



REGULAR CITY COUNCIL MEETING

Thursday, January 22, 2026 at 7:00 PM

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

Members of City Council

Council President, Michael Melnyk
Jim Barton
Andrew Dickey
Dean Edwards
Pat Huntermark
Terry Kretz
Patrick McGaharan

CALL TO ORDER:

PLEDGE OF ALLEGIANCE: *Mayor Schimmel*

ROLL CALL:

APPROVAL OF MINUTES:

- January 5, 2026 Organizational Council Meeting Minutes
- January 5, 2026 Regular Council Meeting Minutes

PRESENTATION:

- Trainfo Presentation

PUBLIC COMMENT:

COMMUNICATIONS:

- Friends of WIC Award - NCC

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 FINANCIAL REPORT(S)

- December 2025 Expenditures
- Dec 31 2025 Year End financials

- Dec 31 2025 bank reconciliation
- City Administrator's Report

LIST OF EXPENDITURES OVER \$10,000

<u>INVOICE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
RUDOLPH LIBBE INC	COMPLETE REWORK TO EXISTING WINDOW OPENINGS-FIRE DEPT. RENOVATIONS	\$13,172.00
CIVICA	LICENSE, SUPPORT & MAINTENANCE FINANCE & PAYROLL SOFTWARE 2026	\$11,031.57
VC3	DECEMBER 2025 MONTHLY BILLING	\$11,936.01
MORTON SALT	BULK SAFE-T-SALT	\$21,108.53
DAVEY RESOURCE GROUP	WM DRY CREEK RESTORATION	\$180,102.90

NEW RESOLUTION:

PENDING RESOLUTION:

NEW LEGISLATION:

ORDINANCE 2026-06 ESTABLISHING CHAPTER 477 TITLED LOW SPEED VEHICLES, TO TITLE TEN OF THE NORTHWOOD CODIFIED ORDINANCES; AND DECLARING AN EMERGENCY. *1st Reading.*

ORDINANCE 2026-07 REALLOCATING THE DISTRIBUTION OF FUNDS RECEIVING INTEREST INCOME AND THE DISTRIBUTION THEREOF BY THE FINANCE AND REVENUE DIRECTOR. *1st Reading.*

ORDINANCE 2026-08 AUTHORIZING SUPPLEMENTAL APPROPRIATIONS OF THE CITY OF NORTHWOOD FOR FISCAL YEAR 2026, AND DECLARING AN EMERGENCY. *1st Reading.*

PENDING LEGISLATION:

ORDINANCE 2026-02 PROVIDING FOR THE COMPENSATION OF NON-UNION MANAGEMENT PERSONNEL OF THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY. *2nd 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. *2nd 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. *2nd Reading.*

ORDINANCE 2026-05 APPROVING THE JOB DESCRIPTION FOR RECREATION SHIFT LEAD; AND DECLARING AN EMERGENCY. *2nd Reading.*

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:

January 5, 2026

City of Northwood Organizational City Council Meeting Minutes

CALL TO ORDER

The Organizational meeting of the Northwood City Council was called to order by Mayor Schimmel at 07:00 PM on January 5, 2026 in the Council Chambers and via Live Stream.

PURPOSE The purpose for the annual City Council Organization meeting is for the members of Council to adopt rules; elect a President of Council for the year; and to schedule any committee meetings that may need to be held in January.

OATH OF OFFICE Newly elected members

Mayor Schimmel administered the Oath of Office for newly elected Council members Patrick McGaharan, Terry Kretz, Andrew Dickey and Patrick Huntermark.

ROLL CALL

The roll was called by Clerk of Council Popovitch and those in attendance were as follows: Mayor Schimmel, Councillor Barton, Councilor Dickey, Councilor Edwards, Councilor Huntermark, Councilor Kretz, Councilor McGaharan, Councilor Melnyk and City Administrator Kevin Laughlin.

NEW LEGISLATION

ORDINANCE 2026-01 APPROVING TITLE FOUR, CHAPTER 220, COUNCIL RULES, FOR THE YEAR 2026; AND DECLARING AN EMERGENCY.

