



SERVICE COMMITTEE MEETING

Thursday, April 10, 2025 at 6:30 PM

Access meeting materials and information via the Northwood, Ohio Public Portal:
<https://northwoodoh.portal.civicclerk.com/>

Members of Service Committee

Dean Edwards, Chair
Jim Barton
Louis Fahrbach
Tom Huntermark, Public Service Director
Kevin Laughlin, City Administrator

CALL TO ORDER:

ROLL CALL:

APPROVAL OF MINUTES:

TOPICS/ISSUES:

- 1) CHICKEN ORDINANCE

- 2) STREET DEPT PT/SEASONAL HELP

- 3) BRENTWOOD BASKETBALL COURT & HOOP QUOTES

- 4) REPAVING OF OREGON & TRACY IN CONJUNCTION WITH NWWSD
NWWSD will be doing a waterline replacement and has committed to replacement paving of sections removed as part of the project.
 - Working with NWWSD we can completely repave Oregon Road from Wales Road to W. Andrus Road, and Tracy Road from McNerney Drive to Wales Road for \$113,263.50.
 - Anderson Street estimate was for \$195,300.00, Discussion on bumping Anderson Street Repaving to 2026 or keeping it along with repaving Oregon & Tracy

- 5) LEXIPOL - POLICY MANAGEMENT SERVICE LOCAL GOVERNMENT QUOTE

- 6) TRAILER STORAGE

- 7) SECTION OF MUNICIPAL BUILDING ROOF REPLACEMENT

- 8) SALT ORDINANCE

NEW BUSINESS:

OLD BUSINESS:

ADJOURNMENT:

MEMO

TO: Service Committee

FROM:

RE: Chicken Ordinance

Background

Reviewing current ordinance pertaining to chickens in the City of Northwood in comparison to other local communities per resident(s) request.

Comparison

Northwood's Current Ordinance

No person shall raise, keep or harbor any horse, cow, sheep, goats, swine, chickens, geese, ducks or any other fowl or animal or any number hereof within 200 feet of a residence property line.

Sylvania

Cannot make excessive noise

Toledo

Max of 6 hens, no roosters

Coops must be 25 ft from doors or windows of neighboring structures and cannot be within 5 ft of side yard or 18 inches of rear lot line

Coops are not permitted in the front yard

No visible outdoor slaughtering

Permits are required when a person does not comply with the condition and requests a variance. Health Dept. reviews applications and makes the determination.

Perrysburg

Max of 6 hens, no roosters

Coops & fenced areas must be located in the rear yard at least 20 ft from any lot line, not permitted in front or side yards

Only permitted in certain zoning districts

Lot must be at least 10,890 square feet

The coop must provide no more than 4 square feet per hen, with a maximum size of 24 square feet and a height of 6 feet

An outdoor run enclosure is required, with a maximum size of 90 square feet and a height of 6 feet

Free-range are not permitted.

Permits are required for accessory buildings and fences related to the chickens.

Oregon

Max of 6 chicken and/or rabbits allowed per house

Animals cannot be kept on vacant or uninhabited land. They must be kept on a property that contains a principal structure (e.g., a house)

Coops/cages must be at least 25 ft from doors or windows of neighboring structures.

Must be at least 5 ft from side yard lot line and 18 inches from rear yard lot line.

Coops are not permitted in the front yard.

Coops must have at least 1 sq ft/ hen and only one shelter structure per property.

Outdoor slaughtering is prohibited in view of neighboring properties/public view.

A Certificate of Zoning Compliance is required to keep farm animals.

Administrative Recommendation

Given current situation, it is imperative Council acts in some way. 6 hens and no roosters appears to be ubiquitous regionally. Other considerations drawn from regional municipalities should be discussed and weighed in relation to how it may affect Northwood.

NORTHWOOD ORDINANCE

618.16 PROXIMITY OF ANIMALS TO RESIDENCES.

(a) No person shall raise, keep or harbor any horse, cow, sheep, goats, swine, chickens, geese, ducks or any other fowl or animal or any number hereof within 200 feet of a residence property line.

(b) As used in this section, the term horse includes pony, donkey and all other equine animals as set forth in Ohio R.C. 959.16.

(c) The provisions of this section shall not apply to domesticated dogs and cats which are not permitted to run at large, nor shall such provisions be applicable to mercantile establishments engaged in the sale of fowl, cattle, sheep or swine for human consumption.

(d) No person being the owner or having charge of any horse, while riding or leading such horse along the streets of the City shall allow the same to go upon any of the sidewalks or in any way to impede the free use of the sidewalks within the City.

(Ord. 69-23. Passed 9-18-69.)

(e) Whoever violates any of the provisions of this section is guilty of a minor misdemeanor and shall be subject to the penalty provided in Section 698.02.

ORD. 290-15

Enacting new Toledo Municipal Code Section 1705.11 regulating the keeping of chickens.

SUMMARY & BACKGROUND:

This ordinance will govern the keeping of chickens within the city limits and is designed to limit nuisances and prevent conditions that are unsanitary or unsafe. NOW, THEREFORE,

Be it ordained by the Council of the City of Toledo:

SECTION 1. That Toledo Municipal Code Section 1705.11 is enacted as follows:

1705.11. Keeping of Chickens. No person shall keep chickens unless the following conditions are met:

- (a) **Number.** No more than six (6) hens shall be allowed for each single-family dwelling.
- (b) **Setbacks.** Coops or cages housing chickens shall be kept at least twenty-five (25) feet from the door or window of any dwelling or occupied structure other than the owner's dwelling. Coops and cages shall not be located within five (5) feet of a side-yard lot line, nor within eighteen inches of a rear-yard lot line. Coops and cages shall not be located in the front yard.
- (c) **Enclosure.** Hens shall be provided with a covered, predator-proof coop or cage that is well-ventilated and designed to be easily accessed for cleaning. The coop shall allow at least one square foot per hen. Hens shall have access to an outdoor enclosure that is adequately fenced to contain the birds on the property.
- (d) **Sanitation.** The coop and outdoor enclosure must be kept in a sanitary condition and free from offensive odors. The coop and outdoor enclosure must be cleaned on a regular basis to prevent accumulation of waste.
- (e) **Slaughtering.** There shall be no outdoor slaughtering in the line of vision of any neighboring properties.
- (f) **Roosters.** It is unlawful for any person to keep roosters.
- (g) **Permit.** A permit shall not be required if the above conditions are met. If a person wishes to keep chickens in any manner that does not comply with this section, a permit will be required. An application for a permit must contain a thorough explanation of why a variance from these conditions is necessary. Such application will be filed with the Toledo-Lucas County Health Department which shall make a determination of whether to issue such permit and under such terms and conditions as are necessary to minimize any

negative impacts on neighboring properties. Permits will be granted on an annual basis. If the city receives no complaints regarding the permit holder's keeping of chickens, the permit will be presumptively renewed and the applicant may continue to keep chickens under the terms and conditions of the original permit. The Health Department may revoke the permit at any time if the permit holder does not follow the terms of the permit, if the Health Department receives substantiated complaints regarding the permit holder's keeping of chickens, or the Health Department finds that the permit holder has not maintained the chicken coops or outdoor enclosures in a clean and sanitary condition.

