



REGULAR CITY COUNCIL MEETING

Thursday, October 23, 2025 at 7:00 PM

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

Members of City Council

Jim Barton, Council President
Dean Edwards
Louis Fahrbach
Pat Huntermark
Mark Stoner
Michael Melnyk
VACANT

CALL TO ORDER:

PLEDGE OF ALLEGIANCE: *Mayor Schimmel*

ROLL CALL:

APPROVAL OF MINUTES:

- October 9, 2025 Regular Council Meeting Minutes

PRESENTATION:

PUBLIC COMMENT:

COMMUNICATIONS:

COUNCIL COMMITTEE REPORTS:

Economic Development ~ *Council President Jim Barton*

Finance ~ *Councilor Louis Fahrbach - Next Meeting: November 6Th At 6:30PM*

Recreation Board ~ *Councilor Jim Barton - Next Meeting: October 23Rd At 6PM*

Safety ~ *Councilor Mark Stoner - Next Meeting: October 23Rd At 6:15PM*

Tree Commission ~ *Councilor Michael Melnyk*

Service ~ *Councilor Dean Edwards - Next Meeting: November 6Th At 6PM*

Parks, Rec & NCC ~ *Councilor Pat Huntermark - Next Meeting: November 6Th At 6:15PM*

Committee Of The Whole ~ *Council President Barton*

CEREMONIAL ITEMS:

NEW RESOLUTION:

PENDING RESOLUTION:

RESOLUTION 2025-11 AUTHORIZING THE CITY ADMINISTRATOR TO APPLY FOR THE SCRAP TIRE GRANT THROUGH THE OHIO ENVIRONMENTAL PROTECTION AGENCY (EPA) FOR IMPROVEMENTS WITHIN BRENTWOOD PARK, AND DECLARING AN EMERGENCY. *1st Reading.*

NEW LEGISLATION:

ORDINANCE 2025-43 AN ORDINANCE APPROVING THE UPDATED POSITION DESCRIPTION FOR THE DIRECTOR OF PLANNING, ZONING, AND ECONOMIC DEVELOPMENT, AND DECLARING AN EMERGENCY *1st Reading.*

ORDINANCE 2025-44 AN ORDINANCE APPROVING THE UPDATED POSITION DESCRIPTION FOR THE ZONING INSPECTOR, AND DECLARING AN EMERGENCY *1st Reading.*

PENDING LEGISLATION:

ORDINANCE 2025-41 AN ORDINANCE ESTABLISHING A DISPUTE RESOLUTION AND ADMINISTRATIVE CLAIMS PROCESS

FOR THE CITY OF NORTHWOOD, AND DECLARING AN EMERGENCY. *2nd Reading.*

ORDINANCE 2025-42 AN ORDINANCE ESTABLISHING AND ADOPTING A GENERAL FUND RESERVE POLICY, AND DECLARING AN EMERGENCY. *2nd Reading.*

ORDINANCE 2025-39 AN ORDINANCE AMENDING NCO CHAPTER 204.01 (a) TITLED CITY LOGO. *3rd Reading.*

MAYOR: *Mayor Schimmel*

- Mayor's Report
- CITY ADMINISTRATOR:** *Kevin Laughlin*
- City Administrator's Report

- CITY FINANCIAL REPORT(S)**
- Sept month end financials
 - Sept bank reconciliation

LIST OF EXPENDITURES OVER \$10,000

<u>INVOICE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
GRIFFIN PAVEMENT STRIPING	STREET STRIPPING	\$21,497.11
AETNA	EMPLOYEE HEALTHCARE 11/01/25-11/30/2025	\$69,786.56

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

CITY ENGINEER’S REPORT/DISCUSSION: *Dave Kuhn*

- City Engineer's Report

NEW BUSINESS:

OLD BUSINESS:

PERSONS APPEARING BEFORE THE MAYOR AND COUNCIL:

EXECUTIVE SESSION:

ADJOURNMENT:

October 9, 2025

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 07:00 PM on October 9, 2025 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, Council President Kozina, Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Councilor Stoner City Administrator Kevin Laughlin, City Attorney Brian Ballenger and City Engineer Dave Kuhn.

APPROVAL OF MINUTES

September 25, 2025 Regular Meeting Minutes

MOTION: None made a motion to ; seconded by None. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Councilor Stoner, Council President Kozina; **No:** None; **Abstain:** None
RESULT: *Passed (7-0)*

PRESENTATION

PUBLIC COMMENT

COMMUNICATIONS

COUNCIL COMMITTEE REPORTS

Economic Development Councilor Jim Barton - Meeting on 10/9 @ 6pm

Meeting this evening was canceled and a new date has not been set. Read a letter from Dave Gallaher, President of the CIC inviting council and the mayor to an informational meeting to discuss the development of a Business Retention and Expansion (BRE) program on Tuesday, October 14, 2025 at 6:30 PM at the Northwood Community Center.

Finance Councilor Louis Fahrbach

No Report. Next meeting on November 6th at 6:30PM for preliminary budget discussion.

Recreation Board Councilor Jim Barton

No Report. Next meeting on October 23rd at 6PM for preliminary budget discussion.

Safety Councilor Mark Stoner

No Report. Next meeting on October 23rd at 6:15PM for preliminary police and fire budget discussion.

Tree Commission Councilor Michael Melnyk

Chairman Melnyk clarified the cost of the Memorial Tree Program reported at the last meeting. The program is \$500 not \$300.

Service Councilor Dean Edwards

No Report. Next meeting on November 6th at 6PM for preliminary budget discussion.

Parks, Rec & NCC Councilor Pat Huntermark

No Report. Next meeting on November 6th at 6:15PM for preliminary budget discussion.

Committee of the Whole Council President Kozina

No Report.

CEREMONIAL ITEMS

NEW RESOLUTION

PENDING RESOLUTION

NEW LEGISLATION

ORDINANCE 2025-40 AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH THE FRATERNAL ORDER OF POLICE, OHIO LABOR COUNCIL, INC. (SERGEANTS) EFFECTIVE JULY 1, 2025 THROUGH JUNE 30, 2028; AND DECLARING AN EMERGENCY.

MOTION: Councilor Stoner made a motion to **Suspend the rules;** seconded by Councilor Melnyk. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Councilor Stoner, Council President Kozina; **No:** None; **Abstain:** None

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MOTION: Councilor Stoner made a motion to **Move on Emergency Clause**; seconded by Councilor Melnyk.**ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Councilor Stoner, Council President Kozina; **No:** None; **Abstain:** None

MOTION: Councilor Stoner made a motion to **Move on Final Adoption**; seconded by Councilor Melnyk. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Councilor Stoner, Council President Kozina; **No:** None; **Abstain:** None
RESULT: *Passed (7-0) Effective Immediately*

ORDINANCE 2025-41 AN ORDINANCE ESTABLISHING A DISPUTE RESOLUTION AND ADMINISTRATIVE CLAIMS PROCESS FOR THE CITY OF NORTHWOOD, AND DECLARING AN EMERGENCY.
1st Reading - Huntermark

ORDINANCE 2025-42 AN ORDINANCE ESTABLISHING AND ADOPTING A GENERAL FUND RESERVE POLICY, AND DECLARING AN EMERGENCY.
1st Reading - Huntermark

PENDING LEGISLATON

ORDINANCE 2025-38 AN ORDINANCE AMENDING ORDINANCE 2025-17 PROVIDING FOR THE COMPENSATION OF NON-UNION PERSONNEL OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY.
MOTION: Councilor Edwards made a motion to **Suspend the rules**; seconded by Councilor Melnyk. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Councilor Stoner, Council President Kozina; **No:** None; **Abstain:** None

