, active law enforcement figure on campus dealing with law enforcement matters and school code violations originating on the campus.
- E. To make appearances before boards, parent groups, and other groups associated with the School District and as a speaker on a variety of requested topics, particularly drug and alcohol abuse.
- F. To be a resource for teachers, parents, and students for conferences on an individual basis dealing with individual problems or questions, particularly in the area of substance control.

- G. Teach the D.A.R.E. curriculum.
- H. Counsel School District students, when requested by the Superintendent or his/her designee or parents:
- I. Assist other law enforcement officers with outside investigations concerning School District students:
- J. Provide security or assist with security for extra-curricular activities on campus when available and requested:
- K. Provide, when needed and available, traffic control during arrival or departure of District students:
- L. Participate in School District monthly meetings if requested:
- M. The SRO will share information with the Superintendent or designee about persons and conditions that pertain to campus safety concerns provided not privileged or confidential: and
- N. The SRO will coordinate all of his/her activities with the Superintendent or designee and will seek permission, guidance, and advice prior to enacting any new programs within the school.

7. **Chain of Command**

The SRO will follow the chain of command set forth in the Police Departments Policy Manual. The SRO will coordinate and communicate with the Superintendent or designee.

8. **Training**

The Police Department will provide the SRO with appropriate in-service training as required for all peace officers per the Ohio Peace Officer Training Commission.

9. **Uniform**

SRO must wear departmental issued uniforms except where business attire is required.

10. **Equipment**

- A. Police Department will provide the SRO with the same equipment issued to all other officers.
- B. The SRO will wear their department authorized duty weapons in accordance with department policy.

- C. The School District will provide the SRO with an office accessible to students, a computer, printer, fax machine, phone with voicemail and customary office supplies and forms.

11. **Transportation of Students**

- A. The SRO shall not transport students in Police Department vehicles except:
 - (1) When the students are victims of a crime, under arrest, or some other emergency circumstances exist; and
 - (2) When students are suspended and/or sent home from school pursuant to school disciplinary actions, if the student's parent or guardian has refused or is unable to pick up the child within a reasonable time period and the student is disruptive/disorderly and his/her continued presence on campus is a threat to the safety and welfare of other students and school personnel.
- B. Students shall not be transported to any location unless it is determined that the student's parent, guardian, or custodian is at the destination to which the student is being transported. The SRO shall not transport students in their personal vehicles.
- C. The SRO shall notify school personnel upon removing a student from campus.

12. **Investigation, Interrogation, Search and Arrest Procedures**

- A. If a serious crime is committed on campus or at a school activity, the superintendent or designee, with the assistance of the SRO will question witnesses to determine whether a crime was committed and who committed the crime. The SRO is authorized to question or interview any student at school who may have information about criminal misconduct or a violation of school conduct policies. Except in the case of emergency, interviews will be conducted in cooperation with and in the presence of School District officials.
- B. The SRO may question the person suspected of committing a crime. The suspect generally will not be arrested or placed in custody during the initial interview. The SRO will inform the suspect of the purpose of the investigation and give the suspect the opportunity to present his/her knowledge of the facts. If the suspect wishes to remain silent, to contact his/her parents or attorney or to end the interview, questioning will cease and the suspect's request will be granted unless there is reasonable cause to detain the suspect for questioning.
- C. Whenever the SRO detains, places in custody, or arrests a student, he or she will advise the student before further questioning:

1. That he or she has the right to remain silent;
2. That anything he or she says can be used against him or her in a court of law;
3. That he or she has the right to have a parent, guardian or custodian present during questioning;
4. That he or she has the right to speak with an attorney before the SRO asks questions and has a right to have his or her attorney present with him or her during questioning;
5. That if he or she cannot afford to hire an attorney, one will be appointed by him or her by the court before questioning if desired; and
6. That if he or she decides to answer questions without an attorney present, he or she will have the right to stop answering questions at any time;
7. He or she has the right to stop answering questions until he or she speaks to a lawyer;
8. The SRO will also follow any specific state laws and policies that govern interrogations by peace officers with or without parents present.

13. **Search Procedures**

- A. If School District Officials have reasonable suspicion that a search of a student or student's possessions will uncover evidence that the student has violated or is violating the law or rules of the school, the school official may search the student's pockets, purse, book bag, desk, locker, or any other similar location within the student's control. The SRO shall, upon request of the school official, assist with the search to protect the safety of all persons involved. If the search uncovers evidence of criminal misconduct, the evidence may be held for or turned over to the SRO.
- B. Strip Searches are not permitted.

14. **Arrest Procedures – School Related Crimes**

- A. As for school code violations, the SRO will take the student to the principal's office for discipline to be meted out by school officials.
- B. If the crime committed is not a threat to the student or others, the SRO will report the matter to and follow-up with the Wood County Juvenile Prosecutor's Office for charges, if warranted.

