



**REGULAR CITY COUNCIL MEETING**

**Thursday, March 12, 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:**

- Febraury 26, 2026

**PRESENTATION:**

**PUBLIC COMMENT:**

**COMMUNICATIONS:**

**COUNCIL COMMITTEE REPORTS:**

- Economic Development ~
- Finance ~
- Recreation Board ~
- Safety ~
- Tree Commission ~
- Service ~ *Next Meeting: 3/12/26 @ 6:30PM*
- Parks, Rec & NCC ~
- Committee Of The Whole ~

**MAYOR:** *Mayor Schimmel*

**CITY ADMINISTRATOR:** *Kevin Laughlin*

**CITY FINANCIAL REPORT(S)**

- FEBRUARY 2026 EXPENDITURES REPORT

**LIST OF EXPENDITURES OVER \$10,000**

<b><u>INVOICE</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
WOOD COUNTY SHERIFF'S OFFICE	MONTHLY FEE FOR DISPATCHING	\$17,370.82
VC3	FEBRUARY MONTHLY BILLING	\$14,039.38
PLATTENBURG & ASSOCIATEES, INC.	AUDIT SERVICES 2/1/26-2/28/26	\$10,000.00
DAVEY RESOURCE GROUP	WM DRY CREEK RESTORATION SERVICES THROUGH 2/28/26	\$13,890.98

- City Administrator's Report

**NEW RESOLUTION:**

**RESOLUTION 2026-03** AMENDING SECTION 1 OF 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. *1st Reading.*

**PENDING RESOLUTION:**

**NEW LEGISLATION:**

**ORDINANCE 2026-11** RESCINDING ORDINANCE 2023-55 AUTHORIZING A COMMUNITY REINVESTMENT AREA AGREEMENT WITH MCNERNEY DEVELOPMENT LLC AND DECLARING AN EMERGENCY. *1st Reading.*

**PENDING LEGISLATION:**

**ORDINANCE 2026-10** ADOPTING THE 2026 COMPREHENSIVE PLAN UPDATE AS RECOMMENDED BY THE NORTHWOOD PLANNING COMMISSION, AND THE COMPREHENSIVE PLAN COMMITTEE; AND DECLARING AN EMERGENCY. *2nd Reading.*

**ORDINANCE 2026-09** ADJUSTING THE 2026 CERTIFICATE OF ESTIMATED RESOURCES OF THE CITY OF NORTHWOOD ; AND DECLARING AN EMERGENCY *3rd Reading.*

**CITY ATTORNEY'S REPORT/DISCUSSION:** *Brian Ballenger*

**CITY ENGINEER'S REPORT/DISCUSSION:** *Josh Auman*

- City Engineer's Report

**NEW BUSINESS:**

**OLD BUSINESS:**

**PERSONS APPEARING BEFORE THE MAYOR AND COUNCIL:**

**EXECUTIVE SESSION:**

**ADJOURNMENT:**

February 26, 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 07:00 PM on February 26, 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

#### February 12, 2026 Meeting Minutes

**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)*

### PRESENTATION

### PUBLIC COMMENT

### COMMUNICATIONS

### COUNCIL COMMITTEE REPORTS

#### Economic Development Councilor Barton

No Report.

#### Finance Next Meeting: 2/26/26 @ 6PM

Councilor Dickey reported that the Finance Committee met and appointed him to serve as Chair.

Mr. Yant provided an update on the City's year-end finances. The City is currently reflecting an \$818,215 loss. The General Fund balance stands at approximately \$4,192,000, with an additional \$4 million in the stabilization fund, bringing total combined reserves to approximately \$8 million. The Committee discussed requesting additional financial data from Mr. Yant, including a 10-year breakdown of business and residential income tax revenues, in order to better understand recent revenue trends and the factors contributing to the current loss. The Committee also briefly discussed the financial status of the bridge project phases, noting that the City is anticipated to move into Phase 3 in the near future.

#### Recreation Board Councilor Barton

No Report. Next meeting: March 4th at 6PM @ NCC. Meeting was moved up to finalize the spring sports teams

#### Safety Councilor Kretz - Next Meeting: 3/3/26 @ 4:30PM

No Report. Next Meeting: Tuesday, March 3rd at 4:30PM

#### Tree Commission Council President Melnyk

No Report.

#### Service Councilor Edwards

No Report. Next Meeting: March 12th at 6:30PM

#### Parks, Rec & NCC Councilor Huntermark

No Report.

#### Committee of the Whole Council President Melnyk - Next Meeting: 2/26/26 @ 6:30pm

Ryan Wichman, President of Wood County Plays, presented on the proposed all-inclusive playground at Brentwood Park.