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

MOTION: Councilor Edwards made a motion to **Move on the Emergency Clause**; seconded by Councilor Huntermark. **ROLL CALL:** **Yes:** Councilor Barton, Councilor Dickey, Councilor Edwards, Councilor Huntermark, Councilor Kretz, Councilor McGaharan, Council President Melnyk; **No:** None; **Abstain:** None

MOTION: Councilor Edwards made a motion to **Move on Final Adoption**; seconded by Councilor Huntermark. **ROLL CALL:** **Yes:** Councilor Barton, Councilor Dickey, Councilor Edwards, Councilor Huntermark, Councilor Kretz, Councilor McGaharan, Council President Melnyk; **No:** None; **Abstain:** None

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

NOMINATIONS FOR PRESIDENT OF COUNCIL

Mayor Schimmel opened the floor for nominations for Council President. Councilor Huntermark nominated Councilor Edwards. Councilor Dickey nominated Councilor Melnyk.

There being no further nominations, the floor was closed. No discussion was requested.

A roll call vote was conducted, with members stating the name of the nominee for whom they were voting:

- Barton - Melnyk
- Dickey - Melnyk
- Edwards - abstained
- Huntermark - Edwards
- Kretz - Melnyk
- McGaharan - Melnyk
- Melnyk - abstained

With a vote of 4-1-2 Councilor Melnyk was elected as Council President.

ADJOURNMENT

07:04 AM

ATTEST:

Council Clerk

APPROVED:

Mayor

January 5, 2026

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 07:08 PM on January 5, 2026 in the Council Chambers and via Live Stream.

PLEDGE OF ALLEGIANCE Mayor Schimmel

Pledge of Allegiance was given.

ROLL CALL

The roll was called by Clerk of Council Popovitch and those in attendance were as follows: Mayor Schimmel, Council President Melnyk, Councilor Barton, Councilor Dickey, Councilor Edwards, Councilor Huntermark, Councilor Kretz, Councilor McGaharan, and City Administrator Kevin Laughlin

MOTION: Councilor Barton made a motion to **excuse City Attorney and City Engineer**; seconded by Councilor Huntermark. **ROLL CALL: Yes:** Councilor Barton, Councilor Dickey, Councilor Edwards, Councilor Huntermark, Councilor Kretz, Councilor McGaharan, Council President Melnyk; **No:** None; **Abstain:** None

RESULT: *Passed (7-0)*

APPROVAL OF MINUTES

December 11, 2025 Meeting Minutes

MOTION: Council President Melnyk made a motion to **Approve**; seconded by Councilor Edwards. **ROLL CALL: Yes:** Councilor Barton, Councilor Dickey, Councilor Edwards, Councilor Huntermark, Council President Melnyk; **No:** None; **Abstain:** Councilor Terry Kretz, Councilor Pat McGaharan

RESULT: *Passed (5-0)*

PRESENTATION

PUBLIC COMMENT

COMMUNICATIONS

COUNCIL COMMITTEE REPORTS

Economic Development

No Report.

Finance

No Report.

Recreation Board

No Report.

Safety

No Report.

Tree Commission

No Report.

Service

No Report.

Parks, Rec & NCC

No Report.

Committee of the Whole

No Report.

MAYOR Mayor Schimmel

Mayor's Report

Recommendation to appoint Matt DeWood to Planning Commission.

