

March 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 Acting Mayor, Melnyk at 07:00 PM on March 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: Councilor Barton, Councilor Dickey, Councilor Edwards, Councilor Huntermark, Councilor Kretz, Councilor McGaharan, Council President Melnyk City Administrator Kevin Laughlin, and City Engineer Josh Auman.

MOTION: Councilor Edwards made a motion to **excuse Mayor Schimmel** ; 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 Councilor Huntermark as President Pro-Temp**; seconded by Councilor Barton. **ROLL CALL:** **Yes:** Councilor Barton, Councilor Dickey, Councilor Edwards, Councilor Kretz, Councilor McGaharan, Council President Melnyk; **No:** None; **Abstain:** Pat Huntermark

RESULT: *Passed (6-0)*

APPROVAL OF MINUTES

Febraury 26, 2026

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

PUBLIC COMMENT

COMMUNICATIONS

COUNCIL COMMITTEE REPORTS

Economic Development

No Report.

Finance

No Report. Next Meeting: April 9th @ 6:30 pm to discuss Fire Department apparatus', staffing, and VFW crossing beacon

Recreation Board

Meeting held on March 4th. A quorum was not present; therefore, no official actions were taken and the meeting consisted of general discussion and informational updates.

For the spring soccer program, a total of 53 participants registered, compared to 63 registrations the previous year. Five teams have been formed: one U6 team, one U8 team, two U10 teams, and one U12 team, all of which have volunteer coaches. An additional soccer field has been laid out at Brentwood Park for the U8 and U10 divisions, utilizing the area previously used for U14 play, which will allow the three teams to share two fields for scheduling.

Baseball and softball registration closed March 1, with 143 total registrations compared to 113 last year, representing approximately a 25% increase. Anticipated baseball teams include three U6 teams, two U8 teams, two U10 teams, and one U12 team. Softball will include one team each at the U8, U12, and U14 levels.

Upcoming Recreation Board events include the Easter event at the Northwood Community Center on March 21. The annual trout release is scheduled for April 11, with fish stocking beginning April 10. The event will begin at 9:00 a.m. Additionally, the Recreation Board received permission from the Ohio Department of Natural Resources to stock Stoner Pond with baitfish.

Safety

Meeting held on March 3rd. The committee discussed the feasibility study for a proposed new public safety building. Phases 1 through 3 have already been completed, and the committee recommended proceeding with Phase 4, which would evaluate the development of a combined police and fire facility. The cost for Phase 4 would not exceed \$26,000 and has already been budgeted in the 2026 budget.

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MOTION: Councilor McGaharan made a motion to **proceed with phase 4 of the feasibility study for the safety services building** ; 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)*

The committee also discussed the condition and age of the Fire Department apparatus fleet. Several vehicles are beyond their recommended service life. A proposal was presented to replace existing equipment with a new Quint apparatus, estimated at approximately \$1.9 million, and a new chassis engine to replace the current mini pumper, bringing the total estimated cost to approximately \$2,725,000. The Quint would function as a hybrid ladder/engine and replace two vehicles, reducing the overall fleet by one vehicle.

If both vehicles are ordered together, the City could realize an estimated savings of 3–5 percent, approximately \$80,000 to \$134,000. Additional funds may be recovered through the sale of existing apparatus, estimated between \$400,000 and \$800,000. Payment would not be required at the time of ordering; the engine would require payment in approximately two years and the Quint in approximately four years. This item was not included in the current budget and was referred to the Finance Committee for further discussion due to the significant capital cost.

The committee also discussed future staffing considerations for the Fire Department. The SAFER grant that currently supports staffing will expire in 2028. The department has experienced the loss of several part-time firefighters in recent years, and approximately 35 percent of responders are age 60 or older. The need to begin planning for long-term staffing sustainability was noted, and the matter may be discussed further by the Finance Committee.