MOTION: Councilor Edwards made a motion to **Move on Emergency Clause**; seconded by Councilor Melnyk.**ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Councilor Stoner, Council President Kozina; **No:** None; **Abstain:** None

MOTION: Councilor Edwards made a motion to **Move on Final Adoption**; seconded by Councilor Melnyk. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Councilor Stoner, Council President Kozina; **No:** None; **Abstain:** None
RESULT: *Passed (7-0) Effective Immediately*

ORDINANCE 2025-39 AN ORDINANCE AMENDING NCO CHAPTER 204.01 (a) TITLED CITY LOGO.
2nd Reading - Edwards

ORDINANCE 2025-34 AN ORDINANCE AMENDING SECTION 618.16 OF THE NORTHWOOD CODIFIED ORDINANCES (NCO) TITLED PROXIMITY OF ANIMALS TO RESIDENCES. AND DECLARING AN EMERGENCY.
MOTION: Kozina made a motion to **Move on Final Adoption**; seconded by Councilor Stoner. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Barton, Councilor Stoner, Council President Kozina; **No:** Councilor Edwards, Councilor Melnyk, Councilor Huntermark; **Abstain:** None
RESULT: *Passed (4-3)*

ORDINANCE 2025-37 AN ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY.
MOTION: Councilor Edwards made a motion to **Move on Final Adoption**; seconded by Councilor Huntermark. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Councilor Stoner, Council President Kozina; **No:** None; **Abstain:** None
RESULT: *Passed (7-0)*

MAYOR Mayor Schimmel

Mayor's Report
FIRE:
Chief Whitmore presented the following resignations:
• Part-time Firefighter/EMT Kyle Zapadka resigned his position due to increased family responsibilities
• Part-time Firefighter/EMT Devin Costilla resigned his position due to increased workload at his full-time job
Chief Whitmore presented the following appointments:
• Kenneth LaGrange as a part-paid recruit firefighter
MOTION: Councilor Stoner made a motion to **hire Kenneth LaGrange as a part-paid recruit firefighter**; seconded by Councilor Edwards. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None; **Abstain:** None
RESULT: *Passed (7-0)*

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- Dustin Moon as a part-time firefighter/EMT
- MOTION:** Councilor Huntermark made a motion to hire Dustin Moon as a part-time firefighter/EMT; seconded by Councilor Edwards.**ROLL CALL:** Yes: Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; No: None; Abstain: None
- RESULT:** Passed (7-0)

CITY ADMINISTRATOR Kevin Laughlin

City Administrator's Report

Opioid Settlement - Request authorization to sign the participation form.

MOTION: Councilor Edwards made a motion to authorize the City Administrator to sign the opioid settlement participation form; seconded by Councilor Huntermark. **ROLL CALL:** Yes: Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; No: None; Abstain: None

RESULT: Passed (7-0)

Fall Festival Reminder for this Saturday, the parade starts at 11AM.

Wallick Ashford at the Enclave Ground Breaking Ceremony - Thursday, October 16 at 11AM.

Miller Diversified Contract - Lapses November 13, 2025. The City Administrator stated that discussions with the Mayor have revolved around potentially preparing a new Request for Proposals (RFP) to seek additional development options as we have come to the end of the road with Miller Diversified. He noted that a draft RFP will be prepared for Council’s consideration at the November 13th meeting.

The City Administrator noted that the City expects to receive the new brine contract from ODOT by mid-month, with pricing estimated at approximately seven cents per gallon, similar to last year

Reminded Council that the marijuana moratorium is set to expire on December 1st and asked if Council wished to take further action. Council discussed whether to allow the moratorium to lapse or extend it, as well as potential zoning locations for marijuana-related businesses. Members expressed differing opinions regarding where such businesses should be permitted and whether the existing zoning was fair. Discussion also included questions about anticipated state revenue distribution to host communities and a recent executive order by the Governor related to hemp and marijuana sales.Council indicated general interest in preparing legislation to extend the moratorium, and the City Administrator will work with the City Attorney to draft an ordinance for Council’s consideration.

CITY FINANCIAL REPORT(S)

SEPTEMBER EXPENDITURES

MOTION: Councilor Stoner made a motion to acknowledge receipt of the September City expenditures; seconded by Councilor Edwards. **ROLL CALL:** Yes: Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; No: None; Abstain: None

RESULT: Passed (7-0)

LIST OF EXPENDITURES OVER \$10,000

INVOICE	DESCRIPTION	AMOUNT
VC3	SEPTEMBER MONTHLY BILLING	\$11,617.42
MOTION: Councilor Melnyk made a motion to approve the list of expenditures over \$10,000; seconded by Councilor Edwards. ROLL CALL: Yes: Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; No: None; Abstain: None		
RESULT: Passed (7-0)		

CITY ATTORNEY’S REPORT/DISCUSSION Brian Ballenger

No Report.

CITY ENGINEER’S REPORT/DISCUSSION Dave Kuhn

City Engineer's Report

Report given by Josh Auman.

Project updates

Curtice Rd. Resurfacing & Curbs over I-280 Finalizing plans & submit to ODOT for approval. Bid after approval.

Dry Creek Aquatic and Riparian Restoration Project	Waiting for 100% design plans from DRG to review. Construction to begin around Nov. 1 of 2025.
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ODOT	ODOT is working on the timing signal for Curtice Rd.
Wolf Creek Court Drainage Improvements	Contractor has begun the construction improvements. Letters have been sent out for sidewalk assessments.
West Andrus Road Pavement Improvements	Contractor has begun the construction improvements. Letters have been sent out for sidewalk assessments.
Dalling Drive Extension	In the process of designing the improvements. Start to bid project on Oct 22, 2025. Need motion from Council to advertise for bids.
Northwood 2025 Pavement Resurfacing Improvements	Contractor has begun the construction improvements. Anderson and Ma Streets have been finished. Letters have been sent out for sidewalk assessments.
MOTION: Councilor Huntermark made a motion to advertise for bids for the Dalling Drive Extension Project ; seconded by Councilor Stoner. ROLL CALL: Yes: Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; No: None; Abstain: None	
RESULT: <i>Passed (7-0)</i>	
Mayor Schimmel asked for an update on the Oregon Rd project. The City Engineer noted that concrete work has been completed and paving by Bowers is expected to begin next week. The road should reopen within one to two weeks following the completion of paving.	

NEW BUSINESS

Councilor Stoner shared he read an article from Michigan Woods and Water about the concept of microforests—small areas densely planted with a variety of trees and bushes that interact ecologically—and suggested it as an idea the City and Tree Commission could consider.

OLD BUSINESS

Councilor Edwards inquired about the status of the police vehicle insurance discussed at a previous meeting with the Police Chief. The City Administrator responded that there has been no update from Chief Zahradnik and the matter remains unresolved.

Council President Kozina announced that the October 17th meeting would be his last, as he is relocating just outside of Northwood. He reflected on his time in public service, noting over 35 years combined on the school board and City Council, and expressed that he has enjoyed his experience and will miss serving the community.

Councilor Fahrbach recognized Council President Kozina’s long-standing service and the Kozina family’s legacy in Northwood, highlighting his father Charles’s contributions to city development and Randy’s leadership since 2006. He shared personal reflections on Randy’s mentorship, guidance on city projects, and key decisions, including the removal of red light cameras and support for redevelopment initiatives. Councilor Fahrbach praised Randy’s integrity, dedication, and impact on the community, noting he will be greatly missed.

