

VILLAGE OF OAKWOOD  
COUNCIL FINANCE MEETING MINUTES  
July 13, 2021

ATTENDED

Johnnie A Warren – Council President

Brian Thompson-Finance

Elaine Gaither – Council-at-Large

Eloise Hardin-Ward 2

Patricia Rogers – Ward 4

Candace Williams – Ward 5

\*Chris Callender-Ward 1 Arrived Late

ABSENT

Megan Sanders-Ward 3

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Meeting opened at 6:10 by Warren.

Pledge of Allegiance recited, and attendance taken.

**Thompson:** Thank you, Mr. Chairman. To start out, I had emailed you guys a couple of exhibits including month end summary with the comprehensive list with the COVID funds. In addition, that I just handed out today, the 5-year projected equipment purchases for police/fire services at this time. Another exhibit for potential payments for the lease for the police/fire service as well and showing the funds we charge for in next year's budget. I was going to start out with the monthly but open to any order you want to go. **Councilperson:** Could you possibly start out with the COVID?

**Thompson:** Okay, the COVID list had 4 deposits that came in from the county on the CARES Act that totaled \$247,966.00. **Councilperson:** Did we establish a special revenue account for this? **Thompson:** Yes, and that is 25019004209 and we corresponded the spend out with the expense account 2507799 with a 52360. So, the invoice dates started in February as you look through, I can entertain any questions. The nitro gloves and some of the stuff is pretty straight forward. RKS Management is a cleaning company that continually cleaned police cars and fire equipment and buildings. As we got more from COVID, they scaled back their services. When you see RKS Management, that was a lot of disinfectant and cleaning at the instruction of the police chief. **Councilperson:** So, this was over and above our normal maintenance? **Thompson:** Yes, this was strictly going toward COVID maintenance toward buildings, locking the police vehicles and fire equipment as well. **Councilperson:** And they are trained specifically for these types of medical cleanings? **Thompson:** Yes. **Councilperson:** Huntington Bank CC is a type of payment. Do we know who the vendor was for that next line item? **Thompson:** Yes. The Huntington Bank next line item was for Everything Branded and we bought masks from them-CK N95 masks. The spray bottles may not have vendors and may have come from Staples. Most should have vendors. Waitlist Me is a company. **Councilperson:** It's a return charge. What is Waitlist Me for? **Thompson:** We were having court and it is a system where we were able to cellphone the individual for court. We instituted that so there was not a lot of movement coming into the building while we were having COVID.

**Councilperson:** Like the hospitals used. **Thompson:** Let's see. We got RKS, Sam's Club, Sanitizers, My Pillow facemask, Classic Design supplied the social distance floor decals that you see in buildings. **Councilperson:** Is Clean Committed safe? Is Clean Committed the vendor for line 22? **Thompson:** Yes. **Councilperson:** What was the Clean Committed kits for? **Thompson:** The Mayor was anticipating going into camp, that was going to be the supplies to keep the programs cleaned for the kids. **Councilperson:** When we had them, did we use them or store them? **Thompson:** We used a little bit of them. We still have some in storage. **Councilperson:** What did that consist of? **Thompson:** The safety kits had hand sanitizer, masks, sanitizing wipes. It was all focused on sanitizing and cleaning. **Councilperson:** For \$3700? **Thompson:** Yes. **Councilperson:** This Sterling Pathology was in when they came in and tested and we sent stuff out for them? **Thompson:** They came in and drew blood and we were testing all the employees and they sent results for everybody. It was performed here in council chambers. **Councilperson:** How often did you do that? **Thompson:** We only did it that one time and got everybody got tested, whoever wanted done. **Councilperson:** Where are the temperature kiosk? I see there are 7 or 8 on here from Great Lakes Telecom. Where are they located? **Thompson:** Here is one here. There is one in finance, one in back with the police. Stand up kiosk. You stand in front of it and it measures your temperature from your facial from the top eye pad and tells you if you have a high temperature. There is one in building, one in service throughout all of those buildings. We have one at the community center as well. **Councilperson:**

Have they ever been used? **Thompson:** They have been used. They are right at the front door. There is not much use now since COVID is downplayed but we have Delta Variant coming so we still have them at the front doors.

