



REGULAR CITY COUNCIL MEETING

Thursday, February 27, 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

Randy Kozina, Council President

Dean Edwards

Jim Barton

Louis Fahrbach

Pat Huntermark

Mark Stoner

Michael Melnyk

CALL TO ORDER:

PLEDGE OF ALLEGIANCE: *Mayor Schimmel*

ROLL CALL:

APPROVAL OF MINUTES:

- February 13, 2025 Council Meeting Minutes

PRESENTATION:

- Introduction of Police Department K9, Odin

PUBLIC COMMENT:

COMMUNICATIONS:

COUNCIL COMMITTEE REPORTS:

Economic Development ~ *Councilor Jim Barton*

Finance ~ *Councilor Louis Fahrbach*

Recreation Board ~ *Councilor Jim Barton*

Safety ~ *Councilor Mark Stoner*

Tree Commission ~ *Councilor Michael Melnyk*

Service ~ *Councilor Dean Edwards*

Parks, Rec & NCC ~ *Councilor Pat Huntermark*

Committee Of The Whole ~ *Council President*

CEREMONIAL ITEMS:

NEW RESOLUTION:

RESOLUTION 2025-03 A RESOLUTION AUTHORIZING THE CITY OF NORTHWOOD TO COOPERATE WITH U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) AND ESTABLISHING GUIDELINES FOR SUCH COOPERATION. *1st Reading.*

PENDING RESOLUTION:

RESOLUTION 2025-01 A RESOLUTION OF THE CITY OF NORTHWOOD OHIO, SUPPORTING THE OHIO COMMISSION FOR THE UNITED STATES SEMIQUINCENTENNIAL (AMERICA250-OH); AND DECLARING AN EMERGENCY *2nd Reading.*

RESOLUTION 2025-02 A RESOLUTION REGARDING ALLOCATION OF FUNDS FOR NORTHWOOD TRANSPORTATION PROJECTS. *2nd Reading.*

NEW LEGISLATION:

ORDINANCE 2025-05 AN ORDINANCE INCREASING ESTIMATED RESOURCES OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY. *1st Reading.*

ORDINANCE 2025-06 AN ORDINANCE APPROVING THE JOB DESCRIPTION FOR A LEGAL SECRETARY/RECEPTIONIST; AND DECLARING AN EMERGENCY. *1st Reading.*

PENDING LEGISLATON:

ORDINANCE 2025-04 AN ORDINANCE TO AMEND THE OFFICIAL STREET NAME LIST BY CHANGING THE NAME OF DALLING ROAD TO DALLING DRIVE. *2nd Reading.*

ORDINANCE 2025-02 AN ORDINANCE AUTHORIZING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2024 OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY. *3rd Reading.*

ORDINANCE 2025-03 AN ORDINANCE REALLOCATING THE DISTRIBUTION OF FUNDS RECEIVING INTEREST INCOME AND THE DISTRIBUTION THEREOF BY THE FINANCE AND REVENUE DIRECTOR. *3rd Reading.*

MAYOR: *Mayor Schimmel*

- Mayor's Report

CITY ADMINISTRATOR: *Kevin Laughlin*

- Administrator's Report

CITY FINANCIAL REPORT(S)

LIST OF EXPENDITURES OVER \$10,000

<u>INVOICE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
AETNA	MARCH 2025 EMPLOYEE HEALTHCARE	\$71,495.52
ATLANTIC EMERGENCY SOLUTIONS	TURNOUT GEAR EXISTING EMPLOYEES(8)	\$30,520.00
ATLANTIC EMERGENCY SOLUTIONS	TURNOUT GEAR - 3 NEW EMPLOYEES	\$13,825.00
B & J CONCRETE	PAY APPLICATION #2 CURTICE & WHEELING IMPROVEMENTS	\$113,997.39

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

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

NEW BUSINESS:

OLD BUSINESS:

PERSONS APPEARING BEFORE THE MAYOR AND COUNCIL:

EXECUTIVE SESSION:

ADJOURNMENT:

February 13, 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 February 13, 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, Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner City Administrator Kevin Laughlin, City Attorney Brian Ballenger and City Engineer Dave Kuhn.

APPROVAL OF MINUTES

January 23, 2025 Regular City Council Meeting Minutes

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

PRESENTATION

PUBLIC COMMENT

COMMUNICATIONS

COUNCIL COMMITTEE REPORTS

Economic Development Councilor Jim Barton

No report.