PERSONS APPEARING BEFORE THE MAYOR AND COUNCIL

Joe Smith 5854 Huntington Rd. Sylvania - regarding his proposed storage unit development on Aarbor Drive off Oregon Road. He outlined plans for seven buildings totaling approximately 266 units, with an estimated project cost near \$1 million and projected property value upon completion of \$3–5 million. Smith noted potential employment of 1–3 people and enhanced security with cameras. He explained delays due to acquiring additional property and asked for Council’s approval to continue with the project. Council members requested copies of the plans and elevation drawings for review and noted that no formal submission had yet been made to the Planning Commission. Smith agreed to provide the rough plans to the City Administrator for distribution to Council. Discussion included the project location on prime Oregon Road property. Mayor advised Smith to attend the next meeting for further discussion.

Ken Yant, Finance Director - Reviewed the proposed budget schedule with Council.Council and the Finance Director discussed timing and duration for committee budget presentations, with 15–30 minutes allocated per department (police, fire, recreation, and community center). Clarification was made regarding separate committees for Parks, Recreation, and the Northwood Community Center (NCC), noting differences in membership and responsibilities. Council confirmed that budget materials will be provided to committee members in advance for review and preparation. The schedule was finalized, with committee meetings to proceed as planned.Additionally, Ken reported receiving notice from the tax office that 980 delinquency notices for tax year 2024 will be sent out this week. He advised Council and staff that residents may call with questions and noted this represents roughly one-third of total accounts. The Finance Director requested a copy of the list for internal reference to assist with inquiries and expressed hope that the notices will help increase revenue.

EXECUTIVE SESSION

MOTION: Councilor Stoner made a motion to **Enter into Executive Session with Mayor, Council, City Administrator and City Attorney to discuss potential litigation and hiring an employee**; seconded by None. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Councilor Stoner, Council President Kozina; **No:** None; **Abstain:** None
So Moved at: 7:45PM

The meeting was called back to order at 8:14PM and the roll was called by Council Clerk Popovitch. Those in attendance were as follows: Mayor Schimmel, Council President Kozina, Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Councilor Stoner, Kozina City Administrator Kevin

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Laughlin, City Attorney Brian Ballenger and City Attorney Dave Kuhn.
No official action was taken.

MOTION: Councilor Stoner made a motion to **approve and pay change order 1 to Vernon Nagel for \$101,908.40** ; seconded by Councilor Huntermark. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None; **Abstain:** None
RESULT: *Passed (7-0)*

Council then discussed the potential addition of a part-time secretary to assist the City Administrator and Mayor. The proposed role would provide executive and administrative support, including scheduling, phone coverage, and potential legal assistance. It was clarified that the position would likely be part-time (under 30 hours per week), with benefits applicable if hours averaged above 30 annually. Council discussed pay and benefits, noting the position’s previous salary ordinance set at \$45,000 annually.

City Administrator Laughlin and City Attorney Ballnger recommended Amy Smith for the position. Some Council members expressed hesitation and the desire to conduct a formal interview and review the budget impact before moving forward. A decision on hiring was deferred to a future meeting to allow for further review.

Council addressed procedural matters related to upcoming changes in membership, including appointing a new Council President effective October 17th. Mayor Schimmel opened the floor for nominations. Councilor Stoner nominated **Jim Barton as Council President effective October 17, 2025**; seconded by Councilor Huntermark. No other nominations.
ROLL CALL: **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None; **Abstain:** None
RESULT: *Passed (7-0) Jim Barton named as Council President effective October 17, 2025*

ADJOURNMENT

8:28pm

ATTEST: _____
Council Clerk

APPROVED: _____
Mayor



ITEM REPORT/DISCUSSION

REGULAR CITY COUNCIL MEETING ON: OCTOBER 23, 2025

RESOLUTION 2025-11 AUTHORIZING THE CITY ADMINISTRATOR TO APPLY FOR THE SCRAP TIRE GRANT THROUGH THE OHIO ENVIRONMENTAL PROTECTION AGENCY (EPA) FOR IMPROVEMENTS WITHIN BRENTWOOD PARK, AND DECLARING AN EMERGENCY. *1st Reading*

ADMINISTRATIVE SUMMARY

The City of Northwood is planning improvements to Brentwood Park, including the construction of an inclusive playground in partnership with Wood County Plays. To assist with funding, the City intends to apply for the Ohio Environmental Protection Agency (Ohio EPA) Scrap Tire Grant, which can provide support for projects that use recycled tire materials, such as rubber surfacing for playgrounds.

Key Points:

- The grant funds would be used specifically toward the **rubber surfacing** for the inclusive playground.
- The **draft application is due on November 6th, 2025**, and submission will allow the City to participate in the review process prior to final grant consideration.

Requesting Council approval of the attached resolution to authorize the City Administrator to proceed with the grant application and related activities.

ADMINISTRATORS RECOMMENDATION: *Suspend Rules & Apdot as Emergency*

2025-11

RESOLUTION 2025-11 AUTHORIZING THE CITY ADMINISTRATOR TO APPLY FOR THE SCRAP TIRE GRANT THROUGH THE OHIO ENVIRONMENTAL PROTECTION AGENCY (EPA) FOR IMPROVEMENTS WITHIN BRENTWOOD PARK, AND DECLARING AN EMERGENCY.

WHEREAS, The City of Northwood in partnership with Wood Couty Plays , is planning improvements to Brentwood Park, including the installation of an inclusive playground to serve children of all abilities.

WHEREAS, The Ohio Environmental Protection Agency (“Ohio EPA”) offers a Scrap Tire Grant to assist in funding projects that utilize recycled tire materials, including rubber surfacing for playgrounds; and

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

SECTION 1. The City Administrator is hereby authorized to submit an application to the Ohio EPA for the Scrap Tire Grant for improvements to Brentwood Park and to execute any documents, agreements, or certifications necessary to apply for, accept, and implement the grant, if awarded.

SECTION 2. It is found and determined that all formal actions of council concerning or relating to the passage of this Resolution 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 Resolution is hereby declared an emergency measure necessary for the immediate preservation of the public peace, safety, and welfare of our citizens. This Resolution 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 _____, 2025. In Effect: _____

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

ORDINANCE 2025-43 AN ORDINANCE APPROVING THE UPDATED POSITION DESCRIPTION FOR THE DIRECTOR OF PLANNING, ZONING, AND ECONOMIC DEVELOPMENT, AND DECLARING AN EMERGENCY

WHEREAS, The City of Northwood maintains position descriptions to accurately reflect the duties, responsibilities, and qualifications of all City positions; and

WHEREAS, the position description for the Director of Planning, Zoning, and Economic Development has been reviewed and updated to more accurately represent current functions and expectations of the position; and

WHEREAS, City Council finds it necessary and appropriate to formally approve and adopt the updated position description to ensure consistent administration of City operations;

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

SECTION 1. City Council hereby approves and adopts the updated position description for the Director of Planning, Zoning, and Economic Development, as presented to Council and attached hereto as Exhibit A.

SECTION 2. The updated position description shall replace any and all prior versions of the position description for this role.

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** _____, **2025.** **In Effect:** _____

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

Position Description

City of Northwood

CLASSIFICATION TITLE: Director of Planning, Zoning, & Economic Development

REPORTS TO:	City Administrator	FLSA STATUS:	Exempt
DEPARTMENT:	Planning, Zoning	CIVIL SERVICE STATUS:	Unclassified
PAY STATUS/REF:	Sal/Ord.	EMPLOYMENT STATUS:	FT/Regular

POSITION DESCRIPTION

Under general direction, meets with land developers, architects and engineers, and reviews land use plans, specifications and proposals. Issues orders and notices and enforces notices to ensure compliance with City zoning code; conducts public meetings to inform public of land use and zoning codes. Performs other related duties as required.