**Councilperson:** That brings up another situation for me. This thing may blow up again or it might not. Because of storage issues that are quite obvious, we want to be able to track these. When they are not in use, where are these and who makes certain that they don't walk out the door? **Thompson:** Everyone is entrenched in everybody's department. This one may need to be stored away since it is one, we haven't really used, and Debbie may have one in her office.

**Councilperson:** That bothers me. Based on what they cost and how important they are. If we have another outbreak, we are going to need these. Can someone be responsible for inventorying these and making certain that if they are not in use, where are they going to be stored? The fire department, somewhere. **Thompson:** That would be a good idea. The police have a holding room for confiscated things. I will work with them and talk to them. Between fire and police, I will see about storing these kiosks. **Councilperson:** We actually want an inventory system so when they are needed, they know where to get them and to return them, so we know where they are at any point and time. **Thompson:** Okay.

**Councilperson:** So, we have one for people coming into court? **Thompson:** Yes. **Councilperson:** I wrote down 5 places and it looks like we purchased 8. Do you know where the other 3 are? **Thompson:** Here, community center, building, finance, police, this one, Debbie and service. Debbie has one, I will have to look. **Councilperson:** So, in August, can you let us know who is going to be responsible and if we number them, how we are going to track them? **Thompson:** We can use inventory tags. Mount Zion meditation garden through the Mayor and Andy Sparks, our architectural plant designer, there is an easement going back to Mount Zion the Village has that the Mayor created a meditation garden for residents and employees and that is the accumulated cost of it. **Councilperson:** That is a significant portion of the funds. Can we get the breakdown or check breakdown of who the vendors were? **Thompson:** Okay. **Councilperson:** By next meeting? **Thompson:** Sure. **Councilperson:** That was approved by the ??? money? **Thompson:** Yes. The Mayor communicated with the budget management office at the State level. **Councilperson:** Because of the amount, not that I don't trust him, but would like to see the proof that we could do that. **Thompson:** Okay. **Councilperson:** The other thing is that is not the only church in our Village. How did it come about since we just did the partnership with that particular church since we used our community funds, how was the community notified that it is available for their use? **Thompson:** We may not have done a wide scale communication. It was more internal. I will have to look to see if there was a wide scale notification. But the easement was owed by the Village so that is why it was picked for the meditation garden. I don't think we own any other easements with any other church. **Councilperson:** So, where the garden is, it is our property? **Thompson:** Yes. It is an easement. **President:** We have access to the property. **Councilperson:** Where do we go in at? **Thompson:** Same way you go in. I think it is to the back to the left. **President:** You go through the parking lot to the back. **Councilperson:** With that being said, it was announced last week that the County just received \$295 million, and the public was asked how to use these funds. The fact that we did not ask for suggestions, is why. The only way I knew we had a garden; Debbie went walking in the garden and I didn't know we had this. Not that I am anybody special, but the Council didn't have a clue. How does the general public know this is available to them? **Thompson:** He will have to advertise at a higher level to let people know. There are a couple final things that are in construction with \$2,000 to \$3,000 left but it is included in the total. **Councilperson:** So, we are going to maintain it? Was that the agreement? **Thompson:** Yes. **Councilperson:** Because of the mental aspect caused by COVID-19 has done to the general public, there is a plus. **Thompson:** There was a lot of mental aspects and suicides during COVID and that was discussed with the State. **Councilperson:** If the community doesn't know then it is all for not. **President:** The Mayor should send out a newsletter letting the residents know. **Councilperson:** We definitely have to (let them know). We lose community funds for that for the community not to have acknowledgment of it, in writing. **Thompson:** There are final pieces they are doing to it. **Councilperson:** This is the final number and there is more work to be done? **Thompson:** Yes, this is the final and a little more work to be done. You are right about that.

