



REGULAR CITY COUNCIL MEETING

Monday, January 5, 2026 at 7:01 PM

Access meeting materials and information via the Northwood, Ohio Public Portal:
<https://northwoodoh.portal.civicclerk.com/>

Members of City Council

- Jim Barton
- Andrew Dickey
- Dean Edwards
- Pat Huntermark
- Terry Kretz
- Patrick McGaharan
- Michael Melnyk

CALL TO ORDER:

PLEDGE OF ALLEGIANCE: *Mayor Schimmel*

ROLL CALL:

APPROVAL OF MINUTES:

- December 11, 2025 Meeting Minutes

PRESENTATION:

PUBLIC COMMENT:

COMMUNICATIONS:

COUNCIL COMMITTEE REPORTS:

Economic Development ~

Finance ~

Recreation Board ~

Safety ~

Tree Commission ~

Service ~

Parks, Rec & NCC ~

Committee Of The Whole ~

MAYOR: *Mayor Schimmel*

- Mayor's Report

CITY ADMINISTRATOR: *Kevin Laughlin*

- City Administrator's Report

CITY FINANCIAL REPORT(S)

LIST OF EXPENDITURES OVER \$10,000

INVOICE	DESCRIPTION	AMOUNT
ANTHEM	EMPLOYEE HEALTH CARE 01/01/26-02/01/26	\$60,325.94
FET CONSTRUCTION	PULL BOX GROUND RODS LEMOYNE @ WOODVILLE	\$24,043.11
FET CONSTRUCTION	EST #7 FINAL BILLING FOR THE ENCLAVE	\$24,065.92
CIVICPLUS	ANNUAL SUPPORT & USAGE FES 1/1/26-12/31/26	\$11,298.42

NEW RESOLUTION:

PENDING RESOLUTION:

NEW LEGISLATION:

ORDINANCE 2026-02 PROVIDING FOR THE COMPENSATION OF NON-UNION MANAGEMENT PERSONNEL OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY. *1st Reading.*

ORDINANCE 2026-03 PROVIDING FOR THE COMPENSATION OF FULL TIME, NON-UNION, NON-MANAGEMENT PERSONNEL OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY. *1st Reading.*

ORDINANCE 2026-04 PROVIDING FOR THE COMPENSATION OF PART TIME, NON-UNION, NON-MANAGEMENT PERSONNEL OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY. *1st Reading.*

ORDINANCE 2026-05 APPROVING THE JOB DESCRIPTION FOR RECREATION SHIFT LEAD; AND DECLARING AN EMERGENCY. *1st Reading.*

PENDING LEGISLATION:

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:

December 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 07:03 PM on December 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 Acting Clerk, Jolene Sabo and those in attendance were as follows: Mayor Schimmel, Councilor Fahrbach, Councilor Edwards, Councilor Melnyk, Councilor Huntermark, Council President Barton, Councilor Stoner, Councilor Dickey, City Administrator Kevin Laughlin, City Attorney Brian Ballenger and City Engineer Dave Kuhn and Josh Auman.

APPROVAL OF MINUTES

December 4, 2025 Regular Council meeting minutes

MOTION: Councilor Stoner made a motion to **Approve**; seconded by Councilor Huntermark. **ROLL CALL:** **Yes:** Councilor Fahrbach, Councilor Edwards, Councilor Huntermark, Council President Barton, Councilor Stoner, Councilor Dickey; **No:** None; **Abstain:** Councilor Michael Melnyk
RESULT: *Passed (6-0)*

PRESENTATION

Certificate of Appreciate for Tim Strause

Certificate of Appreciation for Patrick McGaharan

Mayor Schimmel read both certificates into the record and presented the certificate to Patrick as he was in attendance at the meeting.

PUBLIC COMMENT

COMMUNICATIONS

City Administrator Kevin Laughlin reported that Columbia Gas has notified the City of potential minor rate increases permitted under a section of the Ohio Revised Code that allows utilities to recover infrastructure improvement costs. Columbia Gas has invested approximately \$29.5 million statewide in recent years. The administration is reviewing the notice to determine the impact on Northwood residents and will provide an update once more information is available.