ILLUSTRATIVE DUTIES OF THE CLASSIFICATION

1. Meets with land developers, architects, and engineers to ensure adherence to land planning codes and regulations; reviews and analyzes plans, specifications, and proposals for development and improvement to ensure compliance; assists in formulation of acceptable planning alternatives; prepares and maintains technical reports and other documentation relative to land use; reviews conditional uses and amendments; reviews construction plans; acts as authorized representative of planning commission to review and approve parcel splits and parcel consolidations.
2. Determines fees, maintains file records and reports; researches information on compliance issues; prepares and provides quarterly reports and annual statistical reports for media; prepares quarterly and annual Permit Construction Cost reports.
3. Prepares "Complaint for Summons" and "Warrant on Complaint" forms for Police Department to execute; files court actions and appears in court on City's behalf to enforce zoning code.
4. Conducts and attends meetings, conferences and workshops with neighborhood and civic groups to answer questions and provide information about land use, zoning and economic development objectives and regulations; reads and replies to all internet e- mail from residents and developers.
5. Researches zoning regulations and permit application processes and assists commercial and industrial developers in following same; prepares and maintains maps, files, and blueprints showing utility locations for use by developers, residents, utility companies, and City staff.
6. Performs various administrative and financial duties; manages budget for Planning and Zoning Department; prepares and submits annual grant applications; Updates, forms, and reports; acts as U.S. Department of Commerce Northwood Program liaison for census reporting and documentation; performs miscellaneous office duties (e.g., answers telephone, performs notary public duties, etc.).
7. Prepares, presents and attends Planning Commission, Board of Zoning Appeals, and Economic Development meetings.

Position Description

City of Northwood

CLASSIFICATION TITLE: Director of Planning, Zoning, & Economic Development

8. Coordinates Keep Northwood Beautiful (K.N.B.) program; coordinates community clean up, recycling, and environmental protection programs; prepares and submits reports and records; assists with budget preparation.

ESSENTIAL FUNCTIONS OF THE POSITION

1. Reviews, interprets and analyzes rezoning and land use proposals, resolutions, maps, plans, ordinances, and applications.
2. Examines site plans and compares to zoning requirements.
3. Meets and communicates with government officials, contractors, and general public.
4. Reviews and approves construction plans for compliance with zoning code.
5. Attends and participates in various meetings (e.g. Planning Commission, Zoning Board of Appeals, etc.).
6. Prepares reports regarding construction costs, and K.N.B. program.
7. Maintains files, inspection records, and related records.
8. Receives and responds to questions and complaints from businesses and industries.
9. Obtains price quotes for department purchases and tracks expenditures.
10. Prepares and submits grant applications and follows appropriate procedures.
11. Demonstrates regular and predictable attendance.

EQUIPMENT OPERATED

Computer, printer, automobile, camera, copy machine, facsimile machine, scanner, and miscellaneous office equipment.

KNOWLEDGE, SKILLS, AND ABILITIES (* indicates developed after employment)

Knowledge of: City government structure; City and department policies and procedures; * City zoning code; * land planning principles and procedures; building plans; statistics; budgeting; purchasing; government grant programs; geographic information systems

Ability to: follow directions; collect, analyze and interpret statistical data; read and interpret building plans, surveys and land use maps; apply land use and zoning regulations to practical situations; identify and resolve zoning violations; post information accurately to record; maintain accurate records; communicate in written and/or oral form; develop and maintain effective working relationships with associates, board members, public officials and general public; exercise independent judgment.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Urban Planning, Public Administration, Economic Development, or a related field. Training and/or experience that demonstrates a thorough knowledge of land use planning, zoning codes, and economic development practices.

LICENSE OR CERTIFICATION REQUIREMENTS

- Possession of standard Ohio vehicle operator's license.

This position description in no matter states or implies that these are the only duties and responsibilities which may be performed by the position incumbent. The incumbent will be required

Position Description
City of Northwood

CLASSIFICATION TITLE: Director of Planning, Zoning, & Economic Development

to follow the instructions and perform duties by the position's supervisor, appointing authority, or designee.

Approved by Appointing Authority

Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Employee's Signature

Date

2025-44

ORDINANCE 2025-44 AN ORDINANCE APPROVING THE UPDATED POSITION DESCRIPTION FOR THE ZONING INSPECTOR, AND DECLARING AN EMERGENCY

WHEREAS, The City of Northwood periodically reviews and updates position descriptions to ensure they accurately reflect the current duties, responsibilities, and qualifications of each position; and

WHEREAS, the position description for the Zoning Inspector has been revised to better represent the essential functions and expectations of the role; and

WHEREAS, City Council finds it necessary and appropriate to formally approve and adopt the updated position description to maintain consistency and efficiency in City operations;

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

SECTION 1. City Council hereby approves and adopts the updated position description for the Zoning Inspector, as presented to Council and attached hereto as Exhibit A.

SECTION 2. The updated position description shall replace any and all previous versions of the position description for this position.

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 _____, 2025. In Effect: _____

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

Position Description City of Northwood

CLASSIFICATION TITLE: Zoning Inspector

REPORTS TO: Director of Planning, Zoning, & Economic Development **FLSA STATUS:** Non-Exempt

DEPARTMENT: Planning, Zoning

CIVIL SERVICE STATUS: Unclassified

PAY STATUS/REF: Hourly

EMPLOYMENT STATUS: FT/Regular

POSITION DESCRIPTION

Under the direction of the Director of Planning, Zoning and Economic Development, the Zoning Inspector is responsible for enforcing the City's zoning codes, property maintenance standards, and land use regulations to ensure compliance with municipal ordinances. The position involves field inspections, review of permit applications, investigation of complaints, and communication with residents, contractors, and developers.

ILLUSTRATIVE DUTIES OF THE CLASSIFICATION

1. Accepts applications, collects fees, and issues permits related to zoning, including sidewalk, driveway, storm, sanitary sewer, water taps, and operating/locating permits. Maintains daily computer records of permits issued and status reports.
2. Performs field inspections on a periodic and complaint-driven basis to investigate zoning and property maintenance violations. Determines corrective actions required, issues field orders, prepares and posts notices, and documents orders of violation.
3. Conducts and attends meetings, conferences, and workshops with neighborhood and civic groups to provide information and answer questions about land use, zoning, and economic development objectives. Responds to email and telephone inquiries from residents, developers, and stakeholders.
4. Reviews permit applications and site plans for compliance with applicable zoning codes and land use regulations. Provides guidance and information to applicants regarding code requirements.
5. Assigns and maintains official addresses for all properties within the municipality.
6. Maintains accurate inspection and enforcement records, prepares reports, and provides documentation for legal proceedings as needed.
7. Performs duties as a Notary Public.
8. Performs other related duties as assigned.

ESSENTIAL FUNCTIONS OF THE POSITION

1. Meets and communicates with government officials, contractors, and general public.
2. Prepares reports regarding zoning issues, permits,
3. Issues application forms, permits, and notices.
4. Maintains files, inspection records, and related records.
5. Receives and responds to questions and complaints from businesses and industries.
6. Receives, records, and maintains records of payments and receipts.
7. Demonstrates regular and predictable attendance.

Position Description

City of Northwood

CLASSIFICATION TITLE: Zoning Inspector

EQUIPMENT OPERATED

Computer, printer, automobile, camera, copy machine, facsimile machine, scanner, and miscellaneous office equipment.