- C. If a student commits a serious crime, he or she will be taken into custody and transported to the Wood County Juvenile Detention Center and brought before the Juvenile Court. The School District will notify parents immediately if a student is arrested.

15. Access to Education Records.

- A. School officials shall allow the SRO to inspect and copy any public records maintained by the school to the extent allowed by law.
- B. If some information in a student's record is needed in an emergency to protect the health or safety of the student or other individuals, school officials shall disclose to the SRO that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety; the need of the information to meet the emergency situation and the extent to which time is of the essence.
- C. If confidential student record information is needed by the SRO, but no emergency situation exists, the information may be released only as allowed by law.

16. Term of Agreement.

The Term of Contract shall be for one year commencing on the 1st day of August 2026, and terminating on the 31st day of July, 2027.

This Contract may be terminated by either of the Parties upon one hundred twenty days written notice to the other party.

For the School District:

For the City:

Board of Education President

City Administrator

Date: _____

Date: _____

2026-15

ORDINANCE 2026-15 EXPRESSING THE INTENT OF THE COUNCIL OF THE CITY OF NORTHWOOD, WOOD COUNTY, OHIO, TO ESTABLISH A REVOLVING LOAN FUND (RLF) TO SUPPORT SMALL BUSINESS DEVELOPMENT, RETENTION, AND EXPANSION; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Northwood is committed to fostering a vibrant local economy and supporting the growth and stability of its small business community; and

WHEREAS, the Northwood Community Improvement Corporation (CIC) has identified a need for accessible capital to assist local businesses with start-up costs, fixed asset improvements, and workforce expansion; and

WHEREAS, a Revolving Loan Fund (RLF) provides a sustainable mechanism where loan repayments are recycled to fund future business initiatives, thereby ensuring long-term support for Northwood's economic resilience; and

WHEREAS, this Council finds that assisting small businesses in their retention and expansion efforts serves a public purpose by creating jobs and increasing the local tax base

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTHWOOD, WOOD COUNTY, OHIO THAT:

SECTION 1. This Council hereby expresses its full support for the creation of a Northwood Revolving Loan Fund (RLF) dedicated to providing low-interest loans to eligible small businesses within the City limits for purposes including, but not limited to, equipment acquisition, site improvements, and working capital.

SECTION 2. The City Administrator, in coordination with the Northwood CIC, is hereby authorized and directed to develop the formal RLF Plan, including eligibility criteria, interest rates, repayment terms, and allowing the Northwood CIC to administer the program.

SECTION 3. It is found and determined that all formal actions of council concerning or relating to the passage of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees, that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the City of Northwood and the State of Ohio.

SECTION 4. This Ordinance is hereby declared an emergency measure necessary for the immediate preservation of the public peace, safety, and welfare of our citizens. This Ordinance shall be in full force and effect immediately after its passage by Council and approval by the Mayor.

Vote to suspend rules: For: ___ Against: ___ Abstain: ___

Vote on emergency clause: For: ___ Against: ___ Abstain: ___

Vote on final adoption: For: ___ Against: ___ Abstain: ___

Adopted this ___ **day of** _____, **2026.** **In Effect:** _____

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

2026-16

ORDINANCE 2026-16 AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH THE DIRECTOR OF TRANSPORTATION OF THE STATE OF OHIO FOR THE RESURFACING OF STATE ROUTE 51, INCLUDING THE PORTION LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF NORTHWOOD, AS PART OF AN ODOT 2027 RESURFACING PROJECT; AUTHORIZING THE EXECUTION OF ALL NECESSARY DOCUMENTS; AND DECLARING AN EMERGENCY.

WHEREAS, the Ohio Department of Transportation (“ODOT”) is planning a 2027 roadway resurfacing project on State Route 51 extending from the City of Northwood through the intersection of State Route 163 in Ottawa County; and

WHEREAS, a portion of State Route 51 lies within the corporate boundaries of the Northwood; and

WHEREAS, ODOT has requested that the City enter into an agreement authorizing participation and cooperation with the proposed project; and

WHEREAS, City Council finds it necessary and in the best interest of the City to authorize the City Administrator to execute said agreement and related documents on behalf of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTHWOOD, WOOD COUNTY, OHIO THAT:

SECTION 1. That the City Administrator is hereby authorized and directed to enter into and execute an agreement with the Director of Transportation of the State of Ohio for the 2027 resurfacing project on State Route 51, including the portion located within the corporate limits of the City of Northwood, a copy of which agreement is attached hereto as Exhibit A and incorporated herein by reference.

SECTION 2. That the City Administrator is further authorized to execute any and all additional documents and to take any actions necessary to carry out the intent of this Ordinance and the associated agreement.