Mr. Wichman shared that approximately \$300,000 has been raised to date toward the estimated \$750,000 total project cost. The playground will encompass approximately 11,000 square feet and will feature a variety of inclusive equipment. A highlight of the project will be a wheelchair-accessible in-ground trampoline, with the next closest similar feature reportedly located in Chicago, making it a potential regional attraction. Mr. Wichman also noted that a grant application is pending for recycled tire surfacing materials. If awarded, the grant would provide an additional \$125,000 toward the project, reducing the City's financial responsibility.

Additionally, the Committee discussed the upcoming Council Retreat. Proposed topics include strategic planning, establishing Council priorities, outlining expectations for administration, and discussing charter review matters.

# February 26, 2026

The retreat is tentatively being planned for April. Council members were asked to submit their availability to Kevin by the end of next week.

## MAYOR Mayor Schimmel

### Mayor's Report

Chief Zahradnik presented the resignation of Officer Padilla from the Northwood Police Department.

## CITY ADMINISTRATOR Kevin Laughlin

### City Administrator's Report

requested that Council reschedule the public hearing for the proposed zoning amendments regarding storage facilities due to advertising timeline requirements. **MOTION:** Council President Melnyk made a motion to **hold a public hearing on March 26 at 7:00 p.m prior to the regular Council meeting;** 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)**

Council briefly discussed Ordinance 2026-06 regarding golf cart regulations. Clarification was provided that golf carts would be permitted only on streets with speed limits of 25 mph or less, may cross higher-speed roadways but may not travel along them, and are not permitted on sidewalks.

The City Administrator revisited the proposed clock tower project at the intersection of Park Avenue and Main Street, last discussed on September 25, 2025. Option 1, the all-masonry design, had previously received the most support. A proposal in the amount of \$37,100 for planning, design, and architectural services was presented. **MOTION:** Councilor Barton made a motion to **authorize the City Administrator to sign the proposal;** seconded by Councilor Dickey. **ROLL CALL: Yes:** Councilor Barton, Councilor Dickey, Councilor McGaharan, Council President Melnyk; **No:** Councilor Edwards, Councilor Huntermark, Councilor Kretz; **Abstain:** None  
**RESULT: Passed (4-3)**

It was noted that a Service Committee meeting needs to be scheduled to further discuss TrainFo's proposed advance warning system for the Wales Road rail crossing. The meeting was scheduled for March 12 at 6:30 p.m., prior to the next Council meeting.

Lastly, the City Administrator provided an update regarding Council's request for a staff audit. An initial meeting with WorkSpring is scheduled for March 5 to begin discussions, which may also include strategic planning and additional HR-related services.

## CITY FINANCIAL REPORT(S)

### LIST OF EXPENDITURES OVER \$10,000

<u>INVOICE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
COMMERCIAL SYSTEMS, INC	GLAZING COMPLETION OF STA 82 WINDOWS	\$11,730.00
ANTHEM	HEALTH & VISION INSURANCE 3/1/26-4/1/26	\$64,934.27
GEM INC	INSTALL MINI SPLITS	\$48,695.00

**MOTION:** Councilor Barton 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)**

## NEW RESOLUTION

## PENDING RESOLUTION

## NEW LEGISLATION

**ORDINANCE 2026-10 ADOPTING THE 2026 COMPREHENSIVE PLAN UPDATE AS RECOMMENDED BY THE NORTHWOOD PLANNING COMMISSION, AND THE COMPREHENSIVE PLAN COMMITTEE; AND DECLARING AN EMERGENCY.**

1st Reading - Edwards

## PENDING LEGISLATION

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

2nd Reading - Huntermark

## February 26, 2026

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

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

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

**MOTION:** Councilor Edwards made a motion to **Move on Final Adoption**; seconded by Councilor Kretz. **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)*

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

**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)*

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#### **CITY ATTORNEY'S REPORT/DISCUSSION    Brian Ballenger**

No Report.

#### **CITY ENGINEER'S REPORT/DISCUSSION    Josh Auman**

##### **City Engineer's Report**

The City Engineer reported that Curtice Road has been submitted to ODOT for review, and once that review is complete, the project will move forward to the bidding stage.

Dry Creek - site stabilization and seeding were completed this week, and planting is scheduled for April, so the project should be finished in a couple of months.

Dalling Drive extension - the updated construction schedule shows a tentative start date of May 4th, with work expected to continue through July 31st.

Sidewalk assessments are ongoing for West Andrus and Wolf Creek, with the goal of completing them before the next Council meeting.

