



REGULAR CITY COUNCIL MEETING

Thursday, September 25, 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:

- August 21, 2025 Public Hearing Minutes
- September 11, 2025 Regular Council Meeting Minutes

PRESENTATION:

PUBLIC COMMENT:

COMMUNICATIONS:

- 20 under 40 Invitation

COUNCIL COMMITTEE REPORTS:

Economic Development ~ *Councilor Jim Barton - Next Meeting October 9 @ 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:

NEW RESOLUTION:

PENDING RESOLUTION:

NEW LEGISLATION:

ORDINANCE 2025-38 AN ORDINANCE AMENDING ORDINANCE 2025-17 PROVIDING FOR THE COMPENSATION OF NON-UNION PERSONNEL OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY. *1st Reading.*

ORDINANCE 2025-39 AN ORDINANCE AMENDING NCO CHAPTER 204.01 (a) TITLED CITY LOGO. *1st Reading.*

PENDING LEGISLATION:

ORDINANCE 2025-34 AN ORDINANCE AMENDING SECTION 618.16 OF THE NORTHWOOD CODIFIED ORDINANCES (NCO) TITLED PROXIMITY OF ANIMALS TO RESIDENCES. AND DECLARING AN EMERGENCY. *2nd Reading.*

ORDINANCE 2025-37 AN ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY. *2nd Reading.*

ORDINANCE 2025-27 AN ORDINANCE CONCURRING WITH THE NORTHWOOD PLANNING COMMISSIONS RECOMMENDATION TO REZONE 0 WILLISTON ROAD (M50-812-350000031000) FROM R-4, MULTI-FAMILY TO R, SUBURBAN RESIDENTIAL; AND DECLARING AN EMERGENCY. *3rd Reading.*

ORDINANCE 2025-28 AN ORDINANCE ADOPTING THE NORTHWOOD PLANNING COMMISSION’S RECOMMENDATION TO AMEND CHAPTER 1244.06 OF THE NORTHWOOD CODIFIED ORDINANCES (NCO) TITLED CONDITIONAL USES; AND DECLARING AN EMERGENCY. *3rd Reading.*

ORDINANCE 2025-29 AN ORDINANCE ADOPTING THE NORTHWOOD PLANNING COMMISSION’S RECOMMENDATION TO AMEND CHAPTER 1250.12 OF THE NORTHWOOD CODIFIED ORDINANCES (NCO) TITLED SITE PLAN REVIEW REQUIREMENTS; AND DECLARING AN EMERGENCY. *3rd Reading.*

ORDINANCE 2025-33 AN ORDINANCE ESTABLISHING A BUDGET LINE ITEM TO ALLOCATE SAVINGS FROM THE WOOD COUNTY SHERIFF DISPATCH CONTRACT TO FUND THREE FULL-TIME FIREFIGHTER POSITIONS UPON EXPIRATION OF THE SAFER GRANT, AND DECLARING AN EMERGENCY. *3rd Reading.*

MAYOR: *Mayor Schimmel*

- Mayor's Report

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>
AETNA	EMPLOYEE HEALTH INSURANCE 10/1/25-10/31/25	\$73,899.54

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

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

- City Engineer's Report

NEW BUSINESS:

OLD BUSINESS:

PERSONS APPEARING BEFORE THE MAYOR AND COUNCIL:

EXECUTIVE SESSION:

ADJOURNMENT:

August 21, 2025

City of Northwood
PUBLIC HEARING Meeting Minutes

The City of Northwood will hold a Public Hearing on Thursday, August 21, 2025 at 7PM in the Council Chambers located at 6000 Wales Road to discuss and take public comment regarding the following items:

PROPOSED ISSUE/ACTION

Mayor Schimmel opened the Public Hearing on August 21, 2025 at 7PM in the Council Chambers located at 6000 Wales Road, Northwood, OH 43619 regarding the proposed Zoning amendments and a personnel matter.

ORDINANCE 2025-27 - Re-zoning Parcel M50-812-350000031000 located at 0 Williston Road, Northwood, Ohio as requested by Parcel Owner, Steven Kapp from R-4 (Multi Family) to R (Suburban Residential).

ORDINANCE 2025-28 - Amendment of Chapter 1244.06, Conditional Uses, of the NCO
ADD - 1244.06(d) Permit Application Deadline All necessary permits shall be applied for and received within one (1) year of the approval of the Conditional Use Approval.
ADD – 1244.06(e) Project Completion Deadline The project shall be completed within two (2) years of Final Site Plan Approval. The applicant may apply to the Planning Commission for an extension prior to the expiration of the one (1) year permit period or the two (2) year construction period.
ADD – 1244.06(f) Approval Void If Responsibilities Not Met. If the above responsibilities are not met, the Conditional Use Approval will be null and void. The property owner may seek re-approval of the site plan through the Planning Commission or ARC provided all costs and inspections have been made in full.

