

MINUTES
OAKWOOD CITY COUNCIL WORK SESSION
FEBRUARY 22, 2021

The Council of the city of Oakwood, Ohio, met in a work session at 5:00 p.m. on Monday, February 22, 2021 in the second floor training room of the city of Oakwood, 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 Leigh Turben. Staff in attendance were City Manager Norbert Klopsch and City Attorney Rob Jacques. Also attending was Engineering and Public Works Director Doug Spitler.

Mayor Duncan called the meeting to order at 5 p.m.

Mr. Klopsch commented that Doug Spitler was present to discuss the proposed relocation of the recycling drop-off facility. Mr. Spitler delivered a presentation on a proposal to move the drop-off facility from the Creager Field parking lot to the Public Works Center. Two design options are under consideration with the estimated project cost in the range of \$250,000 to \$300,000. About half of the cost is to install an earth retaining wall. The wall is needed to create the flat space to accommodate the new facility. Staff plans to submit the project to the Montgomery County Solid Waste District for a grant under the recycling incentive program. The grant request is due on March 5 and will likely be in the range of \$30,000 to \$60,000.

Mayor Duncan continued the meeting by discussing the following items:

- COUNCIL COMMITTEES
 - Finance, Vice Mayor Byington
 - 2020 Audit Questionnaire: Mr. Klopsch distributed audit questionnaires to each member of Council. The completed questionnaires were returned to Mr. Klopsch who will see that they are sent to the auditors.
 - CIC Audit: Mr. Klopsch commented on the auditor's statement that the Oakwood CIC must have a Records Retention Policy and a Records Retention Schedule. It is the City's opinion that the existing, and fully compliant, City policy on Records Retention applies to the CIC, as does the existing Records Retention Schedule covering City Administration.
 - Law & Minutes, Mrs. Hilton
 - Teen Court: Mr. Jacques shared that Oakwood's Teen Court Advisor, Shawn Roberts, informed us that he is ready to transition away from that role at the end of the current school year. The Oakwood Teen Court is an approved satellite program of the Montgomery County Juvenile Court, governed by procedures set forth in an Entry and Order issued by Juvenile Court Judge Nick Kuntz on May 1, 2014. According to the terms of that document, the Teen Court Advisor is appointed by the City Manager based upon the recommendation of the Public Safety Director and Law Director. We anticipate appointing a replacement before the end of the school year. Mr. Roberts has agreed to assist in transitioning to a new advisor, who will begin in the fall of 2021.
 - Public Utilities/Waterworks/Sewer, Mrs. Turben
 - Private Fire Hydrants: Mr. Klopsch reported that city staff plans to send a letter this week to the 16 owners of private fire hydrants. The letter informs them of new requirements to ensure that city-approved hydrants are installed and are properly maintained.

- Safety & Traffic, Mr. Stephens
 - Civil Preparedness Plan/Emergency Operations Plan (EOP): Mr. Klopsch mentioned that Chief Alan Hill will attend the March 15 work session to make a presentation on the City's updated EOP. The plan will be presented for City Council approval at the April 5 meeting.
 - Snow Operations: Mr. Klopsch reported that the Public Works Department has devoted a significant amount of time and energy over the past two weeks responding to the severe winter weather. Mr. Spitler mentioned that staff will conduct an after-action review to address what went well and areas for improvement. Most importantly, the primary thoroughfares were quickly cleared of snow and ice throughout the extended storm. Mr. Spitler departed the meeting after this discussion.
- REGIONAL AGENCIES
 - Oakwood Inclusion Coalition (OIC), Mr. Klopsch
 - OIC: Mr. Klopsch commented on the February 8 meeting of the Current Issues Committee and the need for the OIC to continuously remember the organization's mission and purpose.
- MISCELLANEOUS
 - 2021 Committee Needs: Council discussed the list of 2021 citizen committee needs. Mayor Duncan will continue contacting current and proposed committee members to determine interest.
 - CLG Training for Elected Officials: Mr. Klopsch mentioned an annual training program offered through the Center for Local Government (CLG) for elected officials. Mrs. Hilton and Mrs. Turben plan to attend.
 - Website Information: Mr. Klopsch shared that staff added a password-protected resource page for Council on the City website. The page is a work-in-progress and currently provides the following information:
 - Admin Policies and Procedures
 - Friday Newsletters
 - City Ordinances
 - Emergency Operations Plan
 - Oakwood Public Safety Department Policy Manual
 - March 1 Council Meeting Format: Mr. Klopsch noted that the March 1 regular session will be conducted in the same manner as the February 1 meeting.

At 6:41 p.m., Mayor Duncan closed the work session and Council moved to executive session for personnel matters.

At 7:33 p.m., Mayor Duncan concluded the executive session for personnel matters and the meeting was adjourned.



Mayor

ATTEST:



Clerk of Council