2025 pavement resurfacing improvements- The pay application from Gerkin has been received and forwarded to Ken for processing.

2026 pavement resurfacing work, the survey crew is scheduled within the next week or two, and curbs on Dillrose and Richmond will be reviewed and marked for repair.

Parking Lot Phase 2 is moving forward, with design work nearing completion. Glenn Grisdale is revising the site plan, and the project may be ready for bidding before the next Council meeting.

The TrainFo project requires a Service Committee meeting before it can be advertised for bids.

The final 200 feet of fencing along the entrance drive to the Community Center has been installed, completing all 400 feet of the project.

Tracy Road is currently closed for water line work from Wales Road to McNerney Road for approximately 60 days. Council members expressed concerns about the timing and management of the closure, as residents and businesses may be impacted. Follow-up with Northwest Water will be needed to clarify traffic management and ensure access.

Lastly, in some neighborhoods, crews have been repainting yellow lines and marking hydrants. This work is part of Northwest Water's ongoing lead line identification and removal program required by the EPA. Homes with copper lines are not affected.

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#### **NEW BUSINESS**

Council President Melnyk brought up the crosswalk from the parking lot to the VFW and raised concerns about vehicles not slowing down, particularly on Friday nights during the fish fry, making it difficult for pedestrians to cross safely. He requested the City to look into the possibility and cost of installing activated yellow beacons to improve safety, noting that the crosswalk is on city right-of-way and would likely be the city's responsibility.

## February 26, 2026

### OLD BUSINESS

Councilor McGaharan asked about the old entrance and exit near 579 and whether it could be used as an additional access point to the Community Center. It was clarified that the entrance is in Lake Township, although the city owns the boulevard strip. Current plans for the new parking lot do not include using this access, but Council agreed to keep the idea under consideration, taking into account existing storm sewers and other site constraints.

### PERSONS APPEARING BEFORE THE MAYOR AND COUNCIL

None.

### EXECUTIVE SESSION

### ADJOURNMENT

07:29 PM

**ATTEST:**

\_\_\_\_\_

*Council Clerk*

**APPROVED:**

\_\_\_\_\_

*Mayor*



**CITY ADMINISTRATOR'S REPORT**  
 REGULAR CITY COUNCIL MEETING ON: MARCH 12, 2026

<u>TOPIC/ ITEM</u>	<u>DISCUSSION</u>
Dex/IT	<p>Engineers were on site March 5 &amp; 6 to install the client application. If anyone has not been able to coordinate a time to have the client app installed, please do so as soon as possible. You will have to be on City Wi-Fi for them to initially perform the installation. Remaining portions of the switch are presently ongoing.</p> <p>Next major project should be server upgrade and installation in a few months.</p>
WorkSpring Meeting	<p>Met with a representative from WorkSpring on March 5. Discussed services provided and personnel concerns. After discussion, the initial phase of our review of personnel practices will begin shortly with a comprehensive and thorough review of all existing position descriptions. The Administration feels this is an excellent beginning step at a more thoroughgoing audit of personnel and human resources.</p> <p>WorkSpring will review our existing descriptions. They will then distribute questionnaires to the individual in the position as well as to their immediate supervisor. Once this work is completed, an analysis and comparison of the questionnaire and actual description will be prepared to see what is on paper, and what is in practice. Please see the provided quote from Workspring. Work will be charged at \$90.00 per description.</p>
Quote for Pedestrian Beacon at the VFW on Andrus Road	<p>We have requested a quote from FET for a pedestrian beacon to be placed at the VFW on Andrus Road. Quote is for \$18,000 to furnish and install .</p> <p>Request a motion to sign the quote for the pedestrian beacon.</p>
Wood County Stormwater Management Program (SWMP)	<p>Meeting with Wood County Officials March 3, 2026, to go over the Wood County SWMP, in which Northwood participates. Projected costs are set to increase to \$15,000. This covers the costs of maintaining the program and provides Northwood assistance,</p>
East Maumee Bay Chamber of Commerce Prism Awards	<p>EMBCC's annual award event, the Prism Awards, is scheduled for May 7, 2026, at 6:00 PM at the Maumee Bay Lodge and Conference Center.</p>
Council Retreat	<p>Council retreat is tentatively scheduled for April 25, 2026.</p>
Wood County Economic Development Annual Dinner	<p>Thursday, April 16 from 6:00 PM to 9:00 PM at the Hilton Garden Inn, Perrysburg.</p>
Walbridge Police MOU	
Resolution 2026-04 Referral to Planning Commission	<p>Request adoption as an emergency this evening to meet the publication deadline to advertise for the Planning Commission meeting on April 13th.</p>