ORDINANCE 2025-29 Amendment of Chapter 1250.12, Site Plan Review Requirements, of the NCO
MODIFY - 1250.12(e) Permit Application Deadline All necessary permits shall be applied for and received within one (1) year of the approval of the Final Site Plan Approval.
MODIFY - 1250.12(f) Project Completion Deadline The project shall be completed within two (2) years of Final Site Plan Approval. The applicant may apply to the Planning Commission for an extension prior to the expiration of the one (1) year permit period or the two (2) year construction period.
ADD - 1250.12 (g) Approval Void If Responsibilities Not Met. If the above responsibilities are not met, the site plan approval will be null and void. The property owner may seek re-approval of the site plan through the Planning Commission or ARC provided all costs and inspections have been made in full.
ADD - 1250.12(h) Operating and Locating Permit. All new businesses locating within the city must obtain an operating and locating permit from the Planning, Zoning, and Economic Development Coordinator, as listed in Section 1244.02(a)(1). An operating and locating permit must be obtained before the opening of the business or a penalty shall apply as listed in Section 1244.99. An application therefor shall be made to the Planning, Zoning, and Economic Development Coordinator accompanied by the appropriate fee as listed in the General Fee Schedule, Chapter 208.

Personnel Matter: Consideration of re-hiring of a retired employee in accordance with applicable personnel policies and Ohio Revised Code provisions

CALL FOR COMMENTS Mayor Schimmel

Mayor Schimmel called for comments in favor of each item three times and for comments in opposition three times. No members of the public spoke for or against any of the items. Mayor Schimmel closed the Public Hearing at 7:07pm.

ATTEST: _____
Council Clerk

APPROVED: _____
Mayor

September 11, 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 September 11, 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 Stoner, City Administrator Kevin Laughlin, and City Attorney Brian Ballenger.

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

RESULT: *Passed (5-0)*

MOTION: Councilor Huntermark made a motion to **appoint Councilor Louis Fahrbach as President pro tempore**; seconded by Councilor Melnyk.**ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Stoner; **No:** None; **Abstain:** None

RESULT: *Passed (5-0)*

APPROVAL OF MINUTES

August 21, 2025 Regular Council Meeting Minutes.

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

RESULT: *Passed (5-0)*

PRESENTATION

Proclamation Recognizing Eagle Scout Ann Mannon

Mayor Schimmel read the Proclamation into the record and presented to Eagle Scout Ann Mannon.

Proclamation Celebrating the 50-Year Reunion of the Northwood High School Class of 1975

Mayor Schimmel read the Proclamation into the record and presented to Councilor Melnyk.

PUBLIC COMMENT

COMMUNICATIONS

COUNCIL COMMITTEE REPORTS

Economic Development Councilor Jim Barton

No Report. Next meeting October 9, 2025 at 6PM

Finance Councilor Louis Fahrbach

No Report.

Recreation Board Councilor Jim Barton

No Report.

Safety Councilor Mark Stoner - Meeting on 9/11 @ 6:30pm

Meeting held this evening. The meeting began with a review of the police cruiser replacement. The current situation involves the other party's insurance offering \$25,000 toward the cruiser, while the cost to replace it is approximately \$65,000. Chief Zahradnik is working with both the other party's insurance and the city's insurance to clarify coverage and determine the appropriate next steps.

The committee then reviewed the fire department replacement schedule. Fire Chief Whitmore provided an update on staffing, noting that the need for part-time firefighters is expected to decrease due to adequate full-time staffing, and no additional full-time personnel are required at this time. Future facility needs were briefly discussed. Joel also addressed equipment considerations, recommending the sale of the current ladder truck, which is underutilized and lacks sufficient staffing to operate effectively. The estimated sale value of the ladder truck is approximately \$500,000. In addition, Joel discussed replacing an engine with a hybrid "Quint" vehicle, which functions as both an engine and a ladder truck. The new Quint would extend further than the current ladder truck but does not include a bucket. The projected cost of the Quint is between \$1.6 and \$1.8 million. This replacement would reduce the overall fleet, which is expected to decrease maintenance requirements.Chief Whitmore will continue gathering information and will present recommendations to Council for further review.

September 11, 2025

Tree Commission Councilor Michael Melnyk

September 9th meeting was canceled due to lack of quorum and rescheduled for September 23rd at 6PM.

Service Councilor Dean Edwards

No Report.

Parks, Rec & NCC Councilor Pat Huntermark

Meeting held on August 28th. The committee decided to resume Sunday hours starting November 2nd. Councilor Edwards suggested sending questionnaires to members who have not renewed their memberships to identify reasons and explore improvements. The committee discussed rental agreements, setting a revised goal of \$2,000 per month in rental revenue to contribute to the budget, and approved a 5% increase in rental rates across the board. Under new business, the committee noted that four interviews for the Assistant Recreation Director had been conducted with three remaining at that time. Table and chair rentals were also reviewed. Over the past ten years, approximately \$120,000 has been spent on rentals. Costs for purchasing a 40x60 tent (\$7,000–\$10,000), tables (\$6,000), and chairs (\$15,000) were discussed, with storage availability confirmed. The committee agreed to further evaluate this option as a potential cost-saving measure.

Committee of the Whole Council President Kozina

No Report.