MOTION: Councilor Edwards made a motion to **appoint Matt DeWood to the Planning Commission**; seconded by Councilor Barton. **ROLL CALL: Yes:** Councilor Barton, Councilor Dickey, Councilor Edwards, Councilor Huntermark, Councilor Kretz, Councilor McGaharan, Council President Melnyk; **No:** None; **Abstain:** None

RESULT: *Passed (7-0)*

CITY ADMINISTRATOR Kevin Laughlin

City Administrator's Report

<u>TOPIC/ ITEM</u>	<u>DISCUSSION</u>
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January 5, 2026

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.
MOTION: Councilor Huntermark made a motion to **authorize the City Administrator to sign the Schonhardt contract for preparation of the city's 2025-2027 annual CAFR**; seconded by Councilor Edwards. **ROLL CALL: Yes:** Councilor Barton, Councilor Dickey, Councilor Edwards, Councilor Huntermark, Councilor Kretz, Councilor McGaharan, Council President Melnyk; **No:** None; **Abstain:** None
RESULT: Passed (7-0)

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

Mayor mentioned newly elected official training typically offered by TMACOG. It was noted that no current training information was available on the TMACOG website. Administration advised they would look into future offerings and reported that an invitation had been received for the TMACOG winter caucuses, which will be made available to all council members.

CITY FINANCIAL REPORT(S)

LIST OF EXPENDITURES OVER \$10,000

<u>INVOICE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
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
WOOD COUNTY OFFICE	SHERIFF'S DECEMBER 2025 DISPATCHING SERVICES	\$17,370.82

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

NEW RESOLUTION

January 5, 2026

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 - Edwards

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 - Edwards

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 - Edwards

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

1st Reading - Edwards

PENDING LEGISLATION

CITY ATTORNEY'S REPORT/DISCUSSION Brian Ballenger

No Report.

CITY ENGINEER'S REPORT/DISCUSSION Dave Kuhn

City Engineer's Report

The City Engineer's report was referenced, with no new updates noted since the previous report. It was confirmed that the bid for the Dialing Extension project was awarded to Sherman to complete the full scope of work. Contracts are expected to be received within the week and will be signed and executed upon receipt.

NEW BUSINESS

OLD BUSINESS

Council asked for an update on our IT contract. Administration reported that approximately 60 days remain in the current 90-day termination period with the City's IT provider. The provider was responsive until around Christmas, but communication has since been minimal. Reported email issues, including concerns raised by newer council members, will be reviewed the following day to seek resolution. It was noted that transitioning to a new provider before the termination period ends would require consultation with the City Attorney and could result in overlapping costs, with an estimated 60 days remaining under the current contract.

Council discussed a potential change related to the City's real estate services. Administration reported that an RFP is being prepared and is not yet finalized but is expected to be completed within the next month.

Council also inquired about the status of a personnel audit. Administration stated that staff are still in the process of identifying an agency to conduct the audit.

PERSONS APPEARING BEFORE THE MAYOR AND COUNCIL

EXECUTIVE SESSION

ADJOURNMENT

07:21 PM

ATTEST:

Council Clerk

APPROVED:

Mayor

Fall 2025 Friends of WIC Award
Northwood Community Center
Nominated by: Katie Denison, Wood County WIC

What excellent performance is being recognized?

We would like to recognize the Northwood Community Center for being an outstanding host for our WIC satellite clinic. From the very beginning, the Center prioritized community health by incorporating a dedicated WIC space into their building plans and generously providing it to us free of charge. Since moving into the space in June 2024, the staff have been consistently welcoming, flexible, and accommodating of our scheduling and program needs. The Center's accessible and welcoming location has made it easier for families to reach us, contributing to a significant increase in caseload—from 116 participants in May 2024 to 151 in July 2025—reflecting greater utilization of WIC services. Beyond hosting, the Center has extended its generosity by selecting WIC families as recipients in its holiday giving program, bringing together residents and community organizations to provide meaningful support during the holiday season.

How did this performance make a positive difference?

By housing the WIC clinic and partnering with us in these ways, the Northwood Community Center has helped fill an important gap in access to healthy foods, breastfeeding support and education, and connections to other essential community resources. Their commitment ensures that families in the community have greater access to the supports they need to thrive.

