


MEMORANDUM

TO: BOARD OF HEALTH MEMBERS
FROM: KATIE SMIDDY 
SUBJECT: NOVEMBER 26, 2024 MEETING
DATE: NOVEMBER 19, 2024

Greetings from City Hall!

We meet at 5:30 p.m. on Tuesday, November 26 in the council chamber at the city building. For those wishing to participate via Zoom, below is the access information:

<https://us06web.zoom.us/j/83993271679?pwd=bFVMcFDDDoboGlqyp1N1kK89HO72TX.1>

Meeting ID: 839 9327 1679
Passcode: 259520

Enclosed are:

- The meeting agenda.
- Minutes of our September 24, 2024 meeting.
- Resolution 24-1 Fees for Food Establishment and Service Operations.

c: Mayor William Duncan, President
Dr. Steve Enseleit, Health Commissioner
Dr. John Ewing, Assistant Health Commissioner/Medical Director
Matthew Tyler, REHS, Environmental Health Director

BOARD OF HEALTH
AGENDA
NOVEMBER 26, 2024

- I. CALL TO ORDER
- II. MINUTES OF PREVIOUS MEETING
 - September 24, 2024
- III. REPORT FROM CHAIR
- IV. REPORT FROM ENVIRONMENTAL HEALTH DIRECTOR
 - Resolution 24-1 Fees for Food Establishment and Service Operations, Second Reading
- V. REPORT FROM HEALTH COMMISSIONER
- VI. REPORT FROM ADMINISTRATOR/CITY MANAGER
- VII. OLD BUSINESS
- VIII. NEW BUSINESS
- IX. ADJOURN

THE MINUTES OF THE MEETING OF THE BOARD OF HEALTH, CITY OF OAKWOOD,
STATE OF OHIO

The meeting was conducted on Tuesday, September 24, 2024 in the council chamber at the Oakwood City Building, 30 Park Avenue, and was accessible via Zoom.

Attending in person were:

Dr. David Denka, D.O., Chair	Norbert Klopsch, Administrator/City Manager
Dr. Bill Coyne, D.D.S., Vice Chair	Dr. Steve Enseleit, M.D., Health Commissioner
	Matthew Tyler, REHS, Environmental Health Director

Attending via remote teleconference was Dr. Elizabeth Maimon, DVM, M.P.H., Member and Mayor Bill Duncan, President

Excused absent were Dr. Elizabeth Hardy, Ph.D., Member and Mrs. Diane Scott, R.N., Member.

The following in-person visitors registered:

Corrie Matthias, University of Cincinnati

Dr. Denka called the meeting to order at 5:30 p.m. and led a discussion on the following agenda items:

Minutes of Previous Meeting: Dr. Denka asked that the minutes of the July 30, 2024 meeting be reviewed. There being no requested edits, motion to approve by Dr. Coyne; second by Dr. Maimon. Upon viva voce vote, motion passed and the minutes were approved.

Report from Chair: No report.

Report from Environmental Health Director: Matt Tyler, REHS, Environmental Health Director, commented on the following items:

- Amendments to the Ohio Uniform Food Safety Code: Mr. Tyler informed the Board of changes made to the Ohio Uniform Food Code rules effective 9/5/2024.
- Resolution 24-1 Fees for Food Establishment and Service Operations, First Reading: Mr. Tyler introduced Resolution No. 24-1. There being no visitors wishing to speak on the matter, a public hearing was not conducted. A second reading, public hearing and vote will take place at the November 26, 2024 board meeting.

Report from Health Commissioner: No report.

Report from Board Administrator/City Manager: Mr. Klopsch reported on the following items:

- Gardner Pool: The 2024 pool season was successful. Pool memberships remain consistent each year and Gardner Pool continues to be an important and viable offering in the community. The two water rescue incidents at Gardner Pool in July were satisfactorily resolved with all actions taken by pool staff determined to be in compliance with established regulations and protocols.
- Status of Oakwood Health District: Oakwood's local health district continues to operate until further guidance and/or direction is received from the state. Provisions in the next Ohio Biennium Budget may likely include new requirements for Oakwood's local health district.
- Annual Water Testing: Mr. Klopsch reported that the 2024 annual water testing required by the USEPA and Ohio EPA was successfully completed. None of the 20 water samples tested for lead and copper content exceeded the EPA "Action Levels," which are 15 parts per billion for lead and 1,300 parts per billion for copper.
Dr. Coyne asked if the locations of the 20 water samples were the same each year.

Mr. Klopsch answered yes unless a resident chooses not to participate and then a replacement location is selected.

Dr. Coyne asked about the process for selecting test locations.

Mr. Klopsch explained that the locations are identified by water department staff and approved by the EPA before testing can be done.

- Next City Manager: City Council has unanimously decided to appoint Katie M. Smiddy as City Manager Designate effective October 14, 2024, and as the City Manager effective November 1, 2024.

Mayor Duncan shared that Mrs. Smiddy is currently the Finance Director at the City of Springdale. She previously served as the Finance Director of the City of Montgomery and CFO of Hamilton County Community Action Agency after holding various positions for over 18 years in Butler County. He shared that an open house to recognize Mr. Klopsch's achievements is scheduled from 4-7 p.m. on Thursday, November 7 at the Oakwood Community Center.

