

MINUTES
OAKWOOD CITY COUNCIL WORK SESSION
MARCH 4, 2019

The Council of the city of Oakwood, Ohio, met in a work session on Monday, March 4, 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.

Mayor Duncan called the work session to order at 6:30 p.m. and began by reviewing the agenda for the regular session this evening. Thereafter, Mayor Duncan led a discussion on the following agenda items:

- **STATUS REPORTS:**
 - Citizen Committee Appointments: Mayor Duncan noted that he will call for a vote at the regular session this evening to appoint several Oakwood residents to citizen committees.
- **LEGISLATION:** Council discussed the following items of legislation on the agenda for regular session this evening. Mr. Jacques explained that the ordinance on removal of abandoned or topped poles was modified since the first reading last month. The modification includes changing the time requirement from 90 days to 120 days based on feedback from DP&L and AT&T. Mr. Jacques added that staff recently met with three representatives from AT&T to discuss this matter. It was a good meeting and the representatives understood the purpose of the ordinance.
 - An Ordinance to clarify requirements for the removal of abandoned or topped poles in the public rights-of-way, Mr. Stephens
 - A Resolution of Necessity for 2019 Sidewalk Repair Project, Mr. Stephens
 - An Ordinance to Proceed with the 2019 Sidewalk Repair Project, Mr. Stephens
 - A Resolution of Necessity for 2020 Street Lighting, Mr. Stephens
 - An Ordinance to Proceed with the 2020 Street Lighting Program, Mr. Stephens
 - An Ordinance to levy special assessments for the 2018 Sidewalk Repair Project, Mr. Stephens
 - An Ordinance to clarify permitting for Mobile Food Vehicles, Vice Mayor Byington
- **STAFF REPORT – PUBLIC SAFETY DEPARTMENT:** Mr. Klopsch noted that Chief Hill will deliver his staff report at the regular session this evening. That report will touch on Crime Statistics; EMS Trends; Overtime Expenditures; Personnel Changes; Citizen Police Academy; and ACORN Program.
- **COUNCIL COMMITTEES**
 - Court Liaison, Mrs. Hilton
 - 2018 Court Finances: Mr. Jacques explained that there were several reasons why the General Fund subsidy to the Oakwood Municipal Court was about \$34,000 higher in 2018 than in 2017. A portion of the lower 2018 revenue can be attributed to a drop in the collection of outstanding fines and court costs. During a significant portion of 2018, the Oakwood Court paused its pursuit of outstanding collections. This was a result of the significant upgrades that were made to the Court's case management software systems in 2018. A good portion of these outstanding fines and court costs should be collected over the next few months.

