

VILLAGE OF OAKWOOD

Regular Meeting Minutes – October 17, 2022

CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

ROLL CALL	PRESENT	ABSENT	OTHERS PRESENT
Cathi Fritz	X		Caroline Darr – Int. EMS Coordinator
Lindsey Light	X		
Bob Parr	X		
Doit Roberts	X		
Robert Wright	X		

APPROVAL OF MEETING MINUTES

Connie Young provided copies of the minutes that need to be approved for September.

Robert Wright motioned to approve the September 12, 2022, Study Session and Executive Study minutes.

Seconded by Lindsey Light.

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

Motion Carried

Lindsey Light motioned to approve the September 12, 2022, Study Session Executive minutes.

Seconded by Lindsey Light.

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

Motion Carried

Lindsey Light motioned to approve the September 19, 2022, Regular Meeting minutes.

Seconded by Bob Parr.

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

Motion Carried

Lindsey Light motioned to approve the September 19, 2022, Executive Meeting minutes.

Seconded by Robert Wright.

	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

VILLAGE HALL

L. Light, village hall liaison, reported that the final audit report was due to the village in September. She will be following up more on this. She also stated that the auditors should always present the report directly to the board. The office will see about scheduling LOCiS training, and Janet Hambright is still working on consolidating payments to companies.

FOIA questions have come up, and L. Light is looking into a way to streamline the process.

PUBLIC WORKS

D. Roberts, public works liaison, stated the department is working with Farnsworth Associates for the sidewalk and park projects. ?????

POLICE

B. Parr, police liaison, stated Ron Soderstrom provided his monthly report. He also noted the board would need to discuss the department's tasers that were refurbished and purchased in July 2021. They are not working very well, and they will be looking into purchasing different tasers.

EMERGENCY MANAGEMENT SERVICES

Board liaison C. Fritz reported the department needs new tablets. Caroline Darr, the EMS coordinator, was in attendance and showed the board the current tablets they have and one that she wants to purchase to show the difference in quality if dropped.

LEGAL UPDATE

Mayor Wright stated that Mike Watson presented to the board on September 19, 2022, meeting, and documents of a rental property claimed as an owner-occupied home exemption that is not paying for property taxes. Mayor Wright stated it had been sent to the Sherriff's department, but nothing had been submitted back at this time.

PRAIRIE PATH WATER COMPANY

Mayor Wright stated at the September 12 study session, the Prairie Path Water Company presented to the board potential alternatives for the construction of a new water main along Kelly Drive Bridge. The existing water main in Kelly Drive was capped as part of the new bridge in 2015. This created two dead ends and disconnected a loop in the water system, which is believed to be responsible for five water main breaks around Timber Ridge Drive and Lee Street. Prairie provided three options and recommended suspending from the underside of the bridge. D. Roberts asked if this would cause a load limit on the existing bridge. Prairie stated that if this recommendation is approved, they will proceed with Donohue Associates doing a conditional review of the proposed plan. The project would go from there based on their results. Mayor Wright stated he would like the full review to be submitted to Lisa Lashway for her review.

Robert Wright motioned to approve the Prairie Path Water Company's recommendation of suspending the water line under the Timber Ridge bridge pending the results of the conditional review that will be completed and provided to Lisa Lashway.

Seconded by Bob Parr.

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

Motion Carried

PUBLIC WORKS SALT SPREADER

Dustin Henderson submitted a proposal to the board to purchase a salt spreader for the public works department. This would be for the F350 and allow two trucks running salt. The proposal included a \$1,000 credit for the hustler mower that is no longer needed. The cost to fix the mower was \$2,500.

Cathi Fritz motioned to approve the purchase of a salt spreader and the trade-in of the hustler mower not to exceed \$7,900.

Seconded by Doit Roberts.

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

Motion Carried

EMS TABLETS

Caroline Darr submitted a proposal to the board requesting authorization to purchase Refurbished Panasonic ToughPads to replace the Mobile Demand tablets. The proposal includes a one-year extended warranty on the refurbished tablet and 24-hour shipping for \$753.90 each.

Robert Wright motioned to approve the purchase of the ToughPads not to exceed \$760.00.

Seconded by Doit Roberts.

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

Motion Carried

TIF ORDINANCES

The board was presented with ordinance 22-10-17-01, providing for and approving the second amendment to the Oakwood TIF District 1 redevelopment project area, plan, and projects.

Robert Wright motioned to approve ordinance 22-10-17-01, approving the second amendment of TIF 1.

Seconded by Bob Parr.

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

Motion Carried

The board was presented with ordinance 22-10-17-02, providing for and approving the first amendment to the Oakwood Interstate TIF District 2 redevelopment project area, plan, and projects.

Bob Parr motioned to approve ordinance 22-10-17-02 approving the second amendment of the TIF 2 district.
 Seconded by Lindsey Light.