SECTION 3. It is found and determined that all formal actions of council concerning or relating to the passage of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees, that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the City of Northwood and the State of Ohio.

SECTION 4. This Ordinance is hereby declared an emergency measure necessary for the immediate preservation of the public peace, safety, and welfare of our citizens. This Ordinance shall be in full force and effect immediately after its passage by Council and approval by the Mayor.

Vote to suspend rules: For: ___ Against: ___ Abstain: ___

Vote on emergency clause: For: ___ Against: ___ Abstain: ___

Vote on final adoption: For: ___ Against: ___ Abstain: ___

Adopted this ___ **day of** _____, **2026.** **In Effect:** _____

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

PRELIMINARY LEGISLATION
(CONSENT)

Ordinance/Resolution # : 2026-16

PID No. : 95795

County/Route/Section : OTT/WOO SR 51 4.91/0.00 Resurf

The following is a/an Ordinance enacted by the City of Northwood of Wood County, Ohio,

(Motion/Ordinance/Resolution)
hereinafter referred to as the Local Public Agency (LPA).

SECTION I – Project Description

WHEREAS, the STATE has determined the need for the described project:

A resurfacing project on a portion of SR 51 in Ottawa and Wood Counties, Ohio. This project will Start near the front on the Circle K near South End of Northwood City Limits and finish at the intersection of State Route 163. At this time the plan is to have Lane Closures along SR-51.

NOW THEREFORE, be it ordained by the City of Northwood of Wood County, Ohio.

SECTION II – Consent Statement

Being in the public interest, the LPA gives consent to the Director of Transportation to complete the above described project as detailed in the LPA-ODOT-Let Agreement entered into between the parties, if applicable.

SECTION III – Cooperation Statement

The LPA shall cooperate with the Director of Transportation in the development and construction of the above described project, as well as any other agreements necessary to develop and construct the Project.

The State shall assume and bear 100% of all of the costs of the improvement.

The LPA agrees to pay 100% of the cost of those features requested by the LPA which are determined by the State and Federal Highway Administration to be unnecessary for the Project. No such features have been identified to date.

SECTION IV Authority to Sign

The LPA hereby authorizes the City Administrator of said City of Northwood of Wood County, Ohio to
(Signature authority)

enter into and execute contracts with the Director of Transportation which are necessary to develop plans for and to complete the above-described project; and to execute contracts with ODOT pre-qualified consultants for the preliminary engineering phase of the Project.

Upon request of ODOT, the City Administrator is also empowered to execute any appropriate documents to
(Signature authority)
affect the assignment of all rights, title, and interests of the City of Northwood to ODOT arising from any agreement with its consultant in order to allow ODOT to direct additional or corrective work, recover damages due to errors or omissions, and to exercise all other contractual rights and remedies afforded by law or equity.

SECTION V – Utilities and Right-of-Way Statement

The LPA agrees that all right-of-way required for the described project will be acquired and/or made available in accordance with current State and Federal regulations. The LPA also understands that right-of-way costs include eligible utility costs.

The LPA agrees that all utility accommodation, relocation and reimbursement will comply with the current provisions of 23 CFR 645 and the ODOT Utilities Manual.

SECTION VI – Maintenance

Upon completion of the Project, and unless otherwise agreed, the LPA shall: (1) provide adequate maintenance for the Project in accordance with all applicable State and Federal law, including, but not limited to, Title 23, U.S.C., Section 116; (2) provide ample financial provisions, as necessary, for the maintenance of the Project; (3) maintain the right-of-way, keeping it free of obstructions; and (4) hold said right-of-way inviolate for public highway purposes.

SECTION VII-Emergency measure

(as applicable)

The Ordinance is hereby declared to be an emergency measure to expedite the highway project and
(Motion/Ordinance/Resolution)
to promote highway safety. Following appropriate legislative action, it shall take effect and be in force immediately upon its passage and approval, otherwise it shall take effect and be in force from and after the earliest period allowed by law.

Passed: _____, 2_____.
(Date)

Attested: _____
(Clerk)

(Contractual Agent of LPA – title)

5/11/2026

CERTIFICATE OF COPY

STATE OF OHIO

City of Northwood of Wood County, Ohio

I, _____, as Clerk of the City of Northwood of Wood County, Ohio do hereby certify that the foregoing is a true and correct copy of Ordinance 2026-16 adopted by the legislative Authority of the said City of Northwood of Wood County, Ohio on the _____ day of _____, 2026.

IN WITNESS WHEREOF, I have here unto subscribe my name and affixed my official seal, if applicable, this _____ day of _____ 2026.

SEAL

(Clerk)

City of Northwood of Wood County, Ohio

(If the LPA is designated as a City then the "City Seal" is required. If no Seal, then a letter stating "No Seal is required to accompany the executed legislation.)