KNOWLEDGE, SKILLS, AND ABILITIES (* indicates developed after employment)

Knowledge of: City government structure; City and department policies and procedures;* City zoning code;* land planning principles and procedures; building plans; statistics; budgeting; purchasing; government grant programs; geographic information systems

Ability to: follow directions; collect, analyze and interpret statistical data; read and interpret building plans, surveys and land use maps; apply land use and zoning regulations to practical situations; identify and resolve zoning violations; post information accurately to record; maintain accurate records; communicate in written and/or oral form; develop and maintain effective working relationships with associates, board members, public officials and general public; exercise independent judgment.

QUALIFICATIONS: Any combination of training and work experience, which indicates possession of the knowledge, skills, and abilities, listed above. An example of an acceptable qualification for this position is:

Completion of secondary education with training and experience which evidences a thorough knowledge of land use techniques and zoning codes.

LICENSE OR CERTIFICATION REQUIREMENTS

- Possession of standard Ohio vehicle operator's license.

This position description in no matter states or implies that these are the only duties and responsibilities which may be performed by the position incumbent. The incumbent will be required to follow the instructions and perform duties by the position's supervisor, appointing authority, or designee.

Approved by Appointing Authority

Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Employee's Signature

Date

**ORDINANCE 2025-41 AN ORDINANCE ESTABLISHING A DISPUTE
RESOLUTION AND ADMINISTRATIVE CLAIMS PROCESS FOR THE CITY OF
NORTHWOOD, AND DECLARING AN EMERGENCY.**

WHEREAS, the Ohio Department of Transportation (ODOT) requires Local Public Agencies (LPAs) to adopt a formal dispute resolution and administrative claims policy as a condition for participation in ODOT-funded projects; and

WHEREAS,the City of Northwood has prepared such a policy in compliance with ODOT guidelines.

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

SECTION 1. The Dispute Resolution and Administrative Claims Policy attached hereto as **Exhibit A** and incorporated herein by reference is hereby approved and adopted as the official policy of the City of Northwood for purposes of ODOT Local Public Agency (LPA) projects.

SECTION 2. The City Administrator is authorized and directed to implement the policy and ensure compliance with all ODOT requirements.

SECTION 3. t 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** _____, **2025.** **In Effect:** _____

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

City of Northwood
Effective Date:

Dispute Resolution and Administrative Claims Process

Whenever an issue is elevated to a dispute, the parties shall exhaust the City of Northwood's Dispute Resolution and Administrative Claim process as set forth below prior to filing an action in any court of competent jurisdiction. The following procedures do not compromise the Contractor's right to seek relief in any court of competent jurisdiction.

All parties to the dispute must adhere to the Dispute Resolution and Administrative Claim process. Do not contact City of Northwood personnel who are to be involved in a Step 2 or Step 3 review until a decision has been issued by the previous tier. City of Northwood personnel involved in Step 2 or Step 3 reviews will not consider a dispute until the previous tier has properly reviewed the dispute and issued a decision.

Failure to meet any of the timeframes outlined below or to request an extension may terminate further review of the dispute and may serve as a waiver of the Contractor's right to file a claim.

Disputes and claims by subcontractors and suppliers may be pursued by the Contractor on behalf of subcontractors or suppliers. Disputes and claims by subcontractors and suppliers against the City of Northwood but not supported by the Contractor will not be reviewed by the City of Northwood. Disputes and claims of subcontractors and suppliers against the Contractor will not be reviewed by the City of Northwood.

Continue with all work, including that which in dispute. The City of Northwood will continue to pay for work not in dispute.

The City of Northwood will not make the adjustments allowed by 104.02.B, 104.02.C, and 104.02.D of the 2023 ODOT Construction and Materials Specifications if the Contractor did not give notice as specified above. This provision does not apply to adjustments provided in Table 104.02-2 of the 2023 ODOT CMS. Mitigation efforts may or may not result in additional costs. Mitigation efforts which result in additional costs will be compensated per 109.05.B or 109.05.C.

Step 1 (On-Site Determination): Contractor should provide immediate oral notification to the City Engineer upon discovering a circumstance that may require a revision to the Contract Documents or may result in a dispute. Upon notification, the Engineer will attempt to resolve the identified issue as quickly as possible

If the Engineer has not resolved the identified issue within two (2) working days after receipt of oral notification, provide written notice to the Engineer of any circumstance that may require a revision to the Contract Documents.

The City Engineer will meet with the Contractor's superintendent within two (2) working days of receipt of the Contractor Written Early Notice set forth in 108.02.F of the 2023 ODOT CMS. They will review all pertinent information and contract provisions and negotiate in an effort to reach a resolution according to the Contract Documents.

The City Engineer will issue a written decision of Step 1 within fourteen (14) calendar days of the meeting and receipt of substantiating documentation. If the dispute is not resolved, either abandon or escalate the dispute to Step 2.

Step 2 (City of Northwood Dispute Resolution Committee): The City of Northwood Dispute Resolution Committee will be responsible for hearing and deciding disputes at the Step 2 level. The committee will consist of City Administrator, Service Director and Planning Commission Chairperson or designees (other than the project personnel involved).

Within seven (7) calendar days of receipt of the Step 1 decision, submit a written request for a Step 2 meeting to the City Service Director, City Engineer or City Administrator. The City Service Director, City Engineer or City Administrator will assign the dispute a dispute number. Within fourteen (14) calendar days of receipt of the request for a Step 2 meeting, submit the dispute documentation as follows:

- a) Submit electronic copies of the documentation of the dispute to the City Service Director, City Engineer or City Administrator.
- b) Identify the dispute on a cover page by county, project number, Contractor name, subcontractor or supplier (if involved in the dispute), and dispute number.
- c) Clearly identify each item for which additional compensation and/or time is requested.
- d) Provide a detailed narrative of the disputed work or project circumstance at issue. Include the dates of the disputed work and the date of early notice.
- e) Reference the applicable provisions of the plans, specifications, proposal, or other contract documents in dispute. Include copies of the cited provisions in the dispute documentation.
- f) Include the dollar amount of additional compensation and length of contract time extension requested.
- g) Include supporting documents for the requested compensation stated in letter (f) above.
- h) Provide a detailed schedule analysis for any dispute involving additional contract time, actual or constructive acceleration, or delay damages. At a minimum, this schedule analysis must include the Schedule Update immediately preceding the occurrence of the circumstance alleged to have caused delay and must comply

with accepted industry practices. Failure to submit the required schedule analysis will result in the denial of that portion of the Contractor's request.

- i) Include copies of relevant correspondence and other pertinent documents.

Within fourteen (14) calendar days of receipt of the Contractor's dispute documentation, the committee will conduct the Step 2 meeting with the Contractor personnel who are authorized to resolve the dispute. The committee will issue a written decision of Step 2 within fourteen (14) calendar days of the meeting. If the dispute is not resolved, either abandon or escalate the dispute to Step 3.

Step 3 Hired Neutral Third Party (Mediation): Submit a written Notice of Intent to File a Claim to the City Service Director, City Engineer or City Administrator, who will serve as the Dispute Resolution Coordinator (DRC), within fourteen (14) calendar days of receipt of the Step 2 decision.

The dispute becomes a claim when the DRC receives the Notice of Intent to File a Claim.

Submit electronic copies of the claim documentation to the DRC within thirty (30) calendar days of receipt of the Notice of Intent to File a Claim. This timeframe may be extended upon mutual agreement of the parties and with approval of the DRC.