Tree Commission

Meeting held on March 10th. The committee set the Arbor Day Celebration for April 24th at 11am at Brentwood Park near the location of the old Lark building. A rain date was set for May 1st. They also discussed the concept of establishing a “microforest,” which is a small, densely planted area of native trees and shrubs designed to mimic a natural forest ecosystem. These areas are typically about the size of a tennis court and can support significantly more species of birds, insects, and small animals. Additional benefits include cooling surrounding areas, improving air quality by absorbing carbon and pollutants, and reducing stormwater runoff through dense root systems.

The Commission noted that potential future locations for microforests could be considered at Nature Trails and along Access Road B if property becomes available. Members also discussed the potential for the project to attract birdwatchers and visitors, which could benefit local businesses. The next meeting of the Tree Commission will be a special meeting scheduled for April 14 @ 6:00 PM

Service Next Meeting: 3/12/26 @ 6:30PM

Meeting held this evening. Discussion included TRAINFO, the advanced warning system for blocked rail crossings. \$102,790 for devices and labor and \$9,600 for the yearly subscription.

MOTION: Councilor Edwards made a motion to **authorize the City Administrator to sign the proposal for TRAINFO**; 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)*

Next item was the radar detection at Woodville and Wheeling. This is to control the light signal at the intersection. The committee recommended purchasing the radar for \$30,675

MOTION: Councilor Edwards made a motion to **authorize the purchase of the radar detection system for Woodville and Wheeling**; 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 recommended purchasing a new tractor for \$73,570 and a mower deck for \$56,815.

MOTION: Councilor Edwards made a motion to **authorize the purchase of the tractor and mower deck** ; 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)*

Lastly, the committee recommended approving the quote from Northwood Door to replace 5 doors, 2 on Station 82, 2 on Station 83 and 1 on the PD for \$18,676.

MOTION: Councilor Edwards made a motion to **authorize the purchase of the tractor and mower deck** ; 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)*

Parks, Rec & NCC

No Report. Next Meeting: March 26th @ 6:45 pm to discuss Bleachers and Sunday hours

Committee of the Whole

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No Report.

MAYOR Mayor Schimmel

No Report.

CITY ADMINISTRATOR Kevin Laughlin

CITY FINANCIAL REPORT(S)

FEBRUARY 2026 EXPENDITURES REPORT

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

LIST OF EXPENDITURES OVER \$10,000

<u>INVOICE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
WOOD COUNTY OFFICE	SHERIFF'S 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

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)*

City Administrator's Report

The City Administrator reported that DEX Imaging was on site March 5–6 to install the client application on city computers. Council members who have not yet coordinated installation were asked to do so. Installation must initially be completed while connected to the City's Wi-Fi, after which remote access will be available. The City's new servers have been delivered ahead of schedule and are expected to be installed in the coming weeks along with a new firewall. The installation will require brief system downtime, and staff will be notified when a date is scheduled.

The Administrator also reported that a meeting was held March 5 with WorkSpring to discuss personnel services and concerns. The City will begin an initial phase of a workplace audit focusing on reviewing current job descriptions and comparing them to best practices. Employees will complete questionnaires regarding their duties, and the firm will provide an analysis of the results. The cost is \$90 per job description review and is expected to total under \$1,500.

A quote of approximately \$18,000 was obtained for the installation of a pedestrian beacon on Andrus Road near the VFW. Council requested that the matter be referred to the Finance Committee for further review.

The Administrator reported attending a March 3 meeting with the Wood County Stormwater Management Program. The County is proposing program changes that may increase the City's annual participation cost from approximately \$5,000 to about \$15,000. The increase would still provide a cost-effective way to meet federal stormwater management requirements. No invoice has been received yet and the report was provided for informational purposes.

Council was also informed of several upcoming events. The PRISM Awards will be held May 7, 2026, at the Maumee Bay Lodge and Conference Center. The annual Wood County Economic Development Annual Dinner will take place April 16 from 6:00 to 9:00 p.m. at the Hilton Garden Inn Perrysburg. A Council retreat has been tentatively scheduled for April 25, 2026.

