

April 24, 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 07:06 PM on April 24, 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 and City Administrator Kevin Laughlin.

MOTION: Council President Kozina made a motion to **excuse City Attorney Ballenger and City Engineer Dave Kuhn from the Meeting**; 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

APPROVAL OF MINUTES

April 11, 2025 Regular 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 - Next Meeting April 24th @ 6:30PM

Meeting held on April 24th at 6:30pm - The main discussion focused on non-union personnel wages, with a proposed 4.5% increase outlined in the ordinance. Under old business, the city administrator presented various options for increasing city revenue, including potential adjustments to property tax, motel tax, or income tax

Recreation Board Councilor Jim Barton

No Report.

Safety Councilor Mark Stoner

No Report.

Tree Commission Councilor Michael Melnyk

No Report.

Service Councilor Dean Edwards - Next Meeting May 8th at 6:30PM

No Report.

Parks, Rec & NCC Councilor Pat Huntermark

Meeting on April 15th. The committee reviewed the trial period of Sunday hours at the recreation center, which averaged around 70 attendees and received positive feedback, particularly from families with young children. Several new memberships have been attributed to being open on Sundays, though exact numbers are not yet available. The committee initially discussed extending Sunday hours through the end of the year but ultimately agreed that attendance will likely decline during the summer months. Operating costs are estimated at around \$800 per Sunday. Due to seasonal trends and the need for ongoing evaluation, Council agreed to extend Sunday operations through **May 18**, after which the data will be reviewed and a decision made about fall scheduling. Staff will ensure proper communication with the public regarding the temporary extension.

MOTION: Councilor Huntermark made a motion to **extend Sunday hours at the NCC through May 18th** ; seconded by Councilor Edwards. **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 Kozina

No Report.

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CEREMONIAL ITEMS
NEW RESOLUTION
PENDING RESOLUTION
NEW LEGISLATION

ORDINANCE 2025-10 AN ORDINANCE CONCURRING WITH THE NORTHWOOD PLANNING COMMISSION'S RECOMMENDATION TO AMEND SECTION 1240.06, DEFINITIONS, OF THE NCO; AND DECLARING AN EMERGENCY.
1st Reading - Kozina

ORDINANCE 2025-11 AN ORDINANCE CONCURRING WITH THE NORTHWOOD PLANNING COMMISSION'S RECOMMENDATION TO AMEND CHAPTER 1270, MHP MANUFACTURED HOME PARK DISTRICT, OF THE NCO; AND DECLARING AN EMERGENCY.
1st Reading - Kozina

ORDINANCE 2025-12 AN ORDINANCE CONCURRING WITH THE NORTHWOOD PLANNING COMMISSIONS RECOMMENDATION TO REZONE THE FOLLOWING ADDRESSES/PARCELS 1905 TRACY ROAD (PARCEL M50-812-300000014000), 0 ANDRUS ROAD (PARCELS M50-812-300000013000 AND M50-812-300000011000), 550 EAST FLORENCE AVE (PARCEL M50-812-300000007000) AND 0 ANDRUS (parcel M50-812-300000006001) TO MHP, MANUFACTURED HOME PARK DISTRICT; AND DECLARING AN EMERGENCY.
1st Reading - Kozina

ORDINANCE 2025-13 AN ORDINANCE APPROVING THE TERMS OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF NORTHWOOD, AND THE AMERICAN FEDERATION OF FEDERAL, STATE AND COUNTY MUNICIPAL EMPLOYEES, OHIO COUNCIL 8, LOCAL #755 (AFSCME), AND DECLARING AN EMERGENCY.
1st Reading - Kozina

ORDINANCE 2025-14 AN ORDINANCE AUTHORIZING SUPPLEMENTAL APPROPRIATIONS OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY.
1st Reading - Kozina

ORDINANCE 2025-15 AN ORDINANCE APPROVING THE JOB DESCRIPTION FOR A GROUNDSKEEPER; AND DECLARING AN EMERGENCY.
MOTION: Councilor Stoner made a motion to **Suspend the rules**; seconded by Councilor Edwards. **ROLL CALL: Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None; **Abstain:** None
MOTION: Councilor Stoner made a motion to **Move on Emergency Clause**; seconded by Councilor Edwards.**ROLL CALL: Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None; **Abstain:** None
MOTION: Councilor Stoner made a motion to **Move on Final Adoption**; seconded by Councilor Edwards. **ROLL CALL: Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None; **Abstain:** None
Result: Passed as emergency

PENDING LEGISLATON

ORDINANCE 2025-08 AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT TO PARTICIPATE IN THE OHIO DEPARTMENT OF TRANSPORTATION'S (ODOT) ANNUAL ROAD SALT BID; AND DECLARING AN EMERGENCY.
MOTION: Councilor Stoner made a motion to **Suspend the rules**; 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
MOTION: Councilor Stoner made a motion to **Move on Emergency Clause**; 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
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
FIRE:

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Chief Whitmore presented the recommendation to hire Kamden Ohrt as a recruit firefighter.

MOTION: Councilor Huntermark made a motion to **hire Kamden Ohrt as a recruit firefighter**; 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

Reminded Council of the Arbor Dat celebration on April 25th at 12PM near the splash pad at the NCC.

CITY ADMINISTRATOR Kevin Laughlin

Lexipol

Following the April 10th Service Committee meeting, additional research was conducted on HR manual practices and Lexipol usage in other communities. It was found that:

- Oregon and Northwood have no HR departments and are in similar positions regarding outdated manuals; both use Lexipol for police and fire.
- Walbridge also lacks an HR department and manages manuals internally; its police department uses Lexipol.
- Perrysburg and Sandusky have HR departments and currently use Lexipol.
- Lexipol is used by approximately 25 local governments in Ohio, primarily by larger municipalities, often alongside dedicated HR departments.

This information was provided for council’s awareness.

City Administrator's Report

CITY FINANCIAL REPORT(S)

LIST OF EXPENDITURES OVER \$10,000

INVOICE	DESCRIPTION	AMOUNT
AETNA	EMPLOYEE HEALTH INSURANCE 5/1/25-5/31/25	\$74,689.40

MOTION: Councilor Huntermark made a motion to **approve the list of expenditures over \$10,000**; 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

CITY ATTORNEY’S REPORT/DISCUSSION Brian Ballenger

No Report.

CITY ENGINEER’S REPORT/DISCUSSION Dave Kuhn

City Administrator Laughlin presented project update for Enclave Ditch Project - Final seeding was completed today, marking the near conclusion of that work. Other projects remain as previously reported.

Question from Council President Kozina regarding the Nature Trails project, work is not fully complete; a warranty period remains in effect for plantings and site restoration. Additional work, including relocating soil and completing plantings along the creek, will take place this spring, with the warranty extending into next year.

NEW BUSINESS

Council briefly discussed the recent trout stocking at Stoner Pond. Despite rain canceling the fishing derby, turnout remained strong, with many residents braving the weather to fish. The event was well-received, and daily use of the pond has increased since the stocking.

OLD BUSINESS

None.

PERSONS APPEARING BEFORE THE MAYOR AND COUNCIL

None.

EXECUTIVE SESSION

MOTION: Councilor Fahrbach made a motion to **enter into executive session with Council, Mayor and City Administrator to discuss the hiring and firing of a public employee**; seconded by Councilor Stoner. **ROLL**

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CALL: **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None; **Abstain:** None
Result: Passed 7:26PM

The meeting was called back to order at 7:45PM 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. **No action taken.**

ADJOURNMENT
07:45 PM

ATTEST: _____
Council Clerk

APPROVED: _____
Mayor