



REGULAR CITY COUNCIL MEETING

Thursday, November 13, 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

Jim Barton, Council President
Dean Edwards
Louis Fahrbach
Pat Huntermark
Mark Stoner
Michael Melnyk
Andrew Dickey

CALL TO ORDER:

PLEDGE OF ALLEGIANCE: *Mayor Schimmel*

ROLL CALL:

APPROVAL OF MINUTES:

- November 6, 2025 Regular Council Meeting Minutes

PRESENTATION:

PUBLIC COMMENT:

COMMUNICATIONS:

COUNCIL COMMITTEE REPORTS:

Economic Development ~ *Council President Jim Barton - Meeting 11/13 @ 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 Barton - Meeting 11/13 @ 6:30PM*

CEREMONIAL ITEMS:

NEW RESOLUTION:

PENDING RESOLUTION:

NEW LEGISLATION:

ORDINANCE 2025-47 AN ORDINANCE MAKING APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF NORTHWOOD, OHIO DURING THE FISCAL YEAR ENDING DECEMBER 31, 2026, AND ESTABLISHING ACCOUNTS THEREON; AND DECLARING AN EMERGENCY. *1st Reading.*

ORDINANCE 2025-48 AN ORDINANCE APPROVING THE TERMS OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF NORTHWOOD, OHIO AND THE FRATERNAL ORDER OF POLICE (SERGEANTS); AND DECLARING AN EMERGENCY. *1st Reading.*

ORDINANCE 2025-49 AN ORDINANCE ESTABLISHING THE FIREFIGHTER STAFFING SUSTAINABILITY FUND, AUTHORIZING INCREASING ESTIMATED RESOURCES, APPROPRIATIONS AND TRANSFER OF FUNDS OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY. *1st Reading.*

ORDINANCE 2025-50 AN ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS OF THE CITY OF NORTHWOOD; AND

DECLARING AN EMERGENCY. *1st Reading.*

ORDINANCE 2025-51 AN ORDINANCE INCREASING ESTIMATED RESOURCES, SUPPLEMENTAL APPROPRIATIONS AND THE TRANSFER OF FUNDS FOR THE BUDGET STABILIZATION FUND #111; AND DECLARING AN EMERGENCY *1st Reading.*

PENDING LEGISLATION:

ORDINANCE 2025-45 AUTHORIZING AN INCREASE IN ESTIMATED RESOURCES AND THE TRANSFER OF FUNDS OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY *2nd Reading.*

ORDINANCE 2025-46 AUTHORIZING SUPPLEMENTAL APPROPRIATIONS OF THE CITY OF NORTHWOOD FOR FISCAL YEAR 2025; AND DECLARING AN EMERGENCY *2nd Reading.*

ORDINANCE 2025-44 AN ORDINANCE APPROVING THE UPDATED POSITION DESCRIPTION FOR THE ZONING INSPECTOR, AND DECLARING AN EMERGENCY *3rd Reading.*

ORDINANCE 2025-43 AN ORDINANCE APPROVING THE UPDATED POSITION DESCRIPTION FOR THE DIRECTOR OF PLANNING, ZONING, AND ECONOMIC DEVELOPMENT, AND DECLARING AN EMERGENCY *3rd Reading.*

MAYOR: *Mayor Schimmel*

- Mayor's Report

CITY ADMINISTRATOR: *Kevin Laughlin*

- City Administrator's Report

CITY FINANCIAL REPORT(S)

- October bank reconciliation
- October financial reports

LIST OF EXPENDITURES OVER \$10,000

<u>INVOICE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
GERKEN PAVING INC	2025 PAVEMENT RESURFACING	\$219,430.72
FELLER FINCH	DALLING DRIVE EXTENSION-WALLICK PROPERTY	\$15,320.59
BIO-CARE	FIRE DEPT. MEDICAL PHYSICALS	\$12,015.00
THOMAS DESIMPELAERE	RELEASE OF INSURANCE ESCROW FUND FOR FIRE REPAIRS	\$23,538.53

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:

November 6, 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 07:01 PM on November 6, 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 Barton, Councilor Stoner and City Administrator Kevin Laughlin.

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

RESULT: *Passed (6-0)*

APPROVAL OF MINUTES

October 23, 2025 Meeting Minutes

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

RESULT: *Passed (6-0)*

PRESENTATION

Councilor Fahrbach made a motion to appoint Andrew Dickey to fill the open seat on Council; Councilor Melnyk seconded. No further nominations were made, and Mayor Schimmel requested roll to be called: Fahrbach, yes; Melnyk, yes; Barton, yes; Stoner, yes; Huntermark, yes; Edwards, yes. Motion Passed. Andrew Dickey was selected to fill the vacant seat on City Council.

Mayor Schimmel administered the Oath of Office to Mr. Dickey, and he was seated.

PUBLIC COMMENT

COMMUNICATIONS

COUNCIL COMMITTEE REPORTS

Economic Development Council President Jim Barton - Next Meeting 11/13 @ 6PM

No Report.

Finance Councilor Louis Fahrbach - Meeting on 11/6 at 6:30PM

The committee discussed the third reading of Ordinance 2542 and recommended approval of the proposed \$4 million allocation to the Rainy Day Fund.

The committee also reviewed a preliminary draft of the 2026 budget. Items identified for further review include:

- Evaluation of payroll logistics and potential cost savings from moving from 27 to 24 pay periods (estimated savings of approximately \$145,000).
- Staffing considerations within the Street Department and Police Department due to upcoming retirements.
- Obtaining healthcare quotes and reviewing the city's cost-sharing approach between employees and taxpayers.

No formal recommendations were made at this time. The committee suggested scheduling a **Committee of the Whole meeting** next week to allow all of Council to discuss the budget items further.

