



REGULAR CITY COUNCIL MEETING

Thursday, March 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:

- March 13, 2025 Regular Council meeting minutes.

PRESENTATION:

PUBLIC COMMENT:

COMMUNICATIONS:

COUNCIL COMMITTEE REPORTS:

Economic Development ~ *Councilor Jim Barton - Meeting On 3/27/25 @ 6PM*

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 Kozina*

CEREMONIAL ITEMS:

- Proclamation - Treu House of Much

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. *3rd Reading.*

NEW LEGISLATION:

PENDING LEGISLATION:

ORDINANCE 2025-07 AN ORDINANCE AMENDING SECTION 208.06 OF THE NORTHWOOD CODIFIED ORDINANCES TITLED FEES IN THE PLANNING AND ZONING CODE. *2nd Reading.*

ORDINANCE 2025-06 AN ORDINANCE APPROVING THE JOB DESCRIPTION FOR A LEGAL SECRETARY/RECEPTIONIST; AND DECLARING AN EMERGENCY. *3rd Reading.*

MAYOR: *Mayor Schimmel*

CITY ADMINISTRATOR: *Kevin Laughlin*

- City Administrator's Report

CITY FINANCIAL REPORT(S)

LIST OF EXPENDITURES OVER \$10,000

<u>INVOICE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
INTELLITECH CORPORATION	ALERT PRODUCT SOFTWARE- CAD/RMS	\$21,042.90
AETNA	APRIL 2025 EMPLOYEE HEALTHCARE	\$75,363.79

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:

March 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 March 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 and City Attorney Brian Ballenger.

APPROVAL OF MINUTES

February 27, 2025 Regular Council Meeting Minutes

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

PRESENTATION

PUBLIC COMMENT

1. Dave Gallaher - 210 Ritter Ave., Northwood: Mr. Gallaher stated he believed Resolution 2025-02 regarding reallocating funds for transportation projects is a great idea, just 13 years too late. He suggested that if it is adopted, Council members should attend a TMACOG meeting to sell the idea and explain the new project. Dave also commented on Resolution 2025-03 regarding cooperation with US immigration and customs, sharing his belief that the resolution is unnecessary, and categorized it as "political theater". He further argued that if there were an issue, the police chief would be addressing it. Additionally, Dave pointed out that the way the resolution is written, it places council in a supervisory role over the police chief, which contradicts the city's charter. Lastly, he stated that the need for a resolution to support ICE was odd as it is a Federal Government Agency and supporting other government agencies should already be part of our police department's role.
2. Susan Kuehn - resident of Toledo, Ohio: Susan addressed concerns with Resolution 2025-02, under consideration that would support cooperation with ICE. She stated that the resolution would set policy rather than law, but is worried that it could lead to the city contracting with ICE under a 287(g) agreement, which would allow U.S. Immigration and Customs Enforcement (ICE) to delegate certain immigration enforcement responsibilities to state and local law enforcement agencies. She believes the resolution could require local law enforcement to share immigration status information with ICE, honor ICE detainer requests, and use city resources for training officers on immigration enforcement. She highlighted the conflict between enforcing criminal law (local police responsibility) and civil law (immigration enforcement), which could place financial and legal burdens on the local police department. She also pointed to the risk of discriminatory practices, such as racial profiling, that could damage community trust in the police. Susan shared that she worries such cooperation could create fear and distrust among immigrant residents, potentially leading to reluctance in reporting crimes or assisting law enforcement, thus hindering public safety and community policing efforts. Lastly, she mentioned that some municipalities have been forced to spend significant amounts on training local police officers for ICE duties and pointed out the financial strain this could put on Northwood.
3. Nathaly Bernier - 2 Timberlake Ct. Northwood: Nathaly shared her thoughts on Resolution 2025-02 stating she believes Northwood has great local law enforcement officers, that should focus on serious crime issues in the city. She agrees that undocumented individuals who commit crimes in the city, or in the United States should face consequences, however, to her knowledge, there have been no incidents of human trafficking, drug smuggling, or violent criminal activity committed by undocumented individuals in Northwood, suggesting that most undocumented residents likely have no criminal history. In closing, she urged council to think about the resolution thoroughly.

