

October 9, 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 October 9, 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, Council President Kozina, Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Councilor Stoner City Administrator Kevin Laughlin, City Attorney Brian Ballenger and City Engineer Dave Kuhn.

APPROVAL OF MINUTES

September 25, 2025 Regular Meeting Minutes

MOTION: None made a motion to ; seconded by None. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Councilor Stoner, Council President Kozina; **No:** None; **Abstain:** None
RESULT: *Passed (7-0)*

PRESENTATION

PUBLIC COMMENT

COMMUNICATIONS

COUNCIL COMMITTEE REPORTS

Economic Development Councilor Jim Barton - Meeting on 10/9 @ 6pm

Meeting this evening was canceled and a new date has not been set. Read a letter from Dave Gallaher, President of the CIC inviting council and the mayor to an informational meeting to discuss the development of a Business Retention and Expansion (BRE) program on Tuesday, October 14, 2025 at 6:30 PM at the Northwood Community Center.

Finance Councilor Louis Fahrbach

No Report. Next meeting on November 6th at 6:30PM for preliminary budget discussion.

Recreation Board Councilor Jim Barton

No Report. Next meeting on October 23rd at 6PM for preliminary budget discussion.

Safety Councilor Mark Stoner

No Report. Next meeting on October 23rd at 6:15PM for preliminary police and fire budget discussion.

Tree Commission Councilor Michael Melnyk

Chairman Melnyk clarified the cost of the Memorial Tree Program reported at the last meeting. The program is \$500 not \$300.

Service Councilor Dean Edwards

No Report. Next meeting on November 6th at 6PM for preliminary budget discussion.

Parks, Rec & NCC Councilor Pat Huntermark

No Report. Next meeting on November 6th at 6:15PM for preliminary budget discussion.

Committee of the Whole Council President Kozina

No Report.

CEREMONIAL ITEMS

NEW RESOLUTION

PENDING RESOLUTION

NEW LEGISLATION

ORDINANCE 2025-40 AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH THE FRATERNAL ORDER OF POLICE, OHIO LABOR COUNCIL, INC. (SERGEANTS) EFFECTIVE JULY 1, 2025 THROUGH JUNE 30, 2028; 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, Councilor Stoner, Council President Kozina; **No:** None; **Abstain:** None

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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, Councilor Stoner, Council President Kozina; **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, Councilor Stoner, Council President Kozina; **No:** None; **Abstain:** None
RESULT: *Passed (7-0) Effective Immediately*

ORDINANCE 2025-41 AN ORDINANCE ESTABLISHING A DISPUTE RESOLUTION AND ADMINISTRATIVE CLAIMS PROCESS FOR THE CITY OF NORTHWOOD, AND DECLARING AN EMERGENCY.
1st Reading - Huntermark

ORDINANCE 2025-42 AN ORDINANCE ESTABLISHING AND ADOPTING A GENERAL FUND RESERVE POLICY, AND DECLARING AN EMERGENCY.
1st Reading - Huntermark

PENDING LEGISLATON

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

MOTION: Councilor Edwards 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, Councilor Stoner, Council President Kozina; **No:** None; **Abstain:** None

MOTION: Councilor Edwards 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, Councilor Stoner, Council President Kozina; **No:** None; **Abstain:** None
RESULT: *Passed (7-0) Effective Immediately*

ORDINANCE 2025-39 AN ORDINANCE AMENDING NCO CHAPTER 204.01 (a) TITLED CITY LOGO.
2nd Reading - Edwards

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.
MOTION: Kozina made a motion to **Move on Final Adoption**; seconded by Councilor Stoner. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Barton, Councilor Stoner, Council President Kozina; **No:** Councilor Edwards, Councilor Melnyk, Councilor Huntermark; **Abstain:** None
RESULT: *Passed (4-3)*

ORDINANCE 2025-37 AN ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY.
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 Barton, Councilor Stoner, Council President Kozina; **No:** None; **Abstain:** None
RESULT: *Passed (7-0)*

MAYOR Mayor Schimmel

Mayor's Report
FIRE:
Chief Whitmore presented the following resignations:

- Part-time Firefighter/EMT Kyle Zapadka resigned his position due to increased family responsibilities
- Part-time Firefighter/EMT Devin Costilla resigned his position due to increased workload at his full-time j

Chief Whitmore presented the following appointments:

- Kenneth LaGrange as a part-paid recruit firefighter

MOTION: Councilor Stoner made a motion to **hire Kenneth LaGrange as a part-paid recruit firefighter**; seconded by Councilor Edwards. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina; **No:** None; **Abstain:** None
RESULT: *Passed (7-0)*

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- Dustin Moon as a part-time firefighter/EMT
- MOTION:** Councilor Huntermark made a motion to **hire Dustin Moon as a part-time firefighter/EMT**; 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 (7-0)*

CITY ADMINISTRATOR Kevin Laughlin

City Administrator's Report

Opioid Settlement - Request authorization to sign the participation form.