Recreation Board Councilor Jim Barton

Next Meeting: November 12th @ 6PM

Safety Councilor Mark Stoner

No Report.

Tree Commission Councilor Michael Melnyk

Tree Commission recently donated a tree to the Student Council of Northwood High School. On Monday, with the assistance of Councilor Dickey and three Student Council members, the tree, a fire red maple, was planted at Central Park.

November 6, 2025

Service Councilor Dean Edwards - Meeting on 11/6 at 6:PM

The committee discussed the 2026 budget items including:

- **Tractor Replacement:** Discussed replacement of an underpowered tractor. Tom plans to replace it, as it is no longer effective for its intended use and has minimal resale value.
- **Street Department Vacancy:** Upcoming vacancy in the Street Department was noted and discussed; brought up in Finance committee as well.

Parks, Rec & NCC Councilor Pat Huntermark - Meeting on 11/6 at 6:15PM

Grant Applications: The Committee made a recommendation to authorize the Recreation Director to apply for two grants: one for baseball helmets and one through Dick's Sporting Goods for a community outreach program.

MOTION: Council President Barton made a motion to **authorize the Recreation Director to apply for the baseball helmet grant and community outreach program grant**; seconded by Councilor Melnyk. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Council President Barton, Councilor Stoner, Councilor Dickey; **No:** None; **Abstain:** None

RESULT: *Passed (7-0)*

Budget Review: Discussed upcoming expenditures including:

- New bleachers: \$95,000
- Fitness equipment: \$19,900
- Phase 2 parking lot improvements: \$338,000
- Brentwood playground: City share approx. \$300,000

Committee of the Whole Council President Barton

Next Meeting: November 13th @ 6:30PM

CEREMONIAL ITEMS

Masyor Schimmel shared that the Northwood Little Rangers held a "Play for Pink" fundraiser as part of their Make a Difference Day. They raised over \$1,000 in pledges and donations, including a \$250 donation to the Susan G. Coleman Foundation. The group presented a signed football to City Council, which will be given to a local individual currently battling cancer. Council expressed appreciation for the Little Rangers' efforts.

NEW RESOLUTION

PENDING RESOLUTION

NEW LEGISLATION

ORDINANCE 2025-45 AUTHORIZING AN INCREASE IN ESTIMATED RESOURCES AND THE TRANSFER OF FUNDS OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY

1st Reading - Edwards

ORDINANCE 2025-46 AUTHORIZING SUPPLEMENTAL APPROPRIATIONS OF THE CITY OF NORTHWOOD FOR FISCAL YEAR 2025; AND DECLARING AN EMERGENCY

1st Reading - Edwards

PENDING LEGISLATION

ORDINANCE 2025-44 AN ORDINANCE APPROVING THE UPDATED POSITION DESCRIPTION FOR THE ZONING INSPECTOR, AND DECLARING AN EMERGENCY

2nd Reading - Edwards

ORDINANCE 2025-43 AN ORDINANCE APPROVING THE UPDATED POSITION DESCRIPTION FOR THE DIRECTOR OF PLANNING, ZONING, AND ECONOMIC DEVELOPMENT, AND DECLARING AN EMERGENCY

2nd Reading - Edwards

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

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, Council President Barton, Councilor Stoner; **No:** None; **Abstain:** Councilor Andrew Dickey

RESULT: *Passed (6-0)*

November 6, 2025

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

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, Council President Barton, Councilor Stoner; **No:** None; **Abstain:** Councilor Andrew Dickey
RESULT: *Passed (6-0)*

MAYOR Mayor Schimmel

CITY ADMINISTRATOR Kevin Laughlin

City Administrator's Report

<u>TOPIC/ ITEM</u>	<u>DISCUSSION</u>
<p>Josie Room Renovations - FD</p>	<p>Request approval for awarding the contract to GEM Service for HVAC work for the project at station 82.</p> <ul style="list-style-type: none"> • GEM - \$71,695.00 • Campbell Mechanical - \$123,718.00

Council authorized up to an additional \$150,000 for the Josie Room renovations.

MOTION: Councilor Fahrbach made a motion to **Appoint Andrew Dickey to fill the vacant council seat**; seconded by Councilor Melnyk. **ROLL CALL: Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Council President Barton, Councilor Stoner, Councilor Dickey; **No:** None; **Abstain:** None
RESULT: *Passed (7-0)*

<p>Organizational Meeting</p>	<p>Request Council schedule the date for the Organizational Meeting for January 5th 2026.</p> <p>MOTION: Council President Barton made a motion to authorize the Recreation Director to apply for two grants: one for baseball helmets and one through Dick's Sporting Goods for a community outreach program; seconded by Councilor Melnyk. ROLL CALL: Yes: Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Council President Barton, Councilor Stoner, Councilor Dickey; No: None; Abstain: None RESULT: <i>Passed (7-0)</i></p>
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CITY FINANCIAL REPORT(S)

OCTOBER 2025 EXPENDITURES

MOTION: Council President Barton made a motion to **acknowledge receipt of the October Financial Reports** ; seconded by Councilor Stoner. **ROLL CALL: Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Council President Barton, Councilor Stoner, Councilor Dickey; **No:** None; **Abstain:** None
RESULT: *Passed (7-0)*

LIST OF EXPENDITURES OVER \$10,000

<u>INVOICE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
CITY OF PERRYSBURG	SHARE OF ASTRO SITE REPEATER	\$10,000.00
VC3	MONTHLY BILLING FOR OCTOBER	\$11,492.04
WOOD COUNTY OFFICE	SHERIFF'S DISPATCHING MONTHLY FEE- OCTOBER 2025	\$17,370.82
MENARDS	TIF PAYMENTS TOWARDS DEBT OBLIGATION	\$111,050.00

MOTION: Councilor Melnyk made a motion to **approve the list of expenditures over \$10,000** ; seconded by Councilor Stoner. **ROLL CALL: Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Council President Barton, Councilor Stoner, Councilor Dickey; **No:** None; **Abstain:** None
RESULT: *Passed (7-0)*

CITY ATTORNEY'S REPORT/DISCUSSION Brian Ballenger

CITY ENGINEER'S REPORT/DISCUSSION Dave Kuhn

November 6, 2025

City Engineer's Report

City Administrator Laughlin reported that paving on Chantilly Road and Wolf Creek Court has largely been completed and is progressing well. The Waste Management Dry Creek project, originally scheduled to begin construction this past Monday, has been postponed to November 20 due to ongoing coordination issues with the County Engineer and County Commissioners.

