

February 12, 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 February 12, 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, Councilor Barton, Councilor Dickey, Councilor Edwards, Councilor Huntermark, Councilor Kretz, Councilor McGaharan, Council President Melnyk City Administrator Kevin Laughlin, City Attorney Brian Ballenger and City Engineer Josh Auman.

APPROVAL OF MINUTES

January 22, 2026 Meeting Minutes

MOTION: Councilor Huntermark made a motion to **Approve**; 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)*

PRESENTATION

Comprehensive Plan

Glenn Grisdale presented the finalized Comprehensive Plan to Council and conducted the required public hearing. Mr. Grisdale explained that work on the Comprehensive Plan began in April 2024 and was completed in September 2025. The committee approved the plan and forwarded it to the Planning Commission. The Planning Commission reviewed the document on December 8 and subsequently forwarded the plan to Council for consideration. The plan has been included in Council packets since the January meeting. The purpose of this evening's hearing was to formally receive public input and request Council's approval to move forward with implementation.

Planning Process

Mr. Grisdale outlined a four-stage planning process that included extensive community outreach and stakeholder engagement. A project committee was formed consisting of representatives from City Council, the Planning Commission, local business owners, residents, and City staff.

The planning effort included:

Three separate surveys conducted throughout the process

A general community survey

A student survey

A community preferences survey addressing financing, innovation, and program priorities

Approximately 800 community responses were received throughout the duration of the planning process. Survey data was also reviewed alongside prior park and recreation survey results, which helped guide decisions regarding the community center and programming.

Plan Overview

The Comprehensive Plan is organized around three primary themes:

Community Growth and Revival – Encouraging new growth while revitalizing commercial corridors.

Sustaining Community Services – Maintaining and improving valued community services and facilities.

Connected Communities – Improving connectivity and infrastructure, including detailed strategies such as sidewalk and infrastructure improvements.

The plan includes 46 action items derived from public participation and survey results. It contains demographic data, maps, infrastructure analysis, neighborhood assessments, economic development information, and capital improvement considerations. The document also divides the City into planning areas, each with specific land use, infrastructure, and development recommendations. Mr. Grisdale stated the document is intended to serve as a comprehensive reference for the Planning Commission and Council when reviewing development proposals, helping ensure projects align with community priorities.

Implementation

The plan includes an implementation matrix identifying:

Specific strategies

Responsible departments

Proposed timelines

Mr. Grisdale noted that the timeline column is intentionally flexible, as the goal is to reconvene the committee

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annually to evaluate progress, update priorities, and keep the plan active. The intent is for the Comprehensive Plan to align with the City's capital improvement programming and annual budgeting process.

Mr. Grisdale requested Council approval of the Comprehensive Plan and a recommendation for adoption by ordinance at an upcoming meeting so implementation may begin. Council thanked Mr. Grisdale for his presentation.

PUBLIC COMMENT

COMMUNICATIONS

COUNCIL COMMITTEE REPORTS

Economic Development Next Meeting: 2/12 @6PM

Finance Next Meeting: 2/26 @6PM

Recreation Board

Safety Next Meeting: 2/12 @6:45PM

MOTION: Councilor Kretz made a motion to **approve the purchase of a police cruiser from Reinke Ford for \$41,829**; 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)*

MOTION: Councilor Kretz made a motion to **approve the purchase of equipment for the cruiser from DR Ebel for \$19,257.16**; 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)*

MOTION: Councilor Kretz made a motion to **to approve the purchase of radars from MPH for \$19,000**; 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)*

Tree Commission

Chairman Melnyk reported that the City was notified by the Arbor Day Foundation that it has once again been designated as a Tree City USA community. This marks the City's 16th consecutive year receiving the Tree City USA designation.

Service

Parks, Rec & NCC

Chairman Huntermark reported that a meeting was held on Monday, February 9, during which several topics were discussed, including hours at the NCC, branded clothing, and weather policies. It was noted that the 11 Sunday hours were not included in the current budget. After discussion with Ken and review of the budget, it was confirmed that the 40 hours previously budgeted under Tiffani's position (Assistant Recreation Director) were never removed after the position was vacated, and those funds remain available. A request was made to approve 20 additional hours per week for the NCC. The additional hours would cover Sunday operations and provide scheduling flexibility during vacation time. This request does not create a new position and does not require additional funding, as the hours would be covered within the existing budget.

MOTION: Councilor Huntermark made a motion to **approve 20 extra hours per week at the NCC**; 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)*

The committee also discussed branded clothing, which Ken and Anthony are currently working on.

