

**VILLAGE OF OAKWOOD  
COUNCIL MEETING  
February 27<sup>th</sup>, 2024  
7:00 p.m.  
**AMENDED AGENDA****



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- 1. Call Meeting to Order**
  - 2. Pledge of Allegiance**
  - 3. Roll Call**

Council President	Erica L. Nikolic	Mayor	Gary Gottschalk
President Por Tempore	Johnnie A. Warren	Law	James Climer
Ward 1 Councilperson	Taunya Scruggs	Finance	Brian L. Thompson
Ward 2 Councilperson	Eloise Hardin	Service	Tom Haba
Ward 3 Councilperson	Paggie Matlock	Fire	Dave Tapp
Ward 4 Councilperson	Mary Davis	Police	Mark Garratt
Ward 5 Councilperson	Candace S. Williams	Building	Daniel Marinucci
		Engineer	Ed Hren
		Recreation	Carlean Perez

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- 4. MINUTES-** January 22<sup>nd</sup>, 2024, Special Meeting Minutes \*tabled 2/13/2024  
January 23<sup>rd</sup>, 2024, Finance Meeting Minutes  
January 25<sup>th</sup>, 2024, Special Meeting Minutes

**5. Clerk Correspondence**

**6. Departmental Reports**

MAYOR-GARY GOTTSCHALK	FIRE-DAVE TAPP
LAW-JAMES CLIMER	BUILDING-DANIEL MARINUCCI
FINANCE-BRIAN THOMPSON	0 HOUSING INSPECTOR N/A
SERVICE-TOM HABA	POLICE-MARK GARRATT
ENGINEER-ED HREN	RECREATION-CARLEAN PEREZ

- 7. Floor open for comments from Village Residents** on meeting agenda and comments in general *Village residents, please state your name, address, and the subject you wish to discuss for the record. Please limit your comments to five (5) minutes. Thank you! Please sign-in to speak.*

**8. Legislation**

<b>2023-55</b> Introduced 12-22-23 By Mayor and Council as a whole 1 <sup>st</sup> read 12-22-23 2 <sup>nd</sup> read 1-9-24 tabled 1-23-24	<b>AN EMERGENCY ORDINANCE AUTHORIZING THE RE-APPOINTMENT OF ROSS CIRINCIONE AND JOHN MONTELLO TO THE POSITION OF ASSISTANT LAW DIRECTOR/PROSECUTOR WITH THE VILLAGE OF OAKWOOD</b>
<b>2024-03</b> Introduced 1-23-24 By Mayor and Council as a whole 1 <sup>st</sup> read 2-13-24 2 <sup>nd</sup> read 2-27-24	<b>AN EMERGENCY ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH CHAGRIN VALLEY ENGINEERING LTD. AND SETTING FOR THE COMPENSATION AND FUNCTIONS OF THE VILLAGE ENGINEER AND HIS FIRM</b>

**9. Executive Session**

- To discuss the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official

**10. Adjournment**

**VILLAGE OF OAKWOOD**  
**WORK SESSION**  
**February 27<sup>th</sup>, 2024**  
**7:00 p.m.**  
**AMENDED AGENDA**

1. Call Meeting to order
2. Discussion by Mayor and Department Heads of matters to be brought to the attention of Council if present.
3. Questions of Mayor and Department Heads concerning Legislation or potential Legislation to be considered a future Council meetings.
4. Discussion of items of draft Legislation or potential Legislation to be considered at future Council meetings.

*Legislation: Fiscal Officers Certificate Present*

**2024-WS-02(Amended)    AN ORDINANCE GRANTING A FIVE PERCENT (5%) PAY RAISE TO RETROACTIVE  
Introduced 2-13-24       TO JANUARY 1, 2024, TO ALL NON-ELECTED EMPLOYEES OF THE VILLAGE  
By Mayor                 OTHER THAN MEMBERS OF THE POLICE DEPARTMENT COLLECTIVE  
                                 BARGAINING UNIT AND DECLARING AN EMERGENCY**

**2024-WS-03                A RESOLUTION OF CONDOLENCES TO THE FAMILY OF VIVIAN JEAN SMITH  
Introduced 2-27-24  
By Councilwoman  
Matlock**

**2024-WS-04                AN EMERGENCY ORDINANCE ADOPTING AN AMENDMENT TO THE EMPLOYEE  
HANDBOOK FOR PERSONNEL OF THE VILLAGE OF OAKWOOD OTHER THAN  
FIRE AND NON-AUXILIARY POLICE**

**2024-WS-05                AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRCT WITH  
CREtelligent AND DECLARING AN EMERGENCY**

Municipal Complex    Hardin  
Disaster Recovery Plan Hardin  
Human Resources       Hardin  
Five Year Plan           Hardin

5. Matters Deemed Appropriate
6. Adjournment

AMENDED ORDINANCE NO. 2023-55

INTRODUCED BY MAYOR AND COUNCIL AS A WHOLE

**AN EMERGENCY ORDINANCE AUTHORIZING THE RE-APPOINTMENT OF ROSS CIRINCIONE AND JOHN MONTELLO TO THE POSITION OF ASSISTANT LAW DIRECTOR/PROSECUTOR WITH THE VILLAGE OF OAKWOOD**

**WHEREAS**, John Montello has served capably for a number of years as the Magistrate of the Oakwood Mayor's Court which will no longer hear cases as of January 15<sup>th</sup>, 2024; and,

**WHEREAS**, John Montello has considerable experience as a municipal attorney including serving as Law Director of Walton Hills, Law Director/Prosecutor for Bedford and prior legal positions with Maple Heights and Streetsboro; and,

**WHEREAS**, John Montello and the present Assistant Law Director/Prosecutor, Ross Cirincione, have indicated a desire to share the position of Assistant Law Director and Prosecutor which will bring additional valuable skill and experience to those positions; and,

**WHEREAS**, the said employees will perform the duties of said positions for the same salary and benefits presently paid to Ross Cirincione;

**NOW THEREFORE, BE IT ORDAINED** by the Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio that:

**SECTION 1.** Ross Cirincione and John Montello are hereby appointed to the position of Assistant Law Director and Prosecutor effective January 15, 2024.

**SECTION 2.** The said employees shall be paid as follows:

Salary: Twenty-six thousand seven hundred seventy-five and 00/100 Dollars (\$26,775.00) each per annum for meeting attendance, duties assigned by the Law Director and all other duties except as stated below;

Hourly compensation: Up to five thousand one hundred and 00/100 Dollars total billed at \$112.50 per hour for criminal jury trials, motion to suppress hearings and appeals (no PERS or employer contributions).

**SECTION 3.** All provisions of all other Ordinances and Resolutions which are inconsistent with the provisions contained herein shall be modified accordingly.

**SECTION 4.** This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the Village, the reason for the emergency being that the same relates to the daily operation of a municipal department and the ability to provide uninterrupted services to the citizens of the

Village, therefore, provided it receives the two-thirds vote of all members of Council elected thereto, said Ordinance shall be in full force and effect immediately upon its adoption by this Council and approval by the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_

\_\_\_\_\_  
Erica L. Nikolic, President of Council

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

Presented to the

Mayor \_\_\_\_\_

Approved: \_\_\_\_\_

\_\_\_\_\_  
Mayor, Gary V. Gottschalk

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that the foregoing Amended Ordinance No. 2023-55 was duly and regularly passed by this Council at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

### **POSTING CERTIFICATE**

I, Tanya Joseph Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that the foregoing Amended Ordinance No. 2023-55 was duly posted on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, and will remain posted for a period of fifteen (15) days thereafter as provided in the Village Charter.