NEW BUSINESS

OLD BUSINESS

PERSONS APPEARING BEFORE THE MAYOR AND COUNCIL

EXECUTIVE SESSION

MOTION: Councilor Stoner made a motion to **enter into Executive Session at 7:20PM with Mayor, Council and City Administrator to discuss contract negotiations**; seconded by Councilor Edwards. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Council President Barton, Councilor Stoner, Councilor Dickey; **No:** None; **Abstain:** None
RESULT: *Passed (7-0)*

The meeting was called back to order at 7:28PM 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 Barton, Councilor Stoner, Councilor Dickey and City Administrator Kevin Laughlin.

MOTION: Councilor Edwards made a motion to **terminate the contract with VC3**; seconded by Councilor Huntermark. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Council President Barton, Councilor Stoner, Councilor Dickey; **No:** None; **Abstain:** None
RESULT: *Passed (7-0)*

ADJOURNMENT

07:28 PM

ATTEST:

Council Clerk

APPROVED:

Mayor

2025-47

ORDINANCE 2025-47 AN ORDINANCE MAKING APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF NORTHWOOD, OHIO DURING THE FISCAL YEAR ENDING DECEMBER 31, 2026, AND ESTABLISHING ACCOUNTS THEREON; AND DECLARING AN EMERGENCY.

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

SECTION 1. That to provide for current expenses and other expenditures of the City of Northwood, Ohio during the fiscal year ending December 31, 2026, and the following sums are appropriated and accounts established.

SECTION 2. That the City Administrator and Finance & Revenue Director are hereby authorized to draw warrants for payments from any of the foregoing appropriations upon receiving proper certification and voucher therefore approved by the officers authorized by law to approve the same or an Ordinance or Resolution of Council to make expenditures, providing that no warrant shall be drawn or paid on salaries or wages except to persons employed by authority of and in accordance with the law and Ordinance; provided further that appropriations for contingencies can only be expended upon appeal of seven members of Council for items of expense constituting a legal obligation against the City for purpose other than those covered by the other specific appropriation.

SECTION 3. That there be appropriated from the GENERAL FUND CASH BALANCE the following:

<u>Accounts</u>	<u>Category</u>	<u>Amount</u>
110-7110	POLICE DEPT.	
50201-50590	Personal Services	\$2,795,918
51176-51821	Contractual Services	91,800
52110-52320	Supplies & Materials	121,475
54272	Other Expenses	3,000
	Total Police Department	\$3,012,193
110-7115	FIRE DEPT.	
50201-50571	Personal Services	1,348,106
51210-51821	Contractual Services	112,160
52110-52320	Supplies & Materials	152,300
	Total Fire Department	\$1,612,466
110-7120	CIVIL DEFENSE	
51267	Contractual Services	3,800
	Total Civil Defense	\$3,800
110-7125	DISPATCH SERVICES	
50201-50590	Personal Services	91,861
51626-51816	Contractual Services	219,600
	Total Dispatchers	\$311,461
10-7220	HEALTH DEPT.	
51292	Contractual Services	6,000
	Total Health Department	\$6,000
110-7310	PARKS	
	Personal Services	000
51209-51682	Contractual Services	26,400
52268-53501	Supplies & Materials	4,000
	Total Parks	\$30,400
110-7315	RECREATION	22,300
110-7316	Concession Stand	11,950
110-7317	Northwood Community Center	387,155
	Total Recreation	\$421,405

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110-7320	BASEBALL		
	Personal Services	5,800	
51170-51202	Contractual Services	7,350	
52150-54902	Supplies Materials, Refunds	7,300	
	Total Baseball		\$20,450
110-7315-52264	SOCCER	9,000	
110-7410	ZONING		
50201-50550	Personal Services	150,875	
51814	Contractual Services	17,700	
52110-52268	Supplies & Materials	5,600	
	Total Zoning		\$174,175
110-7425	RIGHT OF WAY MOWING		
50212	Personal Services - Mowing	23,190	
51262-51682	Contractual Services	3,000	
52268-53501	Supplies & Materials	750	
	Total Right of Way Mowing		\$26,940
110-7427	NUISANCE PROPERTY MAINTENANCE		
50212	Personal Services	2,310	
51262	Demolition Contracts	000	
	Total Nuisance Property		\$2,310
110-7430	TREE COMMISSION		
50212	Personal Services		\$12,700
51262	Tree Maintenance/Grant Program		4,500
52268-53501	Supplies & Materials		6,900
	Total Tree Commission		\$24,100
110-7435	ECONOMIC DEVELOPMENT		
51170	Contractual Services	10,000	
52147-52904	Supplies & Materials	15,000	
	Total Economic Development		\$25,000
110-7610	STREET CONSTRUCTION, MAINT & REPAIR		
57015	Transfer to 222 S.C.M.R. Fund	110,000	
57015	Transfer to 230 Brush Pickup	000	
	Total SCMR Streets		\$110,000
110-7710	MAYOR'S OFFICE		
50111-50550	Personal Services	48,950	
51814	Contractual Services	300	
52160-52268	Supplies & Materials	300	
	Total Mayor		\$49,550
110-7715	FINANCE DEPT.		
50201-50550	Personal Services	260,195	
51251-51814	Contractual Services	89,000	
52110-52268	Supplies & Materials	3,700	
	Total Finance		\$352,895
110-7720	ADMINISTRATOR		
50201-50550	Personal Services	174,210	
51814	Contractual Services	5,300	
52150-52268	Supplies & Materials	1,700	
	Total Administrator		\$181,210
110-7725	CITY ATTORNEY		