MAYOR'S REPORT

REGULAR CITY COUNCIL MEETING ON: JANUARY 22, 2026

COMMITTEE APPOINTMENTS

Economic Development

Terry Kretz

Finance Committee

Dean Edwards

Andrew Dickey

Terry Kretz

Safety Committee

Pat Huntermark

Andrew Dickey

Terry Kretz

Service Committee

Pat McGaharan

Parks Rec & NCC

Pat McGaharan

Firefighter Dependent's Board

Two Council Members

One resident

Board of Zoning Appeals

Matt Johanns

FIRE:

Chief Whitmore recommended hiring

- Ronald Vendt for the position of recruit firefighter
- Michael Thomas for a part-time firefighter/EMT position

Chief Whitmore presented the following resignations from the part-time ranks.

- Joseph Walker - Effective January 7th
- Kamden Ohrt - Effective January 15th
- Ryan Grant - Effective January 31st



CITY ADMINISTRATOR'S REPORT
 REGULAR CITY COUNCIL MEETING ON: JANUARY 22, 2026

<u>TOPIC/ ITEM</u>	<u>DISCUSSION</u>
Enclave RFI Update	See attached. City Administrator recommends an Economic Development Committee meeting for February 12, 2026, at 6:00 PM to present and discuss.
Comprehensive Plan Update	See attached. Click Here for the Story Map. City Administrator recommends an Economic Development Committee meeting for February 12, 2026, at 6:00 PM to present and discuss.
City of Northwood/Village of Walbridge Police MOU	City and village have had discussions about Northwood managing duties for the overnight shift. Current proposal is for a 2 hour patrol and managing calls for response. Proposed MOU would provide for compensation and remuneration to Northwood for the services provided. City Administrator recommends a Public Safety Committee meeting for February 12, 2026, at 6:45 PM to present and discuss.
Police Cruiser Purchase	Police Chief Zahradnik has prepared quotes for the purchase of a new police cruiser for 2026. Vehicle and equipment decal quotes will be combined. Proposed cruisers were approved as part of the 2026 Budget. City Administrator recommends a Public Safety Committee meeting for February 12, 2026, at 6:45 PM to present and discuss.
SR-579 ODOT Safety Projects Update	Received notice of ODOT receiving HSIP funding for a roundabout at SR 579 and Bradner Road. Previous update for the project was last year, when results from the safety study leaned toward a 4-way stop, which appears to no longer be the case. Proposed roundabout at Fostoria Road is in the preliminary engineering phase of the project. Both projects are tentatively scheduled to begin construction in summer 2029.
Authorization to execute proposed City Magistrate Contract	See attached. City Magistrate Drew Griffith is currently working for us without a contract. City Administrator requests a motion authorizing the signing of the contract.
Authorization to execute proposed contract with SSH Mechanical Services for HVAC maintenance at NCC and City of Northwood Building	Public Service Director Huntermark has conducted a thorough search for a potential replacement of Campbell, Inc. for our HVAC maintenance at NCC and City of Northwood Building. We received five quotes from various companies and SSH was deemed lowest and best. They were also recommended by Automated Logic, who produced the HVAC management software for NCC. City Administrator requests a motion authorizing the signing of the contract.
Authorization to advertise for bids for the Woodville Road Pedestrian Improvement Project	City Administrator requests a motion authorizing the advertisement for bids for the Woodville Road Pedestrian Improvement Project.

COUNCIL FOLLOW UP (New & Old Business)

Item	Action Taken	Status: (complete, in progress)
Staff Audit — Recommended by Councilman Melnyk	<p>Administration has solicited information from TMACOG and the city's labor attorney. We presently have leads which are actively being followed.</p> <p>As part of these efforts, internal discussions within the administration have included whether developing a strategic plan prior to conducting an audit may be a productive alternative or complement to Councilman Melnyk's recommendation. An audit, regardless of the firm selected, would likely identify existing staffing challenges, an issue the administration recognizes, though it may not fully address how additional staffing could best be aligned with the City's broader goals and priorities.</p> <p>Administration would welcome a discussion on this either in a separate Committee of the Whole meeting or during Old Business.</p>	In progress