Discussion was held regarding the weather policy. It was noted that the policy will be distributed to Council for review. The current policy is a revision of Section 4.09 of the City of Northwood Policy Handbook, which is more than 20 years old and previously listed the AMA as the responsible agency for declaring snow emergencies. The policy has been updated to reflect current practices and changes that have occurred since its adoption. Under the revised policy, employees will be designated as essential, non-essential, or essential remote. Operational decisions during snow emergencies will be made based on the declared level and employee designation. It was clarified that implementation of the policy falls under the administrative purview of the City Administrator, who ultimately makes the determination regarding closures. Council was advised that formal re-approval is not necessary. Members were encouraged to review the revised policy once distributed. It was noted that a few complaints were received regarding NCC closures during two Level 2 snow emergency days. The committee also discussed bleachers and indicated a preference toward permanent bleachers, as they appear to be the most practical option. Operational updates were provided as follows: the NCC is averaging approximately 160 check-ins per day, rentals have been very busy, membership has exceeded 600 members, and Zumba classes have begun on Tuesdays.

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Committee of the Whole Next Meeting: 2/26 @6:30PM

MAYOR Mayor Schimmel

Mayor's Report

MOTION: Councilor Edwards made a motion to hire Cuyler Kepling as a part-time firefighter/paramedic; 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)

MOTION: Councilor Edwards made a motion to appoint Ken James to fill the vacant position on the Firefighter Indemnity Board; 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)

CITY ADMINISTRATOR Kevin Laughlin

City Administrator's Report

City Administrator reported that a zoning officer agreement has been signed with Dave Kuhn, who will assist in the zoning office two days per week over the next several weeks to help address workload demands. Council inquired whether the position had been re-advertised; it was confirmed that it has not yet been posted. **MOTION:** Councilor Huntermark made a motion to approve the zoning officer contract; 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)

The next item concerned the property located at 3002 Woodville Road, formerly known as the Bergman Spanner building. The property has reportedly been vacant for approximately 15 years and has been subject to ongoing probate matters, IRS tax liens, and other legal and financial encumbrances. Due to these issues, it was stated that the private market has not produced a viable solution and a sheriff's sale alone would be unlikely to result in productive redevelopment. **MOTION:** Councilor Edwards made a motion to begin nuisance abatement proceedings on the property located at 3002 Woodville Road; 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)

Lastly, the Administration reported ongoing discussions regarding the potential formation of a Charter Review Committee. It was noted that the last known review occurred in approximately 1994–1995. Council President Melnick has been consulted on the matter, and there was general consensus that a review would be appropriate. It was agreed that the topic will be placed on the agenda for discussion at the February 26 Committee of the Whole meeting.

CITY FINANCIAL REPORT(S)

MOTION: Councilor Edwards made a motion to acknowledge the receipt of the 2026 January financial reports; seconded by Councilor Dickey. **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)

2026 SUPER BLANKETS

MOTION: Councilor Barton made a motion to approve the 2026 Super Blanket PO's; 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)

JANUARY 2026 EXPENDITURES

January bank reconciliation

January month end financials

LIST OF EXPENDITURES OVER \$10,000

<u>INVOICE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ANTHEM	EMPLOYEE HEALTH & VISION 2/1/26-3/1/26	\$60,325.94
VC3	JANUARY 2026 MONTHLY BILLING	\$12,257.91

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GERKEN PAVING	2025 PAVEMENT RESURFACING	\$389,921.71
DAVEY RESOURCE GROUP	WM DRY CREEK RESTORATION	\$130,058.14
REINEKE FORD LINCOLN	2026 POLICE CRUISER	\$48,329.00
ZOLL	AUTOPULSE SERVICE CONTRACT 2/1/26-1/31/27	\$10,198.00

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

NEW RESOLUTION

RESOLUTION 2026-01 AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO A CUSTOMER SUPPLY AGREEMENT FOR THE PROVISION OF THIRD-PARTY ELECTRIC GENERATION FOR RESIDENTIAL AND SMALL COMMERCIAL AGGREGATION PARTICIPANTS WITHIN THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY

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

MOTION: Councilor Edwards made a motion to **Move on Emergency Clause**; 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

MOTION: Councilor Edwards made a motion to **Move on Final Adoption**; 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) Effective Immediately*

RESOLUTION 2026-02 ACCEPTING THE PROPOSAL OF ARCHER ENERGY, LLC TO EXTEND AN AGREEMENT PROVIDING NATURAL GAS SUPPLIES THROUGH OPT-OUT AGGREGATION TO ELIGIBLE RESIDENTIAL AND SMALL BUSINESSES IN THE CITY OF NORTHWOOD; AND DECLARING AN EMERGENCY.