Finance Councilor Louis Fahrbach - Meeting on February 13 @ 6PM

Meeting held on 2/13 at 6pm.
Topics/Discussion
1. Review of the 2024 revenue and expenditures. Looked at a couple of different areas of things that we were lacking and areas we had growth in.
2. Community Center. Discussed the current financial projections and positive membership growth.
3. Contractual healthcare percentages for current employees.
Items 2 & 3 were recommended to send to the Committee of the Whole for discussion.

Recreation Board Councilor Jim Barton

Meeting scheduled for February 12th was canceled due to weather. Next meeting will be in March.

Safety Councilor Mark Stoner

No report.

Tree Commission Councilor Michael Melnyk

No report.

Service Councilor Dean Edwards - Next meeting February 13 @ 6:30PM

Meeting held on 2/13 at 6:30pm
Topics/Discussion
1. Purchase of a cab for the snowblower
MOTION: Councilor Edwards made a motion to **Approve the purchase of a Ventrac cab for \$10,488.10**; 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: Passed
2. Purchase of a John Deere Tractor
MOTION: Councilor Edwards made a motion to **Approve the purchase of a John Deere Tractor for \$52,287.24** ; 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: Passed

Parks, Rec & NCC Councilor Pat Huntermark - Next meeting February 13 @ 6:45PM

Meeting held on 2/13 at 6:45pm.
Topics/Discussion
1. Rule change to allow strollers on the walking track. Committee agreed to change the rules to allow strollers

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during approved hours

2. Sunday hours at the NCC. Discussed opening the NCC on Sundays for 5 hours for a 2 month trial period to see if it helps generate more memberships.

MOTION: Councilor Huntermark made a motion to **open the NCC on Sundays for 5 hours for a 2 month trial period**; seconded by Councilor Barton.

Councilor Fahrbach expressed concerns about opening the NCC on Sundays, regarding the need for police and fire personnel to respond to calls and the potential challenge of reducing hours if the trial period doesn't work. He also questioned whether there is a real demand for Sunday hours. Councilor Melnyk asked for clarification on the specific Sunday hours. Councilor Huntermark mentioned that while draft hours exist, nothing is finalized yet. Councilor Stoner inquired about the need for additional staff, and Pat McGaharan, the Recreation Director, assured that no extra help would be necessary and that Sunday hours wouldn't lead to overtime. Councilor Barton supported the idea, stating that he likes the approach of trying something new to see how it works.

ROLL CALL: **Yes:** Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** Councilor Fahrbach; **Abstain:** None

Result: Passed

Committee of the Whole Council President

Next Meeting: March 13th at 6:30pm

CEREMONIAL ITEMS

NEW RESOLUTION

RESOLUTION 2025-01 A RESOLUTION OF THE CITY OF NORTHWOOD OHIO, SUPPORTING THE OHIO COMMISSION FOR THE UNITED STATES SEMIQUINCENTENNIAL (AMERICA250-OH); AND DECLARING AN EMERGENCY

1st Reading - Kozina

RESOLUTION 2025-02 A RESOLUTION REGARDING ALLOCATION OF FUNDS FOR NORTHWOOD TRANSPORTATION PROJECTS.

1st Reading - Kozina

PENDING RESOLUTION

NEW LEGISLATION

ORDINANCE 2025-04 AN ORDINANCE TO AMEND THE OFFICIAL STREET NAME LIST BY CHANGING THE NAME OF DALLING ROAD TO DALLING DRIVE.

1st Reading - Kozina

Council President Kozina asked why we are amending the road name? City Administrator Laughlin stated the newly platted portions are Dalling Drive and the older sections are Dalling Road so the thought was to keep the name consistent so there isn't confusion. Council President Kozina asked if letters will be sent to everyone who lives on Dalling; City Administrator Laughlin stated yes.

PENDING LEGISLATON

ORDINANCE 2025-02 AN ORDINANCE AUTHORIZING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2024 OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY.

2nd Reading - Edwards

ORDINANCE 2025-03 AN ORDINANCE REALLOCATING THE DISTRIBUTION OF FUNDS RECEIVING INTEREST INCOME AND THE DISTRIBUTION THEREOF BY THE FINANCE AND REVENUE DIRECTOR.

2nd Reading - Edwards

MAYOR Mayor Schimmel

Mayor's Report

ADMINISTRATION:

Recommendation to re-appoint Nilgun Sezginis to the Wood County Board of Health.