CEREMONIAL ITEMS

NEW RESOLUTION

RESOLUTION 2025-09 A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO PREPARE AND SUBMIT AN APPLICATION FOR THE LOCAL PARKS GRANT PROGRAM THROUGH THE WOOD COUNTY PARK DISTRICT AND ACCEPT THE GRANT PROCEEDS IF AWARDED; 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 Melnyk, Councilor Huntermark, 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 Melnyk, Councilor Huntermark, 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 Melnyk, Councilor Huntermark, Councilor Stoner; **No:** None; **Abstain:** None
RESULT: *Passed (5-0) effective immediately*

RESOLUTION 2025-10 A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR.

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 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 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 Stoner; **No:** None; **Abstain:** None
RESULT: *Passed (5-0) effective immediately*

PENDING RESOLUTION

NEW LEGISLATION

ORDINANCE 2025-34 AN ORDINANCE AMENDING SECTION 618.16 OF THE NORTHWOOD CODIFIED ORDINANCES (NCO) TITLED PROXIMITY OF ANIMALS TO RESIDENCES. AND DECLARING AN EMERGENCY.
1st Reading - Edwards

ORDINANCE 2025-35 AN ORDINANCE EXTENDING A MORATORIUM FOR A PERIOD OF 365 DAYS ON THE REVIEW AND ISSUANCE OF ANY ZONING PERMITS, CERTIFICATES OF OCCUPANCY, OR OTHER LICENSES OR PERMITS FOR STORAGE UNITS, STORAGE FACILITIES, STORAGE PODS AND SELF STORAGE ESTABLISHMENTS WITHIN THE CITY OF NORTHWOOD, OHIO; AND DECLARING AN EMERGENCY.
MOTION: Councilor Edwards made a motion to **Move on Emergency Clause**; seconded by Councilor Huntermark.**ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Stoner; **No:** None; **Abstain:** None
RESULT: *Passed (5-0)***MOTION:** Councilor Edwards made a motion to **Suspend the rules**; seconded by

September 11, 2025

Councilor Huntermark. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Stoner; **No:** None; **Abstain:** None

Discussion:
Joseph Smith the property owner of 7557 Arbor Dr, addressed the Council regarding his plans to develop two properties totaling approximately 3.88 acres at the corner of Arbor Drive and Oregon Road. Mr. Smith explained that he purchased the first property on March 15, 2024, and it came with plans to build the storage facility. Following the first purchase they acquired a second adjacent property to expand the intended storage facility. He stated that engineering plans were prepared and financing secured for both properties. However, he indicated council enacted a moratorium that prevented him from moving forward with construction, and now he has two properties that they cannot do anything with. Mr. Smith further explained that when he initially explored available properties, he found one with an existing indoor building and associated infrastructure for sale. He was referred to his current property by a city contact, who noted that blueprints and plans were already prepared for the site. He stated that had he purchased and proceeded with that property, he would have been able to develop it before the moratorium was enacted. However, he decided to acquire an additional adjacent acre to combine with the first property, creating a larger and more efficient site. Mr. Smith indicated that this combined property would allow for a better overall development, both in scale and layout, and was the reason for pursuing the second parcel.

He emphasized that engineering plans were prepared for the combined property, and that he had secured financing for the first property and purchased the second in cash. He expressed frustration that the moratorium prevented him from moving forward with development despite his prior investments and planning. He indicated that the intended facility would occupy the combined acreage, including consideration of a retention pond and building placement, and that the site has frontage on Oregon Road.

Council members discussed the proposed moratorium in detail. The Mayor noted that the original moratorium had been enacted in response to multiple proposed storage facilities in the city, with the goal of preventing an overconcentration of such developments. Council members considered whether the moratorium could be extended while still allowing exceptions for specific projects, such as Mr. Smith’s, and whether granting an exemption could set a precedent for future applicants. It was clarified that the Council retains discretion to approve individual projects even under the moratorium. Following public comment, discussion returned to the resolution.

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

MOTION: Councilor Edwards made a motion to **Move on Final Adoption**; seconded by Councilor Huntermark.
ROLL CALL: **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Stoner; **No:** None; **Abstain:** None
RESULT: Passed (5-0) effective immediatley

ORDINANCE 2025-36 AN ORDINANCE APPROVING THE TERMS OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF NORTHWOOD, OHIO AND THE OHIO PATROLMEN'S BENEVOLENT ASSOCIATION DISPATCHER UNIT (UNION) ; AND DECLARING AN EMERGENCY.

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

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

MOTION: Councilor Melnyk made a motion to **Move on Final Adoption**; seconded by Councilor Stoner. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Stoner; **No:** None; **Abstain:** None
RESULT: Passed (5-0)

ORDINANCE 2025-37 AN ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY.

1st Reading - Huntermark

PENDING LEGISLATON

ORDINANCE 2025-27 AN ORDINANCE CONCURRING WITH THE NORTHWOOD PLANNING COMMISSIONS RECOMMENDATION TO REZONE 0 WILLISTON ROAD (M50-812-350000031000) FROM R-4, MULTI-FAMILY TO R, SUBURBAN RESIDENTIAL; AND DECLARING AN EMERGENCY.

2nd Reading - Melnyk

September 11, 2025

ORDINANCE 2025-28 AN ORDINANCE ADOPTING THE NORTHWOOD PLANNING COMMISSION'S RECOMMENDATION TO AMEND CHAPTER 1244.06 OF THE NORTHWOOD CODIFIED ORDINANCES (NCO) TITLED CONDITIONAL USES; AND DECLARING AN EMERGENCY.