MOTION: Councilor Edwards made a motion to **authorize the City Administrator to sign the opioid settlement participation form**; 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 (7-0)*

Fall Festival Reminder for this Saturday, the parade starts at 11AM.

Wallick Ashford at the Enclave Ground Breaking Ceremony - Thursday, October 16 at 11AM.

Miller Diversified Contract - Lapses November 13, 2025. The City Administrator stated that discussions with the Mayor have revolved around potentially preparing a new Request for Proposals (RFP) to seek additional development options as we have come to the end of the road with Miller Diversified. He noted that a draft RFP will be prepared for Council’s consideration at the November 13th meeting.

The City Administrator noted that the City expects to receive the new brine contract from ODOT by mid-month, with pricing estimated at approximately seven cents per gallon, similar to last year

Reminded Council that the marijuana moratorium is set to expire on December 1st and asked if Council wished to take further action. Council discussed whether to allow the moratorium to lapse or extend it, as well as potential zoning locations for marijuana-related businesses. Members expressed differing opinions regarding where such businesses should be permitted and whether the existing zoning was fair. Discussion also included questions about anticipated state revenue distribution to host communities and a recent executive order by the Governor related to hemp and marijuana sales.Council indicated general interest in preparing legislation to extend the moratorium, and the City Administrator will work with the City Attorney to draft an ordinance for Council’s consideration.

CITY FINANCIAL REPORT(S)

SEPTEMBER EXPENDITURES

MOTION: Councilor Stoner made a motion to **acknowledge receipt of the September City expenditures**; 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 (7-0)*

LIST OF EXPENDITURES OVER \$10,000

INVOICE	DESCRIPTION	AMOUNT
VC3	SEPTEMBER MONTHLY BILLING	\$11,617.42
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, Councilor Barton, Council President Kozina, Councilor Stoner; No: None; Abstain: None		
RESULT: <i>Passed (7-0)</i>		

CITY ATTORNEY’S REPORT/DISCUSSION Brian Ballenger

No Report.

CITY ENGINEER’S REPORT/DISCUSSION Dave Kuhn

City Engineer's Report

Report given by Josh Auman.

Project updates

Curtice Rd. Resurfacing & Curbs over Finalizing plans & submit to ODOT for approval. Bid after approval.

I-280

Dry Creek Aquatic and Riparian Restoration Project

Waiting for 100% design plans from DRG to review. Construction to begin around Nov. 1 of 2025.

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ODOT	ODOT is working on the timing signal for Curtice Rd.
Wolf Creek Court Drainage Improvements	Contractor has begun the construction improvements. Letters have been sent out for sidewalk assessments.
West Andrus Road Pavement Improvements	Contractor has begun the construction improvements. Letters have been sent out for sidewalk assessments.
Dalling Drive Extension	In the process of designing the improvements. Start to bid project on Oct 22, 2025. Need motion from Council to advertise for bids.
Northwood 2025 Pavement Resurfacing Improvements	Contractor has begun the construction improvements. Anderson and Ma Streets have been finished. Letters have been sent out for sidewalk assessments.

MOTION: Councilor Huntermark made a motion to **advertise for bids for the Dalling Drive Extension Project**; seconded by Councilor Stoner. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None; **Abstain:** None
RESULT: *Passed (7-0)*
Mayor Schimmel asked for an update on the Oregon Rd project. The City Engineer noted that concrete work has been completed and paving by Bowers is expected to begin next week. The road should reopen within one to two weeks following the completion of paving.

NEW BUSINESS

Councilor Stoner shared he read an article from Michigan Woods and Water about the concept of microforests—small areas densely planted with a variety of trees and bushes that interact ecologically—and suggested it as an idea the City and Tree Commission could consider.

OLD BUSINESS

Councilor Edwards inquired about the status of the police vehicle insurance discussed at a previous meeting with the Police Chief. The City Administrator responded that there has been no update from Chief Zahradnik and the matter remains unresolved.

