

**VILLAGE OF OAKWOOD
REGULAR MEETING MINUTES**

MARCH 18, 2024

Mayor Wright called the meeting to order at 6:30 p.m.

CALL TO ORDER/PLEDGE OF ALLEGIANCE

BOARD MEMBERS PRESENT: Lindsey Light, Bob Parr, Matt Trimmell, Robert Wright

APPROVAL OF MINUTES

Matt Trimmell motioned to approve the January 16, 2024, minutes as presented.

Bob Parr seconded.

	ELLIOTT	FEGETT	FRITZ	LIGHT	PARR	TRIMMELL	WRIGHT
YES				X	X	X	X
NAYS							
ABSTAIN							
ABSENT	X	X	X				

Motion Carried

Matt Trimmell motioned to approve the January 22, 2024, minutes as presented.

Bob Parr seconded.

	ELLIOTT	FEGETT	FRITZ	LIGHT	PARR	TRIMMELL	WRIGHT
YES				X	X	X	X
NAYS							
ABSTAIN							
ABSENT	X	X	X				

Motion Carried

Matt Trimmell motioned to approve the February 12, 2024, minutes as presented.

Lindsey Light seconded.

	ELLIOTT	FEGETT	FRITZ	LIGHT	PARR	TRIMMELL	WRIGHT
YES				X	X	X	X
NAYS							
ABSTAIN							
ABSENT	X	X	X				

Motion Carried

Matt Trimmell motioned to approve the February 19, 2024, minutes as presented.

Lindsey Light seconded.

	ELLIOTT	FEGETT	FRITZ	LIGHT	PARR	TRIMMELL	WRIGHT
YES				X	X	X	X
NAYS							
ABSTAIN							
ABSENT	X	X	X				

Motion Carried

APPROVAL OF BILLS

Mayor Wright suggested that since the board has put into place dual roles when it comes to approving the bills and now with the new purchase order process, he didn't see a need to approve the bills every month unless a trustee has a question or objection as shown on the reports sent to them each month. In the past year, there has not been a nay vote on paying the bills each month. Trustees seem to be or ought to be much better informed of purchases ahead of the purchase now than a few years ago, and the purchasing rules adopted in the fall of 2022 have required significantly more approval. We're essentially voting to approve paying the bill for things we already have approved prior to or for fixed overhead costs such as utilities. The board felt things were in place now that the approval process wasn't needed every month.

Lindsey Light motioned to approve the bills as presented.				Bob Parr seconded.			
	ELLIOTT	FEGETT	FRITZ	LIGHT	PARR	TRIMMELL	WRIGHT
YES				X	X	X	X
NAYS							
ABSTAIN							
ABSENT	X	X	X				
Motion Carried							

DEPARTMENT REPORTS

VILLAGE HALL

L. Light updated the board that the office staff has investigated other accounting software. The current software is coming up for renewal, and she is looking to see if it can be renewed quarterly rather than yearly. She didn't feel switching systems in the middle of a budget year was a good idea. Mayor Wright said that he did not want to renew for a year.

L. Light stated she would be working with the department heads on next year's budget and will have a draft next month. L. Light also stated she would be getting a budget amendment ready once everything has been figured out for any changes that the board must approve.

PUBLIC WORKS

Mayor Wright reported that projects will start for the year once the budget is created and approved. Most projects for last year have been completed.

An update on Tulie's project was provided. At last month's meeting, it was determined that the project was four months past due from the original contract. The TIF attorney sent the property owner and business manager letters about the project being past-due and in default of the contract. The business manager was in attendance and had not received the letter. Mayor stated that the letter would explain that the business must be open and operational by April 15th, 2024 or per the contract the village would be seeking repayment of the funds already given. The business owner stated they understood this and the April 15th date for opening was doable. Most of the equipment has been commissioned, and the kitchen is now fully functional. Mayor Wright wanted to make sure the building inspection was completed before the doors would open.

Mayor Wright stated he is still working on the draft of the growth plan and hopes to have a study session in April.