SECTION 2: That this ordinance shall take effect and be in force from and after the earliest period allowed by law.

Passed: June 9, 2015: yeas 11, nays 1.

Attest:

Gerald E. Dendinger
Clerk of Council

Steven C. Steel
President of Council

Approved:

June 16, 2015
Paula Hicks-Hudson
Mayor

1705.11. Keeping of chickens.

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- (a) Number. No more than six (6) hens shall be allowed for each single-family dwelling.
- (b) Setbacks. Coops or cages housing chickens shall be kept at least twenty-five (25) feet from the door or window of any dwelling or occupied structure other than the owner's dwelling. Coops and cages shall not be located within five (5) feet of a side-yard lot line, nor within eighteen inches of a rear-yard lot line. Coops and cages shall not be located in the front yard.
- (c) Enclosure. Hens shall be provided with a covered, predator-proof coop or cage that is well-ventilated and designed to be easily accessed for cleaning. The coop shall allow at least one square foot per hen. Hens shall have access to an outdoor enclosure that is adequately fenced to contain the birds on the property.
- (d) Sanitation. The coop and outdoor enclosure must be kept in a sanitary condition and free from offensive odors. The coop and outdoor enclosure must be cleaned on a regular basis to prevent accumulation of waste.
- (e) Slaughtering. There shall be no outdoor slaughtering in the line of vision of any neighboring properties.
- (f) Roosters. It is unlawful for any person to keep roosters.
- (g) Permit. A permit shall not be required if the above conditions are met. If a person wishes to keep chickens in any manner that does not comply with this section, a permit will be required. An application for a permit must contain a thorough explanation of why a variance from these conditions is necessary. Such application will be filed with the Toledo-Lucas County Health Department which shall make a determination of whether to issue such permit and under such terms and conditions as are necessary to minimize any negative impacts on neighboring properties. Permits will be granted on an annual basis. If the city receives no complaints regarding the permit holder's keeping of chickens, the permit will be presumptively renewed and the applicant may continue to keep chickens under the terms and conditions of the original permit. The Health Department may revoke the permit at any time if the permit holder does not follow the terms of the permit, if the Health Department receives substantiated complaints regarding the permit holder's keeping of chickens, or the Health Department finds that the permit holder has not maintained the chicken coops or outdoor enclosures in a clean and sanitary condition.

(Ord. 290-15. Passed 6-9-15.)

618.22 RESTRICTED ANIMAL SPECIES.

- (a) It shall be unlawful for any person in the City to keep, maintain, or have possession or control over any "restricted animal species," as that term is defined herein, or any other animal species which, because of its size, nature, or other characteristics constitutes a danger to property or to human life if it were to escape from secure quarters.
- (b) As used herein, "restricted animal species" includes, without limitation, each of the following animals:
- (1) Any animal species declared protected or endangered by the United States Department of Interior or the Ohio Revised Code;
 - (2) All reptile species which have not commonly been bred in captivity and kept as a pet, including:
 - A. All poisonous or venomous reptiles, including but not limited to:
 1. All members of the family Helodermatidae, such as beaded lizards and Gila monsters;
 2. All members of the family Elapidae, such as cobras, coral snakes, mambas, and sea snakes;
 3. All members of the family Viperidae, such as rattlesnakes, copperheads, water moccasins, and vipers.
 - B. All members of the family Varanidae, including but not limited to Nile monitors, water monitors, and Komodo dragons;
 - C. All members of the family Boidae, including but not limited to anacondas and boa constrictors;
 - D. All members of the family Pythonidae, including but not limited to amethystine pythons, Indian pythons, Burmese pythons, reticulated pythons, olive pythons, and rock pythons;
 - E. All members of the order Crocodylia, including but not limited to alligators, crocodiles, caimans, and gharials;
 - F. Unless considered protected or endangered by the United States Department of Interior or the Ohio Revised Code, corn snakes, king snakes, ball pythons, green iguanas, savannah monitors, bearded dragons, and geckos shall not be considered restricted species.
 - (3) All amphibian species which have not been commonly bred in captivity and kept as a pet, including but not limited to all poisonous amphibians such as poison-arrow frogs (family Dendrobatidae) and marine toads. Unless considered protected or endangered by the United States Department of Interior or the Ohio Revised Code, American toads, leopard frogs, bull frogs and newts shall not be considered species.
 - (4) All poisonous fish, including but not limited to stonefish, boxfish, and sting rays.
 - (5) The following mammal species:
 - A. All members of the order Carnivora, including but not limited to:
 1. All members of the Bear family (Ursidae), such as bears and pandas;
 2. All members of the Cat family (Felidae), including but not limited to lions, tigers, leopards, bobcats, lynx, jaguars, pumas, and cheetahs; except that this provision shall not apply to domesticated cats (*Felis domesticus*);
 3. All members of the Civet family (Viverridae), including but not limited to civets, meerkats, and mongoose;
 4. All members of the Dog family (Canidae), including but not limited to wolves, foxes, jackals, dingo, coyote, and raccoon dogs; except that this provision shall not apply to domesticated dogs (*Canis domesticus*);
 5. All members of the Hyena family (Hyenidae);
 6. All members of the Raccoon family (Procyonidae), including but not limited to raccoons, kinkajous, and coatis;
 7. All members of the Weasel family (Mustelidae), including but not limited to badgers, skunks, sable, mink, otters, wolverines, polecats, coatis, and weasels; except that this provision shall not apply to ferrets and mink;
 - B. All members of the order Cetacea, including but not limited to dolphins, porpoises, and whales;
 - C. All members of the Bat family (Chiroptera), such as flying foxes and vampire bats;
 - D. All members of the orders Edentata and Pholidota, including but not limited to anteaters, sloths, armadillos, and pangolins;
 - E. All non-domesticated members of the order Insectivora, including but not limited to shrews and moles; except that this provision shall not apply to European hedgehogs or African hedgehogs;

(178) Editor's Note: Former subsection (178) was repealed by Ordinance 146-2007.

(179) Solar Collector: A device used for the collection of solar energy for its use in the heating or cooling of a structure or in the heating of air, water or other fluids for such structure.

(Ord. 21-2006. Passed 3-7-06.)

(180) Specialized Domestic Animal Raising and Care: The use of land or buildings for the raising and care of fur-bearing animals, such as rabbits, stabling and care of horses, animal kennels, pigeon raising, and the raising of any other animals or birds of a similar nature, for the purpose of boarding, distributing, or selling such animals or birds, excluding household pets. (See "Keeping of Chickens" for specific requirements regarding the raising or keeping of hens).