**COUNCIL FOLLOW UP (New & Old Business)**

Item	Action Taken	Status: (complete, in progress)

VFW Crossing Beacon	See Report Above.	In-Progress
NWWSD Update	<p>Service Director Huntermark had reached out to the District prior to our February 26 meeting. Several factors are necessitating the full closure of Tracy Road. To begin, the water line runs near the centerline of pavement of Tracy Road, making it incredibly difficult to safely maintain an open lane of traffic while performing the work. Secondly, maintaining a lane of traffic would significantly lengthen the duration of the project, from 60 to 100+ days, increasing costs. Finally, to address the timing of the closure, both Service Director Huntermark and the District maintain work was performed on the days of the closure. Equipment and pipe were placed on those days and the staging of the site was initiated.</p> <p>For future projects, City Engineer Auman and Administration are working to ensure forthcoming closures align with city residents' needs.</p>	Complete



FET Construction Services LLC

2955 Gradwohl Rd.  
Toledo Oh 43617

# Quotation

## FET Construction Services LLC

Electrical Contractors & Engineers

Phone: (419) 726-6466

Fax: (419) 726-6477

DATE: 3/9/2026	OWNER OR CONTRACTOR:	Northwood
PROJECT: RRFB	ARCHITECT:	
LOCATION:	DRAWINGS OR DESCRIPTION:	
ATTENTION: Tom Huntermark		

ITEM	WE PROPOSE TO PROVIDE THE FOLLOWING:	PRICE
	Furnish and install (2) RRFB at the VFW on Andrus Rd.	\$18,000.00
	Subtotal	\$18,000.00
	Sales Tax (if applicable)	
	<b>TOTAL QUOTATION</b>	<b>\$18,000.00</b>

WHEN THIS PROPOSAL IS SIGNED BY PURCHASER IT BECOMES A CONTRACT BETWEEN PURCHASER AND FET CONSTRUCTION SERVICES, LLC. WE WILL NOT BE LIABLE FOR ANY DELAYS CAUSED BY ACT OF GOD, GOVERNMENT, FIRE, WEATHER, FLOOD, NATURAL DISASTER, LABOR DISTURBANCES, TRANSPORTATION DIFFICULTIES OR OTHER CAUSES BEYOND OUR CONTROL.

1. Price escalation language - Our pricing is based on commodity price levels as of date of quotation. Due to the volatility in the commodities such as copper, steel, resins (PVC) etc, we will ask that the general contractor share in the risk of project cost increases due to increases in these commodities. In turn we would intend to share in any cost savings to the project that would be available due to decreases in these commodities. This proposal will remain valid for a maximum of 30 days.

2. COVID language - Please be aware the Coronavirus pandemic may be an impact to normal business and execution of the FET contract may be entitled to cost compensation, time extension, or other reasonably required contract adjustment, if any consequences whether directly or indirectly resulting out of or in connection with the coronavirus outbreak, lead to delays in delivery of good or services or otherwise affect FET Construction Services contractual obligation or duties.

SIGNED: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

FET Construction Services LLC

  
Nate Reiner

THIS QUOTATION VOID AFTER 30 DAYS FROM ABOVE DATE.



Consulting Proposal and Agreement for

## City of Northwood

**Proposal Date:** March 9, 2026  
**Presented To:** Kevin Laughlin, City Administrator  
**Presented By:** Seta Tchobanian, Director HR Solutions  
**Program Name:** Job Description Update

### Project Scope

This proposal is in response to the request by the City of Northwood to provide assistance in updating up to 15 of their job descriptions.

### Job Description Update

This process will involve updating specific job descriptions as determined by the City of Northwood to ensure the essential functions, marginal functions, physical requirements, working conditions, and other elements of the job description are accurate and up to date.

### Investment

The Job Description Update will be billed at the member rate of \$95.00 per job description.

Travel outside the Toledo metro area will be billed at \$75 per hour and the current IRS mileage reimbursement rate. Other incurred travel expenses (e.g. parking, etc.), if applicable, will also be included on the monthly invoice.

While we welcome the opportunity to provide greater support, additional fees may be necessary. If additional services or third-party materials are requested, the payment schedule may be updated to reflect the revised costs. We will seek your approval of any such costs before starting any additional work.

Must be in current membership status in order to receive member rates. If membership is not current, non-member rates will apply. Some services may not be available to non-members.

Proposal and related pricing are valid for 90 days from the date received.

WorkSpring reserves the right to adjust prices at the beginning of each calendar year.