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

MOTION: Councilor Edwards made a motion to **Move on Emergency Clause**; 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

MOTION: Councilor Edwards made a motion to **Move on Final Adoption**; 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) Effective Immediately*

PENDING RESOLUTION

NEW LEGISLATION

ORDINANCE 2026-09 ADJUSTING THE 2026 CERTIFICATE OF ESTIMATED RESOURCES OF THE CITY OF NORTHWOOD ; AND DECLARING AN EMERGENCY

1st Reading - Edwards

PENDING LEGISLATION

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

2nd Reading - Edwards

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

2nd Reading - Huntermark

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

2nd Reading - Huntermark

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

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MOTION: Councilor Huntermark made a motion to **Move on Emergency Clause**; 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

MOTION: Councilor Huntermark made a motion to **Move on Final Adoption**; seconded by Councilor Dickey. **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*

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

MOTION: Councilor Huntermark made a motion to **Move on Emergency Clause**; 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

MOTION: Councilor Huntermark made a motion to **Move on Final Adoption**; 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) Effective Immediately*

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

It was noted that in Section 2. In the original version, there was, a typo that was not caught until just recently. It listed a cost of living adjustment of 2.4%, and it should be 4.5. The math was correct. All the math in the ordinance was correct, this is just a typing error.

MOTION: Councilor Huntermark made a motion to **Move on Emergency Clause**; 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

MOTION: Councilor Huntermark made a motion to **adopt**; Seconded by Councilor Barton.

MOTION: Councilor Huntermark made a motion to **amend section 2.** ; 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

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

RESULT: *Passed (6-0-1) Effective Immediately*

CITY ATTORNEY'S REPORT/DISCUSSION Brian Ballenger

CITY ENGINEER'S REPORT/DISCUSSION Josh Auman

City Engineer's Report

The City Engineer reported that there are no updates on the Curtice Road project, which remains close to submission to ODOT. There are also no changes to the Dry Creek Aquatic and Riparian Restoration Project, as work is pending improved weather conditions.

Regarding Dalling Drive, contracts have been fully executed, with signed copies held by the City, Kevin, and the contractor. The tentative start date remains early March, weather permitting. It was confirmed that construction access will be from East Plaza. Concerns were raised about mud and debris on East Plaza due to construction traffic. It was noted that the matter has been discussed with the contractor, including during the pre-construction meeting, and that measures such as maintaining a construction entrance and routine cleanup are being implemented. The situation will continue to be monitored, and additional action will be taken if necessary.

For West Andrus, sidewalk assessments are currently underway. The 2025 pavement resurfacing improvements are progressing, with Chantilly sidewalk assessments completed and Wolf Creek remaining to be finalized.

With respect to the 2026 pavement resurfacing improvements, topographic work remains scheduled. A correction was made to the prior report: curb will not be added along Drouillard to Oregon where none currently exists; the project will consist of resurfacing only.

A new project, NCC Parking Lot Phase 2, has been added. This phase involves the section of parking lot directly behind the community center. Topographic work has been completed, and design is underway. The Engineer anticipates presenting the project at the next Council meeting and requesting authorization to advertise for bids.

The Wales Road TrainFo sensor installation remains to be determined pending review and recommendation from the Service Committee.

It was also reported that Wales Road is expected to fully reopen around 4:00 p.m. tomorrow. A temporary one-lane closure may occur in March if patching is required, but the full closure is expected to conclude.

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Additionally, approximately 200 feet of fencing has been installed along the south entryway to the community center, with the remaining 200 feet anticipated to be completed within the next week. Council briefly discussed the condition of East Plaza, noting increased wear due to construction traffic. The roadway will be monitored moving forward.

NEW BUSINESS

Council President Melnyk shared that TMACOG rebranded and are now known as the Lake Erie West Regional Council.

OLD BUSINESS

Councilor Melnyk asked for an update on the audit. An update was provided regarding the process. The City has joined WorkSpring and is continuing to work with them. Additional information is expected to be available at the next meeting.

It was noted that the proposal is currently being weighed against other administrative priorities, including the potential need to complete a strategic plan prior to proceeding, as well as the possibility of conducting a staff audit in conjunction with that process.

PERSONS APPEARING BEFORE THE MAYOR AND COUNCIL

1. Molly Tomaszewski 211 Earl - Invited everyone to next Wednesday's Block Watch Meeting at 6:30PM at Arturo's Pizza Kitchen for Pizza with the Cops.

EXECUTIVE SESSION

ADJOURNMENT

07:56 PM

ATTEST:

Council Clerk

APPROVED:

Mayor