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50521-50541	Personal Services	46,945
	Contractual Services	6,200
52268	Supplies & Materials	1,500
	Total City Attorney	\$54,645

110-7730 GENERAL ADMINISTRATION

50230-50511	Personal Services	1,800
51170-51814	Contractual Services	506,200
52110-52268	Supplies & Materials	10,250
54902	Refunds	1,000
	Total General Administration	\$519,250

110-7735 CITY COUNCIL

50112-50550	Personal Services	78,160
52160-52268	Supplies & Materials	500
	Total General Administration	\$78,860

110-7737 CITY CLERK

50203-50550	Personal Services	106,155
51274-51814	Contractual Services	22,615
52110-52268	Supplies & Materials	1,200
	Total City Clerk	\$129,970

110-7740 MAYORS COURT

50201	Personal Services	\$171,684
51176	Contractual Services	26,250
52268	Supplies & Materials	10,000
	Total Mayors Court	\$207,934

110-7745 CIVIL SERVICE

50212	Personal Services	2,915
51210-51335	Contractual Services	7,000
52268	Supplies & Materials	50
	Total Civil Service	\$9,965

110-7750 BUILDING & GROUNDS

50212-50571	Personal Services	165,980
51636-51814	Contractual Services	46,200
52268-54500	Supplies & Materials	26,700
	Total Buildings/Grounds	\$238,880

110-7755 ENGINEERING

51188	Contractual Services	\$10,000
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110-7770 COUNTY AUDITOR DEDUCTIONS

51292	Contractual Services	4,000
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110-7825/7838 STREET LIGHTING 75,375

TOTAL GENERAL FUND \$7,694,194

SECTION 4. That there be appropriated from the STREET CONSTRUCTION, MAINTENANCE AND REPAIR CASH BALANCE the following:

222-7610 S.C.M.R.

50201-50581	Personal Services	495,891
51841-51821	Contractual Services	5,750
52268-52320	Supplies & Materials	35,750
	Total S.C.M.R.	\$537,391

222-7630 SNOW REMOVAL

50212-50234	Personal Services	12,500
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51682	Contractual Services	10,000
52268-52310	Supplies & Materials	55,000
	Total Snow Removal	\$77,500

222-7635	TRAFFIC SIGNALS	
50212	Personal Services	9,100
51641-51711	Contractual Services	15,200
52258	Supplies & Materials	3,500
	Total Traffic Signals	\$27,800

TOTAL S.C.M.R. FUND \$642,691

SECTION 5. That there be appropriated from the MOTOR VEHICLE LICENSE TAX FUND CASH BALANCE the following:

223-7640-51209	Road Striping	19,000
	TOTAL MOTOR VEHICLE LICENSE FUND	\$19,000

SECTION 6. That there be appropriated from the STATE HIGHWAY IMPROVEMENT FUND CASH BALANCE the following:

224-7610	STATE HIGHWAY	
224-7610-50501	Personal Services	24,620
224-7610-50511	Supplies & Materials	9,250
	Total State Highway	\$28,490

224-7635	STATE HWY-TRAFFIC SIGNALS	600
224-7640	STATE HWY – ROAD STRIPING	7,000
	Total State Highway Fund	\$41,470

SECTION 7. That there be appropriated from the NORTHWOOD WASTE/ENVIRONMENTAL FUND CASH BALANCE the following:

230-7454-50212/50511	Personal Services	18,580
	TOTAL WASTE/ENVIRONMENTAL FUND	\$18,580

SECTION 8. That there be appropriated from the DRUG FINE FUND CASH BALANCE the following:

235-7110-53301	Supplies & Materials	1,000
	TOTAL DRUG FINE FUND	\$1,000

SECTION 9. That there be appropriated from the SPECIAL LAW ENFORCEMENT FUND CASH BALANCE the following:

236-7110-52272/53301	Supplies & Materials	200
	TOTAL SPECIAL LAW ENFORCEMENT	\$200

SECTION 10. That there be appropriated from the ENFORCEMENT & EDUCATION/ALCOHOL FUND CASH BALANCE the following:

237-7740-54272	Crime Prevention	200
	TOTAL ENFORCEMENT/EDUCATION ALCOHOL	\$200

SECTION 11. That there be appropriated from the COMPUTERIZED RESEARCH FUND CASH BALANCE the following:

238-7740-53302	Computer Equipment/Accessories	14,000
	TOTAL COMPUTERIZED RESEARCH FUND	\$14,000

SECTION 12. That there be appropriated from the OPIOD CRISIS FUND CASH BALANCE the following:

239-7110-53302	Canine Unit	12,000
	TOTAL OPIOD CRISIS FUND	\$12,000

SECTION 13. That there be appropriated from the ECONOMIC DEVELOPMENT FUND CASH BALANCE the following:

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240-7435-53302 Contractual Services 75,000
Façade Program 25,000
TOTAL ECONOMIC DEVELOPMENT FUND \$100,000

SECTION 14. That there be appropriated from the TREE CITY USA GROWTH CASH BALANCE the following:

243-7430-53501 Tree Plantings 5,000
TOTAL TREE CITY USA FUND \$5,000

SECTION 15. That there be appropriated from the ENCLAVE DEBT FUND CASH BALANCE the following:

332-7910-54140 Principal payments 75,000
TOTAL ENCLAVE DEBT FUND \$75,000

SECTION 16. That there be appropriated from the MENARDS DEBT FUND CASH BALANCE the following:

333-7910-54140 Principal Payments 75,000
333-7910-54240 Interest Payments 127,200
TOTAL MENARDS- DEBT FUND \$202,200

SECTION 17. That there be appropriated from the CAPITAL IMPROVEMENT FUND CASH BALANCE the following:

401-7610-53301 Street Dept. 130,7500
401-7410-53301 Fire Dept. 43,425
401-7610-53530 Street Construction 984,510
401-7610-53588 Engineering – Street Const. 122,215
401-7715-51170 Rita Commission (20%) 21,000
401-7730-53301 Administration 84,476
401-7750-53301 NCC Gym Equipment 115,897
401-7910-54210 Principal – OWDA The Enclave 168,426
401-7910-54210 Principal – The Enclave 215,000
401-7910-54110 Principal – NCC 125,000
401-7910-54210 Interest – The Enclave 181,200
401-7910-54220 Interest - NCC 334,275
401-7910-54250 Interest – OWDA The Enclave 9,403
TOTAL CAPITAL IMPROVEMENT \$2,407,826

SECTION 18. That there be appropriated from the RECREATION PARKS COMBINED FUND CASH BALANCE the following:

402-7310-53201 Parking Lot at NCC \$40,800
TOTAL RECREATION PARKS FUND \$40,800

SECTION 19. That there be appropriated from the THE REC/COMM CENTER BLDG FUND CASH BALANCE the following:

405-7610-53530 Parking Lot at NCC 297,500
TOTAL ENCLAVE CONST 297,500

SECTION 20. That there be appropriated from the CAPITAL REPLACEMENT FUND CASH BALANCE the following:

408-7810-53531 Police Capital Replacements 157,000
408-7810-53532 Fire Capital Replacements 234,974
408-7810-53533 Building/Grounds Capital Replacement 54,582
Recreation Capital Replacement 300,000
708-7810-53534 Public Service Capital Replacement 287,907
408-7810-53535 General Admin Capital Replacement 93,708
TOTAL CAPITAL REPLACE FUND \$1,128,171

SECTION 21. That there be appropriated from the STORM WATER MGMT FUND CASH BALANCE the following:

701-7510-50212 Personal Services 18,920

2025-47

701-7510-51711 Contractual Services 19,500
701-7510-53588 Engineering 58,000
701-7510-53201 Curtice Road Ditch Enclosure 574,000
TOTAL STORMWATER FUND \$670,420

SECTION 22. That there be appropriated from the KEEP NORTHWOOD BEAUTIFUL CASH BALANCE the following:

704-7421-53201 General Improvements 20,000
TOTAL KNB FUND \$20,000

SECTION 23. That there be appropriated from the NORTHWOOD CIVIC EVENTS CASH BALANCE the following:

705-7330-53201 Donations 10,000
TOTAL CIVIC EVENTS FUND \$10,000

SECTION 24. 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 25. 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

2025-48

ORDINANCE 2025-48 AN ORDINANCE APPROVING THE TERMS OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF NORTHWOOD, OHIO AND THE FRATERNAL ORDER OF POLICE (SERGEANTS); AND DECLARING AN EMERGENCY.

WHEREAS, The City of Northwood and the Fraternal Order of Police, Ohio Labor Council, hereinafter referred to collectively as "the parties", are parties to a collective bargaining agreement expiring June 30, 2028; and

WHEREAS, the Parties desire to temporarily modify the terms of their CBA regarding vacation accrual, and to clarify certain other CBA provisions that could otherwise be affected by the desired modification.

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

SECTION 1. The parties have agreed to the amendments to the existing language of the bargaining agreement provided in the attached "Exhibit A", which shall become effective July 1, 2025.

SECTION 2. All other provisions of the current Collective Bargaining Agreement (CBA) between the parties remain in effect and unchanged unless otherwise explicitly agreed upon in writing.

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

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF NORTHWOOD
AND
FRATERNAL ORDER OF POLICE
(Sergeants)

This Memorandum of Understanding (MOU) is made by and between the City of Northwood (“City”) and the Fraternal Order of Police (“Union”), hereinafter collectively, “the Parties.”

WHEREAS, the Parties desire to temporarily modify the terms of their CBA regarding vacation accrual, and to clarify certain other CBA provisions that could otherwise be affected by the desired modification.

NOW, THEREFORE, the parties hereby agree as follows:

Notwithstanding the existing provisions of Article 29 Vacations, the Parties agree that following language pertaining to Article 29 shall be controlling for the duration of the current Collective Bargaining Agreement, expiring on June 30, 2028:

Section 29.1. Full-time employees shall be entitled to vacation, with pay, on an accrual basis. Vacation shall be paid at the employee’s regular rate of pay as of the time the vacation leave is used.

Section 29.2. All full-time hourly employees shall accrue hours of vacation leave, on up to forty (40) hours a week, for each hour in active pay status according to the following table:

<u>Length of Service</u>	<u>Hourly Accrual</u>	<u>Maximum Accrual</u>
Less than 5 years	.0385 hours	96 Hours
5 years, but less than 11 years	.0577 hours	136 Hours
11 years, but less than 17 years	.0769 hours	184 Hours
17 years, but less than 30 years	.0962 hours	224 Hours
30 years or more	.1154 hours	264 Hours

Section 29.3. An employee may not accrue vacation in excess of the maximum accrual time listed above.

Section 29.4. Vacation requests will be scheduled with the approval of the Employer in accordance with operating requirements.

This MOU shall expire and cease to have effect after June 30, 2028.

FOR THE CITY OF NORTHWOOD:

Mayor

President of Council

City Administrator

Chief of Police

APPROVED AS TO FORM:

_____ City
Law Director

FOR THE FRATERNAL ORDER OF
POLICE, OHIO LABOR COUNCIL, INC.:

By: _____

By: _____

By: _____

2025-50

ORDINANCE 2025-50 AN ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY.