2nd Reading - Stoner

ORDINANCE 2025-29 AN ORDINANCE ADOPTING THE NORTHWOOD PLANNING COMMISSION'S RECOMMENDATION TO AMEND CHAPTER 1250.12 OF THE NORTHWOOD CODIFIED ORDINANCES (NCO) TITLED SITE PLAN REVIEW REQUIREMENTS; AND DECLARING AN EMERGENCY.

2nd Reading - Melnyk

ORDINANCE 2025-33 AN ORDINANCE ESTABLISHING A BUDGET LINE ITEM TO ALLOCATE SAVINGS FROM THE WOOD COUNTY SHERIFF DISPATCH CONTRACT TO FUND THREE FULL-TIME FIREFIGHTER POSITIONS UPON EXPIRATION OF THE SAFER GRANT, AND DECLARING AN EMERGENCY.

2nd Reading - Stoner

MAYOR Mayor Schimmel

Mayor's Report

ADMINISTRATION:

Recommendation to reappoint Brian Ballenger as the City Attorney.

MOTION: Councilor Stoner made a motion to **appoint Brian Ballenger as the City Attorney**; seconded by Councilor Melnyk. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Stoner; **No:** None; **Abstain:** None

RESULT: *Passed (5-0)*

POLICE:

Chief Zahradnik presented the resignation of Detective Sergeant Tina Barrett, effective September 19, 2025 as she has accepted a captain's position with another police department southwest of Columbus. Tina began her service with the City of Northwood in 1995 as a part-time dispatcher, transitioned to a part-time police officer in 1998, and became a full-time officer in 1999. She has dedicated 26 years of full-time service to the community, most recently serving as Detective Sergeant since 2015.

On behalf of the City, we sincerely thank Tina for her many years of dedicated service and contributions to the Northwood Police Department and the residents of our community, and we wish her the very best as she begins this next chapter in her career.

Chief Zahradnik presented the recommendation to appoint Dawn Brien as the Police Secretary with a wage of \$27.56.

MOTION: Councilor Stoner made a motion to **appoint Dawn Brein as the Police Secretary with a wage of \$27.56**; seconded by Councilor Melnyk. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Stoner; **No:** None; **Abstain:** None

RESULT: *Passed (5-0)*

FIRE:

Chief Whitmore presented the resignation of full-time firefighter/EMT Jose Pagan. Jose accepted another position with an agency closer to his home. His last day was July 29, 2025. This is one of our SAFER grant hires. We are in the process of interviewing candidates from the current Civil Service list for his replacement.

Chief Whitmore presented the recommendation to hire McKenzie Roe as a part-time firefighter.

MOTION: Councilor Melnyk made a motion to **appoint McKenzie Roe as a part-time firefighter**; seconded by Councilor Edwards. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Stoner; **No:** None; **Abstain:** None

RESULT: *Passed (5-0)*

RECREATION:

Recreation Director McGaharan presented the recommendation to hire Anthony Harmon as the Assistant Recreation Director with a salary of \$53,000.

MOTION: Councilor Huntermark made a motion to **appoint Anthony Harmon as the Assistant Recreation Director at \$53,000**; seconded by Councilor Edwards. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Stoner; **No:** None; **Abstain:** None

RESULT: *Passed (5-0)*

CITY ADMINISTRATOR Kevin Laughlin

City Administrator's Report

TOPIC & DISCUSSION

September 11, 2025

Zoning Updates

2725 Tracy Road has been sold to a Pharmaceutical Company. They are working on permits, which will not require Planning Commission review. No exterior modifications are planned. Business Registration is pending, which will provide details on jobs and additional information. Other inquiries with no applications submitted at this time:

- Miller Diversified is inquiring about a Zoning Amendment for parcel M50-300-240004005000 on Lauren Lane. They may request to change this parcel to M-2 zoning, as it is zoned across Lauren Lane for a Light Industrial Manufacturing facility. awaiting formal application.
- 3401 Woodville Road (Woodway Plaza), Jo Jo’s Pizza is rumored to be taking over the former dry cleaner location.
- We had an inquiry for 3310 Woodville Suite C (the Subway Plaza) for a Papa John’s Pizza.

Penta Work Program

Students from Penta County's Adult Special Education Program will be assisting in cleaning and custodial duties at NCC beginning this Tuesday, September 16. Right now we have scheduled one day a week with the option to expanding to a second day.

Update from Street Department

Sidewalk work associated with the Sewer District project on Oregon Road is expected to be completed within 2–3 weeks. ODOT has finished retiming the traffic signals on Woodville Road, which should result in improved traffic flow.

Storm sewer installation and sidewalk work have begun on Wolf Creek Court. Water fountains at the Enclave are operational and illuminated at night. The Oregon Road sewer and water line project is projected to be completed within three weeks.