COMMUNICATIONS

COUNCIL COMMITTEE REPORTS

Economic Development Councilor Jim Barton - Next meeting March 27th @ 6PM

no report. Meeting on March 27th at 6pm.

Finance Councilor Louis Fahrbach

no report.

Recreation Board Councilor Jim Barton

March 13, 2025

Meeting held on March 12th.

- Spring soccer is set to start games first week of April, we have 1 U8 Team, 1 U 10 Team, 2 U12 teams.
- Northwood Community Center Hosted the ESSL Soccer registration on Saturday March 8th.
- The NCC hosted a youth soccer camp on March 8th with 30 kids attending.
- We have extended baseball & softball registration. Myself and Todd hope to have teams in place by March 13th.
- We hope to have our uniform order submitted by March 20th.
- Memberships continue to increase at the NCC.
- The splash pad will open Memorial Day weekend and run through Labor Day.
- Fishing derby will be Saturday April 19th at Stoner Pond, this will be the trout fishing derby. Youths 16 and under don't need fishing license, each person is allowed to keep 5 fish no size limit. Once the kid's derby is over the pond will be open for everyone to fish with the same rules.
- Community service award nominations being accepted
- Palooza in the park is set for Friday June 6th this event will have fireworks and our community service award winner will be announced as well.
- Kids Fishing derby June 21st
- Music night at the NCC is set for Friday August 8th Madison Avenue will be performing.
- Fall Festival October 11th

Safety Councilor Mark Stoner - Meeting on March 13 @ 6:15PM

Mark Stoner was elected as chairperson. 3 bids for police cruisers were received. The Safety Committee recommended approving the purchase.
MOTION: Councilor Stoner made a motion to **authorize the purchase of two police cruisers for \$80,058 ;** seconded by Councilor Edwards. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None; **Abstain:** None
Result: Passed

Tree Commission Councilor Michael Melnyk

The March 11th meeting was rescheduled to March 18th at 6pm. Tree City USA Celebration April 16th in Bowling Green. If anyone wants to attend, the City will pay for the registration.

Service Councilor Dean Edwards

no report.

Parks, Rec & NCC Councilor Pat Huntermark

no report.

Committee of the Whole Council President Kozina - Meeting on March 13 @ 6:30PM

Discussion on Community Center, employee healthcare and funding of the full-time firefighters. No action taken.

CEREMONIAL ITEMS

none.

NEW RESOLUTION

none.

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 - Fahrbach

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

RESOLUTION 2025-02 A RESOLUTION REGARDING ALLOCATION OF FUNDS FOR NORTHWOOD TRANSPORTATION PROJECTS.
Discussion: Mayor Schimmel stated that several representatives from TMACOG have reached out to him and stressed the fact that they can't really follow anything from this resolution that the funds are allocated for this specific roundabout project.
MOTION: Council President Kozina made a motion to **Move on Final Adoption;** seconded by Councilor Fahrbach. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** Councilor Melnyk, Councilor Huntermark; **Abstain:** None
Result: Passed

March 13, 2025

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 - Melnyk

PENDING LEGISLATON

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

ORDINANCE 2025-04 AN ORDINANCE TO AMEND THE OFFICIAL STREET NAME LIST BY CHANGING THE NAME OF DALLING ROAD TO DALLING DRIVE.
MOTION: Councilor Stoner made a motion to **Move on Final Adoption**; seconded by Councilor Melnyk. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None; **Abstain:** None
Result: Passed

MAYOR Mayor Schimmel

Mayor's Report
RECREATION:
Recommendation to appoint Mike Blazeovich as umpire in chief for the 2025 season.
MOTION: Councilor Melnyk made a motion to **appoint Mike Blazeovich as umpire in chief for the 2025 sea** ; 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
Shared an invitation from the Toledo Regional Chamber of Commerce Annual meeting on April 29th at the Glass City Center Ballroom and clam bake on July 17th at the Zoo. Mayor also shared that he swore in the 3 new firefighters this past Tuesday.