**Councilperson:** This \$19,000 has nothing to do with any other agreement with Mount Zion. **Thompson:** No other agreement with Mount Zion. **Councilperson:** No agreement and doesn't affect any existing agreements. **Thompson:** Correct. **Councilperson:** Can we also know the future maintenance cost? **Thompson:** We can probably get that assessed between Andy Sparks and Tommy. **President:** That is going to be a guesstimate. **Thompson:** Want to continue down the list? **Councilperson:** I want to say this now. Was this announced in church, so the parishioners know? **President:** It was. It was announced at church. **Councilperson:** How was it announced? **President:** The pastor announced that it was a joint venture between Oakwood Village and Mount Zion to have the meditation prayer garden available during these trouble times with COVID. **Councilperson:** Since it was joint, was there costs that Mount Zion put in or did we put in all the costs? **Thompson:** We put in all the costs. **Councilperson:** So, having the easement, that means we own that property. **President:** No. Having an easement means we have access to that property. In other words, just like you have sewer easement on your property, it allows the county or state the authorization to do maintenance. An easement allows for ingress and egress or to be on the property but does not give you ownership. Just

rights to use the property. **Thompson:** Thanks for the correction. **Councilperson:** So, it is not our property. **President:** No, it is just an easement. **Councilperson:** So, it is not our property, is there any reason why we put the total amount of the costs? **President:** The fact that the Mayor has the opportunity to use these COVID funds for an idea for meditation so he was focusing more on the Village. I cannot speak for him. He can answer that question. I did not know anything about it until they announced it in church that there is a ribbon cutting for the garden. **Councilperson:** Not only there are other monies coming in, not every penny should be brought to the Council as these monies are spent. I am talking to you as the administration. So, my comments are directed to you. It is never too late to go forward, when something like this occurs, were other ministers appraised that we were doing this with the Village? **Thompson:** The Mayor will have to elaborate on that. **Councilperson:** If we are spending public funds, we should not snub others. **Councilperson:** I understand you take direction from the Mayor, but at some point, we are responsible for the budget, so if you know you are going to make an expenditure of this amount with public funds, we are targeting. Is there a reason why we just chose Mount Zion because we do have other churches. Those churches have a valid point to say "why is this church being selected and not my church?" At some point, where is your responsibility to come to council and say we are going into this joint venture and a significant portion of these funds will be used? **Thompson:** Well with the elaboration of the easement, we do not have ownership, we have access. And with the Mayor has a certain amount of threshold by the Ohio Revised Code that he can make purchases, so it is still within the guidelines in that respect. But I do respectfully hear you, in terms of notifying Council of something of this magnitude, so the point is well taken. **Councilperson:** And I got your point, I respect your point. We have an obligation to feel a certain kind of way for those who do not speak for themselves. We can move on. **Thompson:** We upgraded a lot of the building to hands free faucets. That was a \$5,000 expenditure. **Councilperson:** Do we still have a regular maintenance crew every night? **Thompson:** We lost one young lady. The service had to do it. We just hired a gentleman by the name of Mr. Davies who is routinely doing it. **Councilperson:** When you say routinely, how often does he come in? **Thompson:** Every day. **Councilperson:** Is he a resident? **Thompson:** I think he is from Cleveland. He was working in Cleveland with the sanitation department. **Councilperson:** How are they handling the building down the street. Who is cleaning that and how often? The community center. **Thompson:** In conjunction with Mr. Davies and the service department, they are cleaning it. **Councilperson:** Has the building department always been responsible for the cleaning? **Thompson:** The young lady would come in to clean and she would go down to that building and cover community development and the community center. She was covering it all. **Councilperson:** Tonight's meeting, I would like to know the actual schedule. Who is cleaning these buildings and how often? **Thompson:** Tommy should be able to elaborate a little more. Another standout expenditure, we ended up buying 4 sets of fire gear for the fire department. **Councilperson:** Was this in addition to what they budgeted? Did this alleviate their budget by \$9400 or was this in additional expenditure and they were not planning to buy this equipment? **Thompson:** Every year he sets a certain amount of turnout gear, so I am pretty sure this was in addition. **Councilperson:** So this accelerated the purchase, so he purchased extra. **Thompson:** Yes. Other than the ones he scheduled in his budget. There is a reimbursement to Jim. Reconstructed processes that took place. A lot of internal work or the firefighters did, was assisting the spacing with COVID so that was the reimbursement for fire supplies to Jim. This VIP software was initiated by me to upgrade some of the software capacity in Finance. The next page, we were in bad need of upgrading a server for the whole Village's information structure. We bought some workstations for the fire department (new computers). We had some high end Adobe licenses for everybody. Bought 3 additional workstation for the fire department cause the department is in need of upgrading their computers and how they interact with the ambulances and some of their iPads. The Vitamin D regiment the Mayor was communicating to everyone. **Councilperson:** There is the Vitamin D program for the seniors worth \$2,000 and then there is another \$11,000, then \$146, then \$300. What did that involve with the program? **Thompson:** The \$146 looks like the letters. It was a matter of a lot of study during COVID which determined that you needed to have high levels of Vitamin D to avoid COVID and other ailments. The Mayor went through extensive discussion with a lot of doctors in Texas which is where the study of the Vitamin D. Once the information was gathered, the Mayor ordered the Vitamin D regiment for the seniors. **Councilperson:** Stop right there. There was \$2,000 worth of communication? Osborne was \$300, I guess that was a call? **Thompson:** Yes. **Councilperson:** The \$2,400 was buying the vitamins? **Thompson:** It was a two step process. The Mayor had to buy two sets of vitamins. One was \$2,400 and the larger one was \$11,000. **Councilperson:** How many people participated in that? **Thompson:** I have to get the numbers from Dee. It started out a little slow but then started to ramp up to a certain amount of seniors. I will have to get the information but there was participation in advertisement. **President:** Was these pills or shots? **Thompson:** These were pills. It was in conjunction with University Hospitals, and they would test your level of Vitamin D and let you know if you were deficient or not. That was part of the process at the community center. **Councilperson:** So the costs were primarily for just the Vitamin D. **Thompson:** Yes. **Councilperson:** And they had to come to us? There was no transportation involved for us getting it to them. **Thompson:** They could call and get transportation from Willie or a senior van to get to the community center.