Additionally, five handicap parking signs for the Brentwood Park soccer field parking area are scheduled to be installed the following day

CITY FINANCIAL REPORT(S)

MOTION: Councilor Stoner made a motion to **acknowledge receipt of the August City Financial Reports** ; seconded by Councilor Edwards. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Stoner; **No:** None; **Abstain:** None
RESULT: *Passed (5-0)*

AUGUST EXPENDITURES

AUGUST BANK RECONCILIATION

AUGUST MONTH END FINANCIALS

LIST OF EXPENDITURES OVER \$10,000

INVOICE	DESCRIPTION	AMOUNT
AETNA	EMPLOYEE HEALTHCARE PREMIUM SEPT. 2025	\$74,954.78
BOWERS ASPHALT AND PAVING BRENTWOOD PARK BASKETBALL COURT ASPHALT INC		\$19,600.00
D.R. EBEL	2025 FORD PI SUV EQUIPMENT	\$29,993.14

MOTION: Councilor Melnyk 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 Stoner; **No:** None; **Abstain:** None
RESULT: *Passed (5-0)*

CITY ATTORNEY’S REPORT/DISCUSSION Brian Ballenger

No Report.

CITY ENGINEER’S REPORT/DISCUSSION Dave Kuhn

September 11, 2025

City Engineer's Report
Nothing new to report.

NEW BUSINESS

Councilor Fahrbach asked is a date has been determined for the Wallick ribbon cutting. City Administrator Laughlin shared that we have been working with the Eastern Maumee Bay Chamber of Commerce to coordinate an event and it will be sometime after the closing that is anticipated around September 16th.

Councilor Huntermark noted that additional fill dirt may be needed by the sidewalks that were repaired at the NCC. He requested the City Engineer reach out to Lathrop to address this.

OLD BUSINESS

None.

PERSONS APPEARING BEFORE THE MAYOR AND COUNCIL

NA

EXECUTIVE SESSION

ADJOURNMENT

07:37 PM

ATTEST: _____
Council Clerk

APPROVED: _____
Mayor



ITEM REPORT/DISCUSSION

REGULAR CITY COUNCIL MEETING ON: SEPTEMBER 25, 2025

ORDINANCE 2025-38 AN ORDINANCE AMENDING ORDINANCE 2025-17 PROVIDING FOR THE COMPENSATION OF NON-UNION PERSONNEL OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY. *1st Reading*

ADMINISTRATIVE SUMMARY

Ordinance 2025-38 amends the current pay ordinance, which establishes the wage and salary rates for non-union positions. The wages for the two positions—Police Secretary and Assistant Recreation Director—are being recommended for amendment to align with salary expectations for the respective positions and to be consistent with comparable roles.

It is recommended that the City Council adopt Ordinance 2025-38 as an emergency to immediately align wages and salaries with the approved expectations for the employees recommended to fill these positions.

ADMINISTRATORS RECOMMENDATION: *Suspend Rules & Adopt as Emergency*
Adopt as Emergency

**ORDINANCE 2025-38 AN ORDINANCE AMENDING ORDINANCE 2025-17
PROVIDING FOR THE COMPENSATION OF NON-UNION PERSONNEL OF
THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY.**

WHEREAS, the City of Northwood has researched the compensation of personnel in similar municipalities in the State of Ohio; and,

WHEREAS, in order to attract and retain high-quality personnel, the City of Northwood must offer compensation to these individuals comparable to neighboring communities.

WHEREAS, It is appropriate to amend the wages for the Police Secretary and Assistant Recreation Director to align with the salary expectations for the positions, consistent with comparable roles and internal equity.

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

SECTION 1. Effective immediately, the maximum compensation rates for the following positions are amended as follows:

C. POLICE EMPLOYEES Hourly		
Police Secretary	25.72 27.56	
F. RECREATION EMPLOYEES		
	Hourly	Per Year
Assistant Recreation Director	23.29 25.48	48,435.75 53,000

SECTION 2. All other provisions of Ordinance 2025-17 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 is hereby declared an emergency measure because updating the compensation of these non-union positions is necessary for the immediate preservation of the public peace, safety, and welfare of our citizens. This Ordinance shall be in full force and effect immediately after its passage by Council and approval by the Mayor.

Vote to suspend rules:	For:___ Against:___ Abstain:___
Vote on emergency clause:	For:___ Against:___ Abstain:___
Vote on final adoption:	For:___ Against:___ Abstain:___

Adopted this ____ **day of** _____, **2025.** **Effective:** _____, **2025.**

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

**ORDINANCE 2025-39 AN ORDINANCE AMENDING NCO CHAPTER 204.01 (a)
TITLED CITY LOGO.**

WHEREAS, it was recommended the City Logo be updated as part of the City's modernized rebranding.

WHEREAS, it is necessary to amend Section 204.01(a) of the Northwood Codified Ordinances to adopt the updated City logo and ensure consistent use across all official City documents, signage, and communications;

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

SECTION 1. That Northwood Codified Ordinance 204.01 (a), titled City Logo read as follows:

204.01 City Logo

(a) Council hereby adopts the following logo(s) to be known as the City Logo:

PRIMARY

SECONDARY

ICON



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. In Effect: _____

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

2025-34

ORDINANCE 2025-34 AN ORDINANCE AMENDING SECTION 618.16 OF THE NORTHWOOD CODIFIED ORDINANCES (NCO) TITLED PROXIMITY OF ANIMALS TO RESIDENCES. AND DECLARING AN EMERGENCY.