CITY ADMINISTRATOR Kevin Laughlin

City Administrator's Report		
TOPIC/ ITEM	DISCUSSION	
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. MOTION: Councilor Fahrbach made a motion to approve option 1 plaque not to exceed \$1,100 ; 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	
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	ODOT reached out earlier this week regarding the intersection of 579/Fostoria. They are moving forward with securing safety funding for that intersection. It will be an ODOT let project meaning they manage everything and will be 100% funded by ODOT. They have requested a letter of support for the project. Project is slated for 2029. MOTION: Councilor Huntermark made a motion to authorize the city administrator to draft a letter of support for the 579/Fostoria project for ODOT ; seconded by Councilor Barton. ROLL CALL: Yes: Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; No: None; Abstain: None Result: Passed In addition to that, Brander and 579 study should conclude sometime in the second or third quarter of this year and will likely follow a similar procedure.	
Splash Pad	Tom Huntermark has been working with the splash pad vendor, and we are working on reducing the flow of the water, which should save close to 30%.	

March 13, 2025

CITY FINANCIAL REPORT(S)

FEBRUARY 2025 EXPENDITURE REPORT

FEBRUARY BANK RECONCILIATION

FEBRUARY MONTHLY FINANCIAL REPORTS

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

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 COMPACT UTILITY TRACTOR	\$53,445.74
VC3 INC	FEBRUARY MONTHLY BILLING	\$10,752.56

MOTION: Councilor Stoner made a motion to **approve the list of expenditures over \$10,000**; 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 ATTORNEY’S REPORT/DISCUSSION Brian Ballenger

no report.

CITY ENGINEER’S REPORT/DISCUSSION Dave Kuhn

no report.

NEW BUSINESS

none.

OLD BUSINESS

Councilor Fahrbach requested that anyone participating in committee meetings moving forward should sit at the council dais so they can be heard on the meeting audio.

PERSONS APPEARING BEFORE THE MAYOR AND COUNCIL

EXECUTIVE SESSION

Councilor Barton made a motion to go into Executive Session with Council, Mayor and City Administrator to discuss hiring and firing; seconded by Councilor Fahrbach.

ROLL CALL:

Yes: Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner

No: None

Abstain: None

MOTION: Passed; 7:33pm

The meeting was called back to order at 7:55pm 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, and City Attorney Brian Ballenger.

No Action Taken

ADJOURNMENT

07:55 PM

ATTEST:

Council Clerk

APPROVED:

Mayor

March 13, 2025

PROCLAMATION

OFFICE OF THE MAYOR

- WHEREAS,** Treu House of Munch, Inc., located at 8000 Arbor Dr., Northwood, is proudly celebrating **150 years in business**, a remarkable achievement that reflects a legacy of resilience, growth, and commitment to excellence; and
- WHEREAS,** Founded in 1875 as J. Munch & Sons Co., the company began as a small family-run department store, restaurant, and cigar store, as well as a wholesale distributor of beer, wine, and liquor; and
- WHEREAS,** The company's early years were marked by groundbreaking accomplishments, including the installation of the first telephone and the first electric light in East Toledo at its location on Front and Main Streets; and
- WHEREAS,** Treu House of Munch has faced and conquered many challenges throughout its storied history, from transporting goods by horse-drawn wagons to becoming an industry leader in beverage distribution, and adapting to societal changes like the Prohibition era, during which the company demonstrated remarkable perseverance by diversifying into non-beverage products before its reappearance as Treu House of Munch in 1938; and
- WHEREAS,** The company's long-standing success has been built upon strong family leadership, from the Munch family to the Esser family, and a commitment to exceptional service and community values; and
- WHEREAS,** Under the leadership of Richard A. Esser and later his son, Todd Esser, Treu House of Munch has thrived as a distributor of Anheuser-Busch, Constellation, D.G. Yuengling, and numerous local and regional craft breweries, serving a wide network of customers across several counties and employing 85 dedicated individuals; and
- WHEREAS,** The 150-year milestone is a testament to the hard work, perseverance, and commitment of the Treu House of Munch family, employees, and leadership, and their continued contributions to the economic and social fabric of our community; and
- NOW, THEREFORE** I, Edward Schimmel, Mayor of the City of Northwood, along with the Northwood City Council, hereby recognize and congratulate Treu House of Munch, Inc. on the occasion of its 150th Anniversary. This milestone is a celebration of the company's unwavering commitment to quality, hard work, and innovation, which have defined it for generations. We extend our heartfelt congratulations to the entire team at Treu House of Munch, and their loyal customers, and we look forward to seeing the company's continued growth and success.

