

May 8, 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 May 8, 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, Council President Kozina, Councilor Stoner City Administrator Kevin Laughlin, City Attorney Brian Ballenger and City Engineer Dave Kuhn.

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

APPROVAL OF MINUTES

April 24, 2025 Public Hearing Minutes

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

April 24, 2025 City Council Meeting Minutes

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

PRESENTATION

Kathy Attwood, Wood County Park District - Presentation of 2025 Park Grant Check

Kathy Attwood presented the 2025 Park Grant Check for park benches near the pickleball courts. In Addition she stated the Wood County Park District has offered this grant program to cities, villages, and townships for the past 35 years, and Northwood has been a regular participant during that time.This program has enabled significant improvements in parks and recreation facilities across Wood County and thanked the city for taking advantage of the program and efforts to provide good parks to the residents.

PUBLIC COMMENT

COMMUNICATIONS

City Administrator Laughlin shared an invitation to the Northwood School Senior luncheon on June 6, 2025, at 11am at Northwood High School. RSVPs are due by June 2nd.

COUNCIL COMMITTEE REPORTS

Economic Development Councilor Jim Barton

No Report.

Finance Councilor Louis Fahrbach - Meeting 5/8/25 @ 6:15P

Discussed the city's semi-annual revenue estimates for Wood County, needing to decide between \$8.3 million or \$7.6 million in revenue, or finding a middle ground in regards to how the city is going to allocate funds as it was changed last year due to the budget shortfall. No clear action was taken and Finance Director Ken Yant is going to explore a few options.

Recreation Board Councilor Jim Barton

No Report.

Safety Councilor Mark Stoner

No Report.

Tree Commission Councilor Michael Melnyk

No Report.

Service Councilor Dean Edwards - Meeting 5/8/25 @ 6:30PM

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Discussed the proposed Chicken ordinance that would amend the current code. Discussion revealed that Wood County does not handle inspections—law enforcement would respond to any issues. The ordinance is expected to be on the agenda for the next meeting. The committee recommended holding off on Lexipol until next year so it can be a budgeted item. Lastly, the City Engineer presented a cost estimate of \$134,550 to install a sidewalk on the East side of Oregon Rd. which would require curb cuts. The committee requested the City Engineer to prepare a cost estimate for sidewalks on the West side of the road. Lastly, the committee discussed the Wolf Creek Drainage project but will be further discussed during the City Engineer's Report.

Parks, Rec & NCC Councilor Pat Huntermark

No meeting but an update the following update was provided: The NCC finished last month with the highest number of primary members to date at 580. The projection for revenue from memberships per month was \$6,000 per month, which equals \$72,000. We have generated \$80,155.81 in memberships in 11 months; The splash pad will Open Friday May 23rd; hoping to see a savings of 30% on the water bill by lowering the psi. Hours of operations will be 10:00am – 8:00pm Monday through Sunday. Rentals at the NCC: 8 weekend rentals in May, 7 weekend rentals in June.

Committee of the Whole Council President Kozina

No Report.

CEREMONIAL ITEMS

NEW RESOLUTION

RESOLUTION 2025-04 A RESOLUTION ADOPTING ESTIMATE OF REVENUES FOR BUDGET YEAR BEGINNING JANUARY 1, 2026; AND DECLARING AN EMERGENCY

1st Reading - Kozina

PENDING RESOLUTION

NEW LEGISLATION

ORDINANCE 2025-16 AN ORDINANCE AUTHORIZING SUPPLEMENTAL APPROPRIATIONS OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY

1st Reading - Kozina

ORDINANCE 2025-17 AN ORDINANCE PROVIDING FOR THE COMPENSATION OF NON-UNION PERSONNEL OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY

1st Reading - Kozina

PENDING 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.

2nd 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.

2nd 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.

2nd 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.

2nd Reading - Kozina

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

2nd Reading - Kozina

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MAYOR Mayor Schimmel

Mayor's Report

FIRE:

- Chief Whitmore presented the recommendation to hire Caleb Tobias as a part-time firefighter/EMT.

MOTION: Council President Kozina made a motion to **hire Caleb Tobias as a part-time firefighter/EMT**; seconded by Councilor Melnyk. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Council President Kozina, Councilor Stoner; **No:** None; **Abstain:** None
Result: Passed

CITY ADMINISTRATOR Kevin Laughlin

City Administrator's Report

TOPIC/ ITEM	DISCUSSION
Summer Council Schedule	Reschedule the July 10th meeting to Tuesday, July 2nd and Cancel July 24th and August 14th Council meetings. MOTION: Councilor Huntermark made a motion to schedule the summer council meetings for July 2nd and August 28th ; seconded by Councilor Stoner. ROLL CALL: Yes: Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Council President Kozina, Councilor Stoner; No: None; Abstain: None Result: Passed
Transitional Work Grant Program	The Transitional Work Grant (TWG) Program, through the Ohio Bureau of Workers Compensation is designed to help develop a program to return an injured worker to the job as soon as safely possible by temporarily assigning modified duties that match their current capabilities. The City's application was approved for up to \$6,800 based on the employee count. Request for a motion authorizing the City Administrator to accept the Transitional Work Grant Program Funds. MOTION: Councilor Stoner made a motion to authorize the City Administrator to accept the Transitional Work Grant Program Funds ; seconded by Councilor Huntermark. ROLL CALL: Yes: Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Council President Kozina, Councilor Stoner; No: None; Abstain: None Result: Passed
Northwood Schools Senior Luncheon	June 6, 2025 at 11:00am in the Northwood School Cafeteria.
Prism Awards	Reminder of upcoming Prism Awards; RSVP to Jolene ASAP.