(180.1) Keeping of Chickens: The raising or keeping of chickens (hereinafter "hens"):

- A. Buildings, structures and fenced areas used for the domestic raising of animals shall be confined to rear yards and shall not be maintained closer to any lot line than twenty (20) feet.
- B. Keeping of Chickens (hereinafter "hens"). The keeping of hens is only permitted within the following zoning districts: A1, R1, R2, R3 and R4, with lots no smaller than ten thousand eight hundred ninety square feet (10890 square feet).
 1. Number. No more than six (6) hens shall be allowed for each single-family dwelling.
 2. Lot size and setbacks. Minimum lot area to keep hens shall be 10,890 square feet. Lot area shall be determined based on the records of the Wood County Auditor. Coops and runs shall not be located within twenty (20) feet of a side yard or rear yard lot line. Coops and runs shall not be located in the front or side yards. (must be further from the street than the furthest most point of the primary structure).
 3. Enclosure. Hens shall be provided with a covered, predator-proof coop that is well-ventilated and designed to be easily accessed for cleaning. The coop shall allow for no more than four (4) square feet per hen with a maximum coop size of twenty-four (24) sq. ft. and maximum coop height of six (6) feet. Hens shall have access to an outdoor run enclosure that is adequately fenced to contain the birds within the structure. The maximum size of the outdoor run enclosure shall be ninety (90) sq. ft. and the maximum height shall be six (6) feet. Hens must remain inside the coop and run enclosures at all times. Free-range hens shall not be permitted within the City of Perrysburg. Coops and runs must be entirely removed from property within thirty (30) days of removal of hens.
 4. Treatment. Hens shall be kept in a manner compliant with Perrysburg Code Section 618.05 Cruelty to Animals Generally, any violators shall be subject to criminal prosecution per code section.
 5. Sanitation. The coop and outdoor enclosure must be kept in a sanitary condition and free from offensive odors. The coop and outdoor enclosure must be cleaned on a regular basis to prevent accumulation of waste. Eggs must be removed from coop and run areas daily.
 6. Slaughtering. There shall be no outdoor slaughtering in the line of vision of any neighboring properties.
 7. Food and Water. All food must be stored in sealed, rodent proof containers. Food and water must be dispensed from containers specifically designed for such purpose. Unless specifically designed to prevent rodent access, all food and water sources must be removed from the coop every night. Scattering feed over the ground shall be a prohibited method of feeding.
 8. Roosters. It is unlawful for any person to keep roosters.
 9. Composting. Composting of chicken waste must be done inside a rodent proof composting container.
 10. Permit requirements for accessory buildings and fence permits are applicable. (Ord. 23-2020. Passed 12-15-20.)

(181) Special Approval Use: Uses and structures which have been generally accepted as reasonably compatible with the primary uses and structures within a zoning district, but could present potential injurious effects upon the primary uses and structures within the zoning district and abutting neighborhoods and therefore require special consideration in relation to the welfare of adjacent properties and to the community as a whole. All such proposed uses are subject to a public hearing.

(182) Story: That part of a building, except a mezzanine as defined herein, included between the surface of one floor and the surface of the next floor, or, if there is no floor above, then the ceiling next above. A "basement" shall not be counted as a story.

- F. All non-domesticated members of the order Lagomorpha, including but not limited to rabbits and hares; except that this provision shall not apply to domestic rabbits;
 - G. All members of the order Marsupialia, including but not limited to opossums, kangaroos, wombats, koalas, Tasmanian wolves, and Tasmanian devils;
 - H. All members of the order Monotremata, including but not limited to echidna and platypus;
 - I. All members of the order Pinnipedia, including but not limited to seals and sea lions;
 - J. All non-human members of the order Primates, including but not limited to prosimians (e.g., lemurs, bush babies), monkeys (e.g., marmosets, macaques, baboons), and great apes (e.g., chimpanzees, gorillas, orangutans).
 - K. All non-domesticated ungulates, including but not limited to elephants, zebras, tapirs, rhinoceroses, antelopes, deer, giraffes, hippopotamus, wild pigs, warthogs, cape buffalos, water buffalos, yaks, camels, caribou, bison, and reindeers; except that this provision shall not apply to domesticated horses, donkeys, mules, burros, pot-bellied pigs, domesticated pigs, cattle, sheep, goats, llamas, and alpacas;
 - L. All non-domesticated members of the order Rodentia, including beavers, capybara, nutria, prairie dogs, porcupines, gophers, squirrels, and muskrats; except that this provision shall not apply to domestic mice, rats, guinea pigs, gerbils, hamsters, chinchillas, or degu.
- (6) All bird species which have not been commonly bred in captivity and kept as a pet or for food production, including but not limited to:
- A. Raptors or birds-of-prey, including but not limited to eagles, hawks, owls, falcons, and vultures;
 - B. Game cocks and other fighting birds; and
 - C. Cassowaries and all other birds related to ostriches.
 - D. Unless considered protected or endangered by the United States Department of Interior or the Ohio Revised Code, canaries, finches, mynah birds, parrots, parakeets, cockatiels, game birds, doves, and waterfowl shall not be considered restricted species.
- (c) The following person shall be exempt from the limitations of this section:
- (1) A person who keeps the restricted animal species in accordance with a specific permit, issued by the United States or the State of Ohio, pertaining to the species;
 - (2) A person who is accredited to keep or maintain the restricted animal species by the Association of Zoos and Aquariums, and who does so in accordance with the Association's standards;
 - (3) A person who is employed by any of the following, but only while that person is engaged in job duties that require keeping or handling the restricted animal species:
 - A. As an animal control officer or at the kennel for any county, city, or other political subdivision in the State of Ohio;
 - B. At a licensed veterinary hospital;
 - C. At a licensed or accredited research or medical institution;
 - D. At a facility licensed as an exhibitor or breeder by the United States Department of Agriculture pursuant to the Animal Welfare Act;
 - E. At a licensed or accredited educational institutional, including museums.
 - (4) A person licensed as a wildlife rehabilitator pursuant to Ohio Administrative Code §1501:31-25-03, who keeps or maintains the restricted animal species pursuant to that license and in accordance with standards set by the Ohio Wildlife Rehabilitators Association.
 - (5) A person temporarily transporting a restricted animal species through the City if the transit time is not more than twenty-four hours and the species is at all times maintained within a confinement sufficient to prevent it from escaping.
 - (6) A person who holds a license pursuant to Ohio R.C. Ann. §1533.08 and any corresponding regulations, and who keeps or maintains the restricted animal species pursuant to that license.
- (d) **Penalty.** Whoever violates any provisions of this section is guilty of a minor misdemeanor on the first offense; a misdemeanor of the fourth degree on the second offense, and a misdemeanor of the first degree on the third offense. In addition to any other means of enforcement provided for in these Codified Ordinances, any restricted animal species kept in violation of this section may be seized and impounded, and all reasonable costs incurred by the City in seizing, impounding, and confining any such restricted animal species shall be charged against the violator. (Ord. 113-2009. Passed 5-19-09.)

505.09 NOISY ANIMALS OR FOWL.

(a) As used in this section:

(1) "Animals" means any and all types of animals both domesticated and wild, male and female, singular and plural.

(2) "Fowl" means any and all fowl, domesticated and wild, male and female, singular and plural.

(b) No person shall keep or harbor any animals or fowl which howl or bark or emit audible sounds which are unreasonably loud or disturbing and which are of such character, intensity and duration as to disturb the peace and quiet of reasonable persons of common sensibilities.