MOTION: Council President Kozina made a motion to **re-appoint Nilgun Sezginis to the Wood County Board of Health**; seconded by Councilor Melnyk. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None; **Abstain:** None

Result: Passed

FIRE:

Chief Whitmore presented the recommendation to hire the following for full-time positions on the Northwood Fire Department:

* Todd Walters - Firefighter/Paramedic. Todd will be a lateral hire with 20 years of experience as a full-time firefighter. He is currently employed at Sylvania Township, where he will remain working.

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MOTION: Councilor Stoner made a motion to **appoint Todd Walters as a full time Firefighter/Paramedic** seconded by Council President Kozina.**ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None
Abstain: None
Result: Passed

* Jose Pagan - Firefighter/EMT. Jose is currently working part-time for Danbury Township
MOTION: Council President Kozina made a motion to **to appoint Jose Pagan as a full time Firefighter/EMT** seconded by Councilor Melnyk. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None; **Abstain:** None
Result: Passed

* William Cook - Firefighter/EMT. Will currently works full-time at Kuka/Jeep and part-time for L Township.
MOTION: Councilor Stoner made a motion to **to appoint William Cook as a full time Firefighter/EMT** seconded by Council President Kozina. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None
Abstain: None
Result: Passed

Mayor Schimmel asked Council to reconsider or to revoke the motion turning down the authority of the City Administrator to sign the ODOT LPA Agreement for the Roundabout. He stated on 8/29/24 the City Administrator laid out the funding for the project, grant awards, and was given authority to move forward with a 7-0 vote. Mayor Schimmel further stated that the project has already received multiple approvals and votes in favor of moving forward, so he is struggling to understand why this next step in the project is being questioned. He emphasized the urgency of starting the project before the end of March, as ODOT has given a timeline for acquiring the necessary right of way. Mayor Schimmel stressed the importance of maintaining a positive relationship with TMACOG and ODOT, as backing out of this project will negatively affect the city's chances of securing future grant funding. Furthermore, he stated that the city has been talking about retiming the lights on Woodville road to keep traffic flowing for the last 20 years and it still hasn't worked out. Mayor Schimmel stated that if the city wasn't going to move forward on the project, it should have been killed several years ago before investing significant effort, money and time to get to this point. Lastly, he asked council to consider at least revoking the prior vote and discussing it again or just rescinding it altogether.

Councilor Edwards argued that the prior votes for the project were before council understood the financing and prior to the end of 2024 when the city's financial situation became more clear. He stated that with the shortages he is concerned with where the money for this project would come from. Mayor Schimmel responded stating it is a 2028 project and would be spread over several years. Councilor Edwards stated we are out several years on a number of project and at what point does the city look at these projects and decide it isn't a wise financial move at the time.

Council President Kozina stated he agrees with Councilor Edwards and thinks Resolution 2025-02 is a great idea, especially after seeing the Wales Road study. Councilor Fahrbach shared similar opinions, stating he understands the agencies are going to be disappointed with the city, but on the other hand, the project is 1.5M out of pocket and believes there is not a lot of residential support. Mayor Schimmel disagreed, stating everyone he has talked to is in favor of the project. Councilor Stoner stated he agreed with Edwards, Kozina and Fahrbach.

CITY ADMINISTRATOR Kevin Laughlin

City Administrator's Report

TOPIC/ ITEM	DISCUSSION
Wales Road Corridor Study <i>See attachments</i>	City has worked with Tetra Tech to develop a corridor study for Wales Road, which will foster economic development and position the City for seeking grant and aid dollars for future projects.

The city of Northwood, in collaboration with Tetra Tech, started working last year to identify key infrastructure projects along Wales Road that are crucial for economic development. The focus is on improving the route between I-280 and I-75, which is vital for industries such as warehousing, logistics, and manufacturing. The goal is to reduce traffic congestion and improve connectivity, making the area more attractive to potential employers.

The projects identified include addressing traffic backups at the four-way stop at Tracy and Wales Road, straightening Wales Road between Tracy and East Broadway, adding a third overpass on Wales Road, and making improvements at the Oregon and Wales Road intersection, and potential entrance improvements if a nearby development project moves forward.While these are preliminary ideas and not detailed designs, the purpose is to have a starting point for future grant applications.