Council President Kozina announced that the October 17th meeting would be his last, as he is relocating just outside of Northwood. He reflected on his time in public service, noting over 35 years combined on the school board and City Council, and expressed that he has enjoyed his experience and will miss serving the community.

Councilor Fahrbach recognized Council President Kozina’s long-standing service and the Kozina family’s legacy in Northwood, highlighting his father Charles’s contributions to city development and Randy’s leadership since 2006. He shared personal reflections on Randy’s mentorship, guidance on city projects, and key decisions, including the removal of red light cameras and support for redevelopment initiatives. Councilor Fahrbach praised Randy’s integrity, dedication, and impact on the community, noting he will be greatly missed.

PERSONS APPEARING BEFORE THE MAYOR AND COUNCIL

Joe Smith 5854 Huntington Rd. Sylvania - regarding his proposed storage unit development on Aarbor Drive off Oregon Road. He outlined plans for seven buildings totaling approximately 266 units, with an estimated project cost near \$1 million and projected property value upon completion of \$3–5 million. Smith noted potential employment of 1–3 people and enhanced security with cameras. He explained delays due to acquiring additional property and asked for Council’s approval to continue with the project.
Council members requested copies of the plans and elevation drawings for review and noted that no formal submission had yet been made to the Planning Commission. Smith agreed to provide the rough plans to the City Administrator for distribution to Council. Discussion included the project location on prime Oregon Road property. Mayor advised Smith to attend the next meeting for further discussion.

Ken Yant, Finance Director - Reviewed the proposed budget schedule with Council.Council and the Finance Director discussed timing and duration for committee budget presentations, with 15–30 minutes allocated per department (police, fire, recreation, and community center). Clarification was made regarding separate committees for Parks, Recreation, and the Northwood Community Center (NCC), noting differences in membership and responsibilities. Council confirmed that budget materials will be provided to committee members in advance for review and preparation. The schedule was finalized, with committee meetings to proceed as planned.Additionally, Ken reported receiving notice from the tax office that 980 delinquency notices for tax year 2024 will be sent out this week. He advised Council and staff that residents may call with questions and noted this represents roughly one-third of total accounts. The Finance Director requested a copy of the list for internal reference to assist with inquiries and expressed hope that the notices will help increase revenue.

EXECUTIVE SESSION

MOTION: Councilor Stoner made a motion to **Enter into Executive Session with Mayor, Council, City Administrator and City Attorney to discuss potential litigation and hiring an employee**; seconded by None. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Councilor Stoner, Council President Kozina; **No:** None; **Abstain:** None
So Moved at: 7:45PM

The meeting was called back to order at 8:14PM and the roll was called by Council Clerk Popovitch. Those in attendance were as follows: Mayor Schimmel, Council President Kozina, Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Councilor Stoner, Kozina City Administrator Kevin

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Laughlin, City Attorney Brian Ballenger and City Attorney Dave Kuhn.
No official action was taken.

MOTION: Councilor Stoner made a motion to **approve and pay change order 1 to Vernon Nagel for \$101,908.40** ; 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 (7-0)*

Council then discussed the potential addition of a part-time secretary to assist the City Administrator and Mayor. The proposed role would provide executive and administrative support, including scheduling, phone coverage, and potential legal assistance. It was clarified that the position would likely be part-time (under 30 hours per week), with benefits applicable if hours averaged above 30 annually. Council discussed pay and benefits, noting the position’s previous salary ordinance set at \$45,000 annually.

City Administrator Laughlin and City Attorney Ballnger recommended Amy Smith for the position. Some Council members expressed hesitation and the desire to conduct a formal interview and review the budget impact before moving forward. A decision on hiring was deferred to a future meeting to allow for further review.

Council addressed procedural matters related to upcoming changes in membership, including appointing a new Council President effective October 17th. Mayor Schimmel opened the floor for nominations. Councilor Stoner nominated **Jim Barton as Council President effective October 17, 2025**; seconded by Councilor Huntermark. No other nominations.
ROLL CALL: **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Councilor Barton, Council President Kozina, Councilor Stoner; **No:** None; **Abstain:** None
RESULT: *Passed (7-0) Jim Barton named as Council President effective October 17, 2025*

ADJOURNMENT

8:28pm

ATTEST: _____
Council Clerk

APPROVED: _____
Mayor