(c) Whoever violates any provision of this section is guilty of a minor misdemeanor. (Ord. 66-91. Passed 7-15-91.)

1155.10 REGULATION OF THE KEEPING OF FARM ANIMALS.

No person shall keep chickens or rabbits in any district lots, excluding agriculture not used as a dwelling and school uses, unless the following conditions are met:

- (a) No person shall engage in the keeping of chickens, rabbits, or similar animals without a certificate of zoning compliance that specifically identifies such use in compliance with the requirements of Section 1155.10 - Regulation of the Keeping of Farm Animals.
- (b) No person shall keep chickens, rabbits, or similar animals on a vacant or uninhabited tract of land. All chickens, rabbits, or similar animals shall be located on a property containing a principal structure.
- (c) Number. Allowed densities for keeping any combination of chickens and rabbits: no more than six (6) animals shall be allowed for each single-family dwelling.
- (d) Setbacks. Coops or cages housing hens, rabbits, or similar animals shall be kept at least twenty-five (25) feet from the door or window of any dwelling or occupied structure other than the owner's dwelling. Coops and cages shall not be located within five (5) feet of a side-yard lot line, nor within eighteen (18) inches of a rear-yard lot line. Coops and cages shall not be located in the front yard.
- (e) Enclosure. Hens, rabbits, or similar animals shall be provided with a covered, predator-proof coop or cage that is well-ventilated and designed to be easily accessed for cleaning, and of sufficient size to permit free movement of the animals. The coop shall allow at least one (1) square foot per hen. Hens or rabbits shall have access to an outdoor enclosure that is adequately fenced to contain the farm animals on the property. There shall be no more than one (1) sheltering structure on the property.
- (f) Feed Storage. All feed shall be stored in rodent-proof containers and animals must not be fed in a manner likely to attract rodents, such as dispersing the feed on the ground.
- (g) Sanitation. The coop and outdoor enclosure must be kept in a sanitary condition and free from offensive odors. The coop and outdoor enclosure must be cleaned on a regular basis to prevent accumulation of waste.
- (h) Slaughtering. There shall be no outdoor slaughtering in the line of vision of any neighboring properties, or otherwise out of public view. All waste must be bagged and disposed of with household trash to prevent nuisance and health hazards.
- (i) Prohibited Poultry. No person shall keep any roosters, ducks, geese, peafowl, guineafowl, pigeons, turkeys, or similar animals on any district lot.
- (j) Alpacas, Cows, Deer, Goats, Horses, Llamas, Ponies, Sheep, Swine, and Similar Animals. The keeping of alpacas, cows, deer, goats, horses, llamas, ponies, sheep, swine, and similar hooved farm animals, and stables and enclosures for the keeping of such animals on any district lot, shall require a Special Use Permit in accordance with Chapter 1113 of this code.
- (k) No predatory birds may be kept on any property under the regulations of this section.
- (l) Strictly for personal or household use. Commercial use is prohibited.
- (m) Permit. A Certificate of Zoning Compliance is required.
 - (1) Information required. Applicants seeking to engage in keeping farm animals must apply for and receive a certificate of zoning compliance. If the applicant is someone other than the property owner, the application must include a notarized statement of support, signed by the property owner. In addition to the requirements of Section 1105.03 -Application for Zoning Permit, the following information must be included on the site plan or in accompanying documentation:
 - A. A description of the type and number of animals to be kept.
 - B. Sheltering structure type.
 - C. Location of sheltering structure with all setbacks from property lines indicated. If using a portable sheltering structure, indicate the yard area in which the sheltering structure will be kept.
 - D. Location and manner of containment of outdoor areas with all setbacks from property lines indicated. If using a portable containment system, indicate the yard area in which the system will be kept.
 - E. Feed storage container location and type.
 - F. Location, method, and schedule of manure storage and disposal.
 - G. Any other relevant information related to keeping the animals, if requested by the Commissioner of Zoning.
 - (2) Conditions. Notwithstanding compliance with the various requirements of this section, hens, rabbits, or similar animals shall not be kept in such a manner or of such disposition as to cause any unhealthy condition, interfere with the normal use and enjoyment of human or animal life

of others or interfere with the normal use and enjoyment of any public property or property of others. Hens, rabbits, or similar animals shall be kept only in conditions that limit odors and noise and the attraction of insects and rodents so as not to cause a nuisance to occupants of nearby buildings or properties and not to cause health hazards. It is the responsibility of the person keeping hens, rabbits, or similar animals to be aware of and abide by all applicable local, state or federal requirements including but not limited to the Ohio Department of Agriculture's Ohio Livestock Care Standards and private deed or covenant restrictions.

- (3) Application will be filed with the Toledo-Lucas County Health Department, which shall make a determination of whether to issue such permit and under such terms and conditions as are necessary to minimize any negative impacts on neighboring properties. Permits will be granted on an annual basis. If the City of Oregon receives no complaints regarding the permit holder's keeping of hens, ducks, rabbits, or similar animals, the permit will be presumptively renewed, and the applicant may continue to keep hens, ducks, rabbits, or similar animals under the terms and conditions of the original permit. The Health Department may revoke the permit at any time if the permit holder does not follow the terms of the permit, if the Health Department receives substantiated complaints regarding the permit holder's keeping of hens, ducks, rabbits, or similar animals, or the Health Department finds that the permit holder has not maintained the farm animal sheltering structure or outdoor enclosures in a clean and sanitary condition.
- (n) Penalty. Whoever violates any provision of this chapter is guilty of a misdemeanor in the fourth degree. Each day's violation shall constitute a separate offense.
(Ord. 090-2024. Passed 5-28-24.)

MEMO

TO: Service Committee

FROM:

RE: Street Dept PT/Seasonal Help

Background

For 2023 and 2024 we had budgeted \$10,000.00 for seasonal help for the Service Department. Last year we utilized Cardinal Staffing, and paid \$26.51 per hour. The seasonal help was cut from the 2025 Budget. Service Director has indicated the seasonal workers for of great value for the department and has requested reinstating it. Reinstatement would require appropriation legislation. However, last year Northwood struggled to obtain consistent help from Cardinal Staffing, and it has been proposed to hire the part-time workers directly.

Administrative Analysis

Proposed salary for part-time help would be \$18.00 per hour and total compensation would be \$21.10 per hour (required contribution to PERS, Medicare, Workmans Comp included). Part-time help would work 40 hours for 12 weeks (May-July) and assist with mowing and other tasks at the direction of the Director of Public Service. Total cost would be approximately \$10,128.00.

Administrative Recommendation

Administration recommends Service Committee consider the recommendation from Director of Public Service. Administration would also recommend the Committee recommend the drafting of the require appropriation legislation which can be offered by Council's April 24, 2025 meeting.

MEMO

TO: Service Committee

FROM:

RE: Brentwood Basketball Court & Hoop Quotes

Background

Quote for 2 new hoops: \$6,668.60 + \$600 Comp in free Nike staff gear

Quotes for new court

\$19,600 - Bowers Asphalt

\$21,425.26 - Henry Bergman

\$21,675 - D&D Paving

Administrative Analysis

Basketball hoops and court repaving in the 2025 budget.