**Councilperson:** This is not part of the costs? **Thompson:** No. The senior center program was just our costs to the Village. This was just hard costs for the actual pills. The \$300 for the consultation. **Councilperson:** You tracked what it costs us. How did you track the expenditure? Are there any pills left? **Thompson:** Yes. We have pills in storage waiting for any participant to use them. **Councilperson:** What are we going to do with those pills? Do we have a lot of pills? **Thompson:** Yes. Quite a bit of pills. **President:** Any idea on expiration dates? **Thompson:** There are expiration dates quite a few years out. **Councilperson:** Can we get an exact number on participants? How many left and expiration date? **Councilperson:** For the record, Mr. Callender is here (\*marked arrived late). **Councilperson:** And they are being stored where? **Thompson:** We have them in finance. **Councilperson:** One more thing, was there a mass notification? **Thompson:** Yes. In everyone's' box and newsletter. We did a virus upgrade to the fire department and put some cellphone boosters because they were not getting any service in the back. The server was discussed earlier.

**Councilperson:** Where was the camera installed? **Thompson:** This in conjunction with the police department. I will have to ask the police chief. I think this was an upgrade to HD resolution to cameras in the hallway and outside, but I will confirm with police chief. **Councilperson:** I know you didn't make the calls to the powers that be every time you spent money. **Thompson:** Not every time. But it was definitely in conjunction with the Vitamin D program and the meditation garden because they were significant amounts. **Councilperson:** Okay. **Thompson:** So, the total spent was \$189,000; \$58,000 left. So, this was the full detail. Sorry it took a lot of research, and you may not have needed all these vendor numbers. I wanted to put it together thoroughly. This was being continually reported in your financials. You may not have had it in summary form, but you could have seen it every month. **Councilperson:** Is there a proposed use for the \$58,000? **Thompson:** Not at this time. My goal is geared towards the current purchases we are dealing with; police radios, fire radios and expand on those upcoming purchases. **Councilperson:** How much did we apply for? **President:** COVID. **Thompson:** It wasn't that we applied. There was a formula based on population as to how much. So, we received \$247,000 and we are projected to receive another \$115,000. **Councilperson:** And that will be the end of it? **Thompson:** I was reading some literature there is potentially 2 more years, but we know the \$115,00 for sure.