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

DATED: \_\_\_\_\_

ORDINANCE NO. 2024-03

INTRODUCED BY MAYOR AND COUNCIL AS A WHOLE

**AN EMERGENCY ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH CHAGRIN VALLEY ENGINEERING LTD. AND SETTING FOR THE COMPENSATION AND FUNCTIONS OF THE VILLAGE ENGINEER AND HIS FIRM**

**WHEREAS**, the Oakwood Village Council passed Ordinance No. 2022-15, concerning the compensation of the Village Engineer on or about March 22<sup>nd</sup>, 2022; and

**WHEREAS**, the compensation of the Engineer provided for him and his firm and for the performance of the duties and functions of his office have been updated and are set forth in Exhibit A; and

**NOW THEREFORE, BE IT ORDAINED** by the Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio that:

**SECTION 1.** The Municipal Engineer, currently Edward Hren, shall be replaced by Matthew Jones as appointed by the Mayor and shall receive as compensation the sum of Thirty-eight thousand and 00/100 Dollars (\$38,000.00) per year payable in bi-weekly installments and subject to payroll and Public Employment Retirement System deductions. Matthew Jones and the firm of Chagrin Valley Engineering Ltd. shall receive further compensation for the services specified in Exhibit A attached hereto and incorporated herein at the rates set forth in said Exhibit.

**SECTION 2.** This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the Village, the reason for the emergency being that the same relates to the daily operation of a municipal department and the ability of the village to provide continuous and uninterrupted engineering services, therefore, provided it receives two-thirds (2/3) of the vote of all members of Council elected thereto, said Ordinance shall be in full force and effect immediately upon its adoption by this Council and approval by the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_

\_\_\_\_\_  
Erica L. Nikolic, President of Council

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

Presented to the

Mayor \_\_\_\_\_

Approved: \_\_\_\_\_

\_\_\_\_\_  
Mayor, Gary V. Gottschalk

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that the foregoing Ordinance No. 2024-03 was duly and regularly passed by this Council at the meeting held on the \_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

### **POSTING CERTIFICATE**

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that Ordinance No. 2024-03 was duly posted on the \_\_\_\_ day of \_\_\_\_\_, 2024, and will remain posted for a period of fifteen (15) days thereafter as provided in the Village Charter.

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

DATED: \_\_\_\_\_

**Exhibit A**

**CONTRACT FOR THE PROVISION OF  
MUNICIPAL ENGINEERING CONSULTING SERVICES  
TO THE VILLAGE OF OAKWOOD, OHIO**

This agreement is set between the Village of Oakwood and Chagrin Valley Engineering, Ltd., for the provision of Municipal Engineering Consulting Services.

**Section 1.** Matthew M. Jones, P.E. (hereinafter referred to as "Engineer"), duly licensed as a Professional Engineer, in conjunction with Chagrin Valley Engineering, Ltd., (hereafter referred to as "CVE") is hereby designated as the Consulting Municipal Engineer for the Village of Oakwood, Ohio for a term beginning upon execution of this agreement and thereafter at the pleasure of the Mayor, upon the terms, provisions and conditions thereafter set forth herein and ratified by the Village Council. The Engineer(s) in conjunction with CVE staff shall perform such services and be compensated for services rendered to the Village as follows:

- a) Preparation of necessary plans, profiles, specifications and estimates of cost for such public improvements as may be authorized by the Mayor and/or Council to prepare;
- b) Supervise and serve as representative of the Village of Oakwood in the execution of those public works projects for which the Engineer is authorized by Mayor and/or Village Council to so act;
- c) As authorized by the Mayor and/or Village Council, supervise and direct construction inspectors and such inspectors shall report to and receive their instructions from the Engineer, relative to the improvements covered in paragraphs (a) and (b) hereof;
- d) Upon appropriate authorization, furnish to the Mayor and/or Council plans, specifications and estimates of cost for such improvements for the guidance of this Mayor and/or Council and for the information and guidance of contractors dealing with the Village of Oakwood;
- e) Prepare applications for grant programs which are available for public improvement projects;
- f) Review plans of private, commercial, and residential developments and advise the Mayor and Council on the plans;
- g) Review lot plans for new residential homes and check final lot grades when requested by the Oakwood Building Department to verify consistency with the approved lot plan;
- h) Act in conjunction with the Oakwood Mayor and Service Director on matters related to the Village of Oakwood's interests relative to the Cuyahoga County Department of Public Works Sewer Service Agreement, and the NEORSD Southerly Wastewater Treatment Plant, Bedford Heights Wastewater Treatment Plant, and the Cleveland Water Department on matters concerning sanitary sewage treatment and provision of a potable water supply;
- i) Act in conjunction with the Oakwood Mayor and Service Director on matters related to the Village of Oakwood's Ohio EPA National Pollutant Discharge Elimination System (Phase II) requirements;



j) Make and deliver to the Mayor and/or this Council regular reports of the progress of improvements under the Engineer's charge, stating conditions of same, including any changes in construction costs and/or engineering costs, together with any other matters of interest desired by the Mayor and/or this Council. All plans and specifications shall be the property of the Village of Oakwood;

k) Be in charge of engineering and other work to be furnished hereunder as the same may be authorized by Council, with the right and obligation of calling upon any of the personnel and facilities of its firm as needed from time to time in the performances of said work; and

**Section 2.** The Engineer, in conjunction with CVE, shall furnish services to this Village, as required by the Village, through the Village Council or its designee, including the following services covered by the compensation as described below in this section. Services involving the use of additional CVE staff members shall be compensated as described with Section 3 of this agreement:

a) Act as a technical consultant and advisor on engineering matters referred to them by the Mayor or by the City Council, and Administrative Departments upon direction of the Mayor.

b) Act as a technical consultant and advisor on engineering matters referred to them by the Mayor or by the Village Council related to the Village of Oakwood's interests associated with the NEORSO Southerly Wastewater Treatment Plant, the Bedford Heights Wastewater Treatment Plant, and the Cleveland Water Department, and attend meetings related thereto as requested.

c) Advise the Mayor in matters relating to resident's problems pertaining to engineering as they may relate to public sewers, public water supplies, drainage patterns and building grades.

d) Assist the Mayor, the Planning Commission, the Chief Building Official, the Service Department and other municipal departments, boards or commissions, as directed, on municipal engineering and National Flood Insurance Program matters.

e) Attend Council meetings and other meetings as requested by the Mayor and/or Village Council. The monthly retainer amounts presented below in this section is based upon the attendance of the Engineer at Planning Commission meetings and Council Work Session meetings only when requested.

f) Preparation of preliminary sketches and estimates, concerning the advisability of proceeding with public improvements such as pavement improvements, sanitary sewer systems, storm water collection, water distribution, or other infrastructure improvements contemplated by the Mayor and Council.

g) Prepare applications for grants pertaining to public improvements requiring the services of the Village Engineer, Ohio Public Works Commission funding requests, inventory updating and disbursement requests concerning Federal or State funded projects.

h) Perform such other duties as are normally required of Consulting Municipal Engineers not requiring the use of additional staff members such as field crews, etc.

Chagrin Valley Engineering, Ltd., shall receive as compensation for the services described in Section 2 hereof, an annual retainer in the sum of Thirty-Eight Thousand Dollars (\$38,000.00), prorated and commencing with the first pay period after execution of this agreement, payable in bi-weekly installments to Matthew M. Jones, P.E. and subject to payroll and Public Employee Retirement System withholding taxes.

**Section 3.** For services in connection with the construction of public improvements as described above, Chagrin Valley Engineering, Ltd., shall receive compensation as a percentage of the actual cost of construction of all improvements authorized by Council and under its control. The percentage paid shall be as follows:

**Projects – Schedule 1**

Sanitary sewer projects including new installations, repairs, rehabilitation, and other sanitary sewer related projects. Street projects including complete pavement replacement and/or widening. Projects which are financed in whole, or in part, by either the Ohio Public Works Commission, the Ohio Department of Transportation, or Cuyahoga County shall be paid per the Hourly Rates regardless of the Cost of Construction.

**Fees – Schedule 1**

<u>COST OF CONSTRUCTION</u>	<u>FEE</u>
\$ 0 - \$250,000	Hourly
\$ 250,001 - \$500,000	10% of \$250,000.00 plus 7.6% of the amount over \$250,000
\$ 500,001 - \$1,000,000	8.7% of \$500,000.00 plus 6.3% of the amount over \$500,000
\$1,000,001 - \$5,000,000	7.5% of \$1,000,000.00 plus 6.1% of the amount over \$1,000,000

**Projects – Schedule 2**

All public improvement projects other than sanitary sewer and street projects as described in Schedule 1 Projects.