## **Your Consulting Partner(s)**

### **Chris Henning, SHRM-SCP, CBP**

#### **Sr. HR Consultant**

Chris Henning, SHRM-SCP, CBP

Chris brings 30+ years of HR experience to WorkSpring. She has held HR leadership positions in construction, manufacturing, and agriculture organizations. She retired from The Andersons in March 2021 before joining The WorkSpring in May 2021. Prior to her role at The Andersons, she worked in a HR management role at Rudolph/Libbe Inc. for 19 years and First Solar for 3 years. Chris earned her Bachelor of Business Administration degree in Human Resources from the University of Toledo.

During her career she has also served in leadership capacities of several organizations, including the Toledo Area Human Resource Association (TAHRA), Ohio Human Resource Conference Committee, and the Ohio SHRM State Council, serving as a Board member or as a Committee Chair. Chris holds a certification as a SHRM Senior Certified Professional with the Society for Human Resource Management and is a certified Benefits Professional with WorldatWork.

### **Jammie Cassoni, SHRM-CP**

#### **HR Consultant**

Jammie graduated from the University of Toledo with a bachelor's degree in Paralegal Studies and is a Certified Professional through the Society for Human Resource Management. She was also previously a Certified Paralegal through the Ohio State Bar Association. Jammie has spent over 15 years working with a wide range of employers and employees in the public, private and union environments and in the areas, including but not limited to, employee life cycle, compliance, employee and labor relations, employment investigations and workplace culture.

### **Drew Peterson, PHR**

#### **HR Consultant**

Drew is a recent MBA graduate from Bowling Green State University and is excited to be a part of the HR Solutions team. She is looking forward to building relationships with our members and assisting them with their HR needs. She loves running, interior decoration, visiting national parks, and spending time with her family, friends, and dogs!

### **Seta Tchobanian, MBA**

#### **Director, Human Resources**

Seta Tchobanian joins WorkSpring, bringing over 25 years of Human Resources and Training experience to the organization. Her strong HR Generalist background includes working for employers of all different sizes as well as industries including private, public and non-profit. Although originally from the Toledo area, the majority of Seta's human resources experience comes from working in HR leadership roles for companies in the Cleveland, Ohio area where she lived for 20 years prior to returning to Toledo.

She received her BA in Business Management from the University of Toledo and her MBA from Cleveland State University. Seta is active in the community serving as a past member of the Owens Community College Marketing Advisory Board and a former Board President and board member for Manahan in Holland, OH. She is also a Girl Scout troop leader and volunteers on school committees and with athletic booster events where her children attend.

## Statement of Confidentiality

This proposal contains confidential business information and is intended only for the individual named. It is not to be shared for commercial or non-commercial use. If you are not the named addressee you should not disseminate, distribute or copy this proposal.

WorkSpring retains all rights to and interest in any and all work created for the purpose of this training or consultation. Thank you for your understanding.

## Confidential Business Information

To the extent WorkSpring obtains copies of any confidential business information during the course of the consultation, all such information will be kept confidential, except as permitted by this agreement or your express written authorization.

In certain circumstances, the scope of the consultation may require WorkSpring to obtain information from or share information with a third-party administrator or other related third party. By signing below, you authorize such disclosure and indemnify and hold harmless WorkSpring from any actions taken by the third party related to such disclosure.

## Disclaimer

This information and training is part of the services made available by WorkSpring. WorkSpring does not provide legal advice and is not a law firm. Although we go to great lengths to make sure our information is accurate and useful, it is not intended as legal advice or substitute for the particularized advice of an attorney. We recommend you consult a lawyer if you want legal advice. All liability with respect to actions taken or not taken based on WorkSpring's training or consultation are hereby expressly disclaimed.

No attorney-client or confidential relationship exists or will be formed between you and WorkSpring or any of our representatives. Accordingly, all documents associated with the consultation or training that are in your possession may be discoverable in litigation.

## Agreement

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2026 between \_\_\_\_\_ (Organization) and WorkSpring ("parties") as follows:

### 1. Independent Services

The Organization hereby retains WorkSpring to perform services and upon the terms and conditions set forth in the Job Description Update Proposal, which is incorporated herein in its entirety.

### 2. Payment for Services

- a. Billing will be due within 30 days of invoice date.
- b. Finance charges are calculated at a monthly periodic rate of 1.5% and may be applied on any service or product that remains unpaid beyond 30 days. Past due invoices over 60 days from original billing date may result in suspension of services/membership until account is paid in full.
- c. If this Agreement is terminated early, Organization is responsible for paying the portion

of the project that has been completed and other applicable fees up to the effective date of the termination of the Agreement.