ORDINANCE 2026-06 ESTABLISHING CHAPTER 477 TITLED LOW SPEED VEHICLES, TO TITLE TEN OF THE NORTHWOOD CODIFIED ORDINANCES; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Northwood, Ohio is a municipality with home-rule powers, including regulating vehicle traffic on certain streets within the City; and,

WHEREAS, Chapter 723, 723.01 of the Ohio Revised Code states that the legislative authority of a municipal corporation shall have the care, supervision, and control of the public highways, streets, avenues, alleys, sidewalks, public grounds, bridges, aqueducts, and viaducts within the municipal corporation; and

WHEREAS, similar local communities have adopted ordinances related to the operation of low speed and under-speed vehicles (commonly referred to as golf carts) as defined under the Ohio Revised Code on public streets; and

WHEREAS, Northwood City Council has determined that it is in the interest of public safety to regulate such low speed and under-speed vehicle use and to ensure that they are safe and their use is limited to those streets on which they may be operated safely; and

WHEREAS, the proposed Chapter 477 affecting the Traffic Code (Title Ten) of the Northwood Codified Ordinances was reviewed by the City Administrator and Chief of Police.

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

SECTION 1. . That Chapter 477 titled Low Speed Vehicles of the Northwood Codified Ordinances read as follows:

**CHAPTER 477
Low Speed Vehicles**

477.01 Definitions

477.02 Inspections

477.03 Usage and Restrictions

477.04 Penalty

477.01 DEFINITIONS (AS USED IN THIS CHAPTER)

- (a) "Motor vehicle" has the same meaning as set forth in Ohio R.C. 4501.01 (B).
- (b) "Operator" has the same meaning as set forth in Ohio R.C. 4501.01 (X).
- (c) "Vehicle" has the same meaning as set forth in Ohio R.C. 4501.01 (A).
- (d) "Low-speed vehicle" has the same meaning as set forth in Ohio R.C. 4501.01 (WW).
- (e) "Under-speed vehicle" has the same meaning as set forth in Ohio R.C. 4501.01 (XX).

477.02 INSPECTIONS

(a) No person shall operate a low-speed or under-speed vehicle on the streets within the City unless it has been inspected and approved by the Chief of Police, or his designee or by another agent designated and approved by the State of Ohio, for compliance with the applicable safety/equipment requirements of the State of Ohio relative to motor vehicles.

(b) If the Chief of Police, or his designee, or another agent designated and approved by the State of Ohio, determines that the low-speed or under-speed vehicle complies with the statutory requirements applicable to such vehicles, the Chief of Police shall issue the owner or operator a certificate of compliance entitling the owner or operator to operate the low-speed or under-speed vehicle on certain streets within the City. The owner or operator shall also show the Chief of Police or designee proof of liability insurance for the vehicle before a certificate of compliance is issued. The owner or operator of any such vehicle shall be required to pay a fee in the amount of twenty-five dollars (\$25.00), or as listed in the most recent Fee Schedule for the City, to the City through the Police Department before such vehicle may be operated lawfully on certain streets of the City. Any certificate issued pursuant to this Section by the Chief of Police expires after 365 days and the Chief of Police will designate the issuing date and expiration date on each certificate. The owner shall keep a copy of each certificate issued pursuant to this section inside the vehicle. The Chief of Police shall issue a sticker or other similar device to the owner of such vehicle once it passes inspection. The sticker shall signify compliance with this

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section and the expiration of the current inspection period. The owner of the vehicle shall display the sticker in a conspicuous place on the rear of the vehicle.

(c) The owner of a low-speed or under-speed vehicle shall also comply with all requirements of Ohio law regarding obtaining proper title, registration, and license plates prior to operating such vehicle on certain streets within the City. Compliance with this section shall be in addition to, rather than in lieu of, any applicable provisions of State law relative to the operation of motor vehicles.

477.03 USAGE AND RESTRICTIONS

(a) No low-speed or under-speed vehicle shall be permitted to travel on any City street where the speed limit is greater than 25 mph. Such vehicles will be permitted to cross intersections with higher speeds, so long as they remain on a street that has a speed limit of 25 mph or less.