**Fees – Schedule 2**

<u>COST OF CONSTRUCTION</u>	<u>FEE</u>
\$ 0 - \$250,000	Hourly
\$ 250,001 - \$500,000	9% of \$250,000.00 plus 5.4% of the amount over \$250,000
\$ 500,001 - \$1,000,000	7.2% of \$500,000.00 plus 5.2% of the amount over \$500,000
\$1,000,001 - \$5,000,000	6.2% of \$1,000,000.00 plus 5.1% of the amount over \$1,000,000

The fees provided in this subsection shall cover engineering services including complete detailed plans and specifications, preparation of monthly and final estimates for contractor's payments and providing an Engineer for construction management to administer the construction contract. The above schedule of fees

does not cover various supplementary services. Supplemental services not included within the presented fee schedule are, but not limited to: wetland delineations, stream quality assessments, preparation and acquisition of U.S. Army Corps of Engineers / Ohio Environmental Protection Agency wetland or stream fill permits, property, boundary, or right-of-way surveys, topographic surveys, profile surveys, grade stakes for construction, inspection of construction, shop, mill, field, or laboratory inspection of materials, cost of test borings, or other subsurface exploration, traffic studies, or calculations of special assessments. These supplementary services may be provided by Chagrin Valley Engineering, Ltd. on an hourly basis in accordance with the schedule of rates hereinafter set forth below or upon invoice submitted by the entity providing such supplemental services.

Chagrin Valley Engineering Ltd. shall be entitled to progress payments in proportion to services performed on monthly basis. Upon authorization by Village Council and until bids are taken and contracts awarded, compensation shall be determined by the following percentages and the Engineer's estimated construction cost. As the work is constructed, Chagrin Valley Engineering, Ltd. shall receive additional compensation equal to the balance of the fee based upon a percentage of the certificates of payment to the contractor, provided said payment is authorized by Village Council. As soon as the final certificate of payment to the contractor is issued, any adjustment shall be made so the total fee shall be a sum equal to the schedule percentage. The compensation for basic services shall be based upon the following percentages of the total fee attributable to various phases of the work:

1. Preliminary Report Phase	15%
2. Preliminary Design Phase	20%
3. Final Design Phase	35%
4. Bidding or Negotiating Phase	10%
5. Construction Phase	20%

In the event proceedings for work are abandoned or postponed and then revived and actively pressed either by this or by a succeeding Council within five (5) years of the date of said abandonment or postponement, Chagrin Valley Engineering, Ltd. shall credit against the total compensation the payment previously made hereunder, providing that Chagrin Valley Engineering, Ltd. is at that time employed by this or by a succeeding Council to provide Municipal Engineering Consulting Services. In the event of the revival of a project within the time frame specified above, Chagrin Valley Engineering, Ltd. could, at its discretion, elect to negotiate additional fees with the Village of Oakwood. Additional fees would address conditions that have incurred solely because of changes in existing conditions since the abandonment or postponement of the project, or design parameters that have been established by governmental review and approval after such delay.

Engineering charges for federally funded work must be in accordance with Federal Regulations and are set and approved as part of the funding procedure, and therefore are not part of this document.

**HOURLY RATE SCHEDULE:** For additional services for which the Engineer or Assistant Engineer shall have been authorized to prepare material or work not let by Contract or for the performance of any of the following tasks:

- Special Surveys
- Preparation of Reports
- Preparation of Special Assessments
- Field Elevation Checks of Walks, Basements, Sewers, etc.
- Storm Water Management Inventory Assistance
- Storm Water Drainage: Plan / Calculation Review
- Erosion and Sediment Control: Plan Review / Site Inspections
- Sanitary "Tap-In" Reviews and Fee Determinations
- Residential / Commercial / Industrial Site Plan and or Subdivision Review
- Survey Plat Review

- Development / Implementation of Ohio EPA National Pollutant Discharge Elimination System (Phase II) Storm Water Management Program
- Preparation / Maintenance of Geographical Information Systems

Compensation shall be made based on time spent by the Engineer or his employees and associates at the rates set forth in the following schedule of hourly rates, plus reimbursable expenses.

Compensation shall be made based on time spent by the Engineer or his employees and associates at the rates set forth in the following schedule of hourly rates, plus reimbursable expenses.

Engineer - Partner	\$108.00 per hour
Engineer	\$98.00 per hour
Traffic Engineer- P.E., PTOE	\$149.00 per hour
Contract Administrator	\$82.00 per hour
Stormwater Coordinator	\$86.00 per hour
Stormwater Technician	\$78.00 per hour
Water Quality Scientist	\$88.00 per hour
Professional Surveyor	\$98.00 per hour
CAD Designer	\$92.00 per hour
Geo. Info. Sys. (GIS) Tech.	\$91.00 per hour
Clerical	\$40.00 per hour
1 Man Survey Field Crew w/GPS	\$128.00 per hour
2 Man Survey Field Crew	\$141.00 per hour
3 Man Survey Field Crew	\$156.00 per hour
Environmental Scientist	\$93.00 per hour
Wetland Technician	\$80.00 per hour
Construction Observer*	\$60.00 per hour

\*Construction Observation shall be subject to two hours minimum per day and a 1.5 times overtime rate beyond 8 hours per day unless a shortened work week (four 10-hour days for example) is approved by the Consulting Municipal Engineer in advance.

Prints, Materials, Supplies and Services provided or performed by others at Cost.

**Section 4.** The Consulting Municipal Engineer as provided for in Section 1 agrees that for the duration of their employment by this Municipality neither they nor any member of CVE or employee thereof, will accept any private engineering or surveying work that requires their review and/or approval unless such work is approved by the Mayor and Council; however, work for Federal, State, County or Regional Governments is not prohibited.

**Section 5.** CVE shall maintain Professional Liability Insurance in the Amount of \$2,000,000 and provide the Village with a Certificate naming the Village as an additional insured during the period this Ordinance is in effect.

**Section 6.** Documents and Files: All engineering documents and project files, both printed and digital, created for the purposes serving the Village of Oakwood shall be the property of the Village of Oakwood.

**Section 7.** The contract provided herein with CVE may be terminated by either party on thirty (30) days advance written notice to the other, provided that such determination shall not affect the duty of the Consulting Municipal Engineer or Chagrin Valley Engineering, Ltd., to render service, nor the obligation of the Village to pay for such service rendered, before the effective date of termination.

\_\_\_\_\_  
Matthew M. Jones, P.E., Partner,                      Date  
Chagrin Valley Engineering Ltd.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by the Village of Oakwood, Ohio, pursuant to Ordinance  
of Council No. 2024-03 adopted on January \_\_\_\_\_, 2024.

BY: \_\_\_\_\_  
Gary V. Gottschalk, Mayor  
Village of Oakwood, Ohio

Attest:

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

The legal form of the within instrument is hereby approved.

\_\_\_\_\_  
James A. Climer, Director of Law                      Date



Mayor Gary V. Gottschalk  
Village of Oakwood  
24800 Broadway Avenue  
Oakwood Village, Ohio 44146

January 4, 2024

Re: Chagrin Valley Engineering Municipal Service Contract  
Year 2024 Rate Increase Request

Dear Mayor Gottschalk,

As the end of 2023 approaches, Chagrin Valley Engineering, Ltd. (CVE) would like to respectfully request a modest increase to our Municipal Engineering Services contract hourly rate structure for 2024. 2022 and 2023 have been difficult years for businesses in general as we all struggled to contain costs during the ongoing inflationary spiral. It has been an especially difficult time for engineering consulting firms in the Great Lakes region as we continue to compete to retain, and acquire new, engineering talent that will allow us to maintain our service excellence. Chagrin Valley Engineering, like all employers, continues to experience relentless pressure from the increased cost of employee health care, wages, and other operating costs such as fuel, equipment, software, etc.. Although the annual inflation rate has decreased somewhat from the +7% range in 2021, the 2022 annual inflation rate remained at approximately 6.5% and the 2023 annual rate was just over 3.7% through end of November. We are proposing the following modifications to our hourly rates which typically fall in the vicinity of a 3%-4% average annual increase to the existing rates established in January 2022.