### 3. Indemnification

WorkSpring agrees to indemnify and hold Organization harmless from all claims, losses, and expenses, and fees, including attorney's fees, costs and judgments that may be asserted against Organization and that result from the acts or omissions of WorkSpring. Likewise, Organization agrees to indemnify and hold WorkSpring harmless from all claims, losses, and expenses, and fees, including attorney's fees, costs and judgments that may be asserted against WorkSpring and that result from the acts or omissions of Organization.

### 4. Miscellaneous

- a. This Agreement may only be amended or modified by an agreement in writing signed by both parties.
- b. If any provision of the Agreement is held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
- c. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right subsequently to enforce that provision or any other provision of the Agreement.
- d. This Agreement shall be construed in accordance with the laws of the State of Ohio.
- e. WorkSpring advice is educational and informational in nature and not intended as minimum standards or legal or other professional advice. WorkSpring has endeavored to include all appropriate and accurate statements but disclaims all warranties and/or responsibility for the statements or their uses.
- f. WorkSpring will not perform any work which it deems to be unethical, unlawful or non-compliant with applicable laws, rules or regulations.

### 5. Termination

- a. Either party may cancel this agreement at any time with 30 days written notice, unless immediate termination is warranted based on violations of the terms of the Consulting Proposal or this Agreement, or other conduct which may be deemed unlawful, unprofessional or unethical by either party.
- b. Immediate termination for violations of the Consulting Proposal or this Agreement or other conduct which may be deemed unlawful, unprofessional or unethical by either party must be provided in writing.

If to WorkSpring: [seta.tchobanian@WorkSpring.org](mailto:seta.tchobanian@WorkSpring.org) If to Organization: \_\_\_\_\_

### 6. Non-Solicitation of WorkSpring Employees

- a. WorkSpring invests in the careers, talents, and experience of our professionals. Over time, they become valuable, trusted business partners and strengthen our members' business. Seeing first-hand the talents of our people, the organizations with whom we partner, on occasion, have sought to hire a WorkSpring employee during an assignment or shortly thereafter. This impacts WorkSpring's ability to serve other members in the Association who also use and value our professionals.
- b. In recognition of the foregoing, Organization agrees that, during the assignment and for a period of six months following the assignment's completion, Organization will not solicit, recruit, or attempt to solicit or recruit, for hire any person who is an employee of WorkSpring.
- c. Organization acknowledges the restriction contained in this section is reasonable and necessary to protect the legitimate business interests of WorkSpring and that any violation of this restriction would result in irreparable injury to WorkSpring. Accordingly, if Organization violates this restriction, Organization agrees that WorkSpring will be entitled

to recover a one-time \$50,000 fee, which represents the cost of replacing this valuable member resource and other damages that may be incurred as a result of the violation.

If you agree with the terms set forth in this proposal, please sign below and return a copy to:

Seta Tchobanian  
WorkSpring  
1300 Jefferson Ave. Suite 109  
Toledo, OH 43604  
[Seta.tchobanian@WorkSpring.org](mailto:Seta.tchobanian@WorkSpring.org)

I hereby accept the proposal and agreement as stated above.

\_\_\_\_\_  
Signature, Organization Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, WorkSpring Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Thank you** for the opportunity to work with you and help meet your HR goals! If you have any questions regarding this proposal, please contact WorkSpring at (419) 893-3000.

**We look forward to working with you!**

**2026-3**

**RESOLUTION 2026-03 AMENDING SECTION 1 OF 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.**

**WHEREAS**, on February 12, 2026, this Council passed Resolution 2026-02, accepting the proposal of Archer Energy, LLC to extend its agreement to provide natural gas opt-out aggregation services to eligible residential and small businesses in the City of Northwood; and

**WHEREAS**, Council now finds it necessary to amend Section 1 of Resolution 2026-02 to revise the term of the billing periods for said agreement;

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

**SECTION 1.** That Section 1 of Resolution 2026-02 is hereby amended to read as follows:  
That the proposal of Archer Energy, LLC, 9777 Fairway Drive, Powell, OH 43065 to extend its agreement to provide natural gas opt-out aggregation services to participants in the City of Northwood for the billing periods of June 2026 through April 2028 is hereby accepted subject to final contract approval by the Law Director and recommendation on pricing from Palmer Energy.

**SECTION 2.** That all other provisions of Resolution 2026-02 not thereinbefore amended or modified shall remain in full force and effect.

**SECTION 3.** It is found and determined that all formal actions of council concerning or relating to the passage of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees, that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the City of Northwood and the State of Ohio.