COUNCIL COMMITTEE REPORTS

Economic Development Council President Jim Barton

No Report.

Finance Councilor Louis Fahrbach

No Report.

Recreation Board Councilor Jim Barton

No Report.

Safety Councilor Mark Stoner

No Report.

Tree Commission Councilor Michael Melnyk

It was previously reported that the four trees scheduled to be relocated from the front of the Community Center have not yet been moved. After contacting the contractor, it was learned the delay was due to an oversight. The contractor has committed to completing the relocation by next week.

Service Councilor Dean Edwards

No Report.

Parks, Rec & NCC Councilor Pat Huntermark

No Report.

Committee of the Whole Council President Barton

No Report.

CEREMONIAL ITEMS

NEW RESOLUTION

PENDING RESOLUTION

December 11, 2025

NEW LEGISLATION

ORDINANCE 2025-52 AN ORDINANCE ADJUSTING THE 2025 CERTIFICATE OF ESTIMATED RESOURCES FOR THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY

MOTION: Councilor Edwards made a motion to **Suspend the rules**; 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

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

MOTION: Councilor Edwards made a motion to **Move on Final Adoption**; 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) effective immediately*

PENDING LEGISLATION

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.

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

RESULT: *Passed (7-0) effective immediately*

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

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

RESULT: *Passed (7-0) effective immediately*

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

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

RESULT: *Passed (7-0) effective immediately*

MAYOR Mayor Schimmel

Mayor's Report

POLICE:

Chief Zahradnik presented the letter of resignation of Jolene from the police department, effective January 2026. Jolene had worked for the PD full-time from June of 2014 to December of 2019 (5 ½ years), and part time from December 2019 until January 2026 (6 years). She had worked in the positions of DARE & SRO well as Code Enforcement Officer and Bailiff.

Chief Zahradnik presented the recommendation to promote Nathan Fawcett to the rank of Police Sergeant effective January 1, 2026.

MOTION: Councilor Stoner made a motion to **promote Nathan Fawcett to the rank of Police Sergeant effective January 1, 2026**; 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

December 11, 2025

RESULT: *Passed (7-0)*

RECREATION:

Recreation Director Pat McGaharan submitted his letter of resignation effective December 31, 2025. Pat served the City of Northwood since 2017, starting as Part-Time Recreation Director and moving to Full-Time in 2024. During his time, he grew the Recreation Department & programs, organized numerous community events, and played a key role in the opening and operation of the Northwood Community Center. Pat will be transitioning to Council in January, and we thank him for his dedicated service and contributions to the community.

Recommendation to appoint Anthony Harmon as the Recreation Director effective January 1, 2025.

MOTION: Councilor Huntermark made a motion to **appoint Anthony Harmon as the Recreation Director effective January 1, 2025.** ; 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)*

Mayor Schimmel also shared that he received a letter of resignation from Terry Kretz from the Planning Commission.

CITY ADMINISTRATOR Kevin Laughlin

City Administrator's Report

<u>TOPIC/ ITEM</u>	<u>DISCUSSION</u>
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Lexipol Contract	The contract was in the approved 2026 budget (\$18,000). If we can execute the contract in 2025 they will invoice us in 2026, and cut the implementation cost by 50%, resulting in a new contract amount of \$11,426.60.
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Request authorization to sign the Lexipol contract

MOTION: Council President Barton made a motion to **authorize the City Administrator to sign the Lexipol contract;** 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)*

CITY FINANCIAL REPORT(S)

MOTION: Councilor Melnyk made a motion to **acknowledge receipt of the November financial reports;** 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)*

November bank reconciliation

November month end financial reports

NOVEMBER 2025 EXPENDITURES

LIST OF EXPENDITURES OVER \$10,000

<u>INVOICE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
GEDDIS PAVING & EXCAVATING CONTRACT	INVOICE WOLF CREEK STORM SEWER	\$234,980.11
VC3	NOVEMBER 2025 MONTHLY BILLING	\$12,130.62
WOOD COUNTY OFFICE	SHERIFF'S NOVEMBER 2025 DISPATCHING FEE	\$17,370.82

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

CITY ATTORNEY'S REPORT/DISCUSSION Brian Ballenger

No Report.