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		The corridor study helps outline important projects for the city, laying the groundwork for pursuing funding opportunities in the future.
America Grant	250	Resolution 2025-01, which will receive its first reading this evening, provides for a grant of up to \$5,000 to help Northwood commemorate the US' 250 Anniversary. In addition to the grant opportunity, Northwood will receive other resources from the America 250 - Ohio Chapter.
Motion to accept ERR Agreement for CHIP (attached)		Motion to accept the Environmental Review Record Agreement is part of moving forward with Wood County's CHIP Grant. Each of the participating communities (Northwood, Rossford, and Bowling Green) must accept the findings of the ERR and implement them. The agreement has been provided in your Council Packets. <i>Recommend motion to accept the attached ERR Agreement and authorize the City Administrator to sign the ERR Agreement.</i> MOTION: Councilor Huntermark made a motion to authroize the City Administrator to accept and sign the ERR Agreement ; seconded by Councilor Melnyk. ROLL CALL: Yes: Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Councilor Stoner; No: None; Abstain: Council President Randy Kozina Result: Passed
Comprehensive Plan Meeting		Next meeting is scheduled for February 27, 2025, at 3:00 PM. Encourage attendance and participation
Miller Diversified Listing Agreement Extension		Administration is currently in negotiations with a potential buyer for the commercial acreage located at the Enclave. Negotiations have taken longer to come to fruition, but we are nearing a proposed agreement. Concurrently, our previous 90-day extension of our Listing Agreement with Miller Diversified lapsed February 7, 2025. To continue and complete negotiations, we will need to extend the List Agreement with Miller Diversified an additional 90 Days to May 1, 2025. Administration expects a final, proposed agreement to be brought to City Council for approval in the next few weeks. <i>Recommend a motion to extend the Miller Diversified Listing Agreement to May 1, 2025.</i> MOTION: Councilor Stoner made a motion to extend the Miller Diversified Listing Agreement to May 1, 2025; 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

CITY FINANCIAL REPORT(S)

JANUARY 2025 EXPENDITURES REPORT

JANUARY BANK RECONCILIATION

JANUARY FINANCIAL REPORTS

MOTION: Council President Kozina made a motion to **acknowledge the receipt of the January Financial Reports** ; 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

2025 SUPER BLANKET PURCHASE ORDERS

MOTION: Councilor Stoner made a motion to **approve the 2025 super blanket POs**; seconded by Council President Kozina. **ROLL CALL: Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None; **Abstain:** None

Result: Passed

LIST OF EXPENDITURES OVER \$10,000

INVOICE	DESCRIPTION	AMOUNT
VC3	JANUARY 2025 MONTHLY BILLING	\$10,327.10

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DAVEY RESOURCE GROUP	NATURE TRAILS STREAM RESTORATION- JANUARY 2025	\$10,047.33
	BILLING	
DAVEY RESOURCE GROUP	WM DRY CREEK RESTORATION- JANUARY 2025	BILLING \$16,050.00
FENSON CONTRACTING	THE ENCLAVE DITCH ENCLOSURE PHASE 1	\$135,711.09
ZOLL MEDICAL CORPORATION	ANNUAL SERVICE AGREEMENT- CARDIAC MONITORS & AUTO-PULSE	\$10,198.00

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

CITY ATTORNEY’S REPORT/DISCUSSION Brian Ballenger

No report.

CITY ENGINEER’S REPORT/DISCUSSION Dave Kuhn

- 1) The Enclave – Contract A: Contractor is working on finishing the remaining punch list items. The final few trees that have been marked will be planted as the weather permits. They are also working on minor cleanup and landscaping items.
- 2) Curtice Rd. over I-280 new curb installation and resurfacing: We are finishing plans and will submit to ODOT for approval. Once we receive ODOT approval we will bid the project.
- 3) Dry Creek Aquatic and Riparian Restoration project: This project is located on Waste Management property and being 100% funded by a US EPA grant. The design-built team has started the design of the improvements. We have completed the review of the 60% plans. Project should start spring of 2025.
- 4) We are also getting estimates from the splash pad vender on in the water recycling system and possible well pump system.
- 5) The Enclave Ditch Enclosure contractor has completed all storm sewer installation and filling the ditch. Needs to complete final grading and seeding once the weather permits.
- 6) The Lemoyne-Woodville intersection traffic signal. We have inquired with ODOT to get the traffic signals sequenced along Woodville Road and Curtice Road to prevent all the stop and go along Woodville Rd.
- 7) We have discussed with ODOT the Williston Rd. (SR 579) and Fostoria Rd. intersection. They are planning to perform a safety study of the intersection which will be completed in the first quarter of next year. The safety study will look at the feasibility of installing a roundabout at the intersection to slow down the traffic going through the intersection. We are also going to have ODOT look at the Bradner Rd. and Williston Rd. intersection to see if additional safety features are warranted.
- 8) We are finalizing the topographic survey of W. Andrus Rd. resurfacing project. Planning to bid late winter or early spring of this year.
- 9) We have finished topographic survey of Wolf Creek Ct. storm sewer and pavement project and are beginning design phase. Planning to bid late winter or early summer of this year.