IN THE WITNESS WHEREOF, I here-unto set my hand, and caused the Great Seal of the City of Northwood to be affixed this 27th day of March 2025.

Edward Schimmel, Mayor City of Northwood, Ohio

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.

2025-3

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

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:___
Vote to amend:	For:___ Against:___ Abstain:___
Vote to adopt as amended:	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
- 12-13. Assists the Law Director and City Administrator in preparation of materials and information to be utilized during the course of collective bargaining with the various City bargaining units.

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.

Position Description

City of Northwood

CLASSIFICATION TITLE: Legal Secretary/Receptionist

- 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.
- 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



CITY ADMINISTRATOR'S REPORT

REGULAR CITY COUNCIL MEETING ON: MARCH 27, 2025

TOPIC/ ITEM

Set Public Hearing for recommended Zoning amendments.

DISCUSSION

At their March 10, 2025 meeting, the City Planning Commission made the following recommendations for Council consideration.

- Zoning Text Amendments
 - Add "Substantially Alter" to the list of definitions in 1240.06, Part 12 Planning & Zoning, Title 4 – Zoning
 - Modify the definition of "Manufactured Home Park" in 1240.06 (114)
 - Add to limitations and Development standards in Chapter 1270 MHP Manufactured Home Park District
- Update the Zoning map and Re-zone the City's two existing Mobile Home Parks to MHP, Manufactured Home Park District to eliminate the non-conforming land use.
 - Addresses/Parcels to be re-zone include: 1905 Tracy Road (parcel M50-812-300000014000), and 0 Andrus Road (parcels M50-812-300000013000 and M50-812-300000011000, vacant parcel of land East of Oak St.). 550 East Florence Avenue (parcel M50-812-300000007000) and 0 Andrus Road, (parcel M50-812-300000006001).

Request a motion to set a Public Hearing for the recommended Zoning amendments on April 24, 2025 at 7pm in the Council Chambers

Recommendations for Service Committee Meeting

Request to schedule a meeting for April 10th to discuss the following items:

- Chicken Ordinance
- Street Department PT\Seasonal help
- Brentwood Basketball Court and Hoops

Replacing 2025 repaving project in coordination with NWWSD water main replacement project

Recommendation to postpone repaving of Anderson Street to 2026 and perform work on Oregon Road and Tracy Road in conjunction with NWWSD.

- NWWSD will be doing a waterline replacement and has committed to replacement paving of sections removed as part of the project.
- Working with NWWSD we can completely repave Oregon Road from Wales Road to W. Andrus Road, and Tracy Road from McNerney Drive to Wales Road for \$113,263.50.
- Anderson Street estimate was for \$195,300.00, which saves Northwood \$80,000.00.

Request a motion to postpone repaving of Anderson Street to 2026 to work with NWWSD to repave Oregon and Tracy Roads.



RECORD OF PLANNING COMMISSION ACTION

REGULAR MEETING OF: Monday, March 10, 2025

MOTION: A motion to make a referral to City Council to approve the update to the Zoning Map and to rezone the City's two existing Mobile Home Parks to MHP, Manufactured Home Park. The Planning Commission recommends the following addresses/parcels should be rezoned to Chapter 1270, MHP Manufactured Home Park: 1905 Tracy Road (M50-812-300000014000), and 0 Andrus Road parcels M50-812-300000013000 and M50-812-300000011000 (vacant parcel of land East of Oak St.). 550 East Florence Avenue (M50-812-300000007000) and 0 Andrus Road, (parcel M50-812-300000006001), to eliminate the non-conforming land use.