CITY ENGINEER'S REPORT/DISCUSSION Dave Kuhn

December 11, 2025

City Engineer's Report

PROJECT UPDATES

Project Name	Project Budget	Current Status	Key Changes Since Last Meeting
Curtice Rd. Resurfacing & Curbs over I-280	\$195,600.00	Design	Plans to be submitted to ODOT this month for review and approval.
Dry Creek Aquatic and Riparian Restoration Project	\$500,000.00	Construction	Construction to begin as soon as weather permits.
Dalling Drive Extension Improvements	\$713,562.02	Construction	In the process of getting contracts signed. Contractor to start Jan. 2026 weather permitting.
West Andrus Road Pavement Improvements	\$405,060.12	Construction	Construction is complete. Waiting on contractor's invoice. Will begin to calculate sidewalk assessments
Northwood 2025 Pavement Resurfacing Improvements	\$721,775.00	Construction	Construction is complete. Waiting on contractor's invoice. Will begin to calculate sidewalk assessments

ISSUES REQUIRING COUNCIL ATTENTION

Motion to advertise for Bids

Project Name	Bid Opening Date
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Motion to Award Contract

Project Name	Contractor	Bid Amount
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NEW BUSINESS

Councilor Melnyk noted that with Amy Stribdy's recent resignation after 22 years of service, it was his opinion the City may not have provided adequate support. He expressed concern that staff needs have not been evaluated in many years and recommended that, after the new council is seated, the City hire an independent agency to conduct a comprehensive audit of personnel and services. Councilor Melnyk requested that the administration begin gathering quotes for such an audit. The Mayor and Administrator agreed to start looking into pricing.

Mayor Schimmel thanked Mark and Louis for their many years of service on Council, noting that it will be a significant change not having them present. He expressed appreciation for their dedication, insight, and contributions over the years, stating that much has been accomplished during their tenure and that the City will continue moving forward.

Councilor Fahrbach thanked the citizens of Northwood for the privilege of representing them over the past 12 years. He expressed gratitude to fellow council members and mayors he has served with, noting the meaningfulness of the experience. He offered words of guidance to incoming council members, encouraging them to lead with integrity, pursue what is good, and stand against what is harmful. He referenced Romans 13, emphasizing that good governance honors what is right and discourages what is wrong. He concluded by expressing his prayers for the City of Northwood and gratitude for the opportunity to serve.

OLD BUSINESS

Councilor Melnyk requested a sketch of the plan for the Curtis Road corridor. The administration responded that the sketch would be provided by the following day.

Mayor Schimmel initiated discussion regarding a request for an exemption from the City's storage unit moratorium for a property on Oregon Road. He provided background, noting that the Planning Commission had reviewed the request but took no action, leaving the decision to City Council. The property owners have submitted an application to the Planning Commission for review and are actively pursuing the project. Mayor Schimmel requested clarification from Council to ensure the applicants do not invest additional time and resources if an exemption will not be granted. Councilor Melnyk explained that the property owner purchased the first parcel prior to the moratorium and later sought to acquire a second parcel, during which the moratorium was instituted. He expressed support for granting the exemption based on fairness regarding the timing of the moratorium.

Council members then discussed the proposal, considering concerns about the limited economic benefit of storage units, the potential precedent for similar developments, and the property's future potential for higher-value projects. Some members noted low tax revenue, minimal job creation, and misalignment with the City's comprehensive plan as reasons for hesitation. It was clarified that, if granted, the project would still require Planning Commission review and approval. After discussion, Council agreed to make an official decision to provide clarity to the property owners and avoid unnecessary expenditure of time and resources.

MOTION: Councilor Melnyk made a motion to **grant an exemption for the property on Oregon Rd to allow a storage facility**; seconded by Councilor Edwards. **ROLL CALL:** **Yes:** Councilor Melnyk; **No:** Councilor Fahrbach, Councilor Edwards, Councilor Huntermark, Council President Barton, Councilor Stoner; **Abstain:** Councilor Andrew

December 11, 2025

Dickey
RESULT: *Failed (1-5)*

PERSONS APPEARING BEFORE THE MAYOR AND COUNCIL

EXECUTIVE SESSION

ADJOURNMENT

07:32 PM

ATTEST: _____
Council Clerk

APPROVED: _____
Mayor



MAYOR'S REPORT

REGULAR CITY COUNCIL MEETING ON: JANUARY 5, 2026

ADMINISTRATION:

Recommendation to appoint Matt DeWood to the Planning Commission.

