



REGULAR CITY COUNCIL MEETING

Thursday, March 13, 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 27, 2025 Regular Council Meeting Minutes

PRESENTATION:

PUBLIC COMMENT:

COMMUNICATIONS:

COUNCIL COMMITTEE REPORTS:

Economic Development ~ *Councilor Jim Barton - Next Meeting March 27Th @ 6PM*

Finance ~ *Councilor Louis Fahrbach*

Recreation Board ~ *Councilor Jim Barton*

Safety ~ *Councilor Mark Stoner - Meeting On March 13 @ 6:15PM*

Tree Commission ~ *Councilor Michael Melnyk*

Service ~ *Councilor Dean Edwards*

Parks, Rec & NCC ~ *Councilor Pat Huntermark*

Committee Of The Whole ~ *Council President Kozina - Meeting On March 13 @ 6:30PM*

CEREMONIAL ITEMS:

NEW RESOLUTION:

PENDING 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. *2nd Reading.*

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 *3rd Reading.*

RESOLUTION 2025-02 A RESOLUTION REGARDING ALLOCATION OF FUNDS FOR NORTHWOOD TRANSPORTATION PROJECTS. *3rd Reading.*

NEW LEGISLATION:

ORDINANCE 2025-07 AN ORDINANCE AMENDING SECTION 208.06 OF THE NORTHWOOD CODIFIED ORDINANCES TITLED FEES IN THE PLANNING AND ZONING CODE. *1st Reading.*

PENDING LEGISLATON:

ORDINANCE 2025-06 AN ORDINANCE APPROVING THE JOB DESCRIPTION FOR A LEGAL SECRETARY/RECEPTIONIST; AND DECLARING AN EMERGENCY. *2nd Reading.*

ORDINANCE 2025-04 AN ORDINANCE TO AMEND THE OFFICIAL STREET NAME LIST BY CHANGING THE NAME OF DALLING ROAD TO DALLING DRIVE. *3rd Reading.*

MAYOR: *Mayor Schimmel*

- Mayor's Report

CITY ADMINISTRATOR: *Kevin Laughlin*

- City Administrator's Report

CITY FINANCIAL REPORT(S)

- FEBRUARY 2025 EXPENDITURE REPORT
- FEBRUARY BANK RECONCILIATION
- FEBRUARY MONTHLY FINANCIAL REPORTS

LIST OF EXPENDITURES OVER \$10,000

<u>INVOICE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
DIRECT FITNESS SOLUTIONS	FITNESS MACHINES AND WEIGHTS FOR NCC	\$19,816.20
THE MANNIK & SMITH GROUP, INC.	WOODVILLE RD PEDESTRIAN IMPROVEMENTS	\$21,568.83
DEERE AND COMPANY	JOHN DEERE 4066R COMPACTUTILITY TRACTOR	\$53,445.74
VC3 INC	FEBRUARY MONTHLY BILLING	\$10,752.56

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 27, 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 07:04 PM on February 27, 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 Huntermark, Councilor Barton, Councilor Stoner City Administrator Kevin Laughlin, and City Attorney Brian Ballenger.

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

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

APPROVAL OF MINUTES

February 13, 2025 Council Meeting Minutes

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

PRESENTATION

Introduction of Police Department K9, Odin

Office Aaron Hunt introduced police K9 Odin and expressed gratitude for supporting the canine program. Odin is an almost 2 year old Belgin Malinois and is trained in detecting narcotics, methamphetamine, heroin, cocaine and the derivatives of those drugs. He is also certified in tracking, and does article searches. So far, he has been deployed 24 times. Odin and Officer Hunt did a demonstration showing Odin indicating to bag that contained contact odor of his training aids.

Chief Zahradnik presented a Certificate of Appreciation from the Police Department to Molly Tomaszewski for the generous donation of funds to purchase body armor for Odin, in memory of her late husband, Gene Tomaszewski. Additionally, Molly offered to pay for trading cards of Odin with his picture and stats, to give out to the community.

PUBLIC COMMENT

NA

COMMUNICATIONS

COUNCIL COMMITTEE REPORTS

Economic Development Councilor Jim Barton

No Report. Next Meeting: March 27th @ 6PM.

Finance Councilor Louis Fahrbach

No Report.

Recreation Board Councilor Jim Barton

No Report. Next Meeting: March 12th @ NCC.

Safety Councilor Mark Stoner

No Report.