In addition to the documentation submitted at Step 2:

- a) Enhance the narrative to include sufficient description and information to enable understanding by a third party who has no knowledge of the dispute or familiarity with the project.
- b) Certify the claim in writing and under oath using the following certification:

"I, _____ (Name and Title of an Officer of the Contractor) certify that this claim is made in good faith, that all supporting data is accurate and complete to the best of my knowledge and belief, and that the claim amount accurately reflects the contract amendment for which _____ (Contractor Company name) believes the City of Northwood is liable."

Sign and date this claim certification and have the signature notarized pursuant to the laws of the State of Ohio. The date the DRC receives the certified claim documentation is the date of the City of Northwood's Receipt of the Certified Claim for the purpose of the calculation of interest as defined in 108.02.G.4 of the 2023 ODOT CMS.

- c) An overview of the project.
- d) Response to each argument set forth by the Contractor.
- e) Any counterclaims, accompanied by supporting documentation, City of Northwood wishes to assert.

The City Service Director, City Engineer or City Administrator will then choose Mediation in the manner in which those methods are practiced by the City Service Director, City Engineer or City Administrator, and allowed by law. The DRC will coordinate the agreement of the parties to the Mediation, and the selection of a Mediator. The fees of the Mediator will be shared equally between the City of Northwood and the Contractor. The DRC will obtain a written agreement, signed by both parties, that establishes the Mediation process. The Mediator will have complete control of the claim upon execution of the Mediation agreement.

The Moderator will render a decision within sixty (60) calendar days of the hearing. Within thirty (30) calendar days of receipt of the Moderator's decision, either accept or reject the decision in writing. In the event the Contractor fails to do so, the City Service Director, City Engineer or City Administrator may revoke any offers of settlement contained in the decision.

Mediation is the final step of the City of Northwood's Dispute Resolution Process.

The City Service Director, City Engineer or City Administrator will pay interest in accordance with ORC Section 5703.47 on any amount ultimately found due on a claim which is not paid within 30 days of the expenditure of funds by the Contractor in accordance with ORC 126.30 when all Work related to the Claim is complete. However, interest will not be paid on the amount of any agreed settlement unless specifically itemized and included in the total settlement prior to agreement.

**ORDINANCE 2025-42 AN ORDINANCE ESTABLISHING AND ADOPTING A
GENERAL FUND RESERVE POLICY, AND DECLARING AN EMERGENCY.**

WHEREAS,Ohio Revised Code §5705.13 authorizes the establishment of a reserve balance account in the General Fund to stabilize subdivision budgets against cyclical changes in revenues and expenditures, also known as a Budget Stabilization Fund; and

WHEREAS, the Government Finance Officers Association (GFOA) recommends that municipalities adopt a formal policy on General Fund reserves to maintain adequate levels of fund balance for fiscal stability, to mitigate current and future risks, and to ensure the continuation of essential public services; and

WHEREAS, The City of Northwood seeks to protect its fiscal position from uncertainty, fiscal emergencies, and budget shortfalls through the creation of aGeneral Fund reserve policy; and

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

SECTION 1. Pursuant to Ohio Revised Code §5705.13, there is hereby established within the General Fund of the City a Reserve Fund for the purpose of stabilizing the City’s budget against cyclical changes in revenues and expenditures and ensuring sound fiscal management.

SECTION 2. The Reserve Fund Policy, attached hereto as **Exhibit A** and incorporated herein by reference, is hereby approved and adopted as the official reserve policy of the City of Northwood.

SECTION 3. The City Administrator and Finance Director are authorized and directed to implement and administer the Reserve Fund in accordance with Exhibit A and all applicable provisions of Ohio law.

SECTION 4. 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 5. 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** _____, **2025.** **In Effect:** _____
ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

CITY OF NORTHWOOD

BUDGET STABILIZATION “RAINY DAY FUND” POLICY

OHIO REVISED CODE RECOMMENDATION

Ohio Revised Code, section 5705.13 allows for the establishment of a reserve balance account in the General Fund to stabilize subdivision budgets against cyclical changes in revenues and expenditures, also known as a budget stabilization fund

PURPOSE OF POLICY

The purpose of this policy is to protect the fiscal position of the City of Northwood from uncertainty, fiscal emergency and budget shortfalls. A formal policy on the City’s General Fund reserve balance shall be established and known as the Budget Stabilization Fund. The policy shall set a targeted amount of liquid reserves, or unrestricted fund balance, to assist with unanticipated circumstances or events resulting in revenue shortfalls or increased necessary expenditures. This policy shall serve to set the amount of unrestricted funds to be held in reserves, the conditions under which those funds can be allocated and guidelines on the replenishment of those funds in the event they are used for an allowable circumstance.

GOVERNMENT BEST PRACTICES AND COMPLIANCE

The Government Finance Officers Association (GFOA) states that governments should maintain adequate levels of fund balance to mitigate current and future risks (revenue shortfalls and/or unanticipated expenditures) and to ensure stable tax rates. GFOA recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the General Fund for generally accepted accounting principles (GAAP) and budgetary purposes. GFOA recommends that at a minimum the General Fund balance be no less than two months of regular General Fund operating revenues or expenditures.

Ohio Revised Code 5705.13 allows the establishment of a reserve balance account in the General Fund to stabilize subdivision budgets against cyclical changes in revenue and expenditures, also know as a Budget Stabilization Fund. The amount of money to be reserved in such a fund in any fiscal year shall not exceed five percent of the revenue credited in the preceding fiscal year to the fund in which the account is established.

GENERAL FUND RESERVE POLICY

The City of Northwood will maintain a reserve fund balance within the General Fund as a sound fiscal management practice. Although the City will strive to maintain a General Fund reserve balance within GFOA's best practices, the following parameters shall set the guidelines for establishing the General Fund reserve balance amount:

1. Annual review and establishment of reserve: The amount kept in reserve will be assessed each year as part of the budget process and monitored with the Finance Committee. The General Fund reserve will be assessed against this policy. The General Fund reserve will be presented to City Council as part of the budget presentation. The amount will be based on the currently adopted operational General Fund expenses for the fiscal year.
2. Minimum balance: The City will keep a minimum fund balance within the General Fund of between 16% and 50% of currently adopted operational General Fund expenses for the fiscal year.
3. Funding the Reserve: The following shall dictate the methodologies used for addressing shortfalls within the General Fund reserve balance:
 - (a) If the reserve balance within the General Fund falls below a minimum amount as defined by Item 2 (Minimum Balance), the City Administrator and Finance Director shall provide a report and refunding plan and timeline to the Finance Committee and City Council. Such plan for transfer of funds must be authorized by a majority vote of City Council and passage of a transfer of funds ordinance.
 - (b) The report and refunding plan developed by the City Administrator and Finance Director must address:
 - (1) The time period and contingencies for which the unrestricted fund balance Dropped below the minimum fund balance;
 - (2) Describe how the government's expenditure and/or revenue levels will be adjusted to match any new economic realities contributing to the use of fund balance as a financing bridge; and,
 - (3) Describe the time period over which the components of fund balance will be replenished and the means by which they will be replenished.
4. Use of Fund Balance Reserve: Use of the General Fund's unrestricted reserve balance will be presented within City Council's appropriation measures. City Council shall determine the amount of the preceding year's reserve that will be spent, if necessary, when developing the annual budget.
5. General Fund unrestricted reserve balance acceptable uses: Uses of the City's General Fund reserve balance, include the following, in no particular order:
 - (a) Transfer of funds to the Capital Improvement Fund

- (b) Transfer of funds to the Economic Development Fund
 - (c) Retire, or pay down, existing debt
 - (d) One-time expenses deemed necessary for the continued development of the City
 - (e) Funding projects or objectives highlighted by the Mayor and City Council
 - (f) Expenses related to unanticipated, extreme or unforeseen liabilities such as emergencies, natural disasters and economic downturns
 - (g) Providing short-term capital financing in anticipation of future revenues (ie: receipt of debt-service revenues, reimbursable grants)
6. Budget Stabilization Fund uses: City Council must authorize a transfer out of the fund and the transfer must be used for an authorized purpose. Transfers out of this fund may be used on a restricted basis for the following purposes:
- (a) Operating budget shortfalls, which may include replenishing the General Fund's unrestricted reserve balance to prevent a reduction in the level of public services.
 - (b) To fully or partially support a General Fund deficit
 - (c) Other expenses related to unanticipated, extreme or unforeseen liabilities such as emergencies, natural disasters and economic downturns
7. Request for use of these funds that would result in taking the reserve below the minimum balance established in Section 2. (Minimum balance) must be authorized by City Council through a budget appropriation or amendment passed by Ordinance. Authorization of use of these funds below the minimum balance must be accompanied by a refunding plan and timeline which shall be reviewed and approved by both the Finance Committee and City Council described in Section 3 (a) above.

