



REGULAR CITY COUNCIL MEETING

Thursday, November 6, 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 23, 2025 Meeting Minutes

PRESENTATION:

PUBLIC COMMENT:

COMMUNICATIONS:

COUNCIL COMMITTEE REPORTS:

Economic Development ~ *Council President Jim Barton - Next Meeting 11/13 @ 6PM*

Finance ~ *Councilor Louis Fahrbach - Meeting On 11/6 At 6:30PM*

Recreation Board ~ *Councilor Jim Barton*

Safety ~ *Councilor Mark Stoner*

Tree Commission ~ *Councilor Michael Melnyk*

Service ~ *Councilor Dean Edwards - Meeting On 11/6 At 6:PM*

Parks, Rec & NCC ~ *Councilor Pat Huntermark - Meeting On 11/6 At 6:15PM*

Committee Of The Whole ~ *Council President Barton*

CEREMONIAL ITEMS:

NEW RESOLUTION:

PENDING RESOLUTION:

NEW LEGISLATION:

ORDINANCE 2025-45 AUTHORIZING AN INCREASE IN ESTIMATED RESOURCES AND THE TRANSFER OF FUNDS OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY *1st Reading.*

ORDINANCE 2025-46 AUTHORIZING SUPPLEMENTAL APPROPRIATIONS OF THE CITY OF NORTHWOOD FOR FISCAL YEAR 2025; AND DECLARING AN EMERGENCY *1st Reading.*

PENDING LEGISLATON:

ORDINANCE 2025-44 AN ORDINANCE APPROVING THE UPDATED POSITION DESCRIPTION FOR THE ZONING INSPECTOR, AND DECLARING AN EMERGENCY *2nd Reading.*

ORDINANCE 2025-43 AN ORDINANCE APPROVING THE UPDATED POSITION DESCRIPTION FOR THE DIRECTOR OF PLANNING, ZONING, AND ECONOMIC DEVELOPMENT, AND DECLARING AN EMERGENCY *2nd Reading.*

ORDINANCE 2025-42 AN ORDINANCE ESTABLISHING AND ADOPTING A GENERAL FUND RESERVE POLICY, AND DECLARING AN EMERGENCY. *3rd Reading.*

ORDINANCE 2025-41 AN ORDINANCE ESTABLISHING A DISPUTE RESOLUTION AND ADMINISTRATIVE CLAIMS PROCESS FOR THE CITY OF NORTHWOOD, AND DECLARING AN EMERGENCY. *3rd Reading.*

MAYOR: *Mayor Schimmel*

CITY ADMINISTRATOR: *Kevin Laughlin*

- City Administrator's Report
- CITY FINANCIAL REPORT(S)**
- OCTOBER 2025 EXPENDITURES

LIST OF EXPENDITURES OVER \$10,000

<u>INVOICE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
CITY OF PERRYSBURG	SHARE OF ASTRO SITE REPEATER	\$10,000.00
VC3	MONTHLY BILLING FOR OCTOBER	\$11,492.04
WOOD COUNTY SHERIFF'S OFFICE	DISPATCHING MONTHLY FEE- OCTOBER 2025	\$17,370.82
MENARDS	TIF PAYMENTS TOWARDS DEBT OBLIGATION	\$111,050.00

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 23, 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 23, 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 Barton, Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Stoner City Administrator Kevin Laughlin, and City Attorney Brian Ballenger.
APPROVAL OF MINUTES
October 9, 2025 Regular Council Meeting Minutes MOTION: Councilor Edwards made a motion to approve; seconded by Councilor Huntermark. ROLL CALL: Yes: Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Council President Barton, Councilor Stoner; No: None; Abstain: None RESULT: Passed (6-0)
PRESENTATION
PUBLIC COMMENT
COMMUNICATIONS
COUNCIL COMMITTEE REPORTS
Economic Development Council President Jim Barton
No Report. Going to look into scheduling a meeting in November.
Finance Councilor Louis Fahrbach - Next Meeting: November 6th at 6:30PM
No Report. Requested the rainy day fund ordinance be added to the next agenda for discussion.
Recreation Board Councilor Jim Barton - Next Meeting: October 23rd at 6PM
The Recreation Board met on October 21st; although a quorum was not present, several updates were discussed. The Director reported that all planned 2025 events have been completed, including the Beats and Eats event held August 8th, and the conclusion of baseball, softball, and fall soccer seasons. The splash pad closed on Labor Day, and recent control adjustments resulted in noticeable water bill savings. Staff consulted with ODNR regarding fish stocking at Stoner Pond and were advised to stock trout, catfish, and bluegill. Recent park improvements include two new pickleball courts at Central Park, one pickleball court and two benches at Brentwood Park, and a new basketball court at Brentwood Park. Baseball and softball registration is expected to begin in December, and there was discussion on players purchasing their own pants for the upcoming season. Some uniforms and equipment are still outstanding from the previous season. The next Recreation Board meeting is scheduled for November 12th at 6:00 p.m.
Safety Councilor Mark Stoner - Next Meeting: October 23rd at 6:15PM
MOTION: Councilor Stoner made a motion to accept the insurance payout for the police cruiser ; seconded by Councilor Melnyk. ROLL CALL: Yes: Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Council President Barton, Councilor Stoner; No: None; Abstain: None RESULT: Passed (6-0)
MOTION: Councilor Stoner made a motion to replace the police cruiser with graphics; seconded by Councilor Melnyk.ROLL CALL: Yes: Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Council President Barton, Councilor Stoner; No: None; Abstain: None RESULT: Passed (6-0)
MOTION: Councilor Stoner made a motion to authorize the fire chief to apply for a grant for new radios; seconded by Councilor Melnyk. ROLL CALL: Yes: Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Council President Barton, Councilor Stoner; No: None; Abstain: None RESULT: Passed (6-0)
Tree Commission Councilor Michael Melnyk
No Report.
Service Councilor Dean Edwards - Next Meeting: November 6th at 6PM
No Report.
Parks, Rec & NCC Councilor Pat Huntermark - Next Meeting: November 6th at 6:15PM
No Report.
Committee of the Whole Council President Barton

October 23, 2025

No Report.

CEREMONIAL ITEMS

NEW 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.

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

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

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

RESULT: *Passed (6-0) effective immediately*

PENDING RESOLUTION

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 - Edwards

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

1st Reading - Edwards

PENDING LEGISLATON

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

2nd Reading - Edwards

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

2nd Reading - Edwards

Mayor Schimmel explained that the ordinance permits the City to allocate between 16% and 50% of annual general fund expenditures to the reserve fund. Based on current figures, 50% equates to approximately \$3.75 to \$4 million, which is the amount being considered for the established Rainy Day Fund. With the general fund balance at about \$8 million, the City plans to earmark roughly half of that amount for this purpose. The Mayor noted that this step is intended to promote long-term financial stability and transparency for the public.

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

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

RESULT: *Failed (0-6)*

MAYOR Mayor Schimmel

Mayor's Report

STREETS/BUILDINGS & GROUNDS:

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

CITY ADMINISTRATOR Kevin Laughlin

City Administrator's Report

TOPIC/ ITEM	DISCUSSION
Brine MOU	Request authorization to sign the MOU

October 23, 2025

MOTION: Councilor Huntermark made a motion to **authorize the City Administrator to sign the Brine MOU**; seconded by Councilor Melnyk. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Council President Barton, Councilor Stoner; **No:** None; **Abstain:** None
RESULT: *Passed (6-0)*

Wolf Creek Ct.
Change Order

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.

MOTION: Councilor Stoner made a motion to **authorize the City Administrator to approve the change order** ; seconded by Councilor Edwards.**ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Council President Barton, Councilor Stoner; **No:** None; **Abstain:** None
RESULT: *Passed (6-0)*

CITY FINANCIAL REPORT(S)

MOTION: Councilor Edwards made a motion to **acknowledge receipt of the September Financial Reports** ; seconded by Councilor Melnyk. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Council President Barton, Councilor Stoner; **No:** None; **Abstain:** None
RESULT: *Passed (6-0)*

Sept month end financials

Sept bank reconciliation

LIST OF EXPENDITURES OVER \$10,000

INVOICE	DESCRIPTION	AMOUNT
GRIFFIN PAVEMENT STRIPING	STREET STRIPPING	\$21,497.11
AETNA	EMPLOYEE HEALTHCARE 11/01/25-11/30/2025	\$69,786.56
MOTION: Councilor Stoner made a motion to approve the list of expenditures over \$10,000 ; seconded by Council President Barton. ROLL CALL: Yes: Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Council President Barton, Councilor Stoner; No: None; Abstain: None. RESULT: <i>Passed (6-0)</i>		

CITY ATTORNEY’S REPORT/DISCUSSION Brian Ballenger

CITY ENGINEER’S REPORT/DISCUSSION Dave Kuhn

City Engineer's Report
City Administrator gave Engineer's Report. It was reported that construction on the Dry Creek Aquatic and Riparian Restoration Project, being completed in partnership with Waste Management, is scheduled to begin following a pre-construction meeting next week, with work anticipated to start around November 3rd. All other engineering projects remain status quo.

Infrastructure Updates: Northwestern Water and Sewer District was working to complete the Oregon Road project, with most resurfacing finished and only a few driveways remaining. Sheffield Road has been fully resurfaced and sealed. It was also noted that the railroad company performed long-awaited repairs to several crossings earlier in the day, following ongoing communication efforts by City staff. While the work caused temporary traffic issues, the improvements are expected to greatly enhance driving conditions. Wales Road reopened around 6:00 p.m., and East Andrus is expected to reopen later this evening after patching. More extensive repairs are planned for next year.

NEW BUSINESS

Councilor Fahrbach requested that the Planning Commission review the topic of marijuana dispensaries and THC businesses, considering recent documents shared by staff and a University of Dayton study, with particular attention to safety concerns. Staff confirmed the materials would be sent to the Planning Commission for review. The next Planning Commission meeting is scheduled for November 10th.
MOTION: Councilor Fahrbach made a motion to **send the Marijuana Dispensary and THC ordinance and related materials to Planning Commission for review and recommendation**; seconded by Councilor Stoner. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Council President Barton, Councilor Stoner; **No:** None; **Abstain:** None **RESULT:** *Passed (6-0)*

OLD BUSINESS

October 23, 2025

PERSONS APPEARING BEFORE THE MAYOR AND COUNCIL

1. Joseph Smith - 5854 Huntington Rd. Addressed Council regarding his proposed 419 self-storage project at Oregon/Arbor behind Arbys, noting this was his third appearance to seek approval. Council clarified that no formal zoning application has been submitted yet. Joseph was advised to complete and submit a zoning application, after which the project would likely proceed to the Planning Commission for review. The Planning Commission’s next meeting is scheduled for November 10th. Discussion also confirmed that the project involves two adjacent plots, which will be combined into a single development.

The City Attorney clarified that Council currently has a moratorium in place on all storage facilities. He emphasized that applicants should not spend money on permits until Council decides whether to lift the moratorium. He noted that while Council could theoretically allow a single project to proceed, doing so could set a precedent and create complications. A Council member expressed mixed feelings about the proposed project, noting they are generally not in favor but are open to hearing additional input. He emphasized the importance of Oregon Road to the city’s development and suggested referring the matter to the Planning Commission for feedback and clarified that the intent was not to delay action but to gather additional perspective from the commission.

MOTION: Councilor Fahrbach made a motion to refer the storage facility moratorium to the Planning Commission for review and a recommendation; seconded by Councilor Huntermark. **ROLL CALL:** Yes: Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Council President Barton, Councilor Stoner; No: None; Abstain: None
RESULT: Passed (6-0)

2. Taylor 4151 Woodville Road. The owner of The Original Bin at 4151 Woodville Road, introduced his business to Council. The Original Bin operates both an in-person bin store and an online auction center, drawing customers from across Ohio and neighboring states. He highlighted the economic benefits to the area, including increased traffic for nearby businesses. Taylor also discussed plans for a donation program to support local schools and churches and emphasized his commitment to becoming an active member of the Northwood community. He invited Council members to visit the business, meet the team, and explore opportunities for collaboration to strengthen the local economy.

3. Molly Tomaszewski, 211 Earl Street. Spoke in support of Taylor and The Original Bin, reinforcing that the business has a positive impact on Northwood. She highlighted Taylor’s friendliness, community involvement, and efforts to draw visitors from outside the area who contribute to local commerce. Molly noted his donations to schools and participation in the Fall Festival, and she praised the hard work of Taylor and his partners. She also supported the suggestion of a ribbon-cutting ceremony with the Mayor to provide publicity and promote the business. The Mayor requested the City Administrator reach out to the Chamber of Commerce to plan a ribbon cutting.

EXECUTIVE SESSION

MOTION: Councilor Stoner made a motion to enter into Executive Session at 7:34PM with Mayor, Council, City Administrator and City Attorney to discuss hiring of a public employee; seconded by Councilor Huntermark. **ROLL CALL:** Yes: Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Council President Barton, Councilor Stoner; No: None; Abstain: None
RESULT: Passed (6-0)

The meeting was called back to order at 7:42PM and the roll was called by Council Clerk Popovitch. Those in attendance were as follows: Mayor Schimmel, Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Council President Barton, Councilor Stoner City Administrator Kevin Laughlin, and City Attorney Brian Ballenger.

No Action Taken.

ADJOURNMENT

07:42 PM

ATTEST: _____
Council Clerk

APPROVED: _____
Mayor

2025-45

ORDINANCE 2025-45 AUTHORIZING AN INCREASE IN ESTIMATED RESOURCES AND THE TRANSFER OF FUNDS OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY

WHEREAS, the 2025 Budget included a transfer from the General Fund to the Northwood Civic Events Fund amounting to \$5,000.00; and

WHEREAS, the donation to Community Cares for the Northwood Fall Festival was for \$10,000, therefore it is necessary to increase Estimated Resources and the transfer;

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

SECTION 1. That the Finance Director is hereby authorized to increase estimated revenues:
705-1400-41404 Transfer/Donation to Civic Events Fund \$5,000

SECTION 2. That the Finance Director is hereby authorized and directed to make the following transfer of funds:
FROM: 110-7435-57015 TO: 705-1400-41404 Civic Events \$ 10,000

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

ORDINANCE 2025-46 AUTHORIZING SUPPLEMENTAL APPROPRIATIONS OF THE CITY OF NORTHWOOD FOR FISCAL YEAR 2025; AND DECLARING AN EMERGENCY

WHEREAS, City Council authorized expenditures of an additional \$150,000 for Fire Department living quarters at the May 22, 2025 Council meeting; and,

WHEREAS, City Council authorized the purchase of a 2026 Police Cruiser \$65,688 utilizing insurance proceeds of \$44,446 from a totaled 2023 Police Cruiser at the October 23, 2025 Council meeting; and

WHEREAS, the Manns Woodward Public Safety Complex study was not included in the 2025 Budget at a cost of \$57,300;

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

SECTION 1. That the Finance Director is hereby authorized and directed to increase Supplemental Appropriations in the General Fund totaling \$143,000 as follows:

110-7110-51626 Public Safety Complex Study-Police	\$ 15,500
110-7115-51626 Public Safety Complex Study-Fire	15,500
110-7730-51626 Public Safety Complex Study-Admin	26,300
110-7115-52243 EMS Grant for EMS Supplies	3,500
110-7115-52320 Vehicle Maintenance – Fire	10,000
110-7310-50212 Parks Seasonal Labor	8,850
110-7317-50212 NCC Front Desk Labor	35,000
110-7410-51209 IWORQ software for Zoning	22,350
110-7730-51251 Computer Support Contract	62,500
110-7730-51711 Electricity	20,000
110-7740-51176 Additional Legal Fees	13,000
110.7750.51637 HVAC Repairs and Maintenance	3,000
110-7755-51188 Engineering – Site Plan Reviews	7,500
110-7715-51209 RITA Collection Fees Rebate for 2024	(100,000)

SECTION 2. That the Finance Director is hereby authorized and directed to increase Supplemental Appropriations in the Capital Improvement Fund totaling \$150,000 as follows:

401-7115-53301 Fire Station living quarter improvements \$ 150,000

SECTION 3. That the Finance Director is hereby authorized and directed to increase Supplemental Appropriations in the Capital Replacement Fund totaling \$21,250 as follows:

408-7810-53531 Police Cruiser \$ 21,250

SECTION 4. That the Finance Director is hereby authorized and directed to increase Supplemental Appropriations in the Northwood Civic Events Fund totaling \$5,000 as follows:

705-7330-52268 Additional Donation to Community Cares \$ 5,000

SECTION 5. 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 6. 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.

2025-46

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

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 2025-43 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

**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 2025-41 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.



CITY ADMINISTRATOR'S REPORT

REGULAR CITY COUNCIL MEETING ON: NOVEMBER 6, 2025

TOPIC/ ITEM

DISCUSSION

Grant for Baseball
Helmets —
Ophthalmological
Society

Request authorization to apply for grant

Josie Room
Renovations - FD

Request approval for awarding the contract to GEM Service for HVAC work for the project at station 82.

- GEM - \$71,695.00
- Campbell Mechanical - \$123,718.00

Organizational
Meeting

Council authorized up to an additional \$150,000 for the Josie Room renovations
Request Council schedule the date for the Organizational Meeting for January 5th 2026.



CITY ENGINEER'S REPORT

REGULAR CITY COUNCIL MEETING ON: NOVEMBER 6, 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	Construction on hold until we get Wood County approval.
Northwood/ODOT	N/A	Misc. Item	Timing changes of the traffic signals along Curtice Rd. between the Lemoyne Rd. and the I-280 ramps is proceeding.
Wolf Creek Court Drainage Improvements	\$261,775.00	Construction	Contractor has begun the construction improvements. Sidewalk and curbs are finished and paving is to be completed this week, weather permitting. Letters have been sent out for sidewalk assessments.
West Andrus Road Pavement Improvements	\$405,060.12	Construction	Contractor has begun the construction. Sidewalks and paving are completed. Letters have been sent out for sidewalk assessments.
Dalling Drive Extension	\$457,300.00 Construction Est. Base Bid	Design	In the process of bidding the project. 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. Contractor is finishing concrete work and paving will begin on Chantilly Rue in the next week weather permitting. Contractor to begin installing sidewalks along Oregon Rd. this week. 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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