POLICE

No report

EMERGENCY MANAGEMENT SERVICES

C. Darr reported the old ambulance has been sold, and both new units are now in service. The department has also received another payment from the VA. The monthly report shows a drastic increase in revenue, which has contributed to the department's full-time coverage. Mayor Wright stated he would like to see a standing balance and the accounts

receivable to see the monthly balance. This will need to be reviewed if any additional growth is wanted in the future regarding full-time positions.

LEGAL

Attorney Miller provided an update on the property purchases. The Harrison Street property is still in limbo, and he was still trying to finalize this purchase. The property on Lee Street will be closing within the next week.

SUBJECTS REQUIRING ACTION/DECISION BY THE BOARD

SOUTH MAIN STREET ROADWORK PROJECT

Lisa Lashway presented to the board estimates on the S. Main Street project for adding additional parking. Lisa explained that deciding what type of material would be best for this will determine the project's cost. The different options were discussed, including the pros and cons of each and what type of maintenance would be required. The board questioned Lisa about the different estimates and options to see which would be best. The board agreed the bituminous surface course asphalt would be the best choice over time. The cost of resurfacing and repursuing cheaper surfaces more often would cost the village more over the first ten years. B. Parr stated that some funding could come from the general fund when the budget is created.

Bob Parr motioned to approve Lisa to start the process of coming up with the drawings.

Lindsey Light seconded.

	ELLIOTT	FEGETT	FRITZ	LIGHT	PARR	TRIMMELL	WRIGHT
YES				X	X	X	X
NAYS							
ABSTAIN							
ABSENT	X	X	X				

Motion Carried

2024 SIDEWALK REPLACEMENT

The next phase of the sidewalk replacement plan was presented to the board. The planned areas were reviewed, and a few updates were made.

Bob Parr motioned to put the next phase of the sidewalk replacement out for bidding.

Lindsey Light seconded.

	ELLIOTT	FEGETT	FRITZ	LIGHT	PARR	TRIMMELL	WRIGHT
YES				X	X	X	X
NAYS							
ABSTAIN							
ABSENT	X	X	X				

Motion Carried

UPDATED EMPLOYEE HANDBOOK

Mayor Wright reviewed several updates that were made to the employee handbook. The major updates were with the paid time off for part-time and the IMRF adjustments. There were a handful of small edits recommended by the labor attorney at Thomas and Mamer, but otherwise, he stated that the Employee Handbook was very good and comprehensive. The village managers have read through it and had some questions clarified in this version to reduce confusion in the language and make their jobs easier in explaining village policies to their employees.

Lindsey Light motioned to approve the updates to the employee handbook as presented.

Bob Parr seconded.

	ELLIOTT	FEGETT	FRITZ	LIGHT	PARR	TRIMMELL	WRIGHT
YES				X	X	X	X
NAYS							
ABSTAIN							
ABSENT	X	X	X				

Motion Carried

VILLAGE PARK SCOREBOARDS

Cathi Zimmer requested the board to purchase a new scoreboard for the rookie field. This was not included in the list of boards approved last month.

Matt Trimmell motioned to approve the bills as presented.

Lindsey Light seconded.

	ELLIOTT	FEGETT	FRITZ	LIGHT	PARR	TRIMMELL	WRIGHT
YES				X	X	X	X
NAYS							
ABSTAIN							
ABSENT	X	X	X				

Motion Carried

BUDGET AMENDMENT

Attorney Miller suggested that a budget amendment would only need to be done closer to the end of the fiscal year. Action on this will take place later.

AGENDA REQUESTS AND RECOGNITION OF VILLAGE CITIZENS

Kevin Green from the Rail Trail asked the board about the status of the proposal pavilion. It was explained that the proposal came in much higher than expected and that the committee should look at other options for funding. C. Fritz also stated that grants are available to help fund projects such as these, and some are matching funds.

Darrin Alexander approached the board regarding what is required for food trucks that want to be part of the 4th of July celebration. He has concerns that his personal social security number was needed and that he was asked to provide his financials for his business without a signed waiver from the village saying they would be responsible for any records that could be stolen, etc. Mayor Wright stated he would need to talk with the police chief regarding his concerns.

At 8:01 pm, Bob Parr motioned to adjourn, seconded by Lindsey Light.

Submitted by,



Village Clerk

Approved 4/16/24