

# VILLAGE OF OAKWOOD

Regular Meeting Minutes – December 12, 2022

## CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

CATHI FRITZ	LINDSEY LIGHT	BOB PARR	DOIT ROBERTS	ROBERT WRIGHT
Present	Present	Present	Present	Present

## APPROVAL OF MEETING MINUTES

Connie Young provided copies of the minutes to be approved for November.

	CATHI FRITZ	LINDSEY LIGHT	BOB PARR	DOIT ROBERTS	ROBERT WRIGHT
November 14, 2022 Study	Yes	Motioned Yes	Seconded Yes	Yes	Yes
November 14, 2022, Executive	Yes	Motioned Yes	Seconded Yes	Yes	Yes
November 21, 2022, Regular	Yes	Motioned Yes	Seconded Yes	Yes	Yes
November 21, 2022, Executive	Yes	Seconded Yes	Motioned Yes	Yes	Yes

## APPROVAL OF BILLS

Bob Parr motioned to approve the bills as presented.

Seconded by Lindsey Light.

	Cathi Fritz	Lindsey Light	Bob Parr	Doit Roberts	Robert Wright
Yes	X	X	X	X	X
Nays					
Abstained					

Motion Carried

## DEPARTMENT STATUS AND COUNSEL RESPONSE

### FINANCES/TREASURER

L. Light updated the board that each bill will include a description of the purchase and invoice by adding a line within the system. More line items still need to be combined, but it is a process to go through each department's line items. She wanted feedback from the board at this point to ensure they were moving in the right direction. The board felt it was much cleaner and easier to understand the budget.

Mayor Wright also is having department heads develop a maintenance schedule with a plan for replacements that will help with the budget planning.

Mayor Wright said he wants to see the Village do more combined billing. An example he provided was the Village's power bills and even general office supplies. L. Light thought that Janet was already looking into this. The question was if online billing would be an option, and L. Light said she would look into this but felt it would be a mess.

---

L. Light also explained that each department would have fixed budget items, and if approved through the budget ordinance, the department head could move forward without having to bring it to the board again. There was a question as to if an approved item would cost more than what was budgeted. L. Light felt like the board could adopt a policy if it is below 5%; they can move forward with the purchase. B. Parr stated someone should check with the auditors to see if this could work.

#### VILLAGE HALL

**LOCIS-Payroll Capture** – Mayor Wright informed the board the time card system is working fine, and this is working towards getting away from paper timecards. This also keeps better track of PTO and the number of hours worked and can be pulled by a report for payroll. The goal is to have all employees using this system by the first of the year.

#### PUBLIC WORKS

**Storm Sewers Cleanout and Mapping:** Mayor Wright updated the board there was another backup in the trailer park. He told Dustin to get someone in here to clean out the system, go down Oakwood street, and make sure all blockages are removed. He also told the board that Farnsworth would create a village map of where the storm sewers, water lines, and the sizes are located. There are no records to pull this information from, and having a document showing everything will help development, etc.

#### POLICE

**Speeding Reduction Plan** – Mayor Wright sat down with Chief Soderstrom and started taking a more assertive stance on Facebook regarding speeding. More tickets will be issued to drivers going over the speed limit. C. Fritz told the board she had seen a difference on the main road and cars slowing down. She felt the signs that were added had helped.

**Review of Speed Limit Signs** – a review of the signage throughout the Village, mainly on North Main, is unclear. Some sections say 20 mph, and others that say 30 mph. The department will look into this and make sure signs are where they need to be and the speed limit. Chief Soderstrom will also contact IDOT about options for changing the speed on 150 coming into town. There have been concerns regarding speeders and kids walking home. C. Fritz stated the digital speed indication signs initially purchased for the main street would work on 150 since it's considered a two-lane road. She will look into this for the next meeting.

**Intergovernmental Agreement** – In January, an updated intergovernmental agreement with Muncie will be presented to the board, providing a couple of hours a month for traffic support.

**SRO Plan with School District** – This position still hasn't been filled, and Chief Soderstrom will come up with a proposal that will be presented to the board in January. Once the board has input, it will be given to the school district, so the department can provide something to help.

#### EMERGENCY MANAGEMENT SERVICES

There were no updates.