Motion moved to vote by Terry Kretz, seconded by Terry Hartman.

Commission Votes:

1. Chairman Matt Tewers; yes
2. Mayor Ed Schimmel; absent
3. Brad Delventhal; absent
4. Steve Delventhal; absent
5. John Donegan; yes
6. Terry Kretz; yes
7. Terry Hartman; yes

STATUS: Motion Passed: X

Motion Failed: _____

Amy Stribny

March 11, 2025

Amy Stribny, Planning & Zoning Coordinator

Date



RECORD OF PLANNING COMMISSION ACTION

REGULAR MEETING OF: Monday, March 10, 2025

MOTION: A motion to make a referral to City Council to approve the following additions, modifications, and updates to Part 12 Planning & Zoning, Title 4 – Zoning, Chapter 1270 MHP Manufactured Home Park District. The Planning Commission Recommends the following:

Add to definitions, 1240.06: Definition for “Substantially Alter”, “Substantially alter” means a change in the layout or design of a manufactured home park including, without limitation, the movement of utilities or changes in established streets, lots, or in other facilities. In the case of manufactured home parks located within a one-hundred-year flood plain, “substantially alter” also includes changes in elevation resulting from the addition of fill, grading, or excavation that may affect flood plain management.

Modify N.C.O. Definition: Manufactured Home Park (1240.06 (114)) is currently defined as “a parcel of land under single ownership that has been planned and improved for the placement of manufactured homes and mobile homes for dwelling purposes.” This definition would be modified as follows: “Manufactured home park” means any tract of land upon which three or more manufactured homes, used for habitation, are parked, either free of charge or for revenue purposes, and includes any roadway, building, structure, vehicle, or enclosure used or intended for use as a part of the facilities of the park. “Manufactured home park” does not include any of the following:

- (1) A tract of land used solely for the storage or display for sale of manufactured or mobile homes or solely as a temporary park-camp, as defined in section [3729.01](#) of the Revised Code;
- (2) A tract of land that is subdivided and the individual lots are for sale or sold for the purpose of installation of manufactured or mobile homes used for habitation and the roadways are dedicated to the local government authority; or
- (3) A tract of land within an area that is subject to local zoning authority and subdivision requirements and is subdivided, and the individual lots are for sale or sold for the purpose of installation of manufactured or mobile homes for habitation.

Add Limitations:

1. Limitations: Travel Trailers, RV's, Campers – must comply with outdoor storage requirements. – Check with City Attorney?
2. Limit Accessory Structures to 1 per lot and set a limit for the distance from the neighboring trailer per Ohio Administrative Code Rule 4781-12-08.1
Freestanding auxiliary buildings.

Add to Development Standards:

1. (d) Sidewalks shall be required in accordance with Northwood Codified Ordinance 1022.23. *(most manufactured home parks are not formally subdivided into separate lots so should address in zoning code rather than subdivision regulations)*
2. (e) Streetlights shall be added and reference Ohio Administrative Code 4781-12-10.
3. Address swimming pools and common areas – Current manager for 1905 Tracy Road has approached zoning with a desire to re-install the swimming pool and upgrade the playground area next to the Office.

Motion moved to vote by Terry Hartman, seconded by Terry Kretz.

Commission Votes:

1. Chairman Matt Tewers; yes
2. Mayor Ed Schimmel; absent
3. Brad Delventhal; absent
4. Steve Delventhal; absent
5. John Donegan; yes
6. Terry Kretz; yes
7. Terry Hartman; yes

STATUS: Motion Passed: X

Motion Failed: _____

Amy Stribny

March 11, 2025

Amy Stribny, Planning & Zoning Coordinator

Date