**ORDINANCE 2025-39 AN ORDINANCE AMENDING NCO CHAPTER 204.01 (a)
TITLED CITY LOGO.**

WHEREAS, it was recommended the City Logo be updated as part of the City's modernized rebranding.

WHEREAS, it is necessary to amend Section 204.01(a) of the Northwood Codified Ordinances to adopt the updated City logo and ensure consistent use across all official City documents, signage, and communications;

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

SECTION 1. That Northwood Codified Ordinance 204.01 (a), titled City Logo read as follows:

204.01 City Logo

(a) Council hereby adopts the following logo(s) to be known as the City Logo:

PRIMARY

SECONDARY

ICON



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** _____, **2025.** **In Effect:** _____

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor



MAYOR'S REPORT

REGULAR CITY COUNCIL MEETING ON: OCTOBER 23, 2025

STREETS/BUILDINGS & GROUNDS:

Tim Strause submitted his notice of retirement on effective December 31, 2025. He has been employed by the City as a street laborer since 2015.



CITY ADMINISTRATOR'S REPORT

REGULAR CITY COUNCIL MEETING ON: OCTOBER 23, 2025

TOPIC/ ITEM

Brine MOU

Wolf Creek Ct.
Change Order

DISCUSSION

Request authorization to sign the MOU

Change order is for the change of scope due to the poor condition of the pavement. The change is for an additional \$668.25; the project will probably be below the contract price because of the built-in contingencies.

Request authorization to approve the change order.

**MEMORANDUM OF AGREEMENT
BETWEEN THE OHIO DEPARTMENT OF TRANSPORTATION
AND THE CITY OF NORTHWOOD, OHIO**

This Memorandum of Agreement is made by and between the State of Ohio, Department of Transportation, 1980 West Broad Street, Columbus, Ohio 43223, acting by and through its director, hereinafter referred to as "ODOT" and the CITY OF NORTHWOOD, 6000 Wales Road, Northwood, Ohio 43619, hereinafter referred to as the "LOCAL AGENCY," for the purposes of coordinating efforts for snow and ice control.

1. PURPOSE

- 1.1 Section 5501.03(A)(3) of the Ohio Revised Code provides that the Director of Transportation may coordinate the activities of ODOT with other appropriate public authorities and enter into agreements with such authorities as necessary to carry out its duties, powers, and functions.
- 1.2 ODOT and the LOCAL AGENCY remove snow and ice and use snow and ice control material on their respective roadways during snow and ice operations.
- 1.3 It is in the interest and safety of the traveling public for ODOT to permit the LOCAL AGENCY to acquire brine solution from ODOT when available to assist the LOCAL AGENCY in fulfilling their functions of snow and ice removal.

2. OBLIGATIONS OF ODOT

- 2.1 ODOT may make available brine solution to the LOCAL AGENCY for snow and ice operations.
- 2.2 ODOT hereby grants the LOCAL AGENCY the right to enter upon ODOT's Premises at 200 Lemoyne Road, Northwood, Ohio to obtain the agreed upon quantity of brine solution at the location on the Premises during ODOT's business hours.
- 2.3 ODOT will log the amount of brine solution taken by the LOCAL AGENCY, give the LOCAL AGENCY a receipt ticket, and invoice accordingly.
- 2.4 ODOT shall calculate the cost of the material and labor to produce the brine when determining the amount to invoice the LOCAL AGENCY.

3. OBLIGATIONS OF THE LOCAL AGENCY

- 3.1 Within 30 days of receiving an invoice, the LOCAL AGENCY shall reimburse ODOT for all brine solution taken at the rate calculated by ODOT based upon the price ODOT paid for the ingredients in the brine solution as well as ODOT's labor and utility costs. This cost shall not be 25% more or less than \$0.064 per gallon.
- 3.2 The LOCAL AGENCY shall contact ODOT at the telephone number listed in section 6.1 of this Agreement to determine the availability of brine solution and to request the amount of brine solution.

- 3.3 The LOCAL AGENCY shall be responsible for all damages caused by them in the process of obtaining the brine solution from ODOT.

4. TERM OF AGREEMENT

- 4.1 This Agreement shall commence upon the date of the last signature below and shall expire March 31, 2026 unless terminated earlier.
- 4.2 This Agreement may be terminated by either Party upon thirty (30) days written notice to the other Party.

5. GENERAL PROVISIONS

- 5.1 This Agreement shall be to the benefit of and be binding upon the respective Parties herein, their successors and assigns.
- 5.2 Either Party may, at any time during the term of this Agreement, request amendments or modifications. Requests for amendments or modifications shall be in writing and shall specify the requested changes and the justifications for such changes. Should the Parties consent to modifications of the contract, then an amendment shall be drawn, approved, and executed in the same manner as the original Agreement.
- 5.3 This Agreement shall be governed, construed, and interpreted in accordance with the laws of the State of Ohio. To the extent that ODOT is a party to any litigation arising out of or relating in any way to this Agreement or the performance there under, such an action shall be brought only in a court of competent jurisdiction in Franklin County, Ohio.
- 5.4 Each Party hereto shall be responsible for liability associated with that Party's own errors, actions, and failures to act.
- 5.5 The State of Ohio and ODOT are self-insured.
- 5.6 The LOCAL AGENCY shall provide its own worker's compensation coverage throughout the duration of this Agreement and any extensions thereof. ODOT is hereby released from any and all liability for injury received by the LOCAL AGENCY, its employees, agents or subcontractors while performing tasks, duties, work or responsibilities as set forth in this Agreement.
- 5.7 The LOCAL AGENCY agrees to promptly comply with all applicable state and federal laws regarding drug-free workplace. When applicable, the LOCAL AGENCY shall make a good faith effort to ensure that all employees, while working on state property, will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.
- 5.8 If the LOCAL AGENCY breaches or defaults any of the terms or conditions of this Agreement, and if that breach is not remedied within thirty (30) days after written notification by ODOT of that breach or default, ODOT may terminate this Agreement.
- 5.9 ODOT and the LOCAL AGENCY agree to make a good faith effort to resolve any disputes which may arise between them concerning interpretation of, or performance pursuant to, this

Agreement, with the exception of matters identified in this Agreement requiring approval solely and finally by ODOT.

- 5.10 Ohio Ethics Law: the LOCAL AGENCY, by signing this document, certifies: (1) it has reviewed and understands the Ohio Ethics law and conflict of interest laws as provided by Chapters 102 and 2921 of the Ohio Revised Code, and (2) will take no action inconsistent with those laws.