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

Motion Carried

The board was presented with ordinance 22-10-17-03, amending the estimated completion dates of the Oakwood Tax Increment Financing (TIF) District 1 development project area, plan, and projects.

Bob Parr made a motion to approve Ordinance 22-10-17-03, amending the estimated dates of completion of the Oakwood Tax Increment Financing (TIF) District 1

Seconded by Robert Wright.

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

Motion Carried

TIF APPLICATION REQUESTS

Mayor Wright explained that the owner of Tulies came to the board last month and presented his plans for the former property of The Pit Stop. What was shown in projects was around \$365,000. Mayor Wright stated currently, there is \$323,000 in the fund. There was a discussion on how much money to be given for the request. C. Fritz said she would like more information on their parking lot plans. It was explained that TIF funds could not be used for any concrete, but they could be used for excavation. Doit stated he felt the city has already invested a lot of money with the sewer line and doesn't feel there is a significant potential for an eating establishment making it. C. Fritz stated in the past, an eating facility was there that did very well, but she feels it is a bit of a gamble right now. She said she would like to have this for the community. B. Parr stated the owner currently runs other successful restaurants, plus there is interstate traffic available to help support a sit-down eating facility. Mayor Wright said he knows they are ready to walk away as they were under the impression this would be a quick process when the money was initially requested. C. Fritz stated it's not the board's job to determine details but just the amount that should be given.

Bob Parr motioned to give \$250,000 from TIF 1 with 5-year loan forgiveness, project inspections, and first rider of refusal.

Seconded by Cathi Fritz.

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

Motion Carried

Mayor Wright stated there needed to be a discussion on the request from The Box. He noted the project consists of purchasing property north of the current location to expand that area into an outdoor beer garden that would include a fence and additional work to accommodate more space. Application project planning and study session. Purchase property and expand the fence in the area with concrete. The request was for \$117,000. This would allow the owner to have more space outside and not require him to close off the road. Mayor Wright stated the TIF administrator ran a payback analysis, which would be around \$90,000 until about 2036.

Bob Parr motioned to give \$100,000 from TIF II with 5-year loan forgiveness, project inspections, and first rider of refusal.

Seconded by Cathi Fritz.

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

Motion Carried

TIF APPLICATION REQUESTS

Mayor Wright stated there had been discussion in past meetings regarding the need for a budget administrator. L. Light stated she has been working with the office staff, and at this time, she doesn't feel it is needed. She recommended to the board to let her continue to work with the department heads on getting a budget amendment ready for next month and work with the budget timeline that she has set up to see if it will get the village back on track with presenting next year's budget earlier.

IT STUDY

Mayor Wright stated he had the IT guy, Jason, do a study on the infrastructure of the village's IT needs. He said he didn't come back as much as he had anticipated. Mayor Wright would like to get a laptop for each trustee as this will be more secure with the established firewalls. He would also like to see a computer station in the mayor's office. The routing system needs to be upgraded as it is currently for a business and not a governmental office. There is also the need for a better networking system for all surveillance cameras as they are currently over a cellular network. Mayor Wright will present more of a plan to the board at a future study session.

PURCHASING POLICY

L. Light has been working on a purchasing policy that allows for different authorized spending levels, an account payable procedure, and adding a credit card policy. Each department head would have a credit card that could be used instead of always going through Julie, the office manager. This also eliminates the stop gap as managers are paid to spend their budget wisely. There is still accountability with this as each department head would have to answer to the board as the board reviews bills.

PROJECT REVIEWS

- Village Values: Mayor Wright stated the values in the employee handbook are being made into a post to display throughout the village hall.
- Watchfire policy: It still needs to be drafted.
- Oakwood Park Improvements: The engineer has met with Doit and Dustin and is currently working on a proposal to give to the board. The storm sewer project at the park will begin here at the end of October.

- Southern Tire Mart: Waiting on Pilot to submit their new plans with adding another bay for residence services.
- City Hall Concrete: Seven bids were received, and those details will be provided at the next study session.
- Sidewalks: A plan has been developed, and Dustin will be providing that plan at the next study session.
- Vacant Buildings: Currently working on drafting up an ordinance for the board to study at the next study session.
- Oakwood Village Sign: C. Fritz would like to do something with the signs as you enter the city limits.
- Old City Hall: B. Parr stated a new appraisal needs to be completed on the old village hall to ensure updated numbers when trying to sell the building.

RECOGNITION OF VILLAGE CITIZENS

There was one agenda request form submitted from Sondra Hess that was not in attendance. Her request was getting deer crossing signs on 150 and how to get the speed lowered. It was determined that 150 is a state road and the village does not have jurisdiction on this section of 150.

Lindsey Light motioned to move from the regular session into the executive session at 8:22 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

With no action from the executive session, Bob Parr motioned at 10:03 pm to adjourn. 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 11/21/22