WHEREAS, The Northwood City Council desires to amend Section 618.16 of the Northwood Codified Ordinance (NCO) titled Proximity of Animals to Residences.

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

SECTION 1. That Northwood Codified Ordinance Section 618.16 shall be amended as follows provided hereinafter in Exhibit A attached.

SECTION 2. All other sections of Chapter 618 of the Northwood Codified Ordinances not thereinbefore 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 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. In Effect: _____
ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

EXHIBIT A

618.16 PROXIMITY OF ANIMALS TO RESIDENCES.

(a) No person shall raise, keep or harbor any horse, cow, sheep, goats, swine, chickens, geese, ducks or any other fowl or animal or any number hereof within 200 feet of a residence property line.

(1) Notwithstanding subsection (a), the keeping of chickens (hereinafter “hens”) may be permitted within 200 feet of a residence property line only under the following conditions:

- A. No more than six (6) hens shall be kept on a residential property; roosters are prohibited.
- B. Hens must be confined in a secure, well-ventilated coop and fenced run at all times. Free-range hens shall not be permitted within the City of Northwood.
- C. Coops and runs must be located in the rear yard.
- D. No person shall keep or harbor any animal or fowl that howls, barks, or makes other loud or frequent noises that are unreasonable or disturbing, and that disrupt the peace and quiet of a reasonable person.
- E. No slaughtering of chickens shall occur in the line of vision of any neighboring properties.

(b) As used in this section, the term horse includes pony, donkey and all other equine animals as set forth in Ohio R.C. 959.16.

(c) The provisions of this section shall not apply to domesticated dogs and cats which are not permitted to run at large, nor shall such provisions be applicable to mercantile establishments engaged in the sale of fowl, cattle, sheep or swine for human consumption.

(d) No person being the owner or having charge of any horse, while riding or leading such horse along the streets of the City shall allow the same to go upon any of the sidewalks or in any way to impede the free use of the sidewalks within the City.

(Ord. 69-23. Passed 9-18-69.)

(e) Whoever violates any of the provisions of this section is guilty of a minor misdemeanor and shall be subject to the penalty provided in Section 698.02.

2025-37

ORDINANCE 2025-37 AN ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY.

WHEREAS, the 2025 Budget included transfers from the General Fund to the Streets Fund and the Northwood Waste Fund; and

WHEREAS, it is necessary to transfer funds in order to cover those costs;

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

SECTION 1. That the Finance Director is hereby authorized and directed to make the following transfer of funds:

FROM: 110-7610-57015	TO: 222-1400-41404	Street Fund	\$ 225,000
110-7610-57016	230-1400-41404	NW Waste	15,000

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. In Effect: _____

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

2025-27

ORDINANCE 2025-27 AN ORDINANCE CONCURRING WITH THE NORTHWOOD PLANNING COMMISSIONS RECOMMENDATION TO REZONE 0 WILLISTON ROAD (M50-812-350000031000) FROM R-4, MULTI-FAMILY TO R, SUBURBAN RESIDENTIAL; AND DECLARING AN EMERGENCY.

WHEREAS, The Northwood Planning Commission has recommended approval of the zoning amendment application of Parcel M50-812-350000031000 located at 0 Williston Road, Northwood, Ohio as submitted by Parcel Owner, Steven Kapp from R-4 (Multi Family) to R (Suburban Residential). The reason for the rezoning request is for resale and financing purposes.

WHEREAS, The Northwood Planning Commission, upon review of the application with the City Engineer and Zoning Inspector, has determined the zoning classification R (Suburban Residential) conforms to the intent of the City of Northwood’s Comprehensive Master Plan regarding future land use.

WHEREAS, the City of Northwood held a public hearing on Thursday, August 21, 2025, as advertised and in accordance with the Northwood Codified Ordinance 1242.07 for purposes of receiving public comment and reviewing the zoning amendment application.

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

SECTION 1. That the Council of the City of Northwood hereby concurs with the recommendation of the Northwood Planning Commission and approves the zoning amendment application as submitted by Steven Kapp, owner of parcel M50-812-350000031000 located at 0 Williston Road, Northwood, Ohio from R-4 (Multi Family) to R (Suburban Residential). The reason for the rezoning request is for resale and financing purposes.

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. In Effect: _____

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

ORDINANCE 2025-28 AN ORDINANCE ADOPTING THE NORTHWOOD PLANNING COMMISSION'S RECOMMENDATION TO AMEND CHAPTER 1244.06 OF THE NORTHWOOD CODIFIED ORDINANCES (NCO) TITLED CONDITIONAL USES; AND DECLARING AN EMERGENCY.

WHEREAS, The Northwood Planning Commission has recommended amending Chapter 1244.06, Conditional Uses, of the Northwood Codified Ordinances; and

WHEREAS, A Public Hearing was held by the Northwood City Council regarding this recommendation on Thursday, August 21, 2025 at 7:00PM in the Council Chambers of the Northwood Municipal Building.