POLICE:

FIRE:

RECREATION:

STREETS/BUILDINGS & GROUNDS:



CITY ADMINISTRATOR'S REPORT

REGULAR CITY COUNCIL MEETING ON: JANUARY 5, 2026

TOPIC/ ITEM

DISCUSSION

OML Council
Member Seminar

The League is excited to announce the 2026 schedule for our Newly Elected Council Members Seminars. These seminars are designed to prepare local leaders for the issues and responsibilities they manage as municipal officials and to assist them in successfully navigating the management of their communities.

Presentations will cover topics such as Home Rule and the authorities granted to municipalities through local control; recent changes to city and village financing procedures; council powers and procedures; ethics; management responsibilities related to public records; open meetings and economic development issues.

Seminar Schedule:

Saturday, February 7 – Cincinnati Marriott Northeast, 9664 Mason Montgomery Rd, Mason, 45040

Saturday, February 21 – The Ohioan Hotel & Event Center, 100 Green Meadows Dr. S, Lewis Center, 43035

Saturday, March 7 – Embassy Suites Rockside, 5800 Rockside Woods Blvd, Independence, 44131

Registration Deadline:

January 30 for the February 7 Seminar

February 13 for the February 21 Seminar

February 27 for the March 7 Seminar

Night of Play
Fundraiser

January 31, 2026 6:00 PM 10:00 PM @ NCC
Wood County Plays’ Night of Play fundraiser for inclusive playground at Brentwood Park. The city has reserved 2 tables. Please RSVP ASAP.

Schonhardt
contract

Authorization to sign the contract for preparation of the City's 2025-2027 Annual CAFR.

Walleye Game

Walleye Game Friday February 27th, RSVP by February 4th.

2026-2

ORDINANCE 2026-02 PROVIDING FOR THE COMPENSATION OF NON-UNION MANAGEMENT PERSONNEL OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY.

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

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

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

SECTION 1. Effective with the passage of Ordinance 2026-02, the City Administrator, with the consent of the Mayor, is authorized to set the compensation of Management personnel within the limits outlined in said Ordinance.

SECTION 2. A cost of living adjustment of 4.5% was applied to the base compensation of eligible employees.

SECTION 3. Effective retroactively to January 1, 2026, the maximum compensation rate for the following personnel shall be as follows:

A. MANAGEMENT PERSONNEL Per Year, Payable Bi-Weekly

City Administrator	\$ 118, 022.58
Police Chief	\$ 113,405.62
Fire Chief	\$ 67,926.09
Director of Public Service	\$ 95,189.55
Finance & Revenue Director	\$ 102,365.69
Clerk of Court	\$ 68,149.75
Planning, Zoning Economic Development Coordinator	\$ 68,723.36
Police Captain	\$ 101,213.25
City Law Director	\$ 39,341.29
City Prosecutor	\$ 23,352.97
Recreation Director	\$ 62,270.00

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** _____, **2026.** **In Effect:** _____

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

2026-3

ORDINANCE 2026-03 PROVIDING FOR THE COMPENSATION OF FULL TIME, NON-UNION, NON-MANAGEMENT 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 maintain high-quality personnel, the City of Northwood must offer compensation to these individuals comparable to neighboring communities.

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

SECTION 1. Effective with the passage of Ordinance 2026-03, the City Administrator, with the consent of the Mayor, is authorized to set the compensation of Management personnel within the limits outlined in said Ordinance.

SECTION 2. A cost of living adjustment of 4.5% was applied to the base compensation of eligible employees.