**SECTION 4.** This Resolution is hereby declared an emergency measure necessary for the immediate preservation of the public peace, safety, and welfare of our citizens. This Resolution 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

**2026-11**

**ORDINANCE 2026-11 RESCINDING ORDINANCE 2023-55 AUTHORIZING A COMMUNITY REINVESTMENT AREA AGREEMENT WITH MCNERNEY DEVELOPMENT LLC AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City of Northwood has encouraged the development of real property in the area designated as Community Reinvestment Area #3; and

**WHEREAS**, McNerney Development LLC requested, and received, CRA program incentives from the City of Northwood in support of building in McNerney Business Park within the boundaries of Community Reinvestment Area #3; and

**WHEREAS**, the City of Northwood provided McNerney Development LLC with CRA program incentives via Ordinance 2023-55; and

**WHEREAS**, McNerney Development LLC has requested the CRA agreement to be rescinded to align with a new project schedule

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

**SECTION 1.** This Council hereby authorizes and directs the City Administrator, on behalf of the City, to take all actions necessary to terminate the City’s Community Reinvestment Area Agreement authorized by Ordinance 2023-55 with McNerney Development LLC.

**SECTION 2.** The City Administrator shall notify the Ohio Department of Development, County Auditor, and the affected school boards of this termination.

**SECTION 3.** It is found and determined that all formal actions of council concerning or relating to the passage of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and any of its committees, that resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the City of Northwood and the State of Ohio.

**SECTION 4.** This Ordinance is hereby declared an emergency measure necessary for the immediate preservation of the public peace, safety, and welfare of our citizens. This Ordinance shall be in full force and effect immediately after its passage by Council and approval by the Mayor.

Vote to suspend rules: For: \_\_\_ Against: \_\_\_ Abstain: \_\_\_

Vote on emergency clause: For: \_\_\_ Against: \_\_\_ Abstain: \_\_\_

Vote on final adoption: For: \_\_\_ Against: \_\_\_ Abstain: \_\_\_

**Adopted this** \_\_\_ **day of** \_\_\_\_\_, **2026.** **In Effect:** \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
President of Council

**APPROVED AS TO FORM:**

**APPROVED:**

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Mayor

# RECORD OF ORDINANCES

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 30043

Ordinance No. 2023-55

Passed October 26, 2023

## ORDINANCE 2023-55

### AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO AMEND A COMMUNITY REINVESTMENT AREA AGREEMENT WITH MCNERNEY DEVELOPMENT LLC, AND DECLARING AN EMERGENCY.

**WHEREAS**, the City of Northwood has encouraged the development of real property in the area designated as Community Reinvestment Area #3; and

**WHEREAS**, McNerney Development LLC requested, and received, CRA program incentives from the City of Northwood in support of building in McNerney Business Park within the boundaries of Community Reinvestment Area #3; and

**WHEREAS**, the City of Northwood provided McNerney Development LLC with CRA program incentives via Ordinance 2019-28 with the incentive program beginning in 2021 for a period of 12 years, and amended the incentive period via Ordinance 2021-11 to begin in 2023; and amended the incentive period via Ordinance 2022-28 to begin in 2024; and

**WHEREAS**, McNerney Development LLC has requested the CRA agreement to be modified to align with the completion of the project, updated address, and occupancy of the building.

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

**SECTION 1.** This Council hereby authorizes and directs the City Administrator, on behalf of the City, to amend the Community Reinvestment Area Agreement, as attached hereto as Exhibit 1, to begin in 2026 for a period of 12 years (2026-2037) at 6954-6962 McNerney Road, and to take the necessary and appropriate steps to carry out and implement the terms and conditions of said Community Reinvestment Area Agreement, and the requirements and policies of the Ohio Revised Code.

**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.

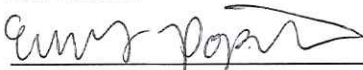
**SECTION 3.** That this proposed Ordinance should be declared an emergency for the immediate preservation of the public peace, property, health, safety and welfare of the City, and to improve the economic welfare of the people; therefore, this Ordinance shall be in full force and in effect immediately after its passage and approval by the Mayor.

Vote to suspend rules: For: — Against: — Abstain: —  
Vote on emergency clause: For: — Against: — Abstain: —  
Vote on final adoption: For: 5 Against: 0 Abstain: —

Adopted this 26 day of October, 2023 as an emergency measure.

Effective: November 26, 2023

ATTEST:



Clerk of Council



President of Council

APPROVED AS TO FORM:



City Attorney

APPROVED:



Mayor

\* Councilors Fahrblach + Melnyk absent from 10/24 meeting.

