

May 8, 2025

City of Northwood Service Committee Meeting Minutes

CALL TO ORDER

The meeting of the Northwood Service Committee was called to order by Chairman Edwards at 06:33 PM on May 8, 2025 in the Council Chambers and via Live Stream.

ROLL CALL

The roll was called by Clerk Popovitch and those in attendance were as follows: Dean Edwards, Louis Fahrbach, City Administrator Kevin Laughlin and City Engineer Dave Kuhn.

APPROVAL OF MINUTES

Meeting minutes from 4/10/2025

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

TOPICS/ISSUES

ORDINANCE 2025-18 AN ORDINANCE AMENDING SECTION 618.16 OF THE NORTHWOOD CODIFIED ORDINANCES (NCO) TITLED PROXIMITY OF ANIMALS TO RESIDENCES.

- Discussion held regarding proposed ordinance regulating the keeping of chickens in residential areas.
- Clarification provided that enforcement currently falls under the Criminal Code, not Zoning Code.
- HOA bylaws were discussed; it was noted that the regulation of chickens on private property would fall to the HOA if the ordinance passes.
- Wood County Health Department confirmed they do not inspect chickens or provide oversight; Toledo/Lucas County Health Dept. only responds if requirements are not met.
- The draft ordinance includes:
 - Limiting to six (6) hens, no roosters permitted.
 - Requirement of a confined, ventilated coop.
 - Setback requirements (e.g., 18" from rear lot line, 5' from side lot line).
 - No chickens allowed in front yards, with clarification requested on corner lots.
- Discussion raised concerns regarding enforcement and the appropriateness of using police resources for violations.
- Noted that while chickens are currently prohibited, there have been minimal complaints, and some residents already have them.
- Committee discussed potential benefits and drawbacks of relocating enforcement to zoning vs. criminal code.
- Committee recommended advancing the draft to Council for a first reading at the next meeting.

Lexipol

- Administration presented Lexipol, a web-based policy management and HR manual platform.
- Total cost: **\$16,000; \$5,000** annual subscription (prorated if adopted mid-year). **\$11,000** one-time migration and consultation fee.
- Currently used independently by **Northwood Police and Fire Departments**.
- Goal to unify administrative, police, and fire manuals under one platform. with benefits including: Automatic updates based on state/federal law changes, Trackable staff training and policy acknowledgment.
- Not budgeted for 2025; could be included in 2026 budget. Committee agreed to delay to 2026 budget cycle for formal consideration.

May 8, 2025

Sidewalk Estimates for Oregon/Tracy Repaving Project with NWWSD.

- Preliminary cost estimate for sidewalk installation on east side: \$134,500 (includes 10% contingency).
- West side estimate would be lower due to fewer curb ramps required; staff to prepare comparative cost.
- East side preferred due to proximity to subdivisions and pedestrian usage patterns.
- Committee discussed bundling project with upcoming bid packages for cost efficiency.

The Committee requested a cost estimate for the west side and revisit at next meeting.

NEW BUSINESS

Wolf Creek bid opening Geddis Paving \$261,775. The engineer's estimate was \$330,000, resulting in \$68,225 in savings. Recommendation to award bid at Council meeting under Engineer's Report. Reaffirmed intent to keep Anderson Street repaving in the 2025 Capital Improvement Plan. Project may be included as an alternate bid with other paving projects (e.g., Chantilly Rue). The decision on inclusion will be based on bid pricing and available savings from current projects. Committee member Fahrbach asked what the budget line for sidewalks was for this year. Historically, it was \$50,000, but the line item was removed due to lack of use.

OLD BUSINESS

NA

ADJOURNMENT

06:58 PM

ATTEST:

Council Clerk

APPROVED:

Mayor