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

SECTION 1. That Chapter 1244.06 of the Northwood Codified Ordinance, titled Conditional Uses, be amended to read as follows:

1244.06 CONDITIONAL USES.

(a) Within each zoning district, uses may be listed which are conditional. Conditional uses are uses that may be acceptable and in keeping with the purpose and intent of this Zoning Code in a given zoning district under certain circumstances. To provide for this, a conditional use may be allowed in a zoning district with prior approval from the Planning Commission. The Planning Commission may include special conditions and requirements as described in Section 1244.07 as a condition of approval.

(b) To approve a conditional use, the Planning Commission must find that:

(1) The proposed use is in fact listed as a conditional use in the district in which the property in question is located.

(2) Any lights from parking areas, signs or other sources will not affect neighboring property.

(3) The proposed conditional use will not generate noise to a level that would be objectionable to surrounding neighbors.

(4) Screening and plantings will be provided as deemed necessary to screen the view from adjacent residential property.

(5) The proposed conditional use will be adequately served by essential and required public facilities.

(6) The proposed conditional use will not involve uses, activities, processes, materials, equipment or conditions of operation that will be detrimental to any adjoining property.

(7) The proposed conditional use will have vehicular approaches to the property that shall be so designed as not to create traffic flow problems.

(8) Any building involved with the conditional use will be designed to conform with the architectural character of the neighborhood.

(9) The proposed conditional use will be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the surrounding neighborhood.

(10) Approval of the conditional use will be in accordance with the purpose and intent of this Zoning Code.

(11) The proposed conditional use will not be hazardous or disturbing to any existing or future neighborhood uses.

(c) In cases where conditional use approval is required, along with approval of a site plan pursuant to Section 1250.12, the Planning Commission shall review both matters concurrently.

(d) **Permit Application Deadline** All necessary permits shall be applied for and received within one (1) year of the approval of the Conditional Use Approval.

(e) **Project Completion Deadline** The project shall be completed within two (2) years of Final Site Plan Approval. The applicant may apply to the Planning Commission for an extension prior to the expiration of the one (1) year permit period or the two (2) year construction period.

(f) **Approval Void If Responsibilities Not Met.** If the above responsibilities are not met, the Conditional Use Approval will be null and void. The property owner may seek re-approval of the site plan through the Planning Commission or ARC provided all costs and inspections have been made in full.

SECTION 2. That all other provisions of Chapter 1274 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

2025-28

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.

In Effect: _____

ATTEST:

Clerk of Council

APPROVED AS TO FORM:

City Attorney

President of Council

APPROVED:

Mayor

ORDINANCE 2025-29 AN ORDINANCE ADOPTING THE NORTHWOOD PLANNING COMMISSION’S RECOMMENDATION TO AMEND CHAPTER 1250.12 OF THE NORTHWOOD CODIFIED ORDINANCES (NCO) TITLED SITE PLAN REVIEW REQUIREMENTS; AND DECLARING AN EMERGENCY.

WHEREAS, The Northwood Planning Commission has recommended amending Chapter 1250.12, Site Plan Review Requirements, of the Northwood Codified Ordinances; and

WHEREAS, A Public Hearing was held by the Northwood City Council regarding this recommendation on Thursday, August 21, 2025 at 7:00PM in the Council Chambers of the Northwood Municipal Building.

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

SECTION 1. That Chapter 1250.12, of the Northwood Codified Ordinances, titled Site Plan Review Requirements, be amended to read as follows:

1250.12 SITE PLAN REVIEW REQUIREMENTS.

(e) Permit Application Deadline. All necessary permits shall be applied for and received within one (1) year of the approval of the Final Site Plan Approval.~~Approval Void If Responsibilities Not Met. If the above responsibilities are not met, the site plan approval will be null and void. The property owner may seek re-approval of the site plan through the Planning Commission or ARC provided all costs and inspections have been made in full.~~

(f) Project Completion Deadline. The project shall be completed within two (2) years of Final Site Plan Approval. The applicant may apply to the Planning Commission for an extension prior to the expiration of the one (1) year permit period or the two (2) year construction period.

(g) Approval Void If Responsibilities Not Met. If the above responsibilities are not met, the site plan approval will be null and void. The property owner may seek re-approval of the site plan through the Planning Commission or ARC provided all costs and inspections have been made in full.

(h) Operating and Locating Permit. All new businesses locating within the city must obtain an operating and locating permit from the Planning, Zoning, and Economic Development Coordinator, as listed in Section 1244.02 (a)(1). An operating and locating permit must be obtained before the opening of the business or a penalty shall apply as listed in Section 1244.99 . An application therefor shall be made to the Planning, Zoning, and Economic Development Coordinator accompanied by the appropriate fee as listed in the General Fee Schedule, Chapter 208 .

SECTION 2. That all other provisions of Chapter 1244 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 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.** **In Effect:** _____

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

ORDINANCE 2025-33 AN ORDINANCE ESTABLISHING A BUDGET LINE ITEM TO ALLOCATE SAVINGS FROM THE WOOD COUNTY SHERIFF DISPATCH CONTRACT TO FUND THREE FULL-TIME FIREFIGHTER POSITIONS UPON EXPIRATION OF THE SAFER GRANT, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Northwood has entered into a contract with the Wood County Sheriff’s Office for dispatch services, resulting in projected cost savings to the City; and

WHEREAS, the City of Northwood Fire Department currently staffs three (3) full-time firefighter positions that are being funded through the federal SAFER (Staffing for Adequate Fire and Emergency Response) Grant; and

WHEREAS, the SAFER Grant funding is temporary and will expire upon completion of the grant term; and

WHEREAS, the City Council finds it necessary to establish a dedicated budget line item to ensure that the savings realized from the dispatch services contract are reserved and allocated for the purpose of sustaining the three (3) full-time firefighter positions beyond the expiration of the SAFER Grant.