**2026-10**

**ORDINANCE 2026-10 ADOPTING THE 2026 COMPREHENSIVE PLAN UPDATE AS RECOMMENDED BY THE NORTHWOOD PLANNING COMMISSION, AND THE COMPREHENSIVE PLAN COMMITTEE; AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City of Northwood previously adopted a Comprehensive Plan to guide long-range planning, land use, development, infrastructure improvements, and community growth; and

**WHEREAS**, the City initiated an update to its Comprehensive Plan to reflect current conditions, community input, economic development goals, infrastructure needs, and long-term policy objectives; and

**WHEREAS**, the Northwood Planning Commission and the Comprehensive Plan Committee have reviewed the proposed 2026 Northwood Comprehensive Plan and formally recommended its adoption to City Council; and

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

**SECTION 1.** That the recommendation of the Northwood Planning Commission for the update of the Comprehensive Plan is hereby approved and adopted as provided in the 2026 Comprehensive Plan attached hereto as 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 and for the future reason that it is necessary to have an up-to-date Comprehensive Plan, with which to promote land development in the City of Northwood. 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

**2026-9**

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

**WHEREAS**, the 2026 Budget Estimated Revenue passed on December 4, 2025 was adjusted from the Original 2026 Estimate of Revenues filed with Wood County on June 12, 2025; and

**WHEREAS**, it is necessary to adjust Estimated Resources and file with Wood County;

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

**SECTION 1.** That the Finance Director is hereby authorized to decrease estimated revenue in the SCMR Streets Fund by \$153,500:

222-1400-41404 Transfer from General Fund (\$153,500)

**SECTION 2.** That the Finance Director is hereby authorized to increase estimated revenue in the State Highway Fund by \$4,000:

224-0400-40801 Interest Income \$ 4,000

**SECTION 3.** That the Finance Director is hereby authorized to decrease estimated revenue in the Northwood Waste Fund by \$25,000:

230-1400-41404 Transfer from General Fund (\$25,000)

**SECTION 4.** That the Finance Director is hereby authorized to increase estimated revenue in the Firefighter Staffing Fund by \$345,000:

231-0300-40303 SAFER Grant Fund \$ 345,000

**SECTION 5.** That the Finance Director is hereby authorized to increase estimated revenue in the Economic Development Fund by \$100,200:

240-0300-40930 TIF Payments \$ 89,200  
240-0700-40701 Vacant Property Registration 4,800  
240-0800.40801 Interest Income 6,200

**SECTION 6.** That the Finance Director is hereby authorized to decrease estimated revenue in the Menards Debt Fund by \$ 600:

333-0300-40930 TIF Payments (\$ 600)

**SECTION 7.** That the Finance Director is hereby authorized to increase estimated revenue in the Capital Improvement Fund by \$289,775:

401-0300-40303 Grants \$ 192,775  
401-0800-40801 Interest Income 97,000

**SECTION 8.** That the Finance Director is hereby authorized to increase estimated revenue in the Capital Replacement Fund by \$100,000:

408-0800-40801 Interest Income \$100,000

**SECTION 9.** That the Finance Director is hereby authorized to increase estimated revenue in the Storm Water Management Fund by \$375,000:

701-0300-40303 State Grants \$ 375,000

**SECTION 10.** That the Finance Director is hereby authorized to increase estimated revenue in the Northwood Civic Events Fund by \$ 5,000:

705-1100-41101 Donation from City \$ 5,000

**2026-9**

**SECTION 11.** 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 12.** 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



## CITY ENGINEER'S REPORT

REGULAR CITY COUNCIL MEETING ON: MARCH 12, 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 have been submitted to ODOT for review and approval. Bid out after ODOT approval.
Dry Creek Aquatic and Riparian Restoration Project	\$500,000.00	Construction	Planting to be tentatively completed early April.
Dalling Drive Extension Improvements	\$713,562.02	Construction	Contracts have been signed and distributed. Contractor to start tentatively May 4. Construction to run until July 31.
West Andrus Road Pavement Improvements	\$405,060.12	Construction	Construction is complete. Waiting on contractor's invoice. Calculating sidewalk assessments
Northwood 2025 Pavement Resurfacing Improvements	\$721,775.00	Construction	Construction is complete except for seeding along Oregon Rd. Calculating sidewalk assessments
Northwood 2026 Pavement Resurfacing Improvements	\$676,800.00	Design	Survey Crew will perform topographic survey as weather permits.
NCC Parking Lot - Phase 2	\$324,400.00	Design	Under design.

### 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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