Dr. Denka thanked Mr. Klopsch for the guidance he has provided to the Board of Health.

Mr. Klopsch said that his retirement is bittersweet. He shared that he moved to Oakwood five months before joining city staff in November 1992 and has thoroughly enjoyed both living in and working for the Oakwood community.

Mayor Duncan shared that Mr. Klopsch is the fifth city manager since 1931. Having a new city manager will be a learning curve for everyone.

Old Business: None.

New Business: None.

There being no other business, at 5:50 p.m. Dr. Denka adjourned the meeting.

Chair

Secretary

Commissioner of Health

**OAKWOOD BOARD OF HEALTH
RESOLUTION**

NO. 24-1

TO ADJUST FEES FOR THE LICENSURE OF RETAIL FOOD ESTABLISHMENTS (RFEs) AND FOOD SERVICE OPERATIONS (FSOs), BOTH FIXED AND MOBILE, PURSUANT TO THE APPROPRIATE STATE-MANDATED COST METHODOLOGY.

WHEREAS, the Oakwood Board of Health has heretofore adopted a state-mandated cost methodology for the calculation of licensing fees for Retail Food Establishments (RFEs) and Food Service Operations (FSOs), both fixed and mobile, as provided under Ohio Revised Code Section 3717.07; and

WHEREAS, utilizing the statutory cost methodology where applicable, the City Environmental Health Specialist has determined that such licensing fees should be increased for 2025, as shown on the attached Exhibit A; and

WHEREAS, pursuant to Ohio Revised Code Section 3717.25(A), the Board is authorized to establish and collect fees for such licensing services;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF HEALTH OF THE CITY OF OAKWOOD, MONTGOMERY COUNTY, OHIO, THAT:

Section I.

Exhibit A, which sets forth licensing fees for the 2025 licensure year, calculated pursuant to the state-mandated cost methodology where applicable, is hereby incorporated by this reference.

Section II.

The Board hereby adopts and establishes the licensing fees set forth on Exhibit A for RFEs and FSOs, both fixed and mobile, to take effect for the 2025 licensure year and to remain in effect until further action by the Board.

Section III.

This resolution shall take effect as of the earliest date permitted by law.

ADOPTED BY THE BOARD OF HEALTH OF THE CITY OF OAKWOOD, MONTGOMERY COUNTY, OHIO, this 26th day of November, 2024.

David Denka, D.O., Chair
Oakwood Board of Health

ATTEST:

Secretary

TO THE SECRETARY:

Please publish in a newspaper of general circulation within the Oakwood Health District, such publication to be made once a week for two (2) consecutive weeks.

City Law Director

City of Oakwood 2025 Proposed Fee Changes

Food Protection		2024 Current Local Fees	2025 Proposed Fees	State Fee	% change	
Commercial						
Risk FSO & RFE	< 25,000 ft ²	Level 1	\$110.00	\$79.00	\$28.00	-28.18%
		Level 2	\$124.00	\$89.00	\$28.00	-28.23%
		Level 3	\$236.00	\$167.00	\$28.00	-29.24%
		Level 4	\$299.00	\$211.00	\$28.00	-29.43%
	≥25,000 ft ²	Level 1	\$158.00	\$113.00	\$28.00	-28.48%
		Level 2	\$167.00	\$119.00	\$28.00	-28.74%
		Level 3	\$589.00	\$414.00	\$28.00	-29.71%
		Level 4	\$624.00	\$439.00	\$28.00	-29.65%
Non-commercial						
Risk FSO & RFE	<25,000 ft ²	Level 1	\$55.00	\$39.00	\$14.00	-29.09%
		Level 2	\$62.00	\$44.00	\$14.00	-29.03%
		Level 3	\$118.00	\$83.00	\$14.00	-29.66%
		Level 4	\$149.50	\$105.00	\$14.00	-29.77%
	≥25,000 ft ²	Level 1	\$79.00	\$56.50	\$14.00	-28.48%
		Level 2	\$83.50	\$59.50	\$14.00	-28.74%
		Level 3	\$294.50	\$207.00	\$14.00	-29.71%
		Level 4	\$312.00	\$219.50	\$14.00	-29.65%
Mobile Food	High Risk	\$30.00	\$78.00	\$28.00	160.00%	
	Low Risk	\$30.00	\$39.00		30.00%	
Vending Food		\$16.04	\$15.34	\$6.00	-4.36%	
Temporary Food (fee per event)	Commercial	\$35.00	\$39.00	\$0.00	11.43%	
	Non-Commercial	\$17.50	\$19.00	\$0.00	8.57%	
Swimming Pools, Spa, Special Use	Pools	\$170.00	\$170	\$80.00	17.65%	
	each additional unit	\$85.00	\$85	\$55.00	17.65%	
Tattoo / Perm Cosmetic/ Piercing		\$24.95	24.95	\$0.00	72.34%	
Temporary Tattoo/ Perm Cosmetic/ Piercing		\$25.00	\$25.00	\$0.00	0.00%	