- Finance, Vice Mayor Byington
 - City Credit Accounts: Mr. Klopsch reviewed the February 2018 credit account usage spreadsheet and confirmed that Council had received the document in their March 1, 2019 newsletter packet. Mayor Duncan and Mr. Klopsch signed the cover document attesting that this spreadsheet has been reviewed by Council.
- Planning & Zoning, Vice Mayor Byington
 - 2600 Far Hills Building: Mr. Klopsch mentioned that staff will meet with representatives from the Kettering Health Network (KHN) in early April to discuss plans to completely remodel the 2600 Far Hills office building. KHN hopes to complete this remodeling project by June 2020. Mr. Klopsch added that two of the four units in the city-owned Wonderly Avenue apartment building are currently on month-to-month leases, and the other two will be on month-to-month leases by June 2019. As currently planned, this building will need to be removed to provide space for additional parking.
- Public Properties, Mr. Epley
 - Lane Stadium Shelter: Mr. Klopsch explained that Mr. and Mrs. Lane, the primary donors on the construction of Lane Stadium, have agreed to pay for the cost of building a shelter at Lane Stadium. The primary purpose of the shelter is to provide overhead cover for persons at the stadium, or at Old River Fields, in the event of inclement weather. The proposed shelter would be constructed within the fenced area of Lane Stadium between the concession/restroom building and the bleachers. Ruetschle Architects, working for the Oakwood Schools, is currently developing some design options. The shelter is expected to be roughly 20 feet wide by 40 feet long.
- Public Utilities/Waterworks/Sewer, Mr. Epley
 - NPDES Permits: Mr. Klopsch mentioned that the City received a mailing late last week addressed to the Mayor and City Council. It included the approved NPDES (National Pollutant Discharge Elimination System) permits from the Ohio EPA. One permit is for the water treatment plant on Springhouse Road, and the other is for the water treatment on Shafor Boulevard. These are five year permits that address water treatment discharge from the two plants.
- Safety & Traffic, Mr. Stephens
 - Traffic Signal System Master Plan: Mr. Klopsch explained that staff will develop a master plan over the course of this year for the rebuilding of Oakwood's traffic signal system. That master plan will include an assessment of the 17 signalized intersections. Many of the signalized intersections were last reconstructed in the early to mid-1990's. Mr. Klopsch intends on using CMT Engineers to assist with this work.
- Streets & Alleys, Mr. Stephens
 - Grandon and Far Hills Street Light: Mr. Klopsch reported that the street light at the southwest corner of Grandon Road and Far Hills Avenue was recently struck by a vehicle and was knocked to the ground. After an assessment of lighting in the area, and discussion with a representative from the Chabad Center, the decision was made to eliminate this street light altogether.
 - Walnut Springs Street Light: Mr. Klopsch mentioned that staff is responding to a request on Walnut Springs to remove, or relocate a street light near their property.

- REGIONAL AGENCIES
 - MVCC, Mr. Stephens
 - Fiber Optic Project: Mr. Klopsch reported that MVCC has signed a memorandum of understanding with EdgeConnect outlining plans for entering a contractual relationship for the shared use of the MVCC fiber ring. Work is underway in writing the contract. There remain many unanswered questions regarding this business relationship, questions that will need to be answered before signing any contract.

- BOARDS & COMMISSIONS
 - Beautification Committee, Mr. Stephens
 - June 3 Smith Gardens Presentation by Steve Kelch: Mr. Klopsch noted that Steve Kelch, the grandson of Carlton and Jeannette Smith, plans to brief Council on the history of Smith Gardens at the June 3 public meeting. This is the meeting where Leisure Services Director would normally have given her semi-annual staff briefing. Some members of the Oakwood Beautification Committee may also attend that meeting for public recognition.

- MISCELLANEOUS
 - Council Chamber A/V Improvements: Mr. Klopsch mentioned that representatives from MVCC recently completed the installation of four new high definition cameras in the Council Chambers, along with equipment that will allow public meetings to be filmed directly from MVCC, rather than having a person at 30 Park Avenue. The improvements also include the installation of an audio mixer to upgrade the sound system.
 - Board of Health Accreditation: Mr. Klopsch presented Mayor Duncan a letter that the City received today from the Ohio Department of Health (ODH). Oakwood Health Commissioner Dr. Steve Enseleit also received the letter. It discusses a request from ODH that all health districts in Ohio consider applying for accreditation. Mr. Klopsch added that this accreditation does not mesh well with small local health districts like Oakwood. It is designed for countywide districts with large health departments.
 - Fire Turnout Gear: Mr. Klopsch reported that the City is donating several sets of outdated fire turnout gear to Cedarville University for use in their fire training program. These items no longer have useful value to Oakwood.
 - Mowing Admin Fee: Mr. Klopsch reported that the administrative fee charged for mowing properties in violation of the City property maintenance code will increase from \$100 to \$130. The \$100 fee was established in 2010, based on an updated calculation of staff time involved in addressing this code compliance. Based on current personnel costs, there is justification for the \$30 increase.

There being no other business, at 7:25 p.m. Mayor Duncan adjourned the work session and City Council moved to regular session.



 Mayor

ATTEST:



 Clerk of Council