(b) No low-speed or under-speed vehicle may be operated on any sections of any City of Northwood streets with speed limits greater than 25 mph.

(c) No low-speed or under-speed vehicle may be operated on lawns, sidewalks, trails, or pathways including Central Park, Brentwood Park, Nature Trails, Ranger Park and any other City facility. The use of low-speed or under-speed vehicles is restricted to roadways and parking lots.

(d) The operator of a low-speed or under-speed vehicle must be at least 16 years of age and have a valid driver's license.

(e) Any child who falls under the child restraint criteria set by R.C. 4511.81 is prohibited from being a passenger in a low-speed or under-speed vehicle. This includes children up to four years old and less than 40 pounds who are required to be in a child safety seat or any child who is eight years old or less and under four feet, nine inches in height who are required to be in a booster seat.

(f) Low-speed and under-speed vehicles must be operated in accordance with all State of Ohio traffic laws in addition to all applicable sections of the Northwood Municipal Code.

(g) City owned low-speed and under-speed vehicles performing City maintenance or related work or while being operated by a City employee while on duty are exempt from this Chapter.

(h) Emergency Support Utility Vehicles equipped with lights and sirens are exempt from this Chapter.

477.04 PENALTY

(a) Whoever violates any provision of this Chapter is guilty of a minor misdemeanor on a first offense; on a second offense within one year after the first offense, the person is guilty of a misdemeanor of the fourth degree; and each subsequent offense within one year after the first offense, the person is guilty of a misdemeanor of the third degree.

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



Memo

To: Administrator Laughlin
From: Chief Zahradnik
Date: January 13, 2026
Subject: Golf Cart Ordinance

Administrator Laughlin:

This is in response to the *Golf Cart Ordinance* being presented at council on January 22, 2026. I am not opposed to the ordinance and have taken steps in the past to be ready for the passage of such a law.

It should be noted that the golf carts will need to be titled at the BMV, pass an initial inspection by the Northwood PD, be issued a certificate, and then take this inspection certificate to the BMV to obtain their registration. The golf cart must display a registration plate issued by the BMV and the inspection sticker provided by my office. A fee for such an inspection will need to be added to the city's fee schedule. The prior Ordinance stated that a certificate issued by my office to operate will expire every 365 days. Since the owner is already required to display current registration on the vehicle, meaning they need to register annually, I would propose safety inspections and the issuance of a new certificate to occur every 3 or 5 years, council's choosing, in order to limit the time and financial burden to the citizens of Northwood.

Sincerely,



Jeff Zahradnik

Attachment: Golf Cart Inspection Form



(Application Year- #)

Northwood Police Department Golf Cart Inspection Form

Name _____	
Address _____	
Phone Number _____	Email Address _____
Make _____	Model & Year _____
VIN _____	Color _____
Registration # _____	Power Source (battery/ gas) _____
Odometer/ Hour Reading _____	Braking System Type _____ <small>(mechanical drum, hydraulic disc, regenerative/ motor)</small>

Date of Inspection _____

Name/ Unit # of Officer Inspecting (printed) _____

Period that this Inspection is Good for: Start Date: _____ End Date: _____

1 HEAD LIGHTS

- A. 2 present and in working order
- B. One near each side of the front of the vehicle
- C. Properly aimed
- D. White in color

2 TAIL LIGHTS

- A. At least 1 tail light mounted on the rear and in working order
- B. Red in color

3 LICENSE ILLUMINATION LIGHT

- A. White light in working order placed in such a manner as to illuminate the rear registration plate

4 RED REFLECTORS

- A. 2 red reflectors at the rear of the vehicle (may be part of the tail lamps), maintained as to be visible at night from all distances within three hundred feet to fifty feet from the vehicle

5 BRAKE LIGHTS

- A. 2 brake lights and in working order
- B. Red in color
- C. 1 near each side of the rear of the vehicle

6 TURN SIGNALS

- A. Equipped with an electrical or mechanical directional signal device capable of clearly indicating an intention to turn either to the right or to the left, is visible from both the front and rear, and in working order