WHEREAS, the 2025 Budget included a transfer from the General Fund to the Capital Replacement Fund amounting to \$356,000.00;

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: 110-8000-57015 TO: 408-1400-41404 Transfer \$356,000

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

2025-51

ORDINANCE 2025-51 AN ORDINANCE INCREASING ESTIMATED RESOURCES, SUPPLEMENTAL APPROPRIATIONS AND THE TRANSFER OF FUNDS FOR THE BUDGET STABILIZATION FUND #111; AND DECLARING AN EMERGENCY

WHEREAS, this Council passed Ordinance 2025-42 on November 6, 2025 creating the BUDGET STABILIZATION FUND and related policy guidelines; and,

WHEREAS, it is necessary to establish certain accounts and amend the 2025 Estimated Revenues, Appropriations and make a transfer of funds.

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 increase Estimated Resources in the Budget Stabilization Fund as follows:

111-1400-41404 Transfer from General Fund \$4,000,000

SECTION 2. That the Finance Director is hereby authorized and directed to increase supplemental appropriations in the General Fund in order to make a transfer, as follows:

110-8000-57015 Transfer to Budget Stabilization Fund \$4,000,000

SECTION 3. That the Finance Director is hereby authorized and directed to transfer funds as follows: From: 110-8000-57015 To: 111-1400-41404 \$ 4,000,000

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

2025-45

ORDINANCE 2025-45 AUTHORIZING AN INCREASE IN ESTIMATED RESOURCES AND THE TRANSFER OF FUNDS OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY

WHEREAS, the 2025 Budget included a transfer from the General Fund to the Northwood Civic Events Fund amounting to \$5,000.00; and

WHEREAS, the donation to Community Cares for the Northwood Fall Festival was for \$10,000, therefore it is necessary to increase Estimated Resources and the transfer;

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 to increase estimated revenues:
705-1400-41404 Transfer/Donation to Civic Events Fund \$5,000

SECTION 2. That the Finance Director is hereby authorized and directed to make the following transfer of funds:
FROM: 110-7435-57015 TO: 705-1400-41404 Civic Events \$ 10,000

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

2025-46

ORDINANCE 2025-46 AUTHORIZING SUPPLEMENTAL APPROPRIATIONS OF THE CITY OF NORTHWOOD FOR FISCAL YEAR 2025; AND DECLARING AN EMERGENCY

WHEREAS, City Council authorized expenditures of an additional \$150,000 for Fire Department living quarters at the May 22, 2025 Council meeting; and,

WHEREAS, City Council authorized the purchase of a 2026 Police Cruiser \$65,688 utilizing insurance proceeds of \$44,446 from a totaled 2023 Police Cruiser at the October 23, 2025 Council meeting; and

WHEREAS, the Manns Woodward Public Safety Complex study was not included in the 2025 Budget at a cost of \$57,300;

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 increase Supplemental Appropriations in the General Fund totaling \$143,000 as follows:

110-7110-51626	Public Safety Complex Study-Police	\$15,500
110-7115-51626	Public Safety Complex Study-Fire	15,500
110-7730-51626	Public Safety Complex Study-Admin	26,300
110-7115-52243	EMS Grant for EMS Supplies	3,500
110-7115-52320	Vehicle Maintenance – Fire	10,000
110-7310-50212	Parks Seasonal Labor	8,850
110-7317-50212	NCC Front Desk Labor	35,000
110-7410-51209	IWORQ software for Zoning	22,350
110-7730-51251	Computer Support Contract	62,500
110-7730-51711	Electricity	20,000
110-7740-51176	Additional Legal Fees	13,000
110.7750.51637	HVAC Repairs and Maintenance	3,000
110-7755-51188	Engineering – Site Plan Reviews	7,500
110-7715-51209	RITA Collection Fees Rebate for 2024	(100,000)

SECTION 2. That the Finance Director is hereby authorized and directed to increase Supplemental Appropriations in the Computer Research Fund totaling \$7,500 as follows:

238-7740-53302	Computer Equipment	\$ 7,500
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SECTION 3. That the Finance Director is hereby authorized and directed to increase Supplemental Appropriations in the Capital Improvement Fund totaling \$150,000 as follows:

401-7115-53301	Fire Station living quarter improvements	\$ 150,000
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SECTION 4.. That the Finance Director is hereby authorized and directed to increase Supplemental Appropriations in the Capital Replacement Fund totaling \$21,250 as follows:

408-7810-53531	Police Cruiser	\$ 21,250
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SECTION 5. That the Finance Director is hereby authorized and directed to increase Supplemental Appropriations in the Northwood Civic Events Fund totaling \$5,000 as follows:

705-7330-52268	Additional Donation to Community Cares	\$ 5,000
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SECTION 6. 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.

2025-46

SECTION 7. 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

2025-44

ORDINANCE 2025-44 AN ORDINANCE APPROVING THE UPDATED POSITION DESCRIPTION FOR THE ZONING INSPECTOR, AND DECLARING AN EMERGENCY

WHEREAS, The City of Northwood periodically reviews and updates position descriptions to ensure they accurately reflect the current duties, responsibilities, and qualifications of each position; and

WHEREAS, the position description for the Zoning Inspector has been revised to better represent the essential functions and expectations of the role; and

WHEREAS, City Council finds it necessary and appropriate to formally approve and adopt the updated position description to maintain consistency and efficiency in City operations;

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

SECTION 1. City Council hereby approves and adopts the updated position description for the Zoning Inspector, as presented to Council and attached hereto as Exhibit A.

SECTION 2. The updated position description shall replace any and all previous versions of the position description for this position.