SECTION 3. Effective retroactively to January 1, 2026, the maximum compensation rate for the following personnel shall be as follows:

A. POLICE EMPLOYEES	Hourly	
Police Secretary	28.80	
B. OFFICE EMPLOYEES	Hourly	Per Year
Executive Administrative Assistant	28.86	\$60,033.53
City Clerk		\$4,170.79
C. RECREATION EMPLOYEES	Hourly	Per Year
Assistant Recreation Director	26.62	\$55,385
D. FIRE DEPARTMENT	Hourly	Per Year - based on 2600 hrs
Full time Firefighter/Basic EMT	23.54	\$61,214.55
Full time Firefighter/Advanced EMT	26.72	\$69,476.81
Full time Firefighter/Paramedic	28.35	\$73,707.32

Lateral transfers with a minimum of two years full-time in the Ohio Police and Fire Pension System

Salary/Experience	Basic EMT	Advanced EMT	Paramedic
Starting Base	\$61,214.55	\$ 69,476.81	\$73,707.32
2 Years	\$64,887.43	\$73,645.42	\$78,129.76
3 Years	\$66,834.05	\$75,854.78	\$80,473.65
4 Years	\$68,839.07	\$78,130.43	\$82,887.86
5 Years Plus	\$70,904.24	\$84,474.34	\$85,374.49

A sign-on bonus will be paid annually for three years upon completion of their anniversary date. Retroactive to the first round of full-time hires

- Firefighter/Basic EMT - \$1,000/\$3,000 for the three years
- Firefighter/Advanced EMT - \$1,500/\$4,500 for the three years
- Firefighter/Paramedic - \$2,500/\$7,500 for the three years.

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.

2026-3

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 _____, 2026. In Effect: _____

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

2026-4

ORDINANCE 2026-04 PROVIDING FOR THE COMPENSATION OF PART TIME, NON-UNION, NON-MANAGEMENT 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 maintain high-quality personnel, the City of Northwood must offer compensation to these individuals comparable to neighboring communities.

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

SECTION 1. Effective with the passage of Ordinance 2026-04, the City Administrator, with the consent of the Mayor, is authorized to set the compensation of personnel within the limits outlined in said Ordinance.

SECTION 2. A cost of Living adjustment of 2.4% was applied to the base compensation of eligible employees.

SECTION 3. Effective retroactively to January 1, 2026, the maximum compensation rate for the following personnel shall be as follows:

	Hourly	Per Year
A. OFFICE EMPLOYEES		
Part-Time Code Enforcement Officer	27.82	
PT Exterior Property Maintenance inspector	27.82	
Legal Secretary/Receptionist		\$47,025
Civil Service Secretary	212.25	\$2,547
B. POLICE EMPLOYEES		
Crossing Guard	16.82	
C. COURT EMPLOYEES		
PT Deputy Court Clerk/Dispatch	26.96	
D. RECREATION EMPLOYEES		
Recreation Shift Lead	21.89	
Recreation Worker	20.89	
Concession Stand	16.87	
E. STREET DEPARTMENT SEASONAL		
Groundskeeper	18.81	

F. FIRE DEPARTMENT

The compensation of a member of the Volunteer Fire Department will be based on a point system with each point to have a value based on the classification rate established below, and with all accreditation of points to be subject to the approval of the Fire Chief.

BASE RATE	
Recruit	\$16.03
Firefighter	\$19.81
Firefighter-EMT	\$23.26
Firefighter-Advanced EMT	\$24.42
Firefighter-Paramedic	\$25.64

RANK DIFFERENTIAL	
Lieutenant	base plus \$0.56
Captain	base plus \$1.13
District Chief	base plus \$1.13
Deputy Chief	base plus \$1.69

2026-4

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** _____, **2026.** **In Effect:** _____

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

2026-5

ORDINANCE 2026-05 APPROVING THE JOB DESCRIPTION FOR RECREATION SHIFT LEAD; AND DECLARING AN EMERGENCY.

WHEREAS, The City Administrator purposes to create the position of part-time Recreation Shift Lead.

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

SECTION 1. That the job description for the Recreation Shift Lead is approved as outlined in Exhibit A.