#### LEGAL UPDATE

**Response to Property Tax Complaint:** Mike Watson filed a complaint regarding the property not paying the proper taxes. This was turned over to the state's attorney, who now has turned it over to the county assessor's office, so this is no longer a legal matter for the Village.

Bob Parr motioned to accept the donation from the water company to go towards the event the village hall will be putting on.

Seconded by Lindsey Light.

	Cathi Fritz	Lindsey Light	Bob Parr	Doit Roberts	Robert Wright
Yes	X	X	X	X	X
Nays					
Abstained					

Motion Carried

## REVIEW OF PROJECT STATUS

<b>Park Bathrooms</b>	C. Fritz reported that Jeremy would be getting details together for this project, and it should be ready to bid in March. D. Roberts said he would like this to be done quickly so bidding can start sooner. C. Fritz stated she would talk with Jeremy.
<b>Park Sanitary</b>	Dustin talked with Ribbe to see when they could get this done. It was discussed if he couldn't get to this quickly, it could be given to the next bidder, or the project could be rebid.
<b>Southern Tire Mart</b>	Updated plans were emailed. Dustin would get in touch with them as their current permit has expired. The new project now has five bays. The newly updated plans will be sent review.
<b>Village Generator</b>	No update.
<b>Olmstead Sewer Project</b>	Dustin met with Emily, and this project is on hold until there is better clarification if this is needed for future projects. This project costs a lot of money that can be spent elsewhere.
<b>Sidewalk Repairs</b>	C. Fritz will call Dustin and Lisa to get a plan together. This plan will identify the areas to replace, repair, or remove sidewalks so bids can go out early in 2023.
<b>Sidewalk to Oakwood Park</b>	Emily is working on the plans for this project. This project would go on the south side. There would be an issue with the landscaping on the SW corner of Longstreth and Seymour.
<b>Project Planning Session</b>	Mayor Wright stated he would like to have another planning meeting in January.

### Property Management

Mayor Wright wanted the board to discuss property management and the process. Currently, Dave Biggerstaff articulates and writes ordinances for development. The village attorney reviews them, and Public Works and Police implement and enforce them. But he feels the management portion needs to be included. The two departments need more time to manage each item. He envisions looking for a manager that will continuously look at what can be done for development as things become available. This person would also work for the Village and do the planning and execution. C. Fritz stated she would like to see something written up and the expectations and what this kind of oversight would look like. Mayor Wright said he doesn't believe the inspections would need to be completed by this individual but the inspections done by Dave Biggerstaff. B. Parr stated there are two parts to this process, one being development but the other taking care of the business within the Village.

Mayor Wright asked for a motion to approve to start off the process of developing a job description that would fit the Village.

Robert Wright motioned to approve the start of developing a description for a project manager or the possibility of an organization.

Seconded by Bob Parr.

	Cathi Fritz	Lindsey Light	Bob Parr	Doit Roberts	Robert Wright
Yes	X	X	X	X	X
Nays					
Abstained					

Motion Carried

### AGENDA REQUESTS

Rick Bogus asked the board about the Village plowing the main alley south of the village hall. He stated this was not done last year. Mayor Wright will talk to the department.

Mayor Wright stated the Santa event was very positive, and everyone who helped volunteered their time to make this a great success.

Mayor Wright asked for a motion to go into Executive Session.

Lindsey Light made a motion at 7:40 pm to go into Executive Session.

Seconded by Bob Parr.

	Cathi Fritz	Lindsey Light	Bob Parr	Doit Roberts	Robert Wright
Yes	X	X	X	X	X
Nays					
Abstained					

Motion Carried

The board came back into regular session at 8:50 pm.

Robert Wright motioned to approve the purchase of 106 Lee Street, not to exceed \$6,500.

Seconded by Bob Parr.

	Cathi Fritz	Lindsey Light	Bob Parr	Doit Roberts	Robert Wright
Yes	X	X	X	X	X
Nays					
Abstained					

Motion Carried

Robert Wright made a motion to adjourn at 8:51 pm.

Seconded by Bob Parr.

	Cathi Fritz	Lindsey Light	Bob Parr	Doit Roberts	Robert Wright
Yes	X	X	X	X	X
Nays					
Abstained					

Motion Carried

Submitted by,

*Connie M. Young*

Connie Young, Clerk

Approved: 1/11/23