

MINUTES
OAKWOOD CITY COUNCIL WORK SESSION
JANUARY 28, 2019

The Council of the city of Oakwood, Ohio, met in a work session on Monday, January 28, 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, Vice Mayor Steve Byington, Councilmember Rob Stephens, Councilmember Anne Hilton and Councilmember Chris Epley. Staff in attendance were City Manager Norbert Klopsch and City Attorney Rob Jacques. Also attending for the discussion on Forfeiture Fund Expenditures and Credit Card Account Usage was Finance Director Cindy Stafford. Jennifer Wilder, Director of Personnel and Properties, and Ethan Kroger, Code Enforcement Officer, joined the meeting for the discussion on Forfeiture Fund Expenditures, Credit Card Account Usage, and the executive session for conference with attorney.

Mayor Duncan called the meeting to order at 5 p.m. and began with a discussion on the following two items:

- Forfeiture Fund Expenditures: Finance Director Cindy Stafford explained that the Ohio Revised Code requires the city to prepare an annual report addressing the use of forfeiture funds in the previous year, and that this report must be shared with City Council. Mrs. Stafford then reviewed the 2018 report showing expenditures related to the purchase of a replacement vehicle for the police detective and expenditures for the purchase of a drug drop-off box.
- City Credit Card Account Usage: Mrs. Stafford briefed Council on new state requirements on the use of city credit card accounts. These requirements were established by HB 312 and Bulletin 2018-003 issued by the Ohio Auditor of State on November 30, 2018. The City's updated Policies and Procedures No. 17, City Credit Card Account Usage, includes guidance and requirements on the use of the City's credit cards as well as "in-house" accounts (e.g., Dorothy Lane Market) and online credit accounts (e.g., Amazon). Included with new Policy No. 17 is the credit card usage agreement for employees to sign as an acknowledgment that they have received and reviewed the responsibilities related to using a City credit card account. The City has established three forms to comply with the new state law. All three forms will be shared with City Council on a regular basis going forward. One is a monthly form attesting that City Council has reviewed credit card account transaction details from the previous month. The second is a quarterly report where the City's compliance officer (Assistant Finance Director) certifies that she has reviewed and updated the credit card account spreadsheet. The third is an annual report providing details on all credit card and credit account rewards received by the City for the previous year.

At 5:15 p.m., Mayor Duncan moved to go into executive session for conference with attorney; second by Mrs. Hilton. Upon viva voce vote, motion passed. Mrs. Stafford departed the meeting at this time.

At 6:52 p.m., Mayor Duncan adjourned the executive session for conference with attorney and Council returned to work session. Mrs. Wilder and Mr. Kroger departed the meeting at this time.

Mayor Duncan then led a discussion on the following additional agenda items:

- COUNCIL COMMITTEES

- Safety & Traffic, Mr. Stephens

- Springgrove Alley: Mr. Klopsch noted that there is a groundwater issue in the Springgrove alley between Ridgewood Avenue and Schenck Avenue. The City will address this in late winter or early spring as weather permits. The work will include installing a new catch basin and some drainage pipe.

- Streets & Alleys, Mr. Stephens

- Far Hills and Devereux Drainage Study: Mr. Klopsch mentioned that he and Streets Foreman Dave Shuey met earlier today with two engineers from LJB to discuss the drainage study along Far Hills in the Dellwood, Devereux and Forrer area. Much of the engineering analysis is completed and work is now underway to develop a plan for stormwater improvements.

- Right-of-way Permit Fees: Mr. Klopsch noted that the permit fees for excavating in city right-of-ways have been \$45 for unpaved areas and \$90 for paved areas since 2015. Staff recently updated the fees and, based on an analysis of inspector time, can justify raising them to \$50 in unpaved areas and \$95 in paved areas.

- REGIONAL AGENCIES

- MVCC, Mr. Stephens

- Council Chambers Audio/Visual Equipment Upgrade: Mr. Klopsch reported that some upgrades will be made in the near future on audio/visual equipment in the council chambers. MVCC will oversee this project and will pay all costs related to the video equipment upgrades. The City will pay costs related to audio system improvements.

- MISCELLANEOUS

- Board of Health: Mr. Klopsch confirmed that Council received a memo last Friday detailing the duties and responsibilities of the Board of Health and the Health Commissioner.

- Committee Appointments: Council discussed several recommendations for appointments to the Beautification Committee and Property Maintenance Board. Mayor Duncan noted that he will make phone calls inviting some existing committee members to continue in their positions.

There being no other business, Mayor Duncan adjourned the work session at 7:25 p.m.



Mayor

ATTEST:



Clerk of Council