7 NO UNAUTHORIZED LIGHTS

- A. No more than 1 spotlight attached
- B. No more than 3 auxiliary driving lights mounted on the front of the vehicle
- C. May have a light mounted on the side of the vehicle that is either white or amber light without emitting a glare
- D. Back-up lights are permitted, but shall not be continuously activated when the vehicle is in a forward motion
- E. No more than 5 lights activated at any one time from the front of the vehicle
- F. No flashing lights other than turn indicators and hazard lights

8 BRAKES

- A. Brake System Inspection
 - 1. Mechanical Drum Brakes
 - a) No obvious damage or excessive wear to the system (check wires and other components)
 - 2. Hydraulic Brake System-
 - a) Tested with vehicle in stopped position, maintained brake pedal height under moderate foot force (40 to 60 lbs) for 1 minute
 - b) Tested for sufficient brake pedal reserve
 - (1) Non-powered system
 - (a) Stopped position, brake pedal depressed under moderate foot force (40 to 60 lbs), minimum of approximately 1/3 of total available pedal travel remaining
 - (2) Power assisted systems
 - (a) Motor running, stopped position, brake pedal depressed under moderate foot force (15 to 20 lbs), 1/5 or more of total available pedal travel remaining
 - c) Brake cylinders inspected
 - (1) No leakage observed
 - 3. Regenerative (Motor) Brakes
 - a) No obvious signs of damage to accelerator pedal, wheels, or motor
 - 4. Emergency brake
 - a) Tested by moderately pushing the vehicle with the emergency brake activated and the brake held the vehicle on a surface free from snow, ice, or loose material, and is adequate to stop the vehicle in the event that the service brake should fail

- B. Stopping Distance (for all types of braking systems)
 - 1. Tested on a level, dry, smooth, hard surface, free of loose material, oil or grease, using the service brake only, or motor in the case of a regenerative braking system, to stop the vehicle
 - a) Vehicles with brakes on all wheels
 - (1) stopped within 30' from a speed of 20 mph.
 - b) Vehicles not having brakes on all wheels
 - (1) stopped within 40' from a speed of 20 mph

9 STEERING WHEEL

- A. Operates normally
- B. Play in Steering Wheel
 - 1. Power- 2" or less
 - 2. Manual- 3" or less

10 HORN

- A. Equipped with a horn in good working order
 - 1. Capable of emitting sound audible, under normal conditions, for a distance of not less than 200'
 - 2. Not equipped with a siren, whistle, or bell (emergency vehicles only)

11 REARVIEW MIRROR

- A. Equipped with a rear view mirror
 - 1. Located as to reflect to the operator a view of the roadway to the rear of the vehicle
 - 2. Clear and unobstructed view to the rear of the vehicle

12 WINDSHIELD

- A. Equipped with safety glass, if glass is installed, or impact resistant acrylic/ polycarbonate material of sufficient thickness
 - 1. "Safety glass" means any product composed of glass so manufactured, fabricated, or treated as substantially to prevent shattering and flying of the glass when it is struck or broken, or such other or similar product as may be approved by the registrar of motor vehicles
- B. Free from discoloration, diffusion, cracks, and unauthorized obstructions

13 WINDSHIELD WIPERS

- A. Equipped with a device for cleaning rain, snow, or other moisture from the windshield
 - 1. Maintained in good working order and so constructed as to be controlled or operated by the operator of the vehicle
 - 2. Capable of cleaning the windshield in such a fashion as to leave the driver a clear view

14 TIRES

- A. Properly inflated as to manufacturer's specifications
- B. Minimum of 1/16" depth of tread
- C. No major bumps, bulges, breaks, thrown tread, or other unsafe conditions

15 SEATBELTS

- A. Equipped with proper seat belt assemblies
- B. 1 seat belt assembly for every driver and passenger seating position, and in working order

16 WHEELS/ RIMS

- A. No excessive bends, dents, or twists
- B. Wheel bolts, nuts, studs, and lugs are not loose, missing, or damaged