CITY FINANCIAL REPORT(S)

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

APRIL EXPENDITURES

APRIL 2025 BANK RECONCILIATION

APRIL 2025 MONTH END FINANCIALS

LIST OF EXPENDITURES OVER \$10,000

INVOICE	DESCRIPTION	AMOUNT
VC3	APRIL MONTHLY BILLING	\$11,000.53
FELLER FINCH	WOLF CREEK COURT DRAINAGE IMPROVEMENTS	\$11,200.00
MOTION: Councilor Melnyk 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, Council President Kozina, Councilor Stoner; No: None; Abstain: None Result: Passed		

CITY ATTORNEY’S REPORT/DISCUSSION Brian Ballenger

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No Report; stated an Executive Session is needed.

CITY ENGINEER’S REPORT/DISCUSSION Dave Kuhn

City Engineer's Report

- 1. The Enclave – Contract A: Contractor is working on one final punch list items. The final few trees that have been marked will be planted as the weather permits.
- 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. We are waiting for a 100% plan submittal. Project should start sometime in 2025.
- 4. We are also getting estimates from the splash pad vendor on in the water recycling system and possible well pump system. The vendor is working with the Service Director at throttling down the water usage on the splash pad to save water usage.
- 5. The Enclave Ditch Enclosure contractor has completed all work on filling the west ditch.
- 6. ODOT is working to get the traffic signals sequenced along Woodville Road and Curtice Road to prevent all the stop and go along Woodville Rd.
- 7. ODOT has completed the safety study and recommended a roundabout be installed at the intersection at the Fostoria Rd. and Williston Rd. (SR 579) intersection. ODOT will be applying for grant funds for construction. This project will be 100% funded by ODOT. ODOT will also perform a safety study later this year at the Bradner Rd. and Williston Rd. intersection to see what additional safety features are warranted.
- 8. We have finalized the design of the W. Andrus Rd. resurfacing project. This project will begin bidding on May 10 and open bids on May 27. The estimate is \$384,000.00
- 9. We have finalized the design of Wolf Creek Ct. storm sewer and pavement project. We received bids on May 5 with Geddis Paving & Excavating the lowest bidder at \$261,775.00. The estimate is \$330,000.00.**MOTION:** Councilor Edwards made a motion to **award the Wolf Creek Ct Drainage Improvement project to Geddis Paving & Excavating for \$261,755** ; seconded by Councilor Huntermark. **ROLL CALL:** **Yes:** None; **No:** None; **Abstain:** None
Result: Passed
- 10. We have just started the topography survey of the resurfacing, sidewalk and curb project of Chantilly Rue and Mary Ave. Plan to bid this project by the end of June 2025.

NEW BUSINESS

Councilor Stoner shared an email he received from Dave Gallaher, CIC president, highlighting the importance of maximizing the benefit of every parcel of city land. He acknowledged that not all land is suitable for development, but stressed that such parcels can still serve the city, potentially as pocket prairies—small areas of native vegetation. He expressed concern for environmental sustainability and requested a meeting to discuss possibilities for these undeveloped areas. A meeting will be scheduled, and council will be kept updated.

Councilor Fahrbach stated State Representative Josh Williams was hosted at the Community Center and Enclave area, followed by a tour of the overpass project site with beneficial discussions.

Councilor Melnyk emphasized the importance of social media platforms intent to promote positive news and events within the community. Given this purpose, he stated there is a need to establish clear guidelines on what is appropriate for city staff to post, aiming to ensure consistency and encourage positive public engagement. The discussion clarified that the focus is on posts made by the city or city employees, not public comments. Councilor Melnyk asked if a policy currently exists, it was confirmed that no formal policy is in place yet. However, the city is researching example policies and is in the early stages of development, with no proposal ready at this time.

OLD BUSINESS

none.

PERSONS APPEARING BEFORE THE MAYOR AND COUNCIL

Carol Albright - 2510 Revilla - The resident referenced a bill provided by Ken from Toledo Edison for streetlight charges in March and claimed that certain subdivisions are not being charged for all their streetlights. The resident stated that their subdivision is being assessed \$5,900 annually for 27 streetlights, while others pay significantly less (e.g., \$1,185) due to lack of proper billing. She argued that this is unfair, especially when residents in those other subdivisions benefit from street lighting without being assessed appropriately, and expressed frustration that no action has been taken to contact Toledo Edison to correct the discrepancy. Mrs. Albright stated that subdivisions like Cedar Creek and Wolf Creek are high-value areas, and it is unfair that assessments are not being applied equally. Lastly she stated that if the situation is not resolved, she plans to inform the public via social media, referencing two Northwood pages where the issue could be shared.

EXECUTIVE SESSION

Councilor Fahrbach made a motion to enter into Executive Session at 7:30pm with Mayor, Council, City Administrator and City Attorney to discuss collective bargaining and the appointment, employment, discipline, and promotion of employee seconded by Councilor Stoner.

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ROLL CALL:
Yes: Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Council President Kozina, Councilor Stoner
No: None
Abstain:None
MOTION: Passed

The meeting was called back to order at 8:01pm 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, Council President Kozina, Councilor Stoner, City Administrator Kevin Laughlin, City Attorney Brian Ballenger and City Attorney Dave Kuhn.
No Action Taken.

ADJOURNMENT

08:01 PM

ATTEST: _____
Council Clerk

APPROVED: _____
Mayor