NEW BUSINESS

Councilor Melnyk stated he recently had a conversation with a committee member working on the comprehensive plan, during which the issue of the mobile home parks on the west side of town was raised. These parks have been in the community for over 60 years, but they are not properly zoned for mobile home use. Specifically, Northwood Estates is zoned M-1 (light industrial), and East Lane Mobile Park is zoned commercial.

Councilor Melnyk suggested it would be a good idea to refer this matter to the planning commission for further review and consideration.

MOTION: Councilor Melnyk made a motion to **refer the Mobile Home Park Zoning to the Planning Commission for review and consideration**; seconded by Council President Kozina. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None; **Abstain:** None
Result: Passed

City Administrator stated that Mark Kurfess is requesting a change to his agreement with the city, specifically Lot 15 at the corner East Plaza and Dalling. He has a potential buyer and the current agreement states that he has to be the one to build on the lots. City Attorney Ballenger stated there were initial concerns about him splitting the lots and selling them, so in the deed restriction the city added that he needed city approval before selling. Council President Kozina stated that the city sold Kurfess those lots really cheap and if he is going to make a big profit off of them, the city should get everything over what he paid for the lot, otherwise there is no upside.

Councilor Edwards stated the city should begin looking into how the 3 new full-time firefighters are going to be funded after the 3 year grant funding for those positions runs out. Mayor Schimmel agreed and suggested discussing at Committee of the Whole.

OLD BUSINESS

Mayor Schimmel addressed the members of Block Watch in the audience, stating that not all members of council can attend the meeting scheduled for the following Wednesday as it would be a violation of meeting rules. He stated they will have to decide which members are going to attend and wanted to avoid any frustration when all members did not show up.

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Audrey Caligiuri, of Block Watch, shared a list of upcoming events for council and the Mayor. She stated the Block Watch meeting invitation was an opportunity for residents to meet their elected officials but understands not everyone will be able to attend. Additionally, she shared her support for the community center and suggested monitoring the finances without taking things away from the residents.

PERSONS APPEARING BEFORE THE MAYOR AND COUNCIL

EXECUTIVE SESSION

MOTION: Council President Kozina made a motion to **enter into Executive Session at 7:42 PM to discuss hiring and firing of a public employee with Mayor, Council, City Administrator and City Attorney;** 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

The meeting was called back to order at 7:51 PM 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, Councilor Barton, Council President Kozina, Councilor Stoner City Administrator Kevin Laughlin, City Attorney Brian Ballenger and City Attorney Dave Kuhn.

No action taken.

ADJOURNMENT

07:52 PM

ATTEST:

Council Clerk

APPROVED:

Mayor

2025-3

RESOLUTION 2025-03 A RESOLUTION AUTHORIZING THE CITY OF NORTHWOOD TO COOPERATE WITH U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) AND ESTABLISHING GUIDELINES FOR SUCH COOPERATION.

WHEREAS, , the City of Northwood recognizes the importance of upholding federal immigration laws in the interest of public safety and national security; and

WHEREAS, U.S. Immigration and Customs Enforcement (ICE) is the federal agency responsible for enforcing immigration laws and investigating criminal activities related to national security, public safety, and border integrity; and

WHEREAS, cooperation between local law enforcement and federal agencies, including ICE, enhances the ability to address serious crimes such as human trafficking, drug smuggling, and violent criminal activity; and

WHEREAS, the City of Northwood acknowledges its responsibility to balance public safety with the protection of individual rights and due process under the U.S. Constitution; and

WHEREAS, the City of Northwood seeks to establish clear and lawful guidelines for its cooperation with ICE in accordance with federal and state laws.

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

SECTION 1. Cooperation with ICE: The City of Northwood, including its law enforcement agencies, shall cooperate with ICE in lawful enforcement actions as permitted by federal and state law.