Tree Commission Councilor Michael Melnyk

March 11th meeting to be rescheduled. Tree City USA is being held in Bowling Green this year. RSVP to Emily or the Mayor to get signed up.

Service Councilor Dean Edwards

February 27, 2025

No Report.

Parks, Rec & NCC Councilor Pat Huntermark

Deuling pianos event was last weekend and was a big success, raising about \$7,000.

Committee of the Whole Council President

No Report. Next Meeting: March 13th @ 6:30PM.

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 - Fahrbach

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 - Edwards

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

2nd Reading - Huntermark

NEW LEGISLATION

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

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

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

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

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

1st Reading - Edwards

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 - Edwards

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

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

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

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

February 27, 2025

MAYOR Mayor Schimmel

Mayor's Report

ADMINISTRATION:

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

MOTION: Councilor Huntermark made a motion to **appoint Paula Radocy to the Board of Zoning Appeals;** seconded by Councilor Fahrbach. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Huntermark, Councilor Barton, Councilor Stoner; **No:** None; **Abstain:** None

Result: Passed

FIRE:

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

MOTION: Councilor Huntermark made a motion to **appoint Paula Radocy to the Board of Zoning Appeals;** seconded by Councilor Fahrbach. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Huntermark, Councilor Barton, Councilor Stoner; **No:** None; **Abstain:** None

Result: Passed

CITY ADMINISTRATOR Kevin Laughlin

Administrator's Report

TOPIC/ ITEM	DISCUSSION
Jeep Country Federal Credit Union sale	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.

MOTION: Councilor Huntermark made a motion to **allow the CIC to retain the proceeds of the sale of land ;** seconded by Councilor Stoner. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Huntermark, Councilor Barton, Councilor Stoner; **No:** None; **Abstain:** None

Result: Passed

CITY FINANCIAL REPORT(S)

LIST OF EXPENDITURES OVER \$10,000

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

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

Result: Passed

CITY ATTORNEY’S REPORT/DISCUSSION Brian Ballenger

No Report.

CITY ENGINEER’S REPORT/DISCUSSION Dave Kuhn

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.

NEW BUSINESS

None.

OLD BUSINESS

Councilor Huntermark has been making phone calls regarding a well for the splash pad. 3 companies are supposed to turn in bids.

PERSONS APPEARING BEFORE THE MAYOR AND COUNCIL

NA

EXECUTIVE SESSION

February 27, 2025

NA

ADJOURNMENT

07:23 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 2025-07 AN ORDINANCE AMENDING SECTION 208.06 OF THE NORTHWOOD CODIFIED ORDINANCES TITLED FEES IN THE PLANNING AND ZONING CODE.

WHEREAS, the Northwood City Council desires to amend Section 208.06 of the Northwood Codified Ordinances titled Miscellaneous Fees.

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

SECTION 1. That Northwood Codified Ordinance Section 208.06 shall be amended to reflect the following as provided hereinafter.

208.06 FEES IN THE PLANNING AND ZONING CODE.

(a) Plat Processing and Filing. The fee for processing and filing of preliminary and final plats shall be two dollars (\$2.00) per lot or ten dollars (\$10.00) per acre, whichever is more.

(b) Zoning Changes and City Map Amendments or Rezoning. The fee for zoning changes and City map amendments or rezoning shall be one hundred fifty dollars (\$150.00) plus five dollars (\$5.00) per acre.

(c) Zoning Permits.

(1) Fees for zoning permits shall be as follows:

- A. Single-family dwelling: \$35.00
- B. Two-family dwelling: 50.00
- C. Multifamily dwelling, hotel and motel (3 to 10 units): 100.00
Each unit over 10: 10.00, up to a maximum of 200.00 for entire dwelling
- D. Accessory structures: 25.00
- E. Building alterations: 25.00
- F. Commercial - industrial buildings: 100.00 (for the first \$20,000 construction cost plus \$5.00 for each additional \$20,000)
- G. Operating and locating: \$20.00
- H. Home occupation: 50.00

(2) Fees for zoning permits, in addition to those set forth in paragraph (c)(1) hereof, shall be as follows:

- A. Roofing residential (contracted only): \$25.00
- B. Roofing commercial (contracted only): 25.00
- C. Window replacement (contracted only): 25.00
- D. Re-siding (contracted only): 25.00
- E. Demolition permits: ~~25.00~~ 50.00 plus additional square footage fees under (j)
- F. Any other use: 25.00

(d) Subdividing Parcels. The fee for a permit to subdivide a parcel shall be fifty dollars (\$50.00).