2026-17

ORDINANCE 2026-17 AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO THE FIRE/EMS MUTUAL-AID AGREEMENT; AND DECLARING AN EMERGENCY.

WHEREAS, Ohio Revised Code, Section 9.60, authorizes a municipal corporation to enter into a Mutual Aid agreement with surrounding communities; and

WHEREAS, in times of emergencies, Mutual Aid from other communities such as firefighting equipment, personnel, EMS services may be needed to serve the citizens of Northwood;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTHWOOD, WOOD COUNTY, OHIO THAT:

SECTION 1. That the City Administrator is hereby authorized to sign the Mutual Aid Agreement for Additional Fire and Emergency Medical Services Protection, attached hereto as Exhibit A.

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

SECTION 3. This Ordinance is hereby declared an emergency measure necessary for the immediate preservation of the public peace, safety, and welfare of our citizens. This Ordinance shall be in full force and effect immediately after its passage by Council and approval by the Mayor.

Vote to suspend rules: For: ___ Against: ___ Abstain: ___

Vote on emergency clause: For: ___ Against: ___ Abstain: ___

Vote on final adoption: For: ___ Against: ___ Abstain: ___

Adopted this ___ **day of** _____, **2026.** **In Effect:** _____

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

MUTUAL AID AGREEMENT
For Additional Fire and Emergency Medical Service Protection

THIS AGREEMENT, is made and entered into this 8th day of May, 2026 by, between, and among the following cities, villages, townships, emergency medical services districts and fire districts (hereinafter referred to as Party or Parties) in or adjacent to Wood County, Ohio, and all political subdivisions under the laws of Ohio:

| | |
|-------------------------------------|-----------------------------------|
| Village of Bloomdale | Village of North Baltimore |
| City of Bowling Green | Northwest Wood Ambulance District |
| Village of Bradner | City of Northwood |
| Center Township | Perry Township |
| Central Joint Fire District | City of Perrysburg |
| Village of Cygnet | Perrysburg Township |
| City of Fostoria | Village of Risingsun |
| Freedom Township | City of Rossford |
| Grand Rapids Township | South East Ambulance District |
| Jackson Township | Troy Township |
| Lake Township | Washington Township |
| Mid-County Ambulance District | City of Waterville (Lucas County) |
| Middleton Township | Village of Wayne |
| Milton Township Fire District | Weston Township |
| Eagleville Joint Ambulance District | Village of Weston |

WHEREAS, Section 9.60(B) of the Ohio Revised Code provides that any firefighting agency, private fire company, or emergency medical service organization may contract with any governmental entity in this state or another jurisdiction to provide fire protection or emergency medical services, as appropriate, whether on a regular basis or only in times of emergency, upon the approval of the governing boards or administrative head of the entities that are parties to the contract; and

WHEREAS, Section 9.60 (C) of the Ohio Revised Code provides that any governmental entity in this state may contract with any firefighting agency, private fire company, or emergency medical services organization of the state or another jurisdiction to obtain fire protection or emergency medical services, as appropriate, whether on a regular basis or only in times of emergency, upon the approval of the governing boards or administrative heads of the entities that are parties to the contract; and

WHEREAS, Section 505.44 of the Ohio Revised Code provides that townships may enter into a contract with one or more state agencies, townships, municipal corporations, counties, non-profit organizations, joint emergency medical service districts, fire and ambulance districts, or private ambulance owners, upon such terms are agreed to by them, to furnish or receive services from ambulance or emergency medical service organizations, if the contract is first authorized by the respective boards of township trustees, the other legislative bodies, or the officer of the body authorized to contract on behalf of the state agency; and

WHEREAS, the Parties hereto have certain firefighting equipment, firefighting personnel, emergency medical service equipment and/or emergency medical service personnel; and

WHEREAS, in times of emergencies, such firefighting equipment, firefighting personnel, emergency medical service equipment and/or emergency medical service personnel may be inadequate to afford full and complete service to said Parties and inhabitants thereof; and

WHEREAS, the Parties hereto desire to obtain additional firefighting and/or emergency medical services from the respective Parties hereto in times of emergencies when deemed necessary by the Chief, Officer in-charge, or such other authorized public official of a political subdivision or district which is a party to this Agreement; and

WHEREAS, the Parties hereto, desire to rescind the “2011 Mutual Aid Agreement For Additional Fire and Emergency Medical Service Protection” and amendments thereto and replace them in their entirety with this Agreement.