SECTION 2. Information Sharing: The City of Northwood shall not prohibit its law enforcement officers or other city personnel from sharing information with ICE regarding individuals who are subject to federal immigration enforcement, in compliance with federal law, including 8 U.S.C. § 1373.

SECTION 3. Detainer Requests: The Northwood Police Department shall consider honoring ICE detainer requests for individuals lawfully detained for criminal offenses, provided that such cooperation aligns with constitutional requirements and does not violate any applicable state or federal laws.

SECTION 4. Training & Protocols: The Northwood Police Department shall develop and implement training protocols to ensure that officers understand the scope of cooperation with ICE while upholding constitutional rights and local law enforcement priorities.

SECTION 5. No Mandate on Immigration Enforcement: The City of Northwood affirms that its law enforcement resources shall primarily be used for local public safety and criminal law enforcement. This resolution does not require the City to engage in independent immigration enforcement operations outside of cooperation with ICE in lawful activities.

SECTION 6. Public Reporting & Transparency: The City of Northwood shall maintain transparency regarding its cooperation with ICE by providing periodic reports to the City Council regarding the nature and extent of such cooperation, in accordance with applicable laws.

SECTION 7. Severability: If any section, clause, or provision of this resolution is found to be unlawful or unenforceable, such provision shall be severed, and the remainder of the resolution shall continue in full force and effect.

SECTION 8. 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 9. 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.

Effective: _____, 2025.

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

RESOLUTION 2025-01 A RESOLUTION OF THE CITY OF NORTHWOOD OHIO, SUPPORTING THE OHIO COMMISSION FOR THE UNITED STATES SEMIQUINCENTENNIAL (AMERICA250-OH); AND DECLARING AN EMERGENCY

WHEREAS, the Ohio legislature and the Governor created AMERICA250-OH in 2021 to plan, encourage, develop and coordinate the commemoration of the 250th anniversary of the United States and Ohio's integral role in that event and the role of its people on the nation's past, present and future; and **WHEREAS**, AMERICA250-OH hopes to engage ALL Ohioans and ALL 88 counties through their many signature and officially recognized programs, projects and events over the next several years by inspiring future leaders and celebrating all Ohioans contributions to the nation over the last 250 years; and **WHREEAS**, by adoption of AMERICA250-OH Resolution we hope to educate, preserve, innovate, and celebrate.

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

SECTION 1. That the City of Northwood hereby endorses AMERICA250-OH and their mission to educate, preserve, innovate and celebrate EVERY Ohioan in EVERY county; and **SECTION 2.** that a copy of this resolution be sent to the Municipal legislative delegation and AMERICA250-OH Commission. **SECTION 3.** 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 4.** 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.
Effective: _____, 2025.

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

RESOLUTION 2025-02 A RESOLUTION REGARDING ALLOCATION OF FUNDS FOR NORTHWOOD TRANSPORTATION PROJECTS.

WHEREAS, the City of Northwood has been awarded funds through the Congestion Mitigation and Air Quality Improvement (CMAQ) program, the U.S. Department of Transportation, the Ohio Department of Transportation (ODOT), and the Toledo Metropolitan Area Council of Governments (TMACOG) for infrastructure improvements; and

WHEREAS, in 2023, Northwood received a CMAQ grant of \$576,800 to support the construction of a roundabout project aimed at reducing traffic congestion and improving air quality; and

WHEREAS, in July 2024, an additional \$2,990,000 was awarded through the CMAQ program to further support the construction of this initiative; and

WHEREAS, in October 2024, a Formal Safety Grant from ODOT in the amount of \$500,000 was awarded for any phase of construction; and

WHEREAS, the City of Northwood remains committed to improving transportation infrastructure while maximizing the effectiveness and necessity of each project to best serve the community’s long-term needs; and

WHEREAS, after further assessment, it has been determined that the development of a third overpass in Northwood presents a significantly greater need for connectivity, traffic relief, and emissions reduction, thereby aligning with the core objectives of CMAQ and associated funding agencies;

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

SECTION 1. That the City of Northwood formally requests that the funds initially pledged for the roundabout project be considered for reallocation towards the implementation of a third overpass project, which is expected to have a more substantial impact on congestion mitigation, air quality improvement, and overall community connectivity; and

SECTION 2. That the City of Northwood pledges to implement the third overpass project by December 31, 2035, contingent upon the continued availability of the granted funds; and

SECTION 3. That the City of Northwood expresses its sincere appreciation to CMAQ, the U.S. Department of Transportation, ODOT, and TMACOG for their ongoing support and investment in the community’s transportation infrastructure; and

SECTION 4. That the City of Northwood remains committed to collaborating with these institutions on future projects that align with the mutual goals of traffic safety, congestion relief, and environmental sustainability.