**Councilperson:** Do we know when to expect that? **Thompson:** Figure before the end of this year. **Councilperson:** Is there a proposed use for that? **Thompson:** No. **Councilperson:** Are we trying to alleviate our budget by paying for things that we would normally pay for to alleviate the budget or are we looking for additional things to do with this money above and beyond we usually do. **Thompson:** I wouldn't say alleviate the budget, but the money did come with some guidelines where you could use the funds. **Councilperson:** We can't say we got all this money and now we can spend it on whatever. **Councilperson:** However, for fire, some of the things we already paid for are within those guidelines. Are we looking to use those funds towards that or are we looking create additional expenses? **Thompson:** No. Some of our discussions now are looking to alleviate the lease line that we are proposing. Since we had this significant amount, we are looking to make these purchases on radios and equipment at this point. **Councilperson:** So, this \$58,000 and \$115,000 could possibly be used toward that? **Thompson:** Yes. **Councilperson:** Are you saying that you will likely use these funds for a line of credit toward these purchases or it's possible for other things? **Thompson:** It is my projection. I know we were to borrow \$800,000 so I think it would be better served to use toward the equipment purchases, lower the amount of the lease line that we will use and the remaining payments is what is left. So, we got the \$800,000, use the \$158,000, we use the balance of the lease line since we have the cash from the CARES Act to pay for the equipment.

**Councilperson:** IF that changes, can you let us know? **Thompson:** Yes. So that is the fully summary update on the COVID. I did provide everybody with the 5-year projected purchases for each department. The police department came in. They are continually buying and replenishing their cars and repairing them due to the heavy usage. They anticipate 2 per year which is approximately \$76,000 yearly and he would like to buy a in the next couple of years, a virtual training system. As you may recall, he does have one now but would like to enhance that system. Chief can elaborate further but he just provided me with the potential costs and what it would go for. **Councilperson:** This yearly for the Chevy Tahoes we are replacing vehicles? **Thompson:** He (chief) would like to turnover his Explorer and go all Tahoes. **President:** We get our vehicles from the State purposing. I think Statewide police cuts a deal with the manufacturer. State purchasing sets the contract, and they make it available for municipal law enforcement throughout. **Thompson:** Fire and big equipment as well is through the state purchasing process. **Councilperson:** But it is not a requirement to change these vehicles. We would just like to get into a larger vehicle for the police. **Thompson:** Yes, based on the needs that the police may have. **President:** A lot of our vehicles are SUVs. We maybe have 2 cars. **Thompson:** We moved from the Chargers to the Explorers and a lot of the police forces are moving to Tahoes. Service department gave a projection by the year what they anticipate they may need with the estimated costs. Any questions? The fire department when talking with the Chief and Assistance Chief the only thing they may need in the next 5 years is approximately 8 more air packs which are \$7500 apiece. **Councilperson:** SO, the trucks are good? He is not looking at anything with them?

**Thompson:** The only smaller costs that he can add to his budget and that is the replacement of hoses which would be \$3,000-\$5,000 to cover those. **Councilperson:** The only SUV they have, are we looking to change that already?

**Thompson:** He ended up replacing two Explorers for his inspectors to go through all 3 villages and he wanted to get a Tahoe similar to the police chief, but he retired that. The Assistant Chief will have that vehicle. **Councilperson:** A SUV is not projected in the next 5 years? **Thompson:** Correct. **Councilperson:** How many firemen do we have right now? **Thompson:** I think we are allowed to have 66 by charter but he is low. He is constantly losing and trying to get new firefighters in now. Same as the police chief, it is hard to get new recruits in.