NOW THEREFORE, pursuant to Section 9.60 and 505.44 of the Ohio Revised Code, the parties hereto, in consideration of the mutual promises and obligations assumed herein by the other agree as follows:

1. The “2011 Mutual Aid Agreement for Additional Fire and Emergency Medical Service Protection” and amendments thereto are hereby rescinded, and the Parties shall be bound by the terms of this Agreement upon approval by the governing authority of each Party.
2. Each Party shall provide such firefighting equipment, firefighting personnel, emergency medical service equipment and/or emergency medical service personnel as may be requested by another party to the extent such personnel and equipment is available for use.
 - a. Any request for assistance under the Agreement shall be made by the Chief of the Requesting Party or other designated individual on duty at the time of the emergency. The request for assistance shall indicate the specific equipment and staffing needed and include directions as to the location where the assistance is needed or to a designated staging area managed by a staging officer.
 - b. The Responding Party shall deploy only those individuals who meet all applicable training standards, certifications, and operational requirements necessary to safely and effectively conduct emergency operations as directed by the Requesting Party.
 - c. The decision as to whether, and the extent to which, manpower and equipment is available for assistance shall be made by the Chief of the Responding Party or other designated individual on duty at the time of the request.
 - d. When assistance is requested and furnished, the senior officer of the Requesting Party on scene shall have full charge and authority over the assisting personnel and equipment responding to the request for assistance.
3. The Responding Party, its inhabitants, agents, assigns, successors in interest or employees, shall in no instance be liable to the Requesting Party, if assistance is denied, delayed, inadequate, or substantially recalled, or if furnished assistance is not needed upon arrival.

4. If Parties respond to a hazardous material incident, Parties shall follow the procedures and requirements set forth in R.C. §3745.13 to recover the costs of dealing with unauthorized spill, release or discharge from any responsible party.
5. Parties shall utilize the current FEMA Schedule of Equipment Rates and actual personnel costs arising from the incident in calculating reimbursement requests.
6. Parties that bill patients for EMS response and/or transport reserve the right to bill patients for services provided when providing EMS services as the Responding Party.
7. Firefighting and emergency medical service personnel acting under this Agreement outside the boundaries of their employing political subdivision may participate in any pension or indemnity fund established by their employer to the same extent as if they were acting within the boundaries of the employing political subdivision, and are entitled to all rights and benefits of Chapter 4123 of the Ohio Revised Code, to the same extent as while performing services within the boundaries of the employing political subdivision.
8. Personnel of the Responding Party, in answering a call for assistance under this Agreement, shall be considered to be acting within the scope of their employment while enroute to or from, and while acting within the territory of the requesting political subdivision.
9. This Agreement shall remain in effect for three (3) years from and after the date of execution and shall automatically renew for successive one-year periods unless amended, cancelled or superseded by mutual agreement of the Parties. A party may withdraw from the Agreement by providing thirty (30) days written notice to the other Parties by Certified Mail.
10. This Agreement will be reviewed by the Wood County Fire/EMS Chiefs' Association every three years.
11. In the event that a municipal corporation, township, township fire district, joint fire district or joint ambulance district wishes to be added to the "Wood County Mutual- Aid Agreement for Additional Fire and EMS Protection," such entity shall send a written request to become a party to this Agreement to the Wood County Emergency Management Agency ("EMA"). Following the receipt of such request, EMA shall provide written notification to all the current signators of the entity's request to become a party.
 - a. The current signators shall have thirty (30) days from receipt of the EMA notice to file their written approval/disapproval of the proposed party with the EMA office.
 - b. Following the expiration of the thirty (30) day period, EMA will tabulate the approvals/disapprovals. If a signator fails to notify the EMA of their written approval or denial within thirty (30) day period, the signator's lack of response will be deemed an "approval."
 - c. If the majority of the signators approve the request, the requesting entity shall become a party to this Agreement upon that entity's execution of

the Agreement signator page by their approving authority.

- d. Any Party added to this Agreement shall be bound to all the rights, privileges, duties and obligations applicable to other signators to this Agreement so long as such rights, privileges, duties, and obligations do not contravene applicable federal, state, or local law.
12. The Parties of the Agreement hereby certify that their employees have completed the training requirements and certification required by the Ohio Revised Code and the National Information Management System (NIMS), which is the Federal Presidential Directive requiring various levels of NIMS training for all public safety personnel. The Parties of this Agreement also agree to operate under the incident command system (ICS) structure and utilize “plain language” when communicating in accordance with NIMS requirements when providing and receiving mutual-aid.
 13. The Parties will do all things reasonably necessary or appropriate to carry out the objectives, terms and provisions of this Agreement and to aid and assist each other in carrying out such objectives, terms and provisions. In case of any disputes arising under this Agreement, the Parties agree to attempt to resolve such disputes through good faith negotiations between authorized representatives of both Parties. If good faith negotiations between parties fail, both Parties agree to submit a dispute to a non-binding mediation. If a dispute cannot be resolved through non-binding mediation, either Party may pursue any available legal remedies in any court of competent jurisdiction in Wood County, Ohio, or, if both Parties mutually agree, the dispute may be submitted to binding arbitration in accordance with procedures to which both Parties agree.