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** _____, **2026.** **In Effect:** _____

ATTEST:

Clerk of Council

President of Council

APPROVED AS TO FORM:

APPROVED:

City Attorney

Mayor

POSITION DESCRIPTION

CITY OF NORTHWOOD

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CLASS TITLE: Recreation Shift Lead

INCUMBENT:

REPORTS TO: Recreation Director

FLSA STATUS:

Non-Exempt

DEPARTMENT: Recreation

CIVIL SERVICE STATUS:

Unclassified

PAY STATUS/REF: Hourly

EMPLOYMENT STATUS:

Part-Time/Regular

POSITION RESPONSIBILITIES

Under the general guidance of the Recreation Director, the Recreation Shift Lead is responsible for the front-line operations within the Northwood Community Center and providing leadership to Recreation staff during assigned shifts. This position serves as the acting on-site supervisor in the absence of the Recreation Director, ensuring continued operations, staff supervision, customer service, and facility safety.

The Recreation Shift Lead understands all programs offered and can demonstrate use of equipment provided if needed. This position enforces City and departmental policies; provides excellent customer service, controls facility access, processes memberships and miscellaneous programs as needed, monitors recreation areas, and provides first aid. The Recreation Shift Lead will assist in organizing and conducting recreation, sports, cultural, and leisure activities and provides direction to Recreation employees as needed.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities include, but are not limited to, the following:

- Provide excellent customer service and serve as the primary front-line contact for patrons, responding to inquiries and providing information on memberships, programs, rentals, and events.
- Process memberships, registrations, facility reservations, and payments using the RecDesk system and point-of-sale equipment.
- Monitor recreation areas, control facility access, and enforce City and departmental policies with patrons and staff.
- Maintain cleanliness and organization of the front desk, lobby, and assigned work areas; perform light housekeeping as needed.
- Assist with facility rentals and events, including setup and takedown of tables, chairs, and equipment.
- Serve as lead worker during assigned shifts by directing Recreation staff, assigning tasks, and ensuring adequate coverage and efficient operations.
- Assist with employee scheduling and make adjustments as needed due to absences or operational needs.
- Act as the on-site supervisor in the absence of the Recreation Director, ensuring continuity of daily operations and serving as the primary point of contact.
- Operate and manage the building alarm system, access controls, and building automation systems; ensure the facility is properly opened, closed, and secured.
- Respond to emergencies, provide first aid, lead evacuations when necessary, complete incident reports, and coordinate with emergency responders.
- Work weekday, evening, and weekend hours as required and remain on feet for extended periods of time.

All responsibilities are in accordance with Northwood City Policies and Procedures

EQUIPMENT OPERATED

Operates calculator, computer, miscellaneous office equipment, building alarm system and miscellaneous recreational and athletic equipment.

QUALIFICATIONS: High School Diploma or GED, sports, fitness, recreation and/or customer service experience preferred. Combination of training and work experience which indicates possession of the knowledge, skills and abilities listed above.

LICENSE OR CERTIFICATION REQUIREMENTS

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- Possession of standard Ohio vehicle operator's license.
 - Possession of basic first aid, CPR, AED training must obtain within six months of hire date.

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



CITY ENGINEER'S REPORT

REGULAR CITY COUNCIL MEETING ON: JANUARY 5, 2026

PROJECT UPDATES

Project Name	Project Budget	Current Status	Key Changes Since Last Meeting
Curtice Rd. Resurfacing & Curbs over I-280	\$195,600.00	Design	Plans to be submitted to ODOT for review and approval. Bid out after ODOT approval.
Dry Creek Aquatic and Riparian Restoration Project	\$500,000.00	Construction	Construction has begun and will proceed as weather permits.
Dalling Drive Extension Improvements	\$713,562.02	Construction	In the process of getting contracts signed. Contractor to start Jan. 2026 weather permitting.
West Andrus Road Pavement Improvements	\$405,060.12	Construction	Construction is complete. Waiting on contractor's invoice. Will begin to calculate sidewalk assessments
Northwood 2025 Pavement Resurfacing Improvements	\$721,775.00	Construction	Construction is complete except for seeding along Oregon Rd. Waiting on contractor's invoice. Will begin to calculate sidewalk assessments
Dilrose Dr. and Richmand Dr. Pavement Improvements		Design	Survey Crew will begin topographic survey as weather permits.

ISSUES REQUIRING COUNCIL ATTENTION

Motion to advertise for Bids

Project Name	Bid Opening Date
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Motion to Award Contract

Project Name	Contractor	Bid Amount
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