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

Position Description

City of Northwood

CLASSIFICATION TITLE: Zoning Inspector

REPORTS TO: Director of Planning, Zoning, & Economic Development **FLSA STATUS:** Non-Exempt

DEPARTMENT: Planning, Zoning

CIVIL SERVICE STATUS: Unclassified

PAY STATUS/REF: Hourly

EMPLOYMENT STATUS: FT/Regular

POSITION DESCRIPTION

Under the direction of the Director of Planning, Zoning and Economic Development, the Zoning Inspector is responsible for enforcing the City's zoning codes, property maintenance standards, and land use regulations to ensure compliance with municipal ordinances. The position involves field inspections, review of permit applications, investigation of complaints, and communication with residents, contractors, and developers.

ILLUSTRATIVE DUTIES OF THE CLASSIFICATION

1. Accepts applications, collects fees, and issues permits related to zoning, including sidewalk, driveway, storm, sanitary sewer, water taps, and operating/locating permits. Maintains daily computer records of permits issued and status reports.
2. Performs field inspections on a periodic and complaint-driven basis to investigate zoning and property maintenance violations. Determines corrective actions required, issues field orders, prepares and posts notices, and documents orders of violation.
3. Conducts and attends meetings, conferences, and workshops with neighborhood and civic groups to provide information and answer questions about land use, zoning, and economic development objectives. Responds to email and telephone inquiries from residents, developers, and stakeholders.
4. Reviews permit applications and site plans for compliance with applicable zoning codes and land use regulations. Provides guidance and information to applicants regarding code requirements.
5. Assigns and maintains official addresses for all properties within the municipality.
6. Maintains accurate inspection and enforcement records, prepares reports, and provides documentation for legal proceedings as needed.
7. Performs duties as a Notary Public.
8. Performs other related duties as assigned.

ESSENTIAL FUNCTIONS OF THE POSITION

1. Meets and communicates with government officials, contractors, and general public.
2. Prepares reports regarding zoning issues, permits,
3. Issues application forms, permits, and notices.
4. Maintains files, inspection records, and related records.
5. Receives and responds to questions and complaints from businesses and industries.
6. Receives, records, and maintains records of payments and receipts.
7. Demonstrates regular and predictable attendance.

Position Description

City of Northwood

CLASSIFICATION TITLE: Zoning Inspector

EQUIPMENT OPERATED

Computer, printer, automobile, camera, copy machine, facsimile machine, scanner, and miscellaneous office equipment.

KNOWLEDGE, SKILLS, AND ABILITIES (* indicates developed after employment)

Knowledge of: City government structure; City and department policies and procedures;* City zoning code;* land planning principles and procedures; building plans; statistics; budgeting; purchasing; government grant programs; geographic information systems

Ability to: follow directions; collect, analyze and interpret statistical data; read and interpret building plans, surveys and land use maps; apply land use and zoning regulations to practical situations; identify and resolve zoning violations; post information accurately to record; maintain accurate records; communicate in written and/or oral form; develop and maintain effective working relationships with associates, board members, public officials and general public; exercise independent judgment.

QUALIFICATIONS: Any combination of training and work experience, which indicates possession of the knowledge, skills, and abilities, listed above. An example of an acceptable qualification for this position is:

Completion of secondary education with training and experience which evidences a thorough knowledge of land use techniques and zoning codes.

LICENSE OR CERTIFICATION REQUIREMENTS

- Possession of standard Ohio vehicle operator's license.

This position description in no matter states or implies that these are the only duties and responsibilities which may be performed by the position incumbent. The incumbent will be required to follow the instructions and perform duties by the position's supervisor, appointing authority, or designee.

Approved by Appointing Authority

Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Employee's Signature

Date

2025-43

ORDINANCE 2025-43 AN ORDINANCE APPROVING THE UPDATED POSITION DESCRIPTION FOR THE DIRECTOR OF PLANNING, ZONING, AND ECONOMIC DEVELOPMENT, AND DECLARING AN EMERGENCY

WHEREAS, The City of Northwood maintains position descriptions to accurately reflect the duties, responsibilities, and qualifications of all City positions; and

WHEREAS, the position description for the Director of Planning, Zoning, and Economic Development has been reviewed and updated to more accurately represent current functions and expectations of the position; and

WHEREAS, City Council finds it necessary and appropriate to formally approve and adopt the updated position description to ensure consistent administration of City operations;

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

SECTION 1. City Council hereby approves and adopts the updated position description for the Director of Planning, Zoning, and Economic Development, as presented to Council and attached hereto as Exhibit A.

SECTION 2. The updated position description shall replace any and all prior versions of the position description for this role.

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

Position Description City of Northwood

CLASSIFICATION TITLE: Director of Planning, Zoning, & Economic Development

REPORTS TO:	City Administrator	FLSA STATUS:	Exempt
DEPARTMENT:	Planning, Zoning	CIVIL SERVICE STATUS:	Unclassified
PAY STATUS/REF:	Sal/Ord.	EMPLOYMENT STATUS:	FT/Regular

POSITION DESCRIPTION

Under general direction, meets with land developers, architects and engineers, and reviews land use plans, specifications and proposals. Issues orders and notices and enforces notices to ensure compliance with City zoning code; conducts public meetings to inform public of land use and zoning codes. Performs other related duties as required.