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

SECTION 1. There is hereby established a budget line item within the City’s General Fund, to be designated as “Firefighter Staffing Sustainability Fund.”

SECTION 2. The Finance Director is directed to allocate annually to said line item an amount equal to the savings realized from the Wood County Sheriff dispatch services contract, as determined by the difference between the prior cost of dispatch services and the current contracted amount.

SECTION 3. Funds allocated to the Firefighter Staffing Sustainability Fund shall be restricted for the purpose of funding the three (3) full-time firefighter positions currently supported by the SAFER Grant, beginning in the fiscal year following the expiration of the grant.

SECTION 4. 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 5. 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.** **In Effect:** _____

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor



MAYOR'S REPORT

REGULAR CITY COUNCIL MEETING ON: SEPTEMBER 25, 2025

ADMINISTRATION:

Budget stabilization "Rainy Day" Policy. Recommendation for Committee of the Whole meeting to further discuss

FIRE:

Chief Whitmore presented the recommendation to hire Brad Pytlarz for the vacant full-time position.



CITY ADMINISTRATOR'S REPORT

REGULAR CITY COUNCIL MEETING ON: SEPTEMBER 25, 2025

TOPIC/ ITEM

DISCUSSION

Inclusive
Playground

Northwood was contacted by and has been having discussions with Wood County Plays about an inclusive playground to be tentatively located at Brentwood Park.

Codification

Switching Codification services from American Legal to CivicPlus Municode Benefits:

- Identifies inconsistencies or conflicts within legislation. Especially valuable for complex sections like the zoning code.
- Predictable annual billing, not dependent on number of pages edited.
- Flexible supplementation schedule with quick turnaround (print 40–45 days, electronic 15 days, online 3 days).
- Ordinances posted and hyperlinked online between supplements, ensuring public transparency.
- access up-to-date codes and past versions online.

Project Timeline & Cost:

18-month project; starting ASAP ensures timely completion.

CivicPlus will host a PDF version of our code during the transition, with clear disclaimers noting current legislation dates.

Total project cost: \$25,050, billed over three years (not upfront):

2025 – \$6,262.50 (contract execution)

2026 – \$12,525 (legal memorandum + proofs if applicable)

2027 – \$6,262.50 (completion)

\$7,310 remains in the 2025 budget.

Requesting authorization to sign the proposal, with the understanding that the \$13,000 capital budget line item will need approval when due.

November &
December Council
Schedule

Moving the November 27th meeting to November 6th ; Moving the December 25th meeting to December 4th.

Clock Tower at the
Enclave

At the direction of Mayor Schimmel, the administration has been working with EMH&T on further city-sponsored development at the Enclave. Specifically, designs and estimates to develop the boulevard island on Park Avenue.



CITY ENGINEER'S REPORT

REGULAR CITY COUNCIL MEETING ON: SEPTEMBER 25, 2025

Project Name	Project Budget	Current Status	Key Changes Since Last Meeting
The Enclave	N/A	Construction	Working on closing out project.
Curtice Rd. Resurfacing & Curbs over I-280	\$195,600.00	Design	Finalizing plans & submit to ODOT for approval in September. Bid after approval.
Dry Creek Aquatic and Riparian Restoration Project	\$500,000.00	In Design	Waiting for 100% design plans from DRG to review. Construction to be later in fall of 2025.
NNC	N/A	Warranty Work	Contractor has completed replacing the concrete on sidewalk areas.
ODOT	N/A	Misc. Item	ODOT is working on the timing signal for Curtice Rd.
ODOT	N/A	Misc. Item	ODOT performed a traffic safety study at Fostoria Rd. and Williston Rd. (SR 579) and recommended a roundabout to be 100% funded by ODOT and grants. ODOT performed a traffic safety study at Bradner Rd. and Williston Rd. (SR 579) and made several recommendations, including making the intersection a 4-way stop and eliminating the left-turn lane.
Wolf Creek Court Drainage Improvements	\$261,775.00	Construction	Contractor has begun the construction improvements. Letters have been sent out for sidewalk assessments.
West Andrus Road Pavement Improvements	\$405,060.12	Construction	Contractor indicated that work will begin soon. Letters have been sent out for sidewalk assessments.
Dalling Drive Extension	\$457,300.00	Design	In the process of designing the improvements. Bid project the first half of Oct. 2025
	Construction Est.		
Northwood 2025 Pavement Resurfacing Improvements	\$ 721,775.00	Construction	Contractor will start work the week of September 29. Contractor signing contracts. Letters have been sent out for sidewalk assessments.

ISSUES REQUIRING COUNCIL ATTENTION

Motion to advertise for Bids

Motion to Award Contract

Project Name	Contractor	Bid Amount
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