

**6:59pm-The Lord's Prayer & Moment of Silence**

**Shelby City Council Agenda  
Monday, December 1, 2025  
COUNCIL CHAMBERS  
29 MACK AVENUE  
Shelby, Ohio  
7:00 p.m.**

**Call to Order and Pledge of Allegiance**

**Roll Call:**

Mr. Roub \_\_\_\_\_ Mr. Roberts \_\_\_\_\_ Mr. Cutlip \_\_\_\_\_ Mr. Martin \_\_\_\_\_ Mr. McLaughlin \_\_\_\_\_

**Dispense with the Reading of the Journal from November 17, 2025**

Moved \_\_\_\_\_ 2<sup>ND</sup> \_\_\_\_\_

Mr. McLaughlin \_\_\_\_\_ Mr. Roub \_\_\_\_\_ Mr. Roberts \_\_\_\_\_ Mr. Cutlip \_\_\_\_\_ Mr. Martin \_\_\_\_\_

**Public Comment**

**Reports from Standing and Special Committees**

Community & Economic Development Committee—Councilmember Cutlip

Public Works & General Operation Committee—Councilmember Roub

**Reports of City Officials**

Steven L. Schag—Mayor

Brian A. Crum—Director of Finance

Gordon M. Eyster—Law Director

Joe Gies—Project Coordinator

**New Business**

**MOTION TO REQUEST A LIQUOR HEARING FOR LIQUOR PERMIT ESTABLISHMENTS  
WITHIN THE CITY OF SHELBY**

Moved \_\_\_\_\_ 2<sup>ND</sup> \_\_\_\_\_

Mr. McLaughlin \_\_\_\_\_ Mr. Roub \_\_\_\_\_ Mr. Roberts \_\_\_\_\_ Mr. Cutlip \_\_\_\_\_ Mr. Martin \_\_\_\_\_

**Motion to approve the First United Methodist Church 18 South Gamble Street as a Local  
Landmark per Ordinance 1488.07**

Moved \_\_\_\_\_ 2<sup>ND</sup> \_\_\_\_\_

Mr. McLaughlin \_\_\_\_\_ Mr. Roub \_\_\_\_\_ Mr. Roberts \_\_\_\_\_ Mr. Cutlip \_\_\_\_\_ Mr. Martin \_\_\_\_\_

**Unfinished Business**

Smokestack

**Legislation**

**ORDINANCE NO 34-2025**

**ENACTING CHAPTER 218 (CYBERSECURITY) AND  
RANSOMWARE ATTACKS POLICY) OF THE CODIFIED  
ORDINANCES OF THE CITY OF SHELBY AND  
DECLARING AN EMERGENCY**

**2ND READING**

Moved \_\_\_\_\_ 2<sup>ND</sup> \_\_\_\_\_

Mr. McLaughlin \_\_\_\_\_ Mr. Roub \_\_\_\_\_ Mr. Roberts \_\_\_\_\_ Mr. Cutlip \_\_\_\_\_ Mr. Martin \_\_\_\_\_

**RESOLUTION NO 39-2025**

**APPROVING WEED ASSESSMENTS AS ISSUED BY THE  
DIRECTOR OF PUBLIC SERVICE**

Moved \_\_\_\_\_ 2<sup>ND</sup> \_\_\_\_\_  
Mr. McLaughlin \_\_\_\_\_ Mr. Roub \_\_\_\_\_ Mr. Roberts \_\_\_\_\_ Mr. Cutlip \_\_\_\_\_ Mr. Martin \_\_\_\_\_

**RESOLUTION NO 40-2025**

**AUTHORIZING THE MAYOR AS DIRECTOR OF PUBLIC  
SERVICE TO ENTER INTO AN AGREEMENT WITH THE  
STATE OF OHIO, DEPARTMENT OF TRANSPORTATION  
(ODOT) RELATING TO A LOCAL PUBLIC AGENCY (LPA)  
FEDERAL LOCAL-LET PROGRAM FUNDING IN THE  
AMOUNT NOT TO EXCEED SIX HUNDRED NINE  
THOUSAND DOLLARS (\$609,000.00) OR 100% OF THE  
ELIGIBLE COSTS RELATING TO THE D03 SAFE ROUTES  
TO SCHOOL PROJECT (RIC-PID 124343)**

Moved \_\_\_\_\_ 2<sup>ND</sup> \_\_\_\_\_  
Mr. McLaughlin \_\_\_\_\_ Mr. Roub \_\_\_\_\_ Mr. Roberts \_\_\_\_\_ Mr. Cutlip \_\_\_\_\_ Mr. Martin \_\_\_\_\_

**Miscellaneous Business**

**Adjournment** at \_\_\_\_\_ p.m.

Moved \_\_\_\_\_ 2<sup>ND</sup> \_\_\_\_\_  
Mr. McLaughlin \_\_\_\_\_ Mr. Roub \_\_\_\_\_ Mr. Roberts \_\_\_\_\_ Mr. Cutlip \_\_\_\_\_ Mr. Martin \_\_\_\_\_

1st Reading  
11/17/2025

**ORDINANCE NO. 34 -2025**  
(Sponsors: Councilmembers Martin and Roberts)

**ENACTING CHAPTER 218 (CYBERSECURITY AND RANSOMWARE ATTACKS POLICY) OF THE CODIFIED ORDINANCES OF THE CITY OF SHELBY AND DECLARING AN EMERGENCY.**

WHEREAS, local governments have increasingly become targets for cybercriminals; and

WHEREAS, pursuant to the State of Ohio Auditor Bulletin 2025-007, political subdivisions are required to set and adopt standards safeguarding against cybersecurity threats and ransomware attacks; and

WHEREAS, the Council of the City of Shelby intends to enact a Cybersecurity and Ransomware Policy that is compliant with Ohio Revised Code Section (ORC) 9.64, enacted through H.B. 96 that safeguards the City's data, information technology, and information technology resources to ensure availability, confidentiality, and integrity; and

WHEREAS, it is in the interest of the public health, safety, morals, and general welfare of the citizens of the City of Shelby that Chapter 218 of the Codified Ordinances of the City of Shelby be enacted to adopt a credit card policy.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SHELBY, A TWO-THIRDS (2/3) MAJORITY ELECTED THERETO CONCURRING:**

Section 1: That Chapter 218 of the Codified Ordinances of the City of Shelby be enacted to read as follows:

**CHAPTER 218: CYBERSECURITY AND RANSOMWARE ATTACKS POLICY**

**218.01 PURPOSE.**

This policy document establishes the City of Shelby's compliance with Ohio House Bill 96 (effective September 30, 2025), which sets forth cybersecurity requirements for local governments. This policy supplements existing IT and Disaster Recovery Plans by defining governance, controls, and responsibilities to ensure protection of city systems, data, and public services.

**218.02 CYBERSECURITY AND RANSOMWARE ATTACKS POLICY.**

The Council of the City of Shelby approves the Cybersecurity and Ransomware Attack Policy as shown on Exhibit A.

**218.03 PROHIBITION OF RANSOM PAYMENTS.**

That in the event of a ransomware incident, the City shall not pay or otherwise comply with a ransom demand without formal approval from City Council, by ordinance or resolution, that specifically states why the payment or compliance with the ransom demand is in the best interest of the City of Shelby, Ohio.

**218.04 EMPLOYEE TRAINING**

All employees shall complete annual cybersecurity training appropriate to their roles. Training shall be provided by:

- (a) internal resources
- (b) external providers such as the Ohio Persistent Cyber Initiative (O-PCI) or Ohio Cyber Reserve

**218.05 INCIDENT REPORTING**

Cybersecurity incidents shall be reported as follows:

- (a) To the Ohio Cyber Integration Center within 7 days of discovery
- (b) to the Auditor of State within 30 days

Section 2: That all meetings and hearings concerning the adoption of this Ordinance have been in compliance with Codified Ordinance Section 220.01, Ohio Revised Code Section 121.22, and the Charter of the City of Shelby.

Section 3: That this is hereby deemed to be an emergency and therefore, shall be in full force and effect from and after its passage, approval by the Mayor, and the earliest period allowed by law.

PASSED: \_\_\_\_\_

\_\_\_\_\_  
Steven McLaughlin  
Vice President of Council


APPROVED:

ATTEST: \_\_\_\_\_

Brian Crum  
Clerk of Council

\_\_\_\_\_  
Steven L. Schag  
Mayor

Prepared by:

  
\_\_\_\_\_  
Gordon M. Eyster  
Director of Law

**SUBSTITUTE ORDINANCE NO. 34-2025**  
**(Sponsors: Councilmembers Martin and Roberts)**

**ENACTING CHAPTER 218 (CYBERSECURITY PROGRAM) OF THE CODIFIED ORDINANCES OF THE CITY OF SHELBY.**

WHEREAS, local governments have increasingly become targets for cybercriminals; and

WHEREAS, pursuant to the State of Ohio Auditor Bulletin 2025-007, political subdivisions are required to set and adopt standards safeguarding against cybersecurity threats; and

WHEREAS, the Council of the City of Shelby intends to enact a Cybersecurity Program that is compliant with Ohio Revised Code Section (ORC) 9.64, enacted through H.B. 96 that safeguards the City's data, information technology, and information technology resources to ensure availability, confidentiality, and integrity; and

WHEREAS, ORC 9.64 mandates use of generally accepted cybersecurity best practices, including frameworks such as NIST (National Institute of Standards and Technology) Cybersecurity Framework and the Center for Internet Security ("CIS") best practices; and

WHEREAS, Council, having reviewed the recommendation of the Mayor as Director of Public Service and Safety, it is in the interest of the public health, safety, morals, and general welfare of the citizens of the City of Shelby that Chapter 218 of the Codified Ordinances of the City of Shelby be enacted to adopt a Cybersecurity Program.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SHELBY, A MAJORITY ELECTED THERETO CONCURRING:**

Section 1: That Chapter 218 of the Codified Ordinances of the City of Shelby be enacted to read as follows:

**CHAPTER 218: CYBERSECURITY PROGRAM**

**218.01 PURPOSE.**

This policy document establishes the City of Shelby's compliance with Ohio House Bill 96 (effective September 30, 2025), which sets forth cybersecurity requirements for local governments. This policy supplements existing IT and Disaster Recovery Plans by defining governance, controls, and responsibilities to ensure protection of city systems, data, and public services.

**218.02 CYBERSECURITY PROGRAM.**

(a) The City of Shelby hereby adopts a cybersecurity program consistent with the requirements of Ohio Revised Code Section 9.64(C) and aligned with generally accepted practices, such as the NIST Cybersecurity Framework.

(b) The cybersecurity program shall implement the NIST Cybersecurity Framework to identify and mitigate risks, assess potential impacts, detect and respond to threats, restore affected systems, and maintain ongoing protection of City assets and data. The program shall include annual cybersecurity training for all employees, align with state and federal practices, and ensure third-party providers meet applicable security standards to achieve practical, measurable, and cost-effective improvements in defending against cyber threats such as ransomware and phishing.

(c) The Mayor as Director of Public Service and Safety in coordination with IT Service Provider, shall oversee the implementation, documentation, and annual review of the cybersecurity program to ensure continued alignment with state requirements and practices.

(d) All records and documents related to the City's cybersecurity program are exempt from public records disclosure, consistent with Ohio Revised Code Section 9.64(E).

**218.03 PROHIBITION OF RANSOM PAYMENTS.**

That in the event of a ransomware incident, the City shall not pay or otherwise comply with a ransom demand without formal approval from City Council, by ordinance or resolution, that

specifically states why the payment or compliance with the ransom demand is in the best interest of the City of Shelby, Ohio.

Section 2: That all meetings and hearings concerning the adoption of this Ordinance have been in compliance with Codified Ordinance Section 220.01, Ohio Revised Code Section 121.22, and the Charter of the City of Shelby.

Section 3: That this Ordinance shall be in full force and effect from and after its passage, approval by the Mayor, and the earliest period allowed by law.

PASSED: \_\_\_\_\_

\_\_\_\_\_  
Steven McLaughlin  
Vice President of Council

APPROVED:

ATTEST: \_\_\_\_\_

Brian Crum  
Clerk of Council

\_\_\_\_\_  
Steven L. Schag  
Mayor

Prepared by:

\_\_\_\_\_  
Gordon M. Eyster  
Director of Law

**RESOLUTION NO. 39 -2025**  
**(Sponsor: Councilmember Cutlip)**

**APPROVING WEED ASSESSMENTS AS ISSUED BY THE DIRECTOR OF PUBLIC SERVICE.**

WHEREAS, Codified Ordinance 662.03 requires the Director of Public Service to notify owners of an assessment for the cutting and removal of offensive and noxious weeds, vines, and grass by the City of Shelby; and

WHEREAS, the Director of Public Service has served said notices on multiple properties within the City of Shelby, Ohio; and

WHEREAS, before the Clerk of Council can certify these assessments to the County Auditor for inclusion on the tax duplicate, Codified Ordinance 662.04 requires that City Council approve said assessment; and

WHEREAS, it is in the interest of the public health, safety, morals, and general welfare of the citizens of the City of Shelby that the Council of the City of Shelby approve the assessments as prepared by the Director of Public Service so that the Clerk of Council can certify said assessments to the County Auditor for inclusion on the tax duplicate.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SHELBY, OHIO, A MAJORITY ELECTED THERETO CONCURRING:**

Section 1: That the Council of the City of Shelby hereby approves the list of assessments as prepared by the Director of Public Service and attached hereto as "Exhibit A".

Section 2: That the Clerk of Council shall certify said assessments to the Richland County Auditor for inclusion on the tax duplicate for collection.

Section 3: That all meetings and hearings concerning the adoption of this Resolution have been in compliance with Codified Ordinance 220.01, Ohio Revised Code Section 121.22, and the Charter of the City of Shelby, Ohio.

Section 4: That this Resolution shall be in full force and effect from and after its passage, approval by the Mayor, and the earliest period allowed by law.

PASSED: \_\_\_\_\_

\_\_\_\_\_  
Steven McLaughlin  
Vice President of Council


APPROVED:

ATTEST: \_\_\_\_\_

Brian Crum  
Clerk of Council

\_\_\_\_\_  
Steven L. Schag  
Mayor

Prepared by:

  
\_\_\_\_\_  
Gordon M. Eyster  
Director of Law



RESOLUTION NO. 40 -2025  
(Sponsor: Councilmember McLaughlin)

**AUTHORIZING THE MAYOR AS DIRECTOR OF PUBLIC SERVICE TO ENTER INTO AN AGREEMENT WITH THE STATE OF OHIO, DEPARTMENT OF TRANSPORTATION (ODOT) RELATING TO A LOCAL PUBLIC AGENCY (LPA) FEDERAL LOCAL-LET PROGRAM FUNDING IN THE AMOUNT NOT TO EXCEED SIX HUNDRED NINE THOUSAND DOLLARS (\$609,000.00) OR 100% OF THE ELIGIBLE COSTS RELATING TO THE D03 SAFE ROUTES TO SCHOOL PROJECT (RIC-PID 124343).**

WHEREAS, the City of Shelby has been awarded federal highway dollars for Safe Routes to School Project to install a new sidewalk on Shelby Avenue from West Smiley Avenue to State Street and a Rectangular Rapid Flash Beacon (RRFB) on West Smiley Avenue at Post Street; and

WHEREAS, it is in the interest of the public health, safety, morals, and general welfare of the citizens of the City of Shelby that the Mayor as Director of Public Service be authorized to enter into an agreement for said funds.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SHELBY, OHIO, A MAJORITY ELECTED THERETO CONCURRING:**

Section 1: That the Mayor as Director of Public Service is hereby authorized and directed to enter into an agreement with the State of Ohio, Department of Transportation (ODOT) relating to LPA Federal Local-Let Project program funding in an amount not to exceed Six Hundred Nine Thousand Dollars (\$609,000.00) or 100% of the eligible project costs for the D03 Safe Routes to School Project (PID 124343) which agreement shall be substantially in the form of Exhibit "1" attached hereto and made a part hereof.

Section 2: That all meetings and hearings concerning the adoption of this Resolution have been in compliance with Codified Ordinance 220.01, Ohio Revised Code Section 121.22 and the Charter of the City of Shelby, Ohio.

Section 3: That this Resolution shall be in full force and effect from and after its passage, approval by the Mayor, and the earliest period allowed by law.

PASSED: \_\_\_\_\_


\_\_\_\_\_  
Steven McLaughlin  
Vice President of Council

APPROVED:

ATTEST: \_\_\_\_\_  
Brian Crum  
Clerk of Council

\_\_\_\_\_  
Steven L. Schag  
Mayor

Prepared by:

  
\_\_\_\_\_  
Gordon M. Eyster  
Director of Law