ILLUSTRATIVE DUTIES OF THE CLASSIFICATION

1. Meets with land developers, architects, and engineers to ensure adherence to land planning codes and regulations; reviews and analyzes plans, specifications, and proposals for development and improvement to ensure compliance; assists in formulation of acceptable planning alternatives; prepares and maintains technical reports and other documentation relative to land use; reviews conditional uses and amendments; reviews construction plans; acts as authorized representative of planning commission to review and approve parcel splits and parcel consolidations.
2. Determines fees, maintains file records and reports; researches information on compliance issues; prepares and provides quarterly reports and annual statistical reports for media; prepares quarterly and annual Permit Construction Cost reports.
3. Prepares "Complaint for Summons" and "Warrant on Complaint" forms for Police Department to execute; files court actions and appears in court on City's behalf to enforce zoning code.
4. Conducts and attends meetings, conferences and workshops with neighborhood and civic groups to answer questions and provide information about land use, zoning and economic development objectives and regulations; reads and replies to all internet e-mail from residents and developers.
5. Researches zoning regulations and permit application processes and assists commercial and industrial developers in following same; prepares and maintains maps, files, and blueprints showing utility locations for use by developers, residents, utility companies, and City staff.
6. Performs various administrative and financial duties; manages budget for Planning and Zoning Department; prepares and submits annual grant applications; Updates, forms, and reports; acts as U.S. Department of Commerce Northwood Program liaison for census reporting and documentation; performs miscellaneous office duties (e.g., answers telephone, performs notary public duties, etc.).
7. Prepares, presents and attends Planning Commission, Board of Zoning Appeals, and Economic Development meetings.

Position Description City of Northwood

CLASSIFICATION TITLE: Director of Planning, Zoning, & Economic Development

8. Coordinates Keep Northwood Beautiful (K.N.B.) program; coordinates community clean up, recycling, and environmental protection programs; prepares and submits reports and records; assists with budget preparation.

ESSENTIAL FUNCTIONS OF THE POSITION

1. Reviews, interprets and analyzes rezoning and land use proposals, resolutions, maps, plans, ordinances, and applications.
2. Examines site plans and compares to zoning requirements.
3. Meets and communicates with government officials, contractors, and general public.
4. Reviews and approves construction plans for compliance with zoning code.
5. Attends and participates in various meetings (e.g. Planning Commission, Zoning Board of Appeals, etc.).
6. Prepares reports regarding construction costs, and K.N.B. program.
7. Maintains files, inspection records, and related records.
8. Receives and responds to questions and complaints from businesses and industries.
9. Obtains price quotes for department purchases and tracks expenditures.
10. Prepares and submits grant applications and follows appropriate procedures.
11. Demonstrates regular and predictable attendance.

EQUIPMENT OPERATED

Computer, printer, automobile, camera, copy machine, facsimile machine, scanner, and miscellaneous office equipment.

KNOWLEDGE, SKILLS, AND ABILITIES (* indicates developed after employment)

Knowledge of: City government structure; City and department policies and procedures;* City zoning code;* land planning principles and procedures; building plans; statistics; budgeting; purchasing; government grant programs; geographic information systems

Ability to: follow directions; collect, analyze and interpret statistical data; read and interpret building plans, surveys and land use maps; apply land use and zoning regulations to practical situations; identify and resolve zoning violations; post information accurately to record; maintain accurate records; communicate in written and/or oral form; develop and maintain effective working relationships with associates, board members, public officials and general public; exercise independent judgment.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Urban Planning, Public Administration, Economic Development, or a related field. Training and/or experience that demonstrates a thorough knowledge of land use planning, zoning codes, and economic development practices.

LICENSE OR CERTIFICATION REQUIREMENTS

- Possession of standard Ohio vehicle operator's license.

This position description in no matter states or implies that these are the only duties and responsibilities which may be performed by the position incumbent. The incumbent will be required

**Position Description
City of Northwood**

CLASSIFICATION TITLE: Director of Planning, Zoning, & Economic Development

to follow the instructions and perform duties by the position's supervisor, appointing authority, or designee.

Approved by Appointing Authority

Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Employee's Signature

Date



MAYOR'S REPORT

REGULAR CITY COUNCIL MEETING ON: NOVEMBER 13, 2025

- Recommendation to appoint Joshua Auman as a member of the Planning Commission. He will be taking the place of Dave Kuhn after Dave's retirement from Feller Finch & Associates and he will be in attendance at the Planning Commission and City Council meetings.



CITY ADMINISTRATOR'S REPORT

REGULAR CITY COUNCIL MEETING ON: NOVEMBER 13, 2025

TOPIC/ ITEM

DISCUSSION

Headshots

Tentatively scheduled for January 5th prior to Org & Regular Council Meeting.

Holiday office
closure

December 26th and January 2nd.

Tree Lighting
Ceremony

December 3rd at 6PM at the NCC



CITY ENGINEER'S REPORT

REGULAR CITY COUNCIL MEETING ON: NOVEMBER 13, 2025

Project Name	Project Budget	Current Status	Key Changes Since Last Meeting
Curtice Rd. Resurfacing & Curbs over I-280	\$195,600.00	Design	Finalizing plans & submitting to ODOT for approval. Bid after approval.
Dry Creek Aquatic and Riparian Restoration Project	\$500,000.00	In Design	Construction on hold until we get Wood County approval.
Wolf Creek Court Drainage Improvements	\$261,775.00	Construction	All work was completed except for some miscellaneous cleanup and items to be addressed. Will begin to calculate field quantity sidewalk assessments.
West Andrus Road Pavement Improvements	\$405,060.12	Construction	All work was completed except for some miscellaneous cleanup and items to be addressed. Will begin to calculate field quantity sidewalk assessments.
Dalling Drive Extension	\$457,300.00	Design Construction Est. Base Bid	Bid opening is on Nov. 12, with recommendations coming to Council on Dec. 4.
Northwood 2025 Pavement Resurfacing Improvements	\$ 721,775.00	Construction	The contractor has finished work on Anderson St. and Mary St. Chantilly Rue pavement and sidewalk work is finished. Some minor items and cleanup need to be completed. The contractor has begun installing sidewalks along Oregon Rd. Next, we will be calculating field quantities for Chantilly Rue sidewalk assessments.

ISSUES REQUIRING COUNCIL ATTENTION

Motion to advertise for Bids

Motion to Award Contract

Project Name	Contractor	Bid Amount
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