17 VEHICLE BODY CREATING DANGEROUS CONDITION

- A. Vehicle is not equipped with or has protruding objects or broken sharp edges on the body or other vehicle parts (dangerous to any person coming in contact with same)

18 EXHAUST SYSTEM

- A. Internal combustion engines shall have a properly working and attached exhaust system
- B. Not equipped with a device which would produce excessive smoke, gas, or chemical to flow into or upon the exhaust pipe, or equipped in any other way as to produce, or emit smoke or dangerous or annoying gases from any portion of the vehicle
- C. Not equipped with an exhaust system which would produce any excessive, and/ or unusual noise
- D. Not so loud as to disturb the normal peace and quiet of the city
 - 1. is of normal loudness considering the type of power used to propel the vehicle

19 VEHICLE IDENTIFICATION NUMBER (VIN)

20 PROOF OF LIABILITY INSURANCE SHOWN (Current)

21 \$25 INSPECTION FEE PAID TO THE CITY OF NORTHWOOD (cash or check, receipt provided)

Passed Inspection

- Certificate of Compliance** issued to the owner or operator
- Inspection Sticker** issued & placed onto the front lower left corner of the golf cart's windshield
- Advised owner that a title and registration are needed for this golf cart from the BMV before it may be driven on the roadway. A license plate must also be affixed to the rear of the vehicle.

Failed Inspection

- Advised owner to make necessary repairs and return for an additional inspection *

* Repairs that are needed before this vehicle will pass inspection (If none required, write "N/A")

(Officer's Signature)

(Date)

Original- File w/ Admin

Copy- to Owner/ Operator

2026-7

ORDINANCE 2026-07 REALLOCATING THE DISTRIBUTION OF FUNDS RECEIVING INTEREST INCOME AND THE DISTRIBUTION THEREOF BY THE FINANCE AND REVENUE DIRECTOR.

WHEREAS, the Finance and Revenue Director has recalculated the percentage of total funds allocated for interest income distribution based on 12/31/2025 fund balances and it is necessary to reallocate interest earnings to various funds,

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

SECTION 1. Effective January 1, 2026, the Finance and Revenue Director is hereby authorized to distribute interest income earned on all investment, savings and checking accounts to the following funds.

Fund 110	General Fund	26%
Fund 111	Budget Stabilization Fund	25%
Fund 222	SCMR	1%
Fund 224	State Hwy.	1%
Fund 240	Economic Development	1%
Fund 355	OWDA Brownfield Reserve	4%
Fund 401	Capital Improvement Fund	17%
Fund 408	Capital Replacement Fund	21%
Fund 701	Storm Water Mgmt. Fund	4%

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. The effective date of this ordinance shall be the earliest date allowed by law.

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

2026-8

ORDINANCE 2026-08 AUTHORIZING SUPPLEMENTAL APPROPRIATIONS OF THE CITY OF NORTHWOOD FOR FISCAL YEAR 2026, AND DECLARING AN EMERGENCY.

WHEREAS, the City has received a cost estimate of \$76,000 for the replacement of railroad crossing detection equipment; and,

WHEREAS, funds need to be appropriated prior to contracting for this project;

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 Capital Replacement Fund totaling \$76,000 as follows:

408-7810-53535 General Admin Capital Replacement 76,000

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. The effective date of this ordinance shall be immediate by law

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

2026-2

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:

	Hourly	Per Year
A. POLICE EMPLOYEES		
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

Page 1 of 2

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

-
- 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 22, 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 been completed as far as the weather has allowed. Plantings will be completed in the spring.
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
Northwood 2026 Pavement Resurfacing Improvements	\$676,800.00	Design	Survey Crew will begin topographic survey as weather permits.

ISSUES REQUIRING COUNCIL ATTENTION

Motion to advertise for Bids

Project Name	Bid Opening Date
Wales Road Trainfo Sensor Installation	TBD

Motion to Award Contract

Project Name	Contractor	Bid Amount
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