SECTION 5. 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 6. 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.**
Effective: _____, **2025.**

2025-2

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

ORDINANCE 2025-05 AN ORDINANCE INCREASING ESTIMATED RESOURCES OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY.

WHEREAS, the Finance Director has reviewed the 2025 budget projections against the Estimate of Resources filed with Wood County in July, 2024; and,

WHEREAS, it is necessary to increase estimated resources in two funds in order to amend the Certificate of Sources Available for FY2025;

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 Estimated Resources in the Rec/Parks Capital Fund totaling \$167,000 as follows:

402-0300-40303 Wetlands Grant \$ 167,000

SECTION 2. That the Finance Director is hereby authorized and directed to increase Estimated Resources in the Stormwater Fund totaling \$507,125 as follows:

701-0300-40303 USEPA Waste Mgmt Grant \$ 500,000
701-0800-40801 Interest Income 7,125

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.
Effective: _____, 2025.

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

ORDINANCE 2025-06 AN ORDINANCE APPROVING THE JOB DESCRIPTION FOR A LEGAL SECRETARY/RECEPTIONIST; AND DECLARING AN EMERGENCY.

WHEREAS, The City Administrator proposes to create the full-time position of Legal Secretary/Receptionist.

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

SECTION 1. That the position description for a full-time Legal Secretary/Receptionist is approved as outlined in Exhibit A.

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.

Effective: _____, 2025.

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

Position Description

City of Northwood

CLASSIFICATION TITLE: Legal Secretary/Receptionist

REPORTS TO:	City Administrator	FLSA STATUS:	Non-exempt
DEPARTMENT:	Administration	CIVIL SERVICE STATUS:	Unclassified
PAY STATUS/REF:	Hrly/Ord.	EMPLOYMENT STATUS:	FT/Regular

POSITION DESCRIPTION

Under general supervision, this position provides performs a variety of administrative and clerical duties, and serves as liaison with officials, agencies, and the general public. This position provides personalized secretarial and administrative support to the City Attorney and performs other related duties as requested by the City Administrator to support daily operations of the city.

DUTIES AND RESPONSIBILITIES

1. Greets the general public; determines the purpose of each person's visit and directs or escorts him or her to the appropriate location.
2. Communicates with public officials, community agencies, media, and general public.
3. Answers, screens, and directs phone calls to staff; provides assistance and responds to complaints, inquiries, and requests for information; takes messages and schedules appointments as needed.
4. Receives mail, documents, packages, and courier deliveries and delivers or distributes items.
5. Performs administrative and clerical support tasks.
6. Performs basic filing and recordkeeping.
7. Drafts, proofreads, and files or sends legal documents, such as motions or letters of intent
8. Performs secretarial duties, including maintaining attorneys' calendars, scheduling appointments, making copies, and compiling complex documentation
9. Creates and maintains case files, including producing and editing transcripts
10. Performs legal and background research when requested
11. Performs other clerical receptionist duties as required
12. Demonstrates regular and predictable attendance

EQUIPMENT OPERATED

Telephone, computer, printer, copy machine, facsimile machines, scanner, and miscellaneous office equipment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Customer service experience preferred.
- Proven experience as a Legal Secretary or similar role.
- Proficiency in legal terminology and court procedures.
- Excellent written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Ability to handle multiple tasks and prioritize effectively.
- High degree of professionalism and discretion.
- Strong interpersonal skills and ability to work as part of a team.

Position Description

City of Northwood

CLASSIFICATION TITLE: Legal Secretary/Receptionist

- Any combination of education, training and work experience which indicates possession of the knowledge, skills, and abilities, listed above.

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



ITEM REPORT/DISCUSSION

REGULAR CITY COUNCIL MEETING ON: FEBRUARY 27, 2025

ORDINANCE 2025-04 AN ORDINANCE TO AMEND THE OFFICIAL STREET NAME LIST BY CHANGING THE NAME OF DALLING ROAD TO DALLING DRIVE. *2nd Reading*

ADMINISTRATIVE SUMMARY

Confusion has arisen from the existing Dalling Road, which goes east from E. Plaza Drive into Greenway Estates, and the new Dalling Drive, which the the proposed street at the current intersection which will go west into the Enclave. Ordinance will resolve an confusion and ensure the street is named the same throughout its course.

