

**MINUTES**  
**OAKWOOD CITY COUNCIL WORK SESSION**  
**FEBURARY 25, 2019**

The Council of the city of Oakwood, Ohio, met in a work session on Monday, February 25, 2019 in the conference room of the Oakwood Municipal Building, 30 Park Avenue. The Mayor of the City, William Duncan, presided.

Council members in attendance were Mayor William Duncan, Councilmember Rob Stephens, and Councilmember Chris Epley. Staff in attendance were City Manager Norbert Klopsch and City Attorney Rob Jacques. Finance Director Cindy Stafford also attended for the executive session for economic development, discussions on credit card accounts, and the 2019 budget book.

Vice Mayor Steve Byington and Councilmember Anne Hilton were excused absent.


Mayor Duncan called the meeting to order at 5 p.m. and made a motion to move to executive session for economic development; second by Mr. Epley. Upon viva voce vote, motion passed.

At 6:10 p.m., Mayor Duncan adjourned the executive session for economic development and led a discussion on the following work session agenda items:

- COUNCIL COMMITTEES
  - Court Liaison, Mrs. Hilton
    - Court Financial Review: Mr. Klopsch noted that this item will be discussed at the March 4 work session.
  - Finance, Vice Mayor Byington
    - City Credit Accounts: Mr. Klopsch confirmed that Council received the January 2019 Credit Card Account Transaction Detail report. Mrs. Stafford explained the report spreadsheet and that Council will be receiving a Credit Card Account Transaction Detail report each month going forward. Mayor Duncan and Mr. Klopsch signed paperwork attesting that City Council has reviewed this January report. Mrs. Stafford mentioned that City Council will also receive quarterly reports showing that Assistant Finance Director Alice Young, who serves as compliance officer, has reviewed the current credit account spreadsheet.
    - 2019 Budget Book: Mr. Klopsch noted that Council received the final draft budget book last Friday. The book will now be bound. It will also be posted to the City website and sent to all members of the citizen Budget Review Committee.
  - Public Utilities/Waterworks/Sewer, Mr. Epley
    - Utility Pole Removals: Mr. Jacques and Mr. Klopsch mentioned that staff had a meeting with DP&L several weeks ago, and will be meeting with AT&T later this week. The purpose of the meetings is to address new time requirements included in the proposed ordinance that will facilitate efficient removal of old and abandoned utility poles.
  - Safety & Traffic, Mr. Stephens
    - Traffic Signal System Master Plan: Mr. Klopsch mentioned that he plans to begin work, with assistance from a traffic engineering consultant, on developing a master plan to upgrade the City's 17 traffic signal installations. Most of these installations were last upgraded in the early 1990's. He will discuss this project in more detail at a future work session.

- Streets & Alleys, Mr. Stephens
  - Sidewalk Assessment Legislation: Mr. Jacques mentioned that new requirements imposed by Montgomery County will require an additional item of legislation each year relating to the assessment of sidewalk repair costs. This new ordinance will specifically list the properties where sidewalk assessments are forwarded for collection through Montgomery County.
  - 2019 Concrete Street Repairs: Mr. Klopsch noted that the bid opening for the 2019 Concrete Street Repair Project is this Wednesday. We expect several bidders. Work will take place on Ridgeway Road and on Park Avenue between Harman Avenue and Oakwood Avenue.
  - 2019 Asphalt Street Resurfacing: Mr. Klopsch confirmed that Council received the list of asphalt streets scheduled for repaving this summer. That project is currently out to bid, with bids due this Thursday.
  - 2019 Asphalt Rejuvenation: Mr. Klopsch mentioned that the City will again engage in an Asphalt Rejuvenation Project. The work will be completed this summer and will take place on streets repaved last year.
- BOARDS & COMMISSIONS
  - Beautification Committee, Mr. Stephens
    - 2019 Tree City USA Awards Luncheon: Mr. Klopsch mentioned that the 2019 Southwest Ohio Tree City USA Awards Program will take place on Friday, April 26. He plans to attend. The event is being hosted by the city of Centerville and will take place at The Golf Club at Yankee Trace.
- MISCELLANEOUS
  - Recycling, Plastics and Bags: Council discussed a request from Oakwood resident Dennis McCarthy to consider a ban on single use plastic bags, plastic cutlery, plastic straws and styrofoam. Mr. Klopsch mentioned that he had a telephone conversation with Mr. McCarthy and suggested that this may be an effort better undertaken by larger organizations such as Montgomery County and the city of Dayton. Mr. Stephens agreed to contact Mr. McCarthy to discuss the matter.
  - Farmers' Market and Food Trucks: Mr. Klopsch noted that staff will present an ordinance at the March 4 council meeting to modify regulations regarding the permitting of food trucks as they relate to the Oakwood Farmers' Market. The purpose of the legislation is to streamline the permitting process for this recurring weekly event.
  - Telephone System: Mr. Klopsch reported that staff is in discussions with the cities of Kettering and Centerville on possible options to build a single telephone system that would serve all three communities. If financially feasible, this system would operate on the fiber interconnect lines between the three communities.
  - CodeRED Emergency Notification System: Mr. Klopsch distributed a paper describing several methods by which the City communicates emergency and non-emergency information to citizens, businesses and institutions. This information will be posted to the city website. The CodeRED telephone system includes a database with approximately 4,200 telephone numbers. It automatically contains all landlines, but only includes cell phone numbers if they are specially added to the database.

There being no other business, at 7 p.m. Mayor Duncan adjourned the work session.

  
 \_\_\_\_\_  
 Mayor

ATTEST:

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