One of the last exhibits I wanted to show up the numbers with the banks in terms of total cost amount per department. I went in and relayed one of the estimated payments. The police had \$172,000 with new Tahoes, radios. We figured about a 5-year span based on the life of the cars and the radios. On the fire and service, their equipment is a little more useful, so it is scaled to a 6-year term because of the equipment and the dollar amount is going up; about \$160,000 a year. The funds that we charge for police and service, will be out of the Capital Lease Fund. Fire comes out the 217 where he has the built-in revenue for the fire contract. Right now, the contracts are at about \$850,000 for fire. We collect \$260,000 for EMS revenue (\$1.1 million total) and we have built in every year that the contracts go up by 2%. Then we will be in arrears meaning that we won't start initiating these payments until next year. The way we get dollars into the 401, we are scheduling transfers every year when we go through the budget process. When we go through the projections for 2022, we will be scaling in the dollars in the general fund to be transferred for payment of the loans. Looking at some of the schedules, we do have a lease that is getting ready to expire which is servicing about \$110,000 a year. **Councilperson:**

Which lease is that? **Thompson:** It is a lease where we outfitted the fire department for the carcinogenic emissions from idling vehicles. **Councilperson:** In 2022 or 23, we start making the payment for the (muffled). **Thompson:** We will start making the payments in August, 2022. **Councilperson:** Do we establish an ordinance before you open a line of credit? Do we have something on the books for that? **Thompson:** No, we don't have an established ordinance, but I do go through a rigorous process with the banks to make us credit worthy. I don't have the actual Code, but a lot of governments allow for a finance director to go through these bank processes. The only other thing that authorizes the dollar amount on a lease (not a note because they are different), is your authorization to scale in the appropriations for us to make the payments. That is all you need for a lease process for repayments. **Councilperson:** In regard to the line of credit, because it is for a lease, you can establish a line of credit and you would not need an ordinance in order to seek that line of credit. **Thompson:** Right, I can solicit the banks but I can't make the expenditures until the council approves the legislations. **Councilperson:** So, when you open that line of credit, you are entering into a contract? **Thompson:** Not until I sign the documents. I am soliciting for proposals then once it is approved by council, then that is when I sign.

**Councilperson:** Who is this bank? **Thompson:** First National Bank. **Councilperson:** When you got through the rigorous process to verify we are credit worthy. Did I hear that correctly? **Thompson:** Yes. **Councilperson:** And you do that based on the Ohio Revised Code as the Finance Director under whose direction? How does that start?

**Thompson:** A lot of budget discussions with the department heads, they let me know when equipment is going bad, the initial conversation starts there and I go to the bank and my relationship with the bank, I get the proposal for the amount we are seeking. Then they come back with the proposal. Once that proposal is received, then I go to get Council's approval after discussions to accept the lease line and make the expenditures for the equipment purchases.

**Councilperson:** Does this rigorous process affect our credit worthiness? **President:** It doesn't work like individual credit shopping for home mortgages for example. It is understood that there is shopping for the best price.

**Councilperson:** That makes sense. Thank you. **Councilperson:** Now I am going in a different direction. Because we drilled down on our directors since you were not here, and after the meeting I thought was unfair. They were working under your direction. Some of us on Council felt blindsided by the process when seeing the significant amount being requested after we just completed the budget cycle and not being in the loop. The directors were in the loop, but we were not that this was coming down the pike. We are going to do budgets; we are going to approve and then we are immediately going to have a significant request for—that was a blindside, and it shouldn't have happened like that.

**Thompson:** It wasn't really a blindside. We went through the budget process and these things came after the fact in terms of the equipment. **Councilperson:** Not the way the directors explained it. It was a conversation all along and you just explained it. As Council needing to approve a significant line of credit, we need to be kept in a better loop of how things are progressing when it comes to significant sums like this. **Thompson:** Yes. This is a good start tonight on the 5-year projection exhibit. We show the steps on what we may need in the future and as we move to 2022, we will take it more mindful. **Councilperson:** I voted no. Had I had all this beforehand, I would not have voted no. I can't in good conscience vote yes on something that impacts our community like that without these documents. **Thompson:** Point well taken.

Motion to adjourn made by Rogers seconded by Hardin  
NO roll taken

Adopted Aug 24, 2021  
Dionna Hammett  
Dionna Hammett, Interim Clerk of Council

John A. Warren  
Johnnie Warren, Council President

DRAFT