IN WITNESS WHEREOF, said respective Parties hereto have caused this Agreement to be executed as provided by ordinance or resolution duly adopted for that purpose.

(See attached signator pages for each of the Parties)

(The remainder of this page is intentionally blank.)

WOOD COUNTY MUTUAL-AID AGREEMENT

For Additional Fire and EMS Protection

YEAR EXECUTED: 2026

Village of Bloomdale
For
Bloomdale Fire & Rescue Department
102 South Maple Street, POB 235
Bloomdale, Ohio 44817

SIGNED:

Mayor of Bloomdale

DATED: _____

ATTEST:

Clerk/Treasurer

APPROVED AS TO FORM:

Law Director – Village of Bloomdale

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

**City of Bowling Green
For
Bowling Green Fire Division
552 E. Court Street
Bowling Green, Ohio 43402**

SIGNED:

Mayor of Bowling Green

DATED: _____

ATTEST:

Clerk/Treasurer

APPROVED AS TO FORM:

Law Director – City of Bowling Green

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

**Village of Bradner
For
Bradner Fire & EMS Department
117 E. Crocker Street
Bradner, Ohio 43406**

SIGNED:

Mayor of Bradner

DATED: _____

ATTEST:

Clerk/Treasurer

APPROVED AS TO FORM:

Law Director – Village of Bradner

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

**Center Township
For
Center Township Fire Department
9116 Bowling Green Road East
Bowling Green, Ohio 43402**

SIGNED:

Township Trustee

Township Trustee


Township Trustee

DATED: _____

ATTEST:

Fiscal Officer

APPROVED AS TO FORM:



Paul A. Dobson, Wood County Prosecuting Attorney

Date: 4/22/2026

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

**Central Joint Fire District Board of Directors
For
Central Joint Fire District
13179 Mermill Road
Portage, Ohio 43451**

SIGNED:

Board of Trustees Chairperson

DATED: _____

ATTEST:

Fiscal Officer

APPROVED AS TO FORM:

Legal Counsel

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

**Village of Cygnet
For
Cygnet Fire Department
325 Front Street, POB 183
Cygnet, Ohio 43413**

SIGNED:

Mayor of Cygnet

DATED: _____

ATTEST:

Clerk/Treasurer

APPROVED AS TO FORM:

Law Director – Village of Cygnet

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

**City of Fostoria
For
Fostoria Fire/EMS Division
233 W. South Street
Fostoria, Ohio 44830**

SIGNED:

Mayor of Fostoria

DATED: _____

ATTEST:

Clerk/Treasurer

APPROVED AS TO FORM:

Law Director – City of Fostoria

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

**Freedom Township
For
Pemberville-Freedom Fire Department
104 E. Front Street
Pemberville, Ohio 43450**

SIGNED:

Township Trustee

Township Trustee

Township Trustee

DATED: _____

ATTEST:

Fiscal Officer

APPROVED AS TO FORM:



Paul A. Dobson, Wood County Prosecuting Attorney

Date: 4/22/2026

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

**Grand Rapids Township
For
Grand Rapids Fire Department
17706 Wapakoneta Rd.
Grand Rapids, Ohio 43522**

SIGNED:

Township Trustee

Township Trustee


Township Trustee

DATED: _____

ATTEST:

Fiscal Officer

APPROVED AS TO FORM:



Paul A. Dobson, Wood County Prosecuting Attorney

Date: 4/22/2026

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

**Jackson Township
For
Jackson Township-Hoytville Fire Department
19981 Railroad Street
Hoytville, Ohio 43529**

SIGNED:

Township Trustee

Township Trustee

Township Trustee

DATED: _____

ATTEST:

Fiscal Officer

APPROVED AS TO FORM:



Paul A. Dobson, Wood County Prosecuting Attorney

Date: 4/22/2026

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

**Lake Township
For
Lake Township Fire Department
27975 Cummings Road
Millbury, Ohio 43447**

SIGNED:

Township Trustee

Township Trustee

Township Trustee

DATED: _____

ATTEST:

Fiscal Officer

APPROVED AS TO FORM:



Paul A. Dobson, Wood County Prosecuting Attorney

Date: 4/22/2026

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

**Mid-County Ambulance District
For
Mid-County 120 EMS
13940 County Home Road
Bowling Green, Ohio 43402**

SIGNED:

Board of Trustees Chairperson

DATED: _____

ATTEST:

Fiscal Officer

APPROVED AS TO FORM:

Legal Counsel

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

Middleton Township
For
Middleton Township Fire Department
101 W. Main Street, POB 235
Haskins, Ohio 43525
Middleton Township EMS
12901 Middleton Pike
Bowling Green, Ohio 43402

SIGNED:

Township Trustee

Township Trustee

Township Trustee

DATED: _____

ATTEST:

Fiscal Officer

APPROVED AS TO FORM:



Paul A. Dobson, Wood County Prosecuting Attorney

Date: 4/22/2026

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

**Milton Township Fire District Board of Directors
For
Milton Township Fire District
13179 Mermill Road
Portage, Ohio 43451**

SIGNED:

Board of Trustees Chairperson

DATED: _____

ATTEST:

Fiscal Officer

APPROVED AS TO FORM:

Legal Council

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

Village of North Baltimore
For
North Baltimore Fire Department
201 N. Main Street
North Baltimore, Ohio 45872
North Baltimore EMS
205 N. Main Street
North Baltimore, Ohio 45872

SIGNED:

Mayor of North Baltimore

DATED: _____

ATTEST:

Clerk/Treasurer

APPROVED AS TO FORM:

Law Director – Village of North Baltimore

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

**Northwest Wood Ambulance District
For
Northwest 190 EMS
P.O. Box 216
Grand Rapids, Ohio 43522-0216**

SIGNED:

Board of Trustees Chairperson

DATED: _____

ATTEST:

Fiscal Officer

APPROVED AS TO FORM:

Legal Counsel

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

**City of Northwood
For
Northwood Fire Department
6000 Wales Road
Northwood, Ohio 43619**

SIGNED:

Mayor of Northwood

DATED: _____

ATTEST:

Clerk/Treasurer

APPROVED AS TO FORM:

Law Director – City of Northwood

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

**Perry Township
For
Perry Township Fire Department
3995 Eagleville Road
Fostoria, Ohio 44830**

SIGNED:

Township Trustee

Township Trustee

Township Trustee

DATED: _____

ATTEST:

Fiscal Officer

APPROVED AS TO FORM:



Paul A. Dobson, Wood County Prosecuting Attorney

Date: 4/22/2026

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

**City of Perrysburg
For
Perrysburg Fire Division
26100 Ft Meigs Rd
Perrysburg, Ohio 43551**

SIGNED:

Mayor of Perrysburg

DATED: _____

ATTEST:

Clerk/Treasurer

APPROVED AS TO FORM:

Law Director – City of Perrysburg

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

**Perrysburg Township
For
Perrysburg Township Fire/EMS Department
26609 Lime City Road
Perrysburg, Ohio 43551**

SIGNED:

Township Trustee

Township Trustee

Township Trustee

DATED: _____

ATTEST:

Fiscal Officer

APPROVED AS TO FORM:

Legal Counsel for Perrysburg Township

Date: _____

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

**Village of Risingsun
For
Risingsun Fire Department
420 Main Street
Risingsun, Ohio 43457**

SIGNED:

Mayor of Risingsun

DATED: _____

ATTEST:

Clerk/Treasurer

APPROVED AS TO FORM:

Law Director – Village of Risingsun

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

**City of Rossford
For
Rossford Fire Department
133 Osborne Street
Rossford, Ohio 43460**

SIGNED:

Mayor of Rossford

DATED: _____

ATTEST:

Clerk/Treasurer

APPROVED AS TO FORM:

Law Director – City of Rossford

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

**South East Ambulance District
For
South East 150 EMS
1968 Mermill Road
Bradner, Ohio 43466**

SIGNED:

Board of Trustees Chairperson

DATED: _____

ATTEST:

Fiscal Officer

APPROVED AS TO FORM:

Legal Counsel

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

Troy Township
For
Troy Township Fire Department
311 Krotzer Avenue, POB 275
Luckey, Ohio 43443
Troy Township EMS
311 Krotzer Avenue, POB 360
Luckey, Ohio 43443

SIGNED:

Township Trustee

Township Trustee

Township Trustee

DATED: _____

ATTEST:

Fiscal Officer

APPROVED AS TO FORM:



Paul A. Dobson, Wood County Prosecuting Attorney

Date: 4/22/2026

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

**Washington Township
For
Washington Township Fire Department
18614 Main Street, POB 68
Tontogany, Ohio 43565-0068**

SIGNED:

Township Trustee

Township Trustee

Township Trustee

DATED: _____

ATTEST:

Fiscal Officer

APPROVED AS TO FORM:



Paul A. Dobson, Wood County Prosecuting Attorney

Date: 4/22/2026

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

**City of Waterville (Lucas County)
For
Waterville Fire/EMS Fire Department
751 Waterville-Monclova Road
Waterville, Ohio 43566**

SIGNED:

Mayor of Waterville

DATED: _____

ATTEST:

Clerk/Treasurer

APPROVED AS TO FORM:

Law Director – City of Waterville

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

**Village of Wayne
For
Wayne Fire Department
200 Center Street, POB 337
Wayne, Ohio 43466**

SIGNED:

Mayor of Wayne

DATED: _____

ATTEST:

Clerk/Treasurer

APPROVED AS TO FORM:

Law Director – Village of Wayne

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

**Village of Weston
For
Weston EMS
20761 Taylor Street, POB 105
Weston, Ohio 43569**

SIGNED:

Mayor of Weston

DATED: _____

ATTEST:

Clerk/Treasurer

APPROVED AS TO FORM:

Law Director – Village of Weston

**WOOD COUNTY MUTUAL-AID AGREEMENT
For Additional Fire and EMS Protection**

YEAR EXECUTED: 2026

**Weston Township
For
Weston Township Fire Department
20761 Taylor Street
Weston, Ohio 43569**

SIGNED:

Township Trustee

Township Trustee

Township Trustee

DATED: _____

ATTEST:

Fiscal Officer

APPROVED AS TO FORM:



Date: 4/22/2026

Paul A. Dobson, Wood County Prosecuting Attorney

Eagleville EMS
For
Eagleville Joint Ambulance District
3995 Eagleville Rd.
Fostoria, Ohio 44830-9743

SIGNED:

Board of Trustees Chairperson

DATED: _____

ATTEST:

Fiscal Officer

APPROVED AS TO FORM:

Legal Counsel



CITY ENGINEER'S REPORT

REGULAR CITY COUNCIL MEETING ON: MAY 14, 2026

PROJECT UPDATES

| Project Name | Project Budget | Current Status | Key Changes Since Last Meeting |
|---|----------------|----------------|--|
| Curtice Rd. Resurfacing & Curbs over I-280 | \$195,600.00 | Design | Bid opening 5/13 |
| Dry Creek Aquatic and Riparian Restoration Project | \$500,000.00 | Construction | Planting completed |
| Dalling Drive Extension Improvements | \$713,562.02 | Construction | Construction has commenced, to run tentatively until July 31. |
| West Andrus Road Pavement Improvements | \$405,060.12 | Construction | Construction is complete. Working out invoices with contractor. Calculating sidewalk assessments |
| Northwood 2025 Pavement Resurfacing Improvements | \$721,775.00 | Construction | Construction is complete except for seeding along Oregon Rd. Calculating sidewalk assessments |
| Northwood 2026 Pavement Resurfacing Improvements (Richmand and Dilrose Dr.) | \$411,500.00 | Design | Bid advertisement to run starting 5/13, bid opening 5/27 |
| Northwood 2026 Pavement Resurfacing Improvements (Dalling Dr. to Dead End) | \$265,300.00 | Design | Under design |
| NCC Parking Lot - Phase 2 | \$324,400.00 | Design | Under design |

ISSUES REQUIRING COUNCIL ATTENTION

Motion to advertise for Bids

| Project Name | Bid Opening Date |
|--------------|------------------|
|--------------|------------------|

Motion to Award Contract

| Project Name | Contractor | Bid Amount |
|--|--------------------|--------------|
| Curtice Rd. Resurfacing & Curbs over I-280 | The Shelly Company | \$356,953.00 |

FellerFinch

& ASSOCIATES, INC.

Engineers • Architects • Surveyors

1683 Woodlands Drive
Maumee, Ohio 43537
Phone: (419) 893-3680
Fax: (419) 893-2982
www.fellerfinch.com

Donald L. Feller, P.E.
Gregory N. Feller, P.E.
Aaron M. Feller, P.E.

May 14, 2026

Mr. Kevin Laughlin, City Administrator
City of Northwood
6000 Wales Road
Northwood, OH 43619

RE: Curtice Road Pavement Improvements
Project No. 10E09751

Dear Mr. Laughlin:

Attached herewith is a tabulation of the bids received on May 13, 2026 from contractors for the Curtice Road Pavement Improvements.

We have reviewed and checked the bids received, and the lowest bid is in the amount of \$356,953.00 from The Shelly Company. This bid is \$42,650.00 below the engineer's estimate of \$399,603.00 for the bid. We checked the references of The Shelly Company and their subcontractors and reviewed the bid and found them to be acceptable. Based on these facts, we recommend that the City award the \$356,953.00 bid, which is to be completed by November 6, 2026, and totally completed by November 20, 2026, to The Shelly Company as the best and lowest bid. The Shelly Company has indicated that they would begin the project by August 1, 2026.

Should you have any questions, please contact us at your earliest convenience.

Yours truly,
FELLER, FINCH & ASSOCIATES, INC.



Joshua K. Auman, P.E.

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Additional office in Franklin, Tennessee