The Administrator also reported that the Village of Walbridge has approved its portion of a police mutual aid memorandum of understanding. Council approved authorizing the City Administrator to sign the agreement.

MOTION: Councilor Edwards made a motion to **approve the quote from Northwood Door to replace the 5 doors;** 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)*

Lastly, the Administrator recommended adopting the emergency clause for the resolution rescinding the Community Reinvestment Area (CRA) agreement with McNerney in order to align with the upcoming meeting of the Tax Incentive Review Council later in the month. The project associated with the agreement has not

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materialized and the agreement has already been extended multiple times; however, the developer may reapply in the future if a project proceeds.

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 - Edwards

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.

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 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 - Edwards

ORDINANCE 2026-09 ADJUSTING THE 2026 CERTIFICATE OF ESTIMATED RESOURCES OF THE CITY OF NORTHWOOD ; 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)*

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

No Report.

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

City Engineer's Report

Curtice Road, Dry Creek, and Dalling Drive Extension:

There are no new updates on the Curtice Road project, as plans are still under review by the Ohio Department of Transportation. Similarly, no additional updates were reported for the Dry Creek project or the Dalling Drive Extension.

West Andrus Project:

The contractor recently provided project quantities. The City Engineer is reviewing the invoices and verifying quantities to ensure the contractor is only paid for work performed and materials delivered.

Pavement Resurfacing:

2025 Resurfacing Improvements: No updates at this time.

2026 Resurfacing Improvements: A site walk was conducted along Richmond and Dilrose Roads to determine quantities for sidewalk and curb replacements. These measurements will be incorporated into the design plans over the coming weeks.

Northwood Community Center (NCC) Parking Lot – Phase 2:

The final layout for Phase 2 of the parking lot has been established in coordination with Glenn from Reville, ensuring compatibility with the existing community center design. The plan accounts for potential future

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expansion at the rear of the building. The project will utilize available funding of approximately \$297,000 from the community center construction fund. Paving the lot now will provide a completed appearance and avoid future disruption if expansion occurs.

Train Sensor Installation:

Council approved a motion to advertise for bids for the train detection sensor installation. It was noted that this will likely be a sole-source project, but the minimum advertising requirements will be met to comply with regulations. Legal counsel will review the process.

MOTION: Councilor Huntermark made a motion to **advertise for bids for train sensor installation**; 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)*

Woodville Road Sidewalk Improvements:

The low bidder's paperwork for the Woodville Road sidewalk improvement project has been approved by ODOT. The City is working to ensure compliance with LPA regulations, including that the contractor performs at least 30% of the work. Once all requirements are verified, the project will move toward award and construction.

Northwest Water and Sewer – Woodville Road Water Line Replacement:

Bids for a water line replacement project along Woodville Road from Lemoyne Road to Owen Road have been opened by the Northwestern Water and Sewer District. The City has already begun coordinating lane closures and traffic management to minimize disruption. The City Engineer will participate in the pre-construction meeting to ensure project activities are as minimally invasive as possible to local traffic.

Other Notes:

Expansion considerations for the NCC were addressed, confirming that the current parking design accounts for potential future expansion of approximately 15,000 square feet at the rear of the building.

Coordination continues with external agencies regarding roads that have historically had shared maintenance responsibilities, such as a section off SR 579 managed by Lake Township but maintained by the City in the past.

The Engineer concluded by confirming that all projects are progressing within anticipated timelines and that further updates will be provided as work advances.

NEW BUSINESS

Councilor Dickey shared a request from Jake, the commander at the VFW, for a speaker for their Memorial Day celebration on May 28th. Anyone interested is encouraged to reach out to Mr. Dickey.

OLD BUSINESS

None.

PERSONS APPEARING BEFORE THE MAYOR AND COUNCIL

EXECUTIVE SESSION

ADJOURNMENT

7:55PM

ATTEST:

Council Clerk

APPROVED:

Mayor