

April 10, 2025

City of Northwood Service Committee Meeting Minutes

CALL TO ORDER

The meeting of the Northwood Service Committee was called to order by Dean Edwards at 06:42 PM on April 10, 2025 in the Council Chambers and via Live Stream.

ROLL CALL

The roll was called by and those in attendance were as follows: Dean Edwards, Jim Barton, Louis Fahrbach, Tom Huntermark, and City Administrator Kevin Laughlin.

APPROVAL OF MINUTES

February 13, 2025 meeting minutes

MOTION: Councilor Barton made a motion to **Approve**; seconded by Councilor Fahrbach. **ROLL CALL:** **Yes:** Councilor Edwards, Councilor Barton, Councilor Fahrbach; **No:** None; **Abstain:** None
Result: Passed

TOPICS/ISSUES

Chicken Ordinance

Discussion of area chicken ordinances in comparison to Northwood's current ordinance that requires a 200 ft setback making it restrictive for residential subdivisions, due to the growing interest in raising chickens. Area ordinances were referenced, and it was suggested to create a separate ordinance specifically for chickens, limited to 6 hens and no roosters, with considerations of lot size and setbacks.

- Questions raised about:
 - HOA bylaws (subdivisions may have their own restrictions).
 - Neighbor consent—some anecdotal support, but no formal requirement yet.
 - Enforcement and inspection responsibilities (e.g., city vs. health department).
- Action Items:
 - Research ordinances and enforcement practices from other municipalities (e.g., Perrysburg, Toledo, Oregon).
 - Present findings at the **May 8th Service Committee Meeting**

Street Dept PT/Seasonal Help

- The department seeks to hire one seasonal worker instead of contracting through Cardinal Staffing.
- Proposed hire rate: **\$18/hour**, with total compensation cost estimated at **\$21.10/hour**, still saving approx. **\$5.41/hour** compared to Cardinal Staffing.
- The goal is to hire a high school student or similar local candidate.
- request to advertise to hire one seasonal part time position for the street department

MOTION: Councilor Barton made a motion to **advertise and hire a part time seasonal worker**; seconded by Councilor Fahrbach. **ROLL CALL:** **Yes:** Councilor Edwards, Councilor Barton, Councilor Fahrbach; **No:** None; **Abstain:** None
Result: Passed

Brentwood Basketball Court & Hoop Quotes

- Plans to build a new court near the old Lark School were reviewed.
- Three bids received for asphalt work:
 - **Bowers Asphalt:** \$19,600 (lowest bid)
 - Henry Bergman: \$21,425.26
 - D&D: \$26,675

April 10, 2025

- Additional cost for new poles and equipment: **\$6,668.60**, with a 20% discount available if ordered promptly.
- Total project expected to stay under **\$27,000**, well within the **\$40,000 budget**.

MOTION: Councilor Barton made a motion to **Approve purchase of 2 hoops and repaving courts not to exceed \$27,000**; seconded by Councilor Edwards. **ROLL CALL:** **Yes:** Councilor Edwards, Councilor Barton, Councilor Fahrbach; **No:** None; **Abstain:** None
Result: Passed

Repaving of Oregon & Tracy in Conjunction with NWWSD

- Proposal to repave Oregon Road and Tracy Road (south of Wales) in conjunction with water/sewer line replacement, which would provide a significant cost savings if repaved now as compared to the project originally planned for 2027 at an estimated **\$480,000**.
 - Cost estimate for coordinating with NWWSD: **\$113,263.50**. Discussion to advance the paving this year to avoid future cost increases and keep Anderson Street repaving on schedule as well. half million in road projects would be taken out of 2027 budget, with the potential to move up other projects.
 - Councilor Fahrbach requested that the 2026 budget would **not** be based off of this year's expenses with the additional project being approved. The committee and Administration agreed.
 - Sidewalk installation along Oregon Road discussed; sidewalk cost estimate to be presented at the **May 8th meeting**
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Lexipol - Policy Management Service Local Government quote

City administration recommended contracting with Lexipol to overhaul and digitize the city's HR handbook, which is currently outdated and inconsistently applied. Lexipol, already used by the police and fire departments, would provide:

- Full policy review and overhaul
- Web-based distribution and update platform
- Employee training and acknowledgment tracking

The proposal includes \$16,417.80 for the first year (including consultation and platform access) and a \$5,146 annual subscription beginning in 2026. Since it was not budgeted, the Committee decided to table the decision until the next meeting to allow further review and price comparisons to neighboring communities.

Trailer Storage

referred to BZA.

Section of Municipal Building Roof Replacement

- Two quotes received:
 - **Overhead Roofing & Sheet Metal:** \$46,400 (recommended, lower bid)
 - Dan Schroeder: \$52,439.71
- Budget allocated: **\$52,440**
- Scope includes complete roofing from courts office to hallway.

Both companies have done work on the building in the past.

MOTION: Councilor Barton made a motion to **Approve the contract with Overhead** ; seconded by Councilor Edwards. **ROLL CALL:** **Yes:** Councilor Edwards, Councilor Barton; **No:** None; **Abstain:** Councilor Louis Fahrbach
Result: Passed

Salt Ordinance

Annual authorization required for road salt purchases. This year's budget for salt was reduced from \$50,000 to \$20,000. The city currently has approximately 700 tons on hand. Previous usage data shows fluctuations based on winter severity:

April 10, 2025

- Last winter (with ice storms): 1,200–1,400 tons used
- This year: Would like to get 1000 tons of salt but budget would only allow 540 tons to be ordered.

Salt pricing for next year won't be known until after May 2. The Committee discussed limiting residential neighborhood salting and maximizing brine use. Final purchasing decisions will be reviewed at the May 24 meeting.

NEW BUSINESS

OLD BUSINESS

ADJOURNMENT

07:07 PM

ATTEST:

Council Clerk

APPROVED:

Mayor