### CHAGRIN VALLEY ENGINEERING PROPOSED 2024 HOURLY RATES

Employee Classification	Existing Rates	Proposed Rates	Avg. Annual
	2022-23	2024	Increase (%)
Engineer –Municipal/Partner	\$103.00	\$108.00	2.43%
Engineer – Associate	\$97.00	<b>Discontinued</b>	<b>N/A</b>
Engineer	\$92.00	\$98.00	3.26%
Traffic Engineer- P.E., PTOE	\$145.00	\$149.00	1.38%
Contract Administrator	\$76.00	\$82.00	3.95%
Stormwater Coordinator	\$80.00	\$86.00	3.75%
Stormwater Technician	\$73.00	\$78.00	3.42%
Water Quality Scientist	\$84.00	\$88.00	2.38%
Professional Surveyor	\$90.00	\$98.00	4.44%
CAD Designer	\$84.00	\$89.00	4.76%
Geo. Info. Sys. (GIS) Tech	\$86.00	\$91.00	2.91%
Clerical	\$36.00	\$40.00	5.56%
1 Man Survey Field Crew w/GPS	\$120.00	\$128.00	3.33%
2 Man Survey Field Crew	\$134.00	\$141.00	2.61%
3 Man Survey Field Crew	\$146.00	\$156.00	3.42%
Environmental Scientist	\$90.00	\$93.00	1.67%
Wetland Technician	\$75.00	\$80.00	3.33%
Construction Observer	\$55.00	\$60.00	4.55%



With respect to annual retainers, CVE is seeking to increase the annual retainer for the Municipal Engineer position to \$38,000.00 while eliminating the Assistant Municipal Engineer position for the 2024 contract renewal. CVE is also seeking to have the current Assistant Municipal Engineer Matthew Jones placed in the Municipal Engineer position. The schedule of percentages for major construction projects will remain unchanged.

We certainly hope that you have been satisfied with CVE's performance during our tenure. We would like to express our sincere gratitude in giving us the opportunity to continue to serve the Village of Oakwood. We feel that our twenty-five plus year long relationship has been mutually beneficial and we look forward to continuing to serve you and the community. If you have any questions about this proposal please feel free to contact me at your convenience.

Respectfully,

A handwritten signature in black ink, appearing to read 'Edward J. Hren', with a long horizontal flourish extending to the right.

Edward J. Hren, P.E.  
Oakwood Village Engineer

Cc: Law Director Jim Climer

AMENDED ORDINANCE NO. 2024-WS-02

INTRODUCED BY MAYOR

**AN ORDINANCE GRANTING A FIVE PERCENT (5%) PAY RAISE TO RETROACTIVE TO JANUARY 1, 2024, TO ALL NON-ELECTED EMPLOYEES OF THE VILLAGE OTHER THAN MEMBERS OF THE POLICE DEPARTMENT COLLECTIVE BARGAINING UNIT AND DECLARING AN EMERGENCY**

**WHEREAS**, the years 2022 and 2023 have experienced inflation not seen for many years;  
and,

**NOW THEREFORE, BE IT RESOLVED** by the Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio that:

**SECTION 1.** All non-elected employees of the Village other than members of the Police Collective Bargaining Unit be and hereby are granted a pay raise of five percent (5%) retroactive to January 1, 2024, subject to the approval of the employee's supervisor.

**SECTION 2.** This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the Village, the reason for the emergency being that competition is increasing for qualified municipal employees and the continuation of uninterrupted services to the citizens of Oakwood is of paramount importance therefore, provided it receives two-thirds ( $\frac{2}{3}$ ) of the vote of all members of Council elected thereto, said Ordinance shall be in full force and effect immediately upon its adoption by this Council and approval by the Mayor, otherwise from and after the earliest period allowed by law.



PASSED: \_\_\_\_\_

\_\_\_\_\_  
Erica Nikolic, President of Council

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

Presented to the  
Mayor \_\_\_\_\_

Approved: \_\_\_\_\_

\_\_\_\_\_  
Mayor, Gary V. Gottschalk

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that the foregoing Ordinance No. 2024 - was duly and regularly passed by this Council at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

### **POSTING CERTIFICATE**

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that Ordinance No. 2024 - was duly posted on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, and will remain posted for a period of fifteen (15) days thereafter in the Council Chambers in the locations and manner provided in the Village Charter.

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

DATED: \_\_\_\_\_

<u>Matlock</u>	Introduced by:
_____	1st Reading
_____	2nd Reading
_____	3rd Reading
_____	Under Suspension
_____	Adopted

## RESOLUTION NO. 2024-WS-03

INTRODUCED BY COUNCIL WOMAN MATLOCK

### A RESOLUTION OF CONDOLENCES TO THE FAMILY OF VIVIAN JEAN SMITH

**WHEREAS**, Vivian Jean Smith, a longtime resident of Oakwood Village, passed away Tuesday, February 6<sup>th</sup>, 2024, at the age of 91; and

**WHEREAS**, Vivian was an only child born March 11<sup>th</sup>, 1932, to the late John Owens and Della Douglas. She was nick named “Boots” by her uncle Jessie; and

**WHEREAS**, Vivian attended West Virginia public schools and last attended Dunbar High School in Fairmount, West Virginia; and

**WHEREAS**, Vivian met David Evans while at Dunbar. They later got married and were blessed with four little angels Richard, David Jr., Marquitia, and Michael (all deceased); and

**WHEREAS**, In 1952, Vivian relocated to Cleveland, OH; where she found employment at the Ohio Knitting Mill as an Inspector. Later, she would also work for Tremco, Sprayon, and the Ford Motor Company; and

**WHEREAS**, Vivian was introduced to Malcolm Smith Jr., by a mutual friend and the rest was history. They married on October 28<sup>th</sup>, 1954, and their family grew by two, one daughter Denise Diane and son Theodore Edward; and

**WHEREAS**, During the early 60’s Vivian began to study with the Jehovah Witnesses. On March 19<sup>th</sup>, 1966, Vivian got baptized. She was a faithful member who participated by doing weekly field service and attending services at the hall; and

**WHEREAS**, When illness prevented her from attending the hall. She made her daughter Denise set up the Ipad so that she could participate every Thursday evening and Sunday morning via zoom; and

**WHEREAS**, On June 26<sup>th</sup>, 2018, Vivian moved in with her daughter and son-in-law. Who along with the help of her son and his wife, took care of her the last five years; and

**WHEREAS**, Vivian Jean Smith will be greatly missed and leaves to cherish and celebrate her life two children. Her daughter Denise Diane (Alfred) Grant and her son Theodore Edward (Shelby) Smith. Additionally, she leaves her daughter-in-law Jacqueline Evans-Smith, her nine grandchildren Patrick Gerrard, Kevin Evans, Deon Smith Sr., Kevin and Steven Henderson, Alnita and Arlayna Grant, and Sierra Smith. Sixteen great grandchildren, five great great grandchildren, one special cousin Ruth Mumford, in Boston, Mass. Along with a host of nieces,

nephew, cousins, and many friends.

**NOW THEREFORE LET IT BE RESOLVED THAT** by the Village of Oakwood, County of Cuyahoga, and State of Ohio, that:

**SECTION 1.** The Village Council and Mayor wish to express their most sincere condolences to the family of Vivian Jean Smith and hope the fond memories of such a fine, caring person comfort them in their loss.