6. NOTICE

- 6.1 Notices under this Agreement shall be directed as follows:

City of Northwood
6000 Wales Road
Northwood, Ohio 43619

Ohio Department of Transportation
District 02
317 East Poe Road
Bowling Green, OH 43402
419/373-4482

7. SIGNATURES

- 7.1 Any person executing this Agreement in a representative capacity hereby warrants that he/she has been duly authorized to execute this Agreement.
- 7.2 Any Party hereto may deliver a copy of its counterpart signature page to this Agreement via fax or email. Each Party hereto shall be entitled to rely upon a facsimile or electronic signature of any other Party delivered in such a manner as if such signature were an original.

CITY OF NORTHWOOD

Signature: _____

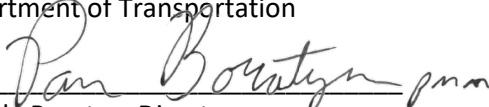
Printed Name

Title

Date: _____

STATE OF OHIO

Department of Transportation

By: 
Pamela Boratyn, Director

Date: 9/26/2025

Change Order

No. 1

Date of Issuance: October 22, 2025

Effective Date: October 22, 2025

Project: Wolf Creek Court Drainage Improvements	Owner: City of Northwood	Owner's Contract No.:
Contract: Wolf Creek Court Drainage Improvements		Date of Contract: 5/22/2025
Contractor: Geddis Paving & Excavating, Inc.		Engineer's Project No.: 10E10450

The Contract Documents are modified as follows upon execution of this Change Order:

Description: Due to the poor condition of the existing asphalt pavement the scope of the work is changing. Instead

of milling 2" of asphalt and repairing the bad sections of the existing intermediate course of pavement, the contractor will mill down 4" inches to the stone base, install 1/2" of new stone base and install 2" of intermediate concrete and 1-1/2" of surface course of asphalt concrete.

Attachments: (List documents supporting change):

See attached cost estimate.

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$261,775.00

[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____:

\$0.00

Contract Price prior to this Change Order:

\$261,775.00

Increase of this Change Order:

\$668.25

Contract Price incorporating this Change Order:

\$262,443.25

CHANGE IN CONTRACT TIMES:

Original Contract Times: ☒ Working days ☐ Calendar days

Substantial completion (date): October 1, 2025

Ready for final payment (date): October 15, 2025

[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____:

Substantial completion (days): 0

Ready for final payment (days): 0

Contract Times prior to this Change Order:

Substantial completion (date): October 1, 2025

Ready for final payment (date): October 15, 2025

Increase of this Change Order:

Substantial completion (date): November 12, 2025

Ready for final payment (date): November 26, 2025

Contract Times with all approved Change Orders:

Substantial completion (date): November 12, 2025

Ready for final payment (date): November 26, 2025

RECOMMENDED:

By: [Signature]
Engineer (Authorized Signature)

Date: 10/20/25

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: [Signature]
Contractor (Authorized Signature)

Date: Kurt Rasmusson 10/22/25

Approved by Funding Agency (if applicable): _____

Date: _____

EJCDC No. C-941 (2002 Edition)
Prepared by the Engineers' Joint Contract Documents Committee and endorsed by the
Associated General Contractors of America and the Construction Specifications Institute.

CHANGE ORDER
Section 00683-1

Change Order

Instructions

A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating Change Orders to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed in the Agreement, any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order should be used.

B. COMPLETING THE CHANGE ORDER FORM

Engineer normally initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Owner or Contractor for approval, depending on whether the Change Order is a true order to the Contractor or the formalization of a negotiated agreement for a previously performed change. After approval by one contracting party, all copies should be sent to the other party for approval. Engineer should make distribution of executed copies after approval by both parties.

If a change only applies to price or to times, cross out the part of the tabulation that does not apply.

Change Order No. 1

For (contract):		Wolf Creek Court Drainage Improvements						
Date:		10/22/2025						
		A						
Bid Item No.	Description	Item	Bid Quantity	Unit Price	Bid Value	Final Quantity Installed	Total Final Quantity Value	Change of Cost
Deduct								
253	Pavement Repairs		855	\$ 41.00	\$ 35,055.00	0	\$ -	\$ (35,055.00)
254	2" Pavement Planing		2985	\$ 4.00	\$ 11,940.00	0	\$ -	\$ (11,940.00)
411	Asphalt Concrete Surface Course, Type 1, PG 64-22 (449)		166	\$ 265.00	\$ 43,990.00	0	\$ -	\$ (43,990.00)
Add								
254	4" Pavement Planing		0	\$ 4.00	\$ -	2985	\$ 11,940.00	\$ 11,940.00
304	Fine Grade Stone Base W/ 5" of Stone For Grading		0	\$ 2.65	\$ -	2985	\$ 7,910.25	\$ 7,910.25
411	2" #448 Asphalt Intermediate Course, Type 2, PG 64-22		0	\$ 233.00	\$ -	166	\$ 38,678.00	\$ 38,678.00
411	1.5" Asphalt Concrete, Surface Course, Type 1, PG 64-22 (449)		0	\$ 265.00	\$ -	125	\$ 33,125.00	\$ 33,125.00
Totals								\$ 668.25

Base Bid Asphalt Repair Option				
Description	Bid Qty.	UM	Unit Bid Price	Total Bid Price
Pavement Repairs	855	SY	\$41.00	\$35,055.00
2in. Pavement Planing	2985	SY	\$4.00	\$11,940.00
Asphalt Concrete Surface Course Type 1 PG 64-22 (449)	166	CY	\$265.00	\$43,990.00
			Total	\$90,985.00

Remove 4" Asphalt And Replace Option

Description	Bid Qty.	UM	Unit Bid Price	Total Bid Price
4in. Pavement Planing	2985	SY	\$4.00	\$11,940.00
Fine Grade Stone Base W/ .5" Of Stone For Grading	2985	SY	\$2.65	\$7,910.25
2" - #448 Asphalt Intermediate Course Type 2 PG 64-22	166	CY	\$233.00	\$38,678.00
1.5" - Asphalt Concrete Surface Course Type 1 PG 64-22 (449)	125	CY	\$265.00	\$33,125.00
			Total	\$91,653.25

Extra projected cost OVER original Bid



CITY ENGINEER'S REPORT

REGULAR CITY COUNCIL MEETING ON: OCTOBER 23, 2025

Project Name	Project Budget	Current Status	Key Changes Since Last Meeting
Curtice Rd. Resurfacing & Curbs over I-280	\$195,600.00	Design	Finalizing plans & submit to ODOT for approval. Bid after approval.
Dry Creek Aquatic and Riparian Restoration Project	\$500,000.00	In Design	Waiting for 100% design plans from DRG to review. Construction to begin around Nov. 1 of 2025.
Northwood/ODOT	N/A	Misc. Item	Timing changes will be during the week of Oct. 27.
Wolf Creek Court Drainage Improvements	\$261,775.00	Construction	Contractor has begun the construction improvements. Letters have been sent out for sidewalk assessments.
West Andrus Road Pavement Improvements	\$405,060.12	Construction	Contractor has begun the construction improvements. Letters have been sent out for sidewalk assessments.
Dalling Drive Extension	\$457,300.00 Construction Est. Base Bid	Design	In the process of designing the improvements. Bid opening will be on Nov. 12.
Northwood 2025 Pavement Resurfacing Improvements	\$ 721,775.00	Construction	Contractor has begun the construction improvements. Anderson and Mary Streets have been finished. Letters have been sent out for sidewalk assessments.

ISSUES REQUIRING COUNCIL ATTENTION

Motion to advertise for Bids

Motion to Award Contract

Project Name	Contractor	Bid Amount
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