(e) Consolidating Parcels. The fee for a permit to consolidate parcels shall be fifty dollars (50.00).

(f) Appeals to Council From Decisions of Board of Zoning Appeals. An appeal to Council from a decision of the Board of Zoning Appeals may be made without fee.

(g) Appeals to Board of Zoning Appeals. The fee for an appeal to the Board of Zoning Appeals shall be ~~seventy dollars (\$70.00)~~ one hundred fifty dollars (\$150.00). However, a fee of ~~one hundred seventy dollars (\$170.00)~~ two hundred fifty dollars (\$250.00) will be imposed for filing an appeal to the Board of Zoning Appeals if the applicant had failed to obtain all necessary permits prior to any improvements or construction which required permits.

(h) Fences. The fee for a permit to construct a fence shall be twenty-five dollars (\$25.00).

(i) Conditional Use Permits. The fee for a conditional use permit shall be one hundred fifty dollars (\$150.00).

(j) Demolition/Wrecking Permit. Permit fees for demolition or wrecking of any building or structure shall be fifty dollars (\$50.00) for the first 1,000 square feet or fraction thereof in a total floor area, if a building, or projected gross area if a structure, using outside dimensions, and twenty-five dollars (\$25.00) for each additional 1,000 square feet or fraction thereof PLUS one percent State surcharge if residential or three percent State surcharge if commercial. When computing total floor area, the floor areas of story, except the basement, shall be added together using outside dimensions. A separate permit shall be required for each separate building or structure. The minimum charge for any wrecking permit shall be fifty dollars (\$50.00).

2025-7

Base building permit fee	Base building permit fee
Plan review fee (+50%)	Plan review fee (variable)
SUBTOTAL	SUBTOTAL
State surcharge (+1%) if applicable	State surcharge (+3%) if applicable
TOTAL	TOTAL

SECTION 2. That all other provisions of Section 208.06 of the Northwood Codified Ordinance not hereinbefore amended or modified shall remain in full force and effect.

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 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: MARCH 13, 2025

ORDINANCE 2025-04 AN ORDINANCE TO AMEND THE OFFICIAL STREET NAME LIST BY CHANGING THE NAME OF DALLING ROAD TO DALLING DRIVE. *3rd 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: *3rd 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



MAYOR'S REPORT

REGULAR CITY COUNCIL MEETING ON: MARCH 13, 2025

ADMINISTRATION:

POLICE:

FIRE:

RECREATION:

Recommendation to appoint Mike Blazeovich as umpire in chief for the 2025 season.

STREETS/BUILDINGS & GROUNDS:



CITY ADMINISTRATOR'S REPORT

REGULAR CITY COUNCIL MEETING ON: MARCH 13, 2025

<u>TOPIC/ ITEM</u>	<u>DISCUSSION</u>
Community Center Commemorative Plaque	18" W x 12" H Custom Bronze Plaque to be mounted at the Community Center. Two designs attached to choose from.
Wood County Economic Development Annual Dinner	Thursday, April 17th. 6PM–7PM networking, 7PM–9PM Dinner. Please RSVP to Emily by April 1st.
ODOT letter of Support	Letter of support requested for ODOT-funded project at Fostoria/579

City of Northwood, Ohio



RIBBON CUTTING MAY 20, 2024

MAYOR

Edward Schimmel

CITY ADMINISTRATOR

Robert Anderson
Kevin Laughlin

CITY ENGINEER

David Kuhn

RECREATION DIRECTOR

Patrick McGaharan

CITY COUNCIL

Randy Kozina James Barton Dean Edwards
Louis Fahrbach Mark Stoner Patrick Huntermark Michael Melnyk

NORTHWOOD
COMMUNITY CENTER

RIBBON CUTTING MAY 20, 2024

MAYOR

Edward Schimmel

CITY ADMINISTRATOR

*Robert Anderson
Kevin Laughlin*

RECREATION DIRECTOR

Patrick McGaharan

CITY ENGINEER

David Kuhn

CITY COUNCIL

Randy Kozina James Barton Dean Edwards

Louis Fahrbach Mark Stoner Patrick Huntermark Michael Melnyk

DESIGN FIRM

M&A Architects

GENERAL CONTRACTOR

The Lathrop Company