**SECTION 2.** The Clerk is hereby authorized to present a copy of this resolution to the family of Vivian Jean Smith.

**SECTION 3.** This Resolution shall be in full force and effect immediately upon its adoption by this Council and approved by the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_  
Erica L. Nikolic, President of Council

\_\_\_\_\_  
Tanya A. Joseph, Clerk of Council

Presented to the  
Mayor \_\_\_\_\_

Approved: \_\_\_\_\_

\_\_\_\_\_  
Mayor, Gary V. Gottschalk

I, Tanya A. Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that the foregoing Ordinance No. 2024- was duly and regularly passed by this Council at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Tanya A. Joseph, Clerk of Council

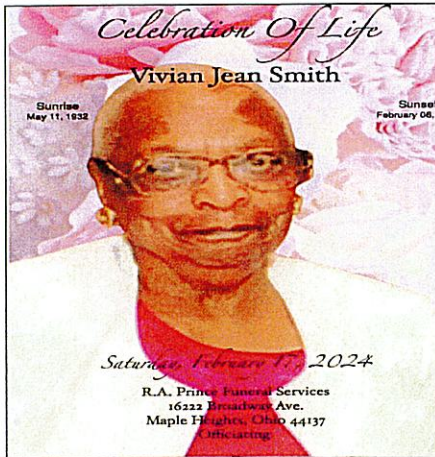
### **POSTING CERTIFICATE**

I, Tanya A. Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that Ordinance No. 2024- was duly posted on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, and will remain posted in accordance with the Oakwood Village Charter

\_\_\_\_\_  
Tanya A. Joseph, Clerk of Council

# RESOLUTION

## A RESOLUTION OF CONDOLENCES TO THE FAMILY OF VIVIAN JEAN SMITH



Company; and

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**WHEREAS,** Vivian was an only child born March 11<sup>th</sup>, 1932, to the late John Owens and Della Douglas. She was nick named "Boots" by her uncle Jessie; and

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**WHEREAS,** Vivian met David Evans while at Dunbar. They later got married and were blessed with four little angels Richard, David Jr., Marquitia, and Michael (all deceased); and

**WHEREAS,** In 1952, Vivian relocated to Cleveland, OH; where she found employment at the Ohio Knitting Mill as an Inspector. Later, she would also work for Tremco, Sprayon, and the Ford Motor

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**WHEREAS,** When illness prevented her from attending the hall. She made her daughter Denise set up the Ipad so that she could participate every Thursday evening and Sunday morning via zoom; and

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**SECTION 3.** This Resolution shall be in full force and effect immediately upon its adoption by this Council and approved by the Mayor, otherwise from and after the earliest period allowed by law.

Mayor Mary A. Gottschalk  
  
Council-at-Large Johnnie A. Warren

Councilperson Ward 2 Eloise Hardin

Councilperson Ward 4 Mary Davis

Clerk of Council, Tanya A. Joseph

Council President Erica L. Nikolic

Councilperson Ward 1 Taunya Scruggs

Councilperson Ward 3 Paggie Matlock

Councilperson Ward 5 Candace S. Williams



ORDINANCE NO. 2024-WS-04

INTRODUCED BY

**AN EMERGENCY ORDINANCE ADOPTING AN AMENDMENT TO  
THE EMPLOYEE HANDBOOK FOR PERSONNEL OF THE VILLAGE  
OF OAKWOOD OTHER THAN FIRE AND NON-AUXILIARY POLICE**

**WHEREAS**, Council has revised certain provisions in the Employee Handbook upon the recommendation of certain Department heads and further desires to provide for the specific procedures to be utilized in the dissemination of such handbooks to current and future employees of the Village; and,

**WHEREAS**, Council desires to provide for proper accounting and tracking of employee work hours;

**NOW THEREFORE, BE IT ORDAINED** by the Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio that:

**SECTION 1.** The Council hereby adopts the following Addendum to the Employee Handbook adopted in Ordinance No. amended Employee Handbook, substantially in the form attached hereto and incorporated herein as Exhibit "A".

**SECTION 2.** The Mayor be and he is hereby authorized and directed to issue sufficient copies of the applicable Addendum to each Director and Department Head in print and/or electronic format for dissemination to all employees working under their respective jurisdictions. All current employees shall sign a receipt acknowledging receipt of the Addendum and all receipts shall be kept on file in the office of the Director of Finance. The Director of Finance shall require new employees of the Village to execute a receipt acknowledging receipt of his or her handbook and this Addendum at the time of the commencement of employment with the Village. All such receipts shall likewise be kept in the Office of the Director of Finance.

**SECTION 3.** This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the Village, the reason for the emergency being that the same relates to the daily operation of a municipal department and is necessary to provide for the continued good order of Village operations, therefore, provided it receives two-thirds (2/3) of the vote of all members of the Council elected thereto, said Ordinance shall be in full force and effect immediately upon its adoption by this Council and approval by the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_

\_\_\_\_\_  
Erica Nikolic, President of Council

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

Presented to the  
Mayor \_\_\_\_\_

Approved: \_\_\_\_\_

\_\_\_\_\_  
Mayor, Gary V. Gottschalk

I, Christine Morgan, Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that the foregoing Ordinance No. 2024 -     was duly and regularly passed by this Council at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

### **POSTING CERTIFICATE**

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that Ordinance No. 2024 -     was duly posted on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, and will remain posted for a period of fifteen (15) days thereafter as provided by the Village Charter and ordinances.

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

DATED: \_\_\_\_\_

## ADDENDUM 1

### Time Clock

1. All non-elected full or part time employees who are subject to the provisions of this Handbook and assigned to report for work at Village Hall or any other Village building shall record their work hours on a time clock provided by the Village.
2. A report including the hours worked, paid time and gross pay for each employee shall be submitted by the Finance Director in the monthly financial packet to Council.
3. Intentionally falsifying time stamps or any unauthorized manipulation of time reporting will be grounds for immediate termination.
4. Any request to adjust or correct a time record shall be made in writing and any change must be approved in writing by the employee's manager or supervisor. Any change to a time record resulting in a payment adjustment over the amount of \$\_\_\_ will require approval by Council.

EXHIBIT "A"

ORDINANCE NO. 2024-WS-05

INTRODUCED BY

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER  
INTO A CONTRACT WITH CREtelligent AND DECLARING  
AN EMERGENCY**

**WHEREAS**, the Village Oakwood has received reports of various illnesses suffered by residents in the vicinity of Wright Avenue in the Village; and,

**WHEREAS**, Council has determined that it is in the best interests of the Village and the health and well-being of its residents, visitors and persons working within the Village to investigate potential environmental sources of said illnesses to determine what if any further steps should be taken;

**NOW THEREFORE, BE IT RESOLVED** by the Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio that:

**SECTION 1.** The Mayor be and is hereby authorized to enter into a contract with CREtelligent substantially in the form attached hereto and incorporated herein as Exhibit "A".

**SECTION 2.** This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the Village, the reason for the emergency being the urgent need to determine potential environmental sources of reported illnesses in the vicinity of Wright Avenue in the Village, therefore, provided it receives two-thirds ( $\frac{2}{3}$ ) of the vote of all members of Council elected thereto, said Ordinance shall be in full force and effect immediately upon its adoption by this Council and approval by the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

Presented to the  
Mayor \_\_\_\_\_

Approved: \_\_\_\_\_

\_\_\_\_\_  
Mayor, Gary V. Gottschalk



I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga and State of Ohio, do hereby certify that the foregoing Ordinance No. 2024 - was duly and regularly passed by this Council at the meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

### **POSTING CERTIFICATE**

I, Tanya Joseph, Clerk of Council of the Village of Oakwood, County of Cuyahoga, and State of Ohio, do hereby certify that Ordinance No. 2024 - was duly posted on the \_\_\_\_ day of \_\_\_\_\_, 2024, and will remain posted for a period of fifteen (15) days thereafter in the manner specified in the Oof Oakwood.