ADMINISTRATORS RECOMMENDATION: *2nd Reading*

ORDINANCE 2025-04 AN ORDINANCE TO AMEND THE OFFICIAL STREET NAME LIST BY CHANGING THE NAME OF DALLING ROAD TO DALLING DRIVE.

WHEREAS, The Northwood City Council desires to officially change the name of Dalling Road to Dalling Drive within the Northwood city limits.

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

SECTION 1. Effective upon passage of this ordinance, the street currently known as Dalling Road shall be officially renamed as Dalling Drive.

SECTION 2 All legal documents, plats, and official records referring to Dalling Road shall be deemed to refer to Dalling Drive after the effective date of this ordinance.

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.

Effective: _____, 2025.

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor



ITEM REPORT/DISCUSSION

REGULAR CITY COUNCIL MEETING ON: FEBRUARY 27, 2025

ORDINANCE 2025-02 AN ORDINANCE AUTHORIZING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2024 OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY. *3rd Reading*

ADMINISTRATIVE SUMMARY

Ordinance closes out the ARPA fund, which was left with \$0.71 at the end of 2024.

ADMINISTRATORS RECOMMENDATION: *3rd Reading*

ORDINANCE 2025-02 AN ORDINANCE AUTHORIZING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2024 OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY.

WHEREAS, the 2024 Fund Balance Report carried a balance of \$0.71 in the American Recovery Plan (ARPA) Fund; and

WHEREAS, all ARPA fund were used towards the Recreation/Community Center Construction Project and the fund balance in Fund 242 should be \$0.00 and closed out;

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 America Recovery Plan Fund totaling \$0.71 as follows:

242-7510-53201 General Improvements \$ 0.71

SECTION 2. That the Finance Director is hereby authorized to expend \$0.71 of the fund balance toward an invoice from the Rec/Community Center Project construction.

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.

Effective: _____, 2025.

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor



ITEM REPORT/DISCUSSION

REGULAR CITY COUNCIL MEETING ON: FEBRUARY 27, 2025

ORDINANCE 2025-03 AN ORDINANCE REALLOCATING THE DISTRIBUTION OF FUNDS RECEIVING INTEREST INCOME AND THE DISTRIBUTION THEREOF BY THE FINANCE AND REVENUE DIRECTOR. *3rd Reading*

ADMINISTRATIVE SUMMARY

Ordinance distributes proceeds from Northwood's various investments given the provided percentages.

ADMINISTRATORS RECOMMENDATION: *3rd Reading*

ORDINANCE 2025-03 AN ORDINANCE REALLOCATING THE DISTRIBUTION OF FUNDS RECEIVING INTEREST INCOME AND THE DISTRIBUTION THEREOF BY THE FINANCE AND REVENUE DIRECTOR.

WHEREAS, the Finance and Revenue Director has recalculated the percentage of total funds allocated for interest income distribution and it is necessary to reallocate interest earnings to various funds,

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

SECTION 1. Effective January 1, 2025, the Finance and Revenue Director is hereby authorized to distribute interest income earned on all investment, savings and checking accounts to the following funds.

Fund 110	General Fund	54%
Fund 222	SCMR	1%
Fund 224	State Hwy.	1%
Fund 240	Economic Development	1%
Fund 401	Capital Improvement Fund	19%
Fund 408	Capital Replacement Fund	19%
Fund 701	Storm Water Mgmt. Fund	5%

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.
Effective: _____, 2025.

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor



MAYOR'S REPORT

REGULAR CITY COUNCIL MEETING ON: FEBRUARY 27, 2025

ADMINISTRATION:

Recommendation to appoint Paula Radocy to the Board of Zoning Appeals.

FIRE:

Chief Whitmore presented the recommendation to appoint Drew Lasley as a part-time firefighter/EMT.



ADMINISTRATOR'S REPORT

REGULAR CITY COUNCIL MEETING ON: FEBRUARY 27, 2025

TOPIC/ ITEM

Jeep Country Federal
Credit Union sale

DISCUSSION

Jeep Country closed on property today (February 27, 2025) at 2:00 PM today.

- 0.232 ac located at the Enclave.
- Sale price: \$175,000.00
- Net: \$155,892.00
- Previous discussions have involved allowing Northwood Community Investment Corporation (CIC) to retain the proceeds of this sale to act as seed money for operations and other projects. Administration recommends this. However, clarification from Council is needed.