Administrative Recommendation

Recommendation to authorize the purchase of new hoops and approval to move forward with the basketball court replacement by Bowers Asphalt.



PO Box 841393
 Dallas, TX 75284-1393
 Phone: 800-527-7510 Fax: 800-899-0149
 Visit us at www.bsnsports.com

Order Summary	
Cart #:	13089659
Purchase Order #:	Northwood Rec Bison Syste
Cart Name:	Northwood Rec Bison Syste
Order Date:	03/18/2025
Estimated Delivery:	03/20/2025
Payment Terms:	NT30
Ship Via:	
Ordered By:	Pat McGaharan

Contact Your Rep

John Collart Email: jcollart@bsnsports.com | Phone: 419-357-4484

Sold to
2104771
CITY OF NORTHWOOD
 CARROLL DIEKMAN
 6000 Wales Rd
 NORTHWOOD OH 43619-1449

Ship To
2104771
CITY OF NORTHWOOD
 Pat McGaharan
 CARROLL DIEKMAN
 6000 Wales Rd
 NORTHWOOD OH 43619-1449

Payer
2104771
CITY OF NORTHWOOD
 CARROLL DIEKMAN
 6000 Wales Rd
 NORTHWOOD OH 43619-1449

Item Description	Qty	Unit Price	Total
ULTIMATE PLAYGROUND BASKETBALL SYSTEM Item # - 871444XX	2 EA	\$ 3,195.00	\$ 6,390.00

Subtotal:	\$6,390.00
Other:	\$0.00
Freight:	\$278.60
Sales Tax:	\$0.00
Order Total:	\$6,668.60
Payment/Credit Applied:	\$0.00
Order Total:	\$6,668.60

Proposal

Bowers Asphalt and Paving, Inc.

6157 Walbridge Road
Walbridge, Ohio 43465

419-666-0516 419-666-6912 FAX

Proposal submitted to Mr. Tom Huntermark City of Northwood 6000 Wales Road Northwood, Ohio 43619	Phone Fax Email streets@northwoodoh.gov Job Northwood Basketball Court Park on Andrus Road	Date March 14, 2025
--	---	----------------------------

BASKETBALL COURT

- 1 LS Excavation as needed for new basketball court. ALL SPOILS LEFT ON SITE ADJACENT TO COURT.
- 333 SY Asphalt pavement (40' x 75') - 8" 304 aggregate base, 2.5" 441 asphalt concrete intermediate Type 2 PG64-22 and 1.5" 441 asphalt concrete surface Type 1 PG64-22

TOTAL:\$ 19,600.00

- RESTORATION BY OTHERS

We Propose hereby to furnish material and labor - complete in accordance with above specifications and sum(s) above. Payment to be made by monthly invoice or when job is completed.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will become an extra charge over and above the estimate.

Authorized
Signature

David Bowers

This proposal may be withdrawn by us if not accepted within 30 days from proposal date.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of acceptance: _____

Signature: _____

Henry W. Bergman, Inc.

Bituminous Materials Paving & Excavating

218 E 9th Street, Genoa, OH 43430 | Office: (419) 855-4757 | Info@HWB1912.com

PROPOSAL SUBMITTED TO	CLIENT CONTACT	PHONE	DATE 2/28/2025
ADDRESS		JOB NAME Northwood Basketball Court Installation (40'x75')	
CLIENT EMAIL	BID DATE	JOB LOCATION	CELL

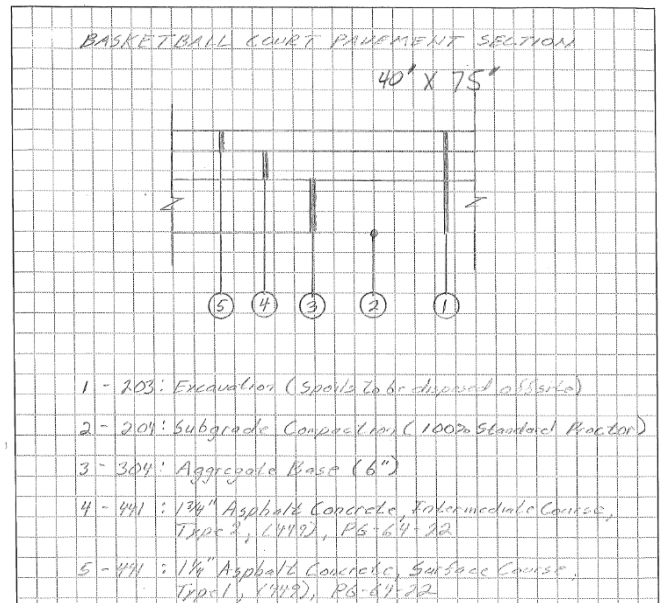
WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

Basketball Court Installation (40'x75') **\$21,425.26**

- Excavate existing soil 9" and dump onsite.
- Install 6" 304 subbase.
- Fine Grade for proper drainage and compact.
- Furnish and install 1.75" asphalt base course and compact.
- Furnish and install 1.25" asphalt surface course and compact.



JOB: 96-1824	SCALE:
SHEET NO.:	DATE: 2/19/25
Maumee, Ohio	CHECKED BY: DMK
www.fellerfinch.com	DATE:
REMARKS:	



NOTE: Due to the volatile asphalt market the pricing in this quote is only firm for 30 days. Please sign & return so we can lock in this price & add your job to our schedule. Permits, Fees, or Testing by others.

We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Payment to be made as follows: Due upon receipt **Henry W. Bergman, Inc. is an Equal Opportunity Employer**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingents upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

HWB Signature _____

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Payment will be made as specified above.

Date of Acceptance: _____

Client Signature: _____

Proposal

D&D PAVING, INC.
Paving And Excavating
5535 Woodville RD
Northwood OH 43619
Phone: (419) 691-6925
Fax: (419) 691-6667

Page # 1 of 1 pages

Proposal Submitted To: C/o Tom City of Northwood
Address: 6000 Wales Rd Northwood, OH 43619
Phone # 419-397-8433

Job Name: Basketball Ct Job # _____
Job Location: Brentwood Park
Date: 2/25/25 Date of Plans _____
Architect: streets@ci.northwood.oh.us

We hereby submit specifications and estimates for: New Basketball Court (40x7.5)
Digout dirt, grass, etc 9" in depth
Compact Subgrade
Install 6" new #304 Stone Base
Roll and compact
Install 1 3/4" new hot intermediate asphalt
Roll and compact
Install 1 1/4" new hot surface asphalt
Roll and compact

\$ 21,675⁰⁰

We propose hereby to furnish material and labor — complete in accordance with the above specifications for the sum of: \$ _____ Dollars
with payments to be made as follows: Net 30 days

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted Brian Kesling

Note — this proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Date of Acceptance _____ Signature _____

MEMO

TO: Service Committee

FROM:

RE: Lexipol - Policy Management Service Local Government quote

Background

The City's current policy and procedure manual is outdated, primarily available in PDF format, and only a limited number of printed copies are distributed across city offices. This has led to inconsistencies between versions, creating confusion and inefficiency. To address these issues, a comprehensive overhaul of the manual is necessary. Lexipol, a web-based service already successfully used by the Fire and Police Departments, offers an ideal solution.

Administrative Analysis

Lexipol ensures policies are regularly updated to reflect the latest legal trends, case law, and best practices, eliminating the inconsistencies that have plagued the current system. It also makes policies easily accessible to all employees, providing real-time updates and centralized access for improved transparency. With built-in tools for training and employee acknowledgment of receipt, Lexipol helps streamline the implementation of new policies and ensures accountability across departments, making it the clear choice for the City's policy and procedure manual overhaul.

The attached quote includes the prorated subscription beginning 5/1/25 - 12/31/25, current content extraction, and assistance with implementation for a total of **\$16,417.80**. The annual subscription fee is \$5,146.20 beginning January 2026.

Administrative Recommendation

Recommendation to authorize the City Administration to sign the agreement with Lexipol.



SOLUTIONS PROPOSAL



PREPARED FOR:

City of Northwood
Executive Administrative Assistant Emily Popovitch
epopovitch@northwoodoh.gov
4196901621

PREPARED BY:

Dennis Ryan
dryan@lexipol.com
+19045828358

2611 Internet Blvd, Ste 100
Frisco, Texas 75034
(844) 312-9500
www.lexipol.com

Executive Summary

Public safety agencies and local government organizations today face challenges of keeping personnel safe and healthy, reducing risk and maintaining a positive reputation. Add to that the dynamically changing legislative landscape and evolving best practices, and even the most progressive, forward-thinking departments can struggle to keep up.

Lexipol's solutions are designed to save you time and money while protecting your personnel and your community. Our team consists of professionals with expertise in public safety law, policy, state and federal accreditation, training, mental and physical wellness and grants. We continually monitor changes and trends in legislation, case law and best practices and use this knowledge to create policies, training, wellness resources and funding services that minimize risk and help you effectively serve your community.

THE LEXIPOL ADVANTAGE

Lexipol was founded by public safety experts who saw a need for a better, safer way to run a public safety agency. Since the company launch in 2003, Lexipol has grown to form an entire risk management solution for public safety and local government. Today, we serve more than 10,000 agencies and municipalities and 2 million public safety and government professionals with a range of informational and technological solutions to meet the challenges facing these dynamic industries. In addition to providing policy management, accreditation, online training, wellness resources, and grant assistance, we provide 24/7 industry news and analysis through the digital communities Police1, FireRescue1, Corrections1, EMS1 and Gov1.

Our customers choose Lexipol to make an investment in the safety and security of their personnel, their agencies and their communities. We help agencies address issues that create substantial risk, including:

- Inconsistent and outdated policies
- Lack of technology to easily update and issue policies and training electronically
- Unchecked mental health needs of staff
- Difficulty keeping up with new and changing legislation and practices
- Inability to produce policy acknowledgment and training documentation
- Unfamiliarity of city legal resources with the intricacies of public safety law
- The need to secure grant funding for critical equipment, infrastructure and personnel

Lexipol is backed by the expertise of 440 employees with more than 2,075 years of combined experience in constitutional law, civil rights, ADA and discrimination, mental health, psychology, labor negotiations, Internal Affairs, use of force, hazmat, instructional design, federal and state grants and a whole lot more. That means no more trying to figure out policy, achieve accreditation, develop training or wellness content, or secure funding on your own. You can draw on the experience of our dedicated team members who have researched, taught and lived these issues.

We look forward to working with City of Northwood to address your unique challenges.

Scope of Services

Local Government Administration Policy Manual

Constitutionally Sound, up-to-date policies are the foundation for consistent, safe local government functions and are key to lowering liability and risk. Lexipol's comprehensive policy manual covers key aspects of your organization's general operations, facilities, and equipment, records, and personnel policy needs.

- Approximately 50 policies researched and written by public safety attorneys and subject matter experts
- Policies based on federal laws and regulations as well as nationwide best practices
- Ability to customize content to reflect your organization's unique terminology and structure

Daily Training Bulletins (DTBs)

Even the best policy manual lacks effectiveness if it's not backed by training. Lexipol's Daily Training Bulletins are designed to help your personnel learn and apply your agency's policy content through 2-minute training exercises.

- Scenario-based training ties policy to real-world applications
- Understanding and retention of policy content is improved via a singular focus on one distinct aspect of the policy
- Each Daily Training Bulletin concludes with a question that confirms the user understood the training objective
- Daily Training Bulletins can be completed via computers or from smartphones, tablets or other mobile devices
- Reports show completion of Daily Training Bulletins by agency member and topic

Policy Updates

Lexipol's legal and content development teams continuously review laws and regulations, court decisions and evolving best practices. When needed, we create new and updated policies and provide them to your agency, making it simple and efficient to keep your policy content up to date.

- Updates delivered to you through Lexipol's web-based content delivery platform
- Changes presented in side-by-side comparison against existing policy so you can easily identify modifications/improvements
- Your agency can accept, reject or customize each update

Web-Based Delivery Platform and Mobile App (Knowledge Management System)

Lexipol's online content delivery platform, called KMS, provides secure storage and easy access to all your policy and training content, and our KMS mobile app facilitates staff use of policies and training completion.

- Ability to edit and customize content to reflect your agency's mission and philosophy
- Efficient distribution of policies, updates and training to staff
- Archival and easy retrieval of all versions of your agency's policy manual
- Mobile app provides in-the-field access to policy and training materials

Reports

Lexipol's Knowledge Management System provides intuitive reporting capabilities and easy-to-read reports that enhance command staff meetings and strategic planning.

- Track and report when your personnel have acknowledged policies and policy updates
- Produce reports showing completion of Daily Training Bulletins
- Sort reports by agency member, topic and other subgroups (e.g., shift, assignment)

- Reduce the time your supervisors spend verifying policy acknowledgement and training completion

Supplemental Publication Service

Lexipol's Supplemental Publication Service (SPS) streamlines the storage of your agency's content, giving you one place to access procedures, guidelines, general orders, training guides or secondary policy manuals.

- Electronically links department-specific procedural or supplemental content to your policy manual
- Provides electronic issuance and tracking for your agency's procedural or supplemental content
- Allows you to create Daily Training Bulletins against your procedural content
- Designed for standard operating guidelines, procedures, general orders or field guides

Agency-Specific Content Extraction

An auxiliary service for agencies with existing current policy or procedures content that the agency wants to pull into a procedures manual or bring agency specific practices into their policy manual. If this service is purchased, the Professional Services Specialist will work with your agency to identify what content should be moved and will assist in moving that content into the policy manual or one or more Supplemental Publication Service (SPS) manuals. Examples of content generally supported are incorporating procedures, guidelines, general orders, training guide or a secondary policy manual into the SPS. This service is priced by the number of pages requiring review and transition into your manuals. Access to an electronic copy of your existing content and a subscription to the Supplemental Publication Service (SPS) is required.

Lexipol Professional Services scope includes:

- Providing expert advice and assistance in the identification with the agency of relevant content to transition as part of a Focused or Full Implementation process.
- Identifying what information is being pulled into which sections of the policy manual or structure the agency would like to follow for incorporating content into a SPS manual.
- Data entry and professional formatting of your agency's content into Lexipol's Knowledge Management System (KMS) up to the number of content pages purchased in the agreement.
- Walk through with the agency contact to review the imported information and make any formatting adjustments required.

Expectations of the Agency:

- Provide a dedicated & consistent resource to work with to review and make decisions on content to be retained and moved to the KMS Platform.
- Content provided must be in electronic format. Any paper versions will require the agency to use other services to convert from paper to electronic formats.
- Review of imported content and feedback provided to your Professional Services Specialist on formatting in a timely manner.
- Provide an escalation contact if the project is off track of planned pace to help get the Agency side back to a productive cadence.

Timeline: To be completed in the late stages of Focused or Full Implementation timelines.

Focused Implementation

This service expands beyond the Onboarding service to provide agencies with more hands-on work in the Lexipol platform, to deepen your understanding of how to use the platform, and to maintain your policy long term. Additional hours with the Professional Services Specialists are included to help your agency work through your high priority/high risk policies. The intent of this option is to allow agencies to have their designated Policy Manager trained on both the platform and the policy elements; to support that resource through the initial policy development and issuance to allow the agency to then continue to work the remainder of the policy manual independently.

Lexipol Professional Services scope includes:

- Account and Admin account setup of the KMS Platform.
- Training and demonstration on adding users to KMS with an explanation of the user permissions process.
- Basic configuration of the manual with general text entities populated based on your agency's input into the General Information Questionnaire (GIQ) and a discovery document.
- Review of the Lexipol policy content; how to read, and how to use guide sheets and the Lexipol style guide in reviewing and editing your agency's policy.
- Training on how to edit content to fit your agency, how to add agency specific content, and how to publish finished policies.
- Training in policy acknowledgement and reporting.
- Training in processing Lexipol policy updates.
- Walk through with an expert to edit targeted high-risk policies. (Up to 50 policies).
- Your Professional Services Specialist will help create a plan to identify any existing policy content you want to retain in your new policy or procedures manual (if purchased). Lexipol will only compare existing electronic Agency content to Lexipol policy -no other information sources or multiple cross document reviews will be supported.
 - *If you want assistance to pull content over to your Lexipol policy or procedures manual, that service can be added to this implementation option with the additional purchase of the Content Extraction Service.*

Expectations of the Agency:

- Provide a dedicated & consistent resource to work with to review and make decisions on policy changes to fit your agency's needs.
 - Resources within the agency who have time to devote to editing the agency's policy on the platform.
 - Resources within the agency with general technology experience to learn how to use the platform.
- Provide an escalation contact if the project is off track of planned pace to help get the Agency side back to a productive cadence.
- 3 hours per week (minimum) for fifteen weeks to meet with the Professional Services Specialist to complete training and deliver initial policies.
 - Read and prepare outside of meetings approximately 3-5 policies per week.
- Meeting preparation to complete homework assigned in earlier meetings.
- Any policies not completed in the guided sessions will be up to the Agency to edit and issue on their own.

*Focused Implementation Timeline: Finish within **180 days** from contract start date.*

Proposal

Prepared By: Dennis Ryan
 Phone: +19045828358
 Email: dryan@lexipol.com

Quote #: Q-101166-1
 Date: 3/10/2025
 Valid Through: 6/8/2025

Overview

Lexipol empowers first responders and public servants to best meet the needs of their residents safely and responsibly. We are the experts in policy, training and wellness support, committed to improving the quality of life for all community members. Our solutions include state-specific policies, online learning, behavioral health resources, funding assistance, and industry news and information offered through the websites Police1, FireRescue1, EMS1 and Corrections1. Lexipol serves more than 2 million public safety and government professionals in over 10,000 agencies and municipalities. The services proposed below are designed to meet your agency's specific goals and needs.

Local Government Policy Manual - Prorated 5/1/25 - 12/31/25

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
1	Annual Local Government Administration Policy Manual & Daily Training Bulletins w/ Supplemental Publication Service (Start: 5/1/2025 End: 12/31/2025)	USD 3,812.00	10%	USD 381.20	USD 3,430.80
	Subscription Line Items Total			USD 381.20	USD 3,430.80
				USD 381.20	USD 3,430.80
Local Government Policy Manual - Prorated 5/1/25 - 12/31/25 Discount:					USD 381.20
Local Government Policy Manual - Prorated 5/1/25 - 12/31/25 TOTAL:					USD 3,430.80

Focused Implementation - One Time Fee

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
1	Local Government Focused Implementation	USD 10,545.00	10%	USD 1,054.50	USD 9,490.50
1	Local Government Administration Content Extraction	USD 3,885.00	10%	USD 388.50	USD 3,496.50
	One-Time Line Items Total			USD 1,443.00	USD 12,987.00
				USD 1,443.00	USD 12,987.00
Focused Implementation - One Time Fee Discount:					USD 1,443.00
Focused Implementation - One Time Fee TOTAL:					USD 12,987.00

Local Government Policy
Manual - January 2026

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
1	Annual Local Government Administration Policy Manual & Daily Training Bulletins w/Supplemental Publication Service (12 Months)	USD 5,718.00	10%	USD 571.80	USD 5,146.20
	Subscription Line Items Total			USD 571.80	USD 5,146.20
				USD 571.80	USD 5,146.20
Local Government Policy Manual - January 2026 Discount:					USD 571.80
Local Government Policy Manual - January 2026 TOTAL:					USD 5,146.20

The foregoing pricing has been prorated for the benefit of Agency and Agency therefore agrees that they will waive the right to cancel this agreement until the end of the first renewal period.

Discount Notes

Discount - Northwood PD and FD are policy customers.

1282.08 PARKING AND STORAGE OF BOATS AND RECREATIONAL VEHICLES.

Not more than a combination of two boats, utility trailers, camper tops and accessories, campers or recreational vehicles per residence may be parked for storage purposes upon any lot, unless said parcel(s) is/are lawfully used for storage. A boat, utility trailer, camper top and accessory, camper and/or recreational vehicle shall be considered to be parked for storage purposes once it remains in the same relative location for more than forty-eight hours. Any boat, utility trailer, camper top and accessory, camper and/or recreational vehicle stored on a lot in a Residential District shall be considered the property of the person who owns or rents the lot, shall be maintained in a usable condition and may not be parked or stored for longer than one year without a current state license. No recreational vehicle stored shall have a fixed connection to any utility, except for maintenance purposes, nor shall it be occupied as a dwelling unit. Permissible storage is further regulated as follows: no combination of two boats, utility trailers, camper tops and accessories, campers and/or recreational vehicles shall include the draw bars and props.

(a) In any Residential District (A-1 through R-4 and PUD) during the winter months (December 1 through March 31), boats, trailers and/or recreational vehicles must be stored in an area that is located behind the principal residential structure on the lot or in the side yard setback, provided there is a minimum distance of three feet between the stored unit and the property line.

(b) In any Residential District (A-1 through R-4 and PUD) during the summer months (April 1 through November 30), boats, trailers and/or recreational vehicles may be stored in areas provided for in subsection (a) hereof, and are also allowed to be stored on any surface or area used as a residential driveway, provided that such boat, trailer or recreational vehicle does not extend into the road right-of-way or sidewalks. All hitches within ten feet of the road right-of-way line or sidewalk must have protective covering.

The following exception applies to this section: A recreational vehicle used for medical transportation purposes may be stored in a driveway year-round.

(c) A recreational vehicle that belongs solely to the residential property owner may be parked in a residential driveway year round in the A-1, R-1, RA or R single-family residential zoning districts only if the recreational vehicle or any part thereof is a minimum of sixty feet from the front setback line. On corner lots the front setback line shall be applied along all street right-of-ways. All other regulations in this section shall apply.

(Ord. 2002-45. Passed 8-22-02; Ord. 2003-21. Passed 7-10-03; Ord. 2007-28. Passed 9-27-07.)

Proposal submitted to: City of Northwood

Attn: John Laugerman

Project location: 6000 Wales Rd
Northwood OH 43619

February 28, 2025

Scope of work to be performed:

- Set up all safety equipment on location
- Place a waste container and porta potty in an agreed to location
- Remove all existing EPDM membrane and insulation from the roof surface
- Remove existing edge terminations and prepare the edge by installing needed wood bucks for the new Duro-last roofing system 2-piece edge detail
- Remove all curb and stack flashings as new Duro-last roof progresses
- Install new 50 Mil white Duro-last roofing system mechanically fastened over the entire roof deck to include up and over all parapet walls
(the new Duro-last roofing system will be done a section at a time with a nightly water tight tie-in that will prevent water infiltration during the installation process)
- *Appr. 4 working days
- Install all associated flashing details with Duro-last pre-manufactured flashing boots and curbs to manufacturer's specifications using closed top curb flashing where needed
- Install new Duro-last 24-gauge Kynar 500 finish 2 piece compression fascia system on the entire perimeter of the building in Dk. Brz.color that will match existing
- Install 2 way breather vents every 1000 SF
- Install aluminum vertical roof to roof access ladder with hand rail
- Overhead, Inc. to provide dump and disposal fees. All debris will be disposed of in an approved facility in accordance with all local, state, and federal regulations. Jobsite to be cleaned daily.
- Upon final inspection from a Duro-last quality control field inspector a manufacturer's **20 Year No Dollar Limit** warranty will be issued for the new roofing system

Total cost to include all labor, supervision, materials and equipment: **\$46,400.00**

Forty-Six Thousand Four Hundred Dollars and 00/100

Terms: NET 30 Upon completion



Damschroder

Roofing Inc.
Your Roof. Our Reputation.

City Of Northwood



Proposal Created By: Daniel Smith

Technical Sales Rep

\$ 52,439.71



John Laugerman
6000 Wales Road
Northwood, Ohio 43619
(419)690-1654 ext.154
Buildings@ci.northwood.oh.us

September 26, 2024

Re: New Duro-Tuff Roof System

Existing Roof Conditions:

John, your existing roofs are fully adhered to E.P.D.M. black rubber roofing systems. Several seams are starting to fail due to the aging of the roof. The roofs are getting towards the end of their life expectancy.

Damschroder Roofing's Professional Recommendation:

Damschroder Roofing recommends removing and disposing of the existing edge metal, gutters, and downspouts. Install a new 50 mil, white, Duro-Tuff PVC membrane over the entire roof deck, up, and over parapet walls. Install new gutters and downspouts at gutter edges. Install a new 2-piece metal edge along the parapet walls.

Damschroder Roofing's Proposed Scope of Work for Roofs:

1. Remove and dispose of the existing gutters, downspouts, and edge metal.
2. Remove existing flashings and prep existing curbs to receive a new membrane.
3. All gas lines and stacks will be painted if needed.
4. Install a 3/8" fanfold on the entire roof.
5. White .50 mil PVC Duro-Last/Duro-Tuff roof membrane will be installed. The new roof system will be mechanically anchored to the roof deck and all seams will be heat-welded according to the manufacturer's specifications. Damschroder Roofing does not use adhesive seam systems.
6. Parapet walls will be fully encapsulated after the removal of the old edge metal with the roof membrane.
7. Duro-Last breather vents will be installed every 1000 square feet to encourage air exchange from underneath the roof system. This is beneficial for exchanging air from within the building.



8. Terminate penetrations according to the manufacturer's recommendations.
9. Install new Kynar-coated edge metal along the parapet walls. (color to be picked by owner)
10. Install new gutters and downspouts where applicable.
11. The approximate size of the roofs is 5,521 sq. ft. including parapets.
12. It will take approximately 5 working days to complete this installation.
13. After the work is complete our crew will leave all areas of the job site clean. Our own on-site foreman will perform an inspection of the quality of your new roof.
14. City Permits and registrations are included in this price and will be procured by Damschroder Roofing. The proposal includes all equipment, labor, and materials and a portable restroom facility.
15. Before full project completion, Duro-Last will send a third-party quality inspector to fully inspect the quality and integrity of your roof. The roof will be rated on a scale from 1 to 100 and the warranty will be based on compliance with specifications. Damschroder Roofing has consistently rated at 95 and above on our roof inspections, thus achieving a Platinum Master Elite status with Duro-Last. Damschroder Roofing has been a partner with Duro-Last for over 40 years and has installed over 12,000,000 square feet of Duro-Last membrane.
16. Damschroder Roofing to provide a **20-YEAR NDL warranty upon inspection by Duro-Last, Inc. and completed payment according to terms.**
17. 1 roof inspection per year for the first 2 years.

For a total investment of **\$52,439.71**

**Metal Color Selection _____

Proposal created by Daniel Smith

Daniel Smith

Technical Sales

This proposal is valid for 30 days.



ACCEPTANCE OF PROPOSAL – These prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined below.

Please sign the original proposal below and keep the copy for your records.

Signature: _____ Date: _____
Company Representative

For your consideration, Damschroder Roofing would like to offer:

RL Vertical Access ladder with guards.

Acceptance of RL 31 vertical Access Ladder with Grabrails, \$1,600.00

Signature _____ Date _____

Exclusions:

Damschroder Roofing Inc. and its subcontractors are not responsible for existing building conditions such as but not limited to, leaking walls, windows, gutters, interior drains, pipes, air conditioner equipment, ducts, vents, fans, parapets, mansards, water lines, masonry walls, adjacent roofs, skylights, trim, existing water damage to the interior of the building (walls, ceilings, floors, etc.), hidden conduit within or below the existing roofing system, spray-on fireproofing or the existence of mold.

Any and all reclaimed building materials become the property of Damschroder Roofing Inc. upon contract signing.



Please note: Deck replacement due to saturated and/or deteriorated decking and/or additional work orders are priced at \$85.00 per hour plus materials.

Please note: Due to the volatile market for roofing materials, any price change in material cost at the delivery date will result in a corresponding price change to this contract.

Payment Terms and Conditions:

A payment of 60% or **\$31,463.83** is due 15 days prior to the material order. Balance due upon completion.

All past due accounts will be charged 1-1/2% finance charge per month; 18% per annual.