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

DATED: \_\_\_\_\_

## EXHIBIT A



2717 S. Arlington St., Suite C  
Akron, OH 44312  
E:[f.hamilton@cretelligent.com](mailto:f.hamilton@cretelligent.com)

January 8, 2024

Ed Hren  
Engineer  
Village of Oakwood  
24800 Broadway Ave  
Oakwood Village, Ohio 44146

Via email: [hren@cvelimited.com](mailto:hren@cvelimited.com)

Re: Proposal  
Preliminary Assessment  
Environmental Conditions  
Wright Ave, Oakwood Village

Dear Ed:

CREtelligent (CREt) is pleased to present this proposal for a preliminary assessment of environmental conditions along Wright Ave.

### INTRODUCTION

During a recent meeting at your office, we heard concerns from Council President-elect Erica Nikolic regarding possible contamination of soil along Wright Ave associated with nearby industries. This proposal has been prepared to begin gathering data that might be able to help better understand that concerns raised.

### SCOPE OF WORK

We have developed a scope of work that includes the following specific services:

#### INTERVIEWS

We are proposing to interview residents along Wright Ave and other nearby streets to better understand their concerns. During these interviews we will gather basic demographic data (age, gender, etc.). We will ask residents questions about where they have lived and worked now and historically. We will also attempt to gather information about other habits that might affect exposure to environmental contaminants. We will also ask residents to describe any concerns they have related to local environmental conditions. We will also ask residents if they have any health concerns. Response to any and all interview questions will be voluntary.

A questionnaire will be developed and used so that consistent and uniform information is collected. Residents will be requested to complete this, or another, questionnaire prior to the interview. It is likely that we will walk the neighborhood, particular properties of residents who have agreed to interviews prior to in person interviews. That reconnaissance will help guide the interview process.

Interviews will be conducted a location convenient for residents. We would propose a location at the Village Hall or even your office. Audio and/or video recording of the interviews might be conducted.

### **DESKTOP RESEARCH**

After the interviews are completed and results reviewed and compiled, we will continue our research to understand possible sources of environmental contamination in the area. We will use an outside data contractor to compile a list of properties/businesses within a to be determined radius of the affected area. These data will include a list of businesses that have activity that has been reported to state, federal and local environmental authorities. The search area will be developed using an understanding of prevailing winds. We will also perform a visual reconnaissance from public roadways in the area to assess completeness of the data provided by the data vendor.

### **SAMPLING**

CREtelligent is proposing to collect representative soil samples from the neighborhood to begin to develop an understanding of existing conditions. Soil samples will be collected from the near surface and from a depth of approximately 12 inches at each location. The study area will initially focus on properties east and west of Wright Ave between Forbes Road and North Lane. The study area may be adjusted based on the results of interviews and research described above.

This proposal includes costs for collection of two samples from each of 15 locations. Samples will be collected using properly decontaminated tools into laboratory supplied and prepared containers appropriate to the proposed analytical program. Samples will be maintained in an iced cooler under strict chain of custody until delivered to the analytical laboratory.

It is anticipated that samples will be submitted to Summit Environmental in Cuyahoga Falls Ohio. At this time, we are proposing to request samples be analyzed for the following metals via EPA Method 6010D:

- Selenium
- Vanadium
- Arsenic
- Tin
- Barium
- Lead
- Hexavalent Chromium
- Trivalent Chromium
- Copper

This list is subject to change based on the results of our research and interviews. The parameters listed above are, however, typically what one might expect to be discharged to air from the types of industries in the area.

Sampling locations will be restored by placing soil back into the excavation/hole. Topsoil and grass seed will be spread over each location. We are not proposing any ongoing maintenance or watering of samples areas.

### **PROJECT MANAGEMENT AND REPORTING**

At the conclusion of the work described above we will prepare a report. The report will include a summary of work completed and detailed review of the results. The report will not name any resident specifically but will refer to interviewees in a generic sense. The report will include photographs, figures and other exhibits as appropriate.

We will also include recommendations. As discussed during our meeting, should our results suggest that there is some widespread impact we would recommend that the results be provided to the County Board of Health and/or the Ohio EPA.

### **ESTIMATED COST**

1

CREt has prepared the following budget for this project, based on the scope of work described herein:

Task	Estimated CREt Cost	Estimated Expenses	Estimated Laboratory Cost	Total Estimated Task Cost
Interviews	\$6,000			\$6,000
Desktop Research	\$1,000	\$500		\$1,500
Soil sampling	\$2,000	\$1,000	\$7,000	\$10,000
Reporting and project management	\$5,000			\$5,000
<b>TOTAL ESTIMATED PROJECT COST</b>				<b>\$22,500.00</b>

This budget includes the following assumptions:

- Interviews will be conducted at a location to be provided by the Village. Two full days have been budgeted for interviews.
- Soil sample locations will be marked in the field. We expect the Village Engineer will provide us a drawing for our report documenting sample locations.
- If, after completing interviews, modifications to the list of laboratory analytes seems appropriate we will prepare a modified scope of work and advise any budgetary impacts prior to proceeding.

All work will be completed in accordance with the attached terms and conditions.

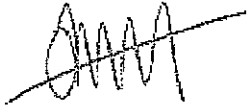
#### **SCHEDULE**

We are prepared to begin scheduling interviews immediately upon receipt of authorization to proceed. We will also commence the desktop research task immediately upon receipt of authorization to proceed. Soil sampling will be scheduled once the interviews and research are completed. Soil sampling will require snow and frost-free conditions. The soil sampling will take approximately one week to complete. Once the soil samples are collected, laboratory analysis will require approximately one week. Altogether, it is anticipated that this project will take 6 to 8 weeks to complete, contingent upon weather and other conditions beyond our control.

CREtelligent appreciates the opportunity to propose on this important project. Please do not hesitate to contact the undersigned with any questions or comments.

Regards,

**CREtelligent**



Fraser K. Hamilton, Sr PG EP  
Director, Environmental Consulting

1. The cost to the client shall not exceed the estimated cost without the client's prior written consent.

**Authorization to Proceed:**

Please sign below and include appropriate contact information.

\_\_\_\_\_  
(Client or Authorized Client Representative)      Date

\_\_\_\_\_  
Printed Name      Title

**Billing Contact Information:**

Contact Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

Proposal  
Preliminary Assessment  
Environmental Conditions  
Wright Ave, Oakwood Village

APPROVED AS TO LEGAL FORM

\_\_\_\_\_  
James A. Climer, Law Director

**CREtelligent  
General Conditions**

**1.0 BILLING**

1.1 Invoices will be issued with the report, unless the work extends for more than 1 month, in which case invoices will be issued every four weeks. All invoices will be payable upon receipt, unless otherwise agreed.

1.2 Interest of 1 and 1/2% per month (but not exceeding the maximum rate allowable by law) will be payable on any amounts not paid within 15 days. Payments will be applied first to accrued interest and then to the unpaid principal amount of invoices. Any attorney's fees or other costs incurred in collecting any delinquent amount shall be paid by the Client.

1.3 In the event that the Client requests termination or suspension of the work prior to completion of a report, CREtelligent. (the "Company") reserves the right to charge the Client for work completed and charges incurred by the Company as of the date of termination, including a charge to complete such analyses and records as are necessary to place its files in order and, where considered by it necessary to protect its professional reputation, to complete a report on the work performed to date. The Company reserves the right to impose a termination charge to cover the cost thereof in an amount not to exceed 30% of all charges incurred up to the date of termination.

**2.0 WARRANTY AND LIABILITY**

2.1 Company will provide services in accordance with the specifications prescribed by its Clients, in a manner consistent with the level of care and skill ordinarily exercised by members of the same profession currently practicing in the same locality under similar conditions. The Company hereby disclaims any warranties or representations, either expressed or implied, other than as expressly stated in the Company's proposals, contracts or reports.

2.2 The Company, its employees, subcontractors and agents shall not be liable for indirect or consequential damages, including without limitation loss of use, loss of value and loss of profits.

2.3 In addition to the limitations provided in 2.1 and 2.2, and notwithstanding any other provision herein, the liability of the Company, its employees, subcontractors and agents shall be limited to injury or loss to the extent caused by the negligence of the Company, its subcontractors and/or agents hereunder; and the liability of the Company for injury or loss arising from professional errors shall not exceed the lesser of (a) the total amount billed by the Company for the services rendered to Client, or (b) \$10,000. In no event shall the Company, its subcontractors or agents be liable for injuries or losses pertaining to environmental impairment, pollution, radiation, nuclear reaction or radioactive substances or conditions.

2.4 The Client agrees to indemnify and hold harmless the Company, its employees, subcontractors and agents against and from any claim, liability, attorneys' fees or other defense costs incurred because of (i) injury or loss caused by the acts and omissions of the Client, its employees, agents, contractors or subcontractors, and (ii) any third party claim arising from the performance of services hereunder by the Company, its agents or subcontractors with respect to claims that do not arise solely from the negligence or willful misconduct of the Company, its agents or subcontractors.

2.5 In the event that the Client asserts a claim against the Company that causes the Company to incur defense costs, and a court of law or arbitration panel rules in favor of the Company, the Client shall reimburse the Company for all costs, including attorney's fees, incurred by the Company in defending itself against such claim.

**3.0 GOVERNING LAW:**

These terms and conditions shall be governed by and construed in accordance with the laws of the State of California (without regard to its conflicts of law's provisions). The parties hereto hereby agree that venue of any action under these T&Cs shall be exclusively in Sacramento County, California, and that these terms and conditions are performable in part in Sacramento County, California.

**VILLAGE OF OAKWOOD  
SPECIAL MEETING MINUTES  
2024-1-22**

**ATTENDANCE**

Erica Nikolic, President  
Johnnie Warren, At- Large  
Taunya Scruggs, Ward 1  
Eloise Hardin, Ward 2  
Paggie Matlock, Ward 3  
Mary Davis, Ward 4  
Candace Williams, Ward 5\*

**ABSENT**

Ed Hren, Village Engineer	Carlean Perez – Recreation Director
Ross Cirincione, Prosecutor	Gary V Gottschalk, Mayor
Mark Garratt, Police Department	Daniel Marinucci, Chief Bldg. Official
Dave Tapp, Fire Department	Tom Haba, Service Director
Brian Thompson, Finance Director	James Climer, Law Director

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Meeting opened at 6:00pm by Nikolic

Pledge of Allegiance

Roll Call taken

**Nikolic:** We are here for our Council's organizational meeting. The way the meeting will be conducted, I will go down each heading. I will give a list of items that I have been told other Council members would like to discuss. After we discuss those items. We can open up for any other additional discussions that any other Council person would like to add. I move to go into executive session immediately following the organizational meeting to discuss a personnel matter.

Motion to enter executive session to discuss personnel made by Warren seconded by Davis

YES VOTE: Warren, Nikolic, Scruggs, Hardin, Matlock, Davis

MOTION PASSED

**Nikolic:** The first item is human resources. The first subheading, we had a discussion of time clocks. It was mentioned that it would be preferable, perhaps, to have all employees punch time clocks. **Scruggs:** What I believe is, the discussion about the time clocks. Was in reference to being able to have an accurate account of employee hours. I believe that if there is no other way to move forward at this time. And we do not have any other suggestions as a way to do it. It would be a good idea to move forward with the time clock situation.

**Hardin:** Thank you, Madam Chair. The suggestion is, as stated by my counterpart. So that it is fair and equitable. It will eliminate any concerns as to why I am either here or not here. It is for the protection of the Village, both monetarily and from my experience. I always have to go back to the private sector. If I am involved in an accident. Am I on the job or off the job? And a lot of times, based on not knowing what the purpose or how it is charged, that could lead to some issues. So, it is always best to know, officially, where I am and for what purpose. **Matlock:** Well, it all comes down to accountability. In order to protect our establishment, time clocks are needed. There is no accountability for people in the office. Some days they are here, some days



they are not. We have requested time, meaning sick leave time, personal leave time of each employee here. I honestly do believe some of that time is being abused. That money is taxpayer's money, they are the ones who pay the salaries of each individual who works for Oakwood. It is up to us to make sure they get 100% of their money. They work so hard and diligently in paying taxes; because taxes are high. I mean, even though we have the lowest, it is still high. So, it is just something that we need to look into. If everyone wants to move towards that goal, then I agree with it. Not only personnel, but regular employees. Some of them are good at upper management. And I think it is going to be kind of hard to track. We do need to find out if they are here, when are they here, and what hours are they using. I was looking at the Charter for personal time. How much are you allowed every year of personal time. How much personal time have they taken? How much time have they used? I just need to get a clearer understanding. I just need to know how the system works here. **Warren:** I suggest we move forward with encouraging the Mayor to go to time clocks. **Nikolic:** Well, just to reply to that, we can create an ordinance/legislation requiring employees. **Warren:** Well, if that is the case saying I suggested we just move forward with the time clocks. Everybody already said every possible concern, we will see how it works out. **Davis:** We have mentioned this before and what I understood was. It was only administration allowed to request or give us time clocks for the employees. It was only the Mayor, and he would not do that. So, I do not know, do we need the legal advice from our attorney to find out if we can do that for sure? **Nikolic:** Mr. Climer asked me if he should be here. I told him we will collect all of our legal questions and send them to him. It may just be a better way to deal with it. If he could put it in writing and send it to all of us, we can review it. Because the bulk of what we are discussing would not require his opinion. So, I just thought we would have him sit this one out. We will just collect any questions and Tanya can send them to him. **Davis:** If we can legally do that. Then yes, definitely, I would love to have that done. Because we are missing many employees during the week, during the daytime. I will stop in and there's nobody in place here. I do not know what goes on, but we need to know. There are only two timecards out there in the slot that I know of. There are two people out there being time clocked. Why is it just two and not the rest of the employees? **Williams:** There is a need for it. I do not have any additional thoughts beyond what was mentioned. But just taking it a step further into who was going to collect the information? How is it going to be reported? When are we going to receive the reports? Because we can collect data and never see any of it. So, for me the time clock is a good start. But what is the actual process from start to finish, who is holding that process, and how are they being held accountable? **Nikolic:** It would be my understanding we could put all of that in the ordinance or in the legislation. But we can double check that with Mr. Climer. The second topic under Human Resources would be performance reviews. We had the issues with raise, that recently came up. Going forward, I know it was mentioned that maybe, perhaps performance reviews would be a determinant for raises. As opposed to the Mayor making a blanket raise. **Scruggs:** As it relates to performance reviews, I do believe that they are needed. Regardless of whether you decide to move for a raise or not. Just so that you can be held accountable to the standard and what your job description requires. There needs to be a performance review. Do we need to tie it in to the actual raised? I am still kind of debating on whether or not I feel, yes, we need to move forward and tie it right into the raises. But I do know that we need to establish them, it needs to be standard. What does that look like? Will the perfect performance review take place every six months? Is it just a yearly thing that happens? Is the raise going in increments? Is it going in percentages? So, I kind of have a couple more questions on what that looks like. Because I guess we can kind of make it whatever we want. I just need to hear a little bit more before I fully stand on, the decision. **Hardin:** Ma'am Chair, we do have in place, kind of a requirement. Everyone should receive an annual performance appraisal. That has been in effect for a hundred years. How many get them, when they get them, if they get them, that is where we are. There is no enforcement here of that. But to answer your one question. At this time, annual performance appraisals. It is in the handbook that they should be given. As I understand it, it should be by the department head. But I guarantee you, it is probably not happening. We were remiss in not nailing it down and I am happy to see that this body understands. That unless it is legislated, and a very specific process is in place. It is not going to happen. So, as you go forward, and I think Councilwoman Candace asked. If we do time sheets, well, then what happens? So, I am confident that we are going to start to legislate some of these practices. Especially because we have a

responsibility with the dollars. I would think we should be able to legislate the actual procedure from start to finish or it will not happen. So, yes, we do have to have an annual performance appraisal requirement on the books now. But no one follows through to the end to see if they have been given. Now here we are with another process that you might want to add if we had that really going. Do you want to give everybody a blanket? Or do you want to give them what we called at Ohio Bell the Bell Curve? The company puts \$10,000 here and Eloise gets five cent, you get \$50. And as long as it stays in this pot, we were required not to share our raise. That is when you are in a system that has actual requirements and principles. So, I agree, once you decide that the requirement for annual or whatever. To me, six months is not fair. But as I recall we would have what is called a review. We would discuss strengths and weaknesses. That gave me an opportunity by the end of the year to have worked on those areas. That is how it is supposed to happen. Do not wait until the end of the year. To tell me you have not shown up for work in five days. So, you can have reviews when we set it up, you can have annual. We had to do monthly reviews, and at that point in time. Here is where you stand, and what was the objective. How do you want this to end at the end of the year. Then it was based on the curve. You did not automatically get one, two, three, four, five percent, it was based on your performance. I am not saying that is what we should do here. But I am saying that it is not unheard of what you're suggesting to do. **Matlock:** I come from a place where everything was based off of evaluation. We had those conducted every 90 days. To me, it helped the employee because it gave them their strengths, weaknesses, and time to work on it. Sometimes you do not really talk to the employee. That gave you an opportunity to talk to them. Get to know what you can do to help them and then try to mentor them or whatever. But just see what they fall weak on. We were unionized, the raise was based on what was contracted. But as far as management is concerned, they were based on a performance evaluation. That just told them exactly what percentage raise they would get at the end of the year. If they did so much, their accomplishments, the goals they were supposed to achieve, did they hit it. I do not know in this case because you only have a couple of managers. I do not know if you could do the evaluations. Those are good for people's knowledge of what they need to know. But then we have to depend on, will they be done fairly? Because some people, if they really like you. You can get a higher evaluation and you'll get the maximum raise. It just really depends, at first I did think that is what they maybe should do. But I do not know, there are some exceptional employees. Then you have some that are just here for a paycheck. I believe the performance evaluation is good. I do not know about tying it to a raise or not. **Nikolic:** So, my thoughts are, a raise is typically tied to your performance. I do not know of a raise that isn't tied to your performance unless it's contractual. Or if there is something written that says you're going to get money on a certain date. I believe that if we take the honor off of us. Where it's appearing, is it a money issue? If we have it in the budget, I think we should put the responsibility on to the managers and the supervisors. Who is there on the ground every day, watching them work. For them to say if they receive a two, three, four or five percent raise. Before that percentage is determined, we can discuss the budget. Whether or not, this year the budget allows for up to 5%. As you know, as Brian mentioned, the budget allows for it. Then they are given permission to give their employees a raise up to 5% based on performance. I hear you, Councilwoman Matlock, about fairness. You know, that is an HR issue. A lot of times employees come across that every day. They would have to make the complaint whether or not they are being treated fairly. We cannot really get into that. Because we can't really understand those minute details between a supervisor and their employee. I believe that the supervisor should be the lead in determining if a raise is given and at what percentage. **Warren:** In my opinion, the dynamics of our small Village. The minimum number of employees that we have. I agree with what was said before. I do not have the confidence in the management to be able to discern the difference in employee performance and everything. Because we have some falls on our management too. I think that it is a great idea to have in six months an employee review, as Councilperson Hardin said. Then at the end of the year, the mandatory evaluation. I do not think it should be tied to a raise or nothing. If they are not performing, then you get rid of them, simple as that. I am not confident that we have an HR department. We do not have anyone to send an employee to. **Nikolic:** My understanding is it is Brian Thompson. **Warren:** That is just something imposed on him. It is just something that Karen from way back took upon herself, in a way. Because you are managing more people administratively than any one person is managing people. So that is what made it appear

it was HR. But again, like I said, I have the confidence in the performance review at the end of the year. An interim six-month performance review. At the end of the year, they have to have a performance evaluation. What I would say could be tied into the raise is what Councilperson Matlock said. The administrators, the leadership, the managers, it should be tied in for them. That is where I'm at with that. **Davis:** A couple of things, first, the personnel reviews. The only ones I know of that are doing that is your Service Department. Tommy does give them reviews; I do not know how often that is. But I know the Service Department does determine how much more of a raise you will get compared to others. Now, that being said, I do not know if that is for everybody. But I know that majority of these employees probably do not have an employee handbook. I thought you had to sign off when you became an employee that you received this employee handbook. There's a handful of people, majority of them are in service, that never received one. Or do not even know where it is to review one. I do not know how many more because that has all your rules in there. How much you get for personal, what order to go through if you have a conflict, or if there is a problem with you as an employee. They all need to have that, who do you enforce that with? **Williams:** It was supposed to be Brian. **Davis:** Okay, see he has got so many hats that he's wearing. The raises for the administrators. I do not know how, because I would think they are going to all say I do a wonderful job. Who is going to be the checkpoint? It is not us, so that's another thing for Climer. **Warren:** The Mayor. **Davis:** Do we have to do a change of the Charter, if we did require them to do reviews? **Warren:** It could be an ordinance. **Matlock:** Didn't you say there is an FOP in place in the Charter? **Hardin:** It is in the handbook if I am not mistaken. **Matlock:** Looks like we need to reread that. **Davis:** But everybody needs to get one. **Matlock:** Because it looks like it is already there, it is just not being enforced. No one is holding them responsible for it. That is where there is a lot of breakdown. **Williams:** I think it's a difficult conversation to have. With the context of the dynamics here as it stands. The management and mismanagement of individuals and positions. Not even knowing who is doing what, when. Should increases be tied to an evaluation, I think that is a very difficult conversation to have. Because there are so many other problems to address tied to that specifically. But if you do not make an evaluation tied to increase. Then what incentive do I have to perform any better or improve? There is literally none if I just get a raise for showing up. Why would I need to work any harder or do any better? It is just kind of a commonsensical thing that the increase needs to be tied. That is the purpose for being here. **Warren:** I work for the City of Cleveland, and they employ seven thousand, it is not tied to performance. **Matlock:** Supervision was tied to performance. **Warren:** Supervision but the hourly's, no. **Williams:** Where I work raises are based on how we perform. **Scruggs:** For us, when we were in education. When we had our teachers and moving forward to the next school year. There was a raise in place, everybody got it. But we still had to review the evaluations. You lose your job based off of evaluation so you may not get to participate in the raise. But everybody that was there was able to. I guess it just kind of depends on, like you said, our dynamic and what kind of works. Because I do not have a strong feeling like we just have to do it this way. It is more what makes sense for us. **Hardin:** What you just said was, as I understand it. A raise was given, however, if I did not perform well at some level, I'm fired? There is a big something in between here, there has to be steps for termination. I think we went from tying it, to not tying it, to requirements for a performance appraisal, not requiring it, and or coming up with steps in between, am I right? We went the whole gamut here in our discussion. What I think I am hearing and everything we do is recommendations. Other than the things that we can legislate. So, Madam Chair, I guess what I am asking to do is let's break it down. Do you think we should first deal with what we already have on the books? Enforce or require an evaluation and what does that look like as a Council? Do we want to see them? How do we enforce this? I mean, we are wasting our time if we do not come up with a solution to it. **Nikolic:** My vision for this meeting is to get the initial thoughts out. If we want to move on creating legislation, we could have everything that we discussed tonight. We can do a quick work session and we can go and have a vote. A vote on yes, we want to move forward with creating some legislation or no. We can maybe even do that in email and then begin with, Mr. Climer. To see how we can begin and whether or not we may not need a work session. But the point of this is to start the discussion. We get each other's opinion, and then we decide if we want to move forward with legislation or not. I do not see this as a time to come to any conclusions tonight. Once we move for a vote to say yes. Then we can get down to the details of how we can do it. Now regarding

the management and whether or not we can rely on management to fairly administer raises and performance reviews. That is a whole different animal. That is something we have to look at. I mean, whether or not we want a legislation. Right now, the Mayor gives a blanket raise and that is something to think about. If you have so little confidence in management. Then perhaps it is best that it is left as a blanket raise. That is just something to think about. I wanted to bring it to everyone's attention. This is something you all can think about. **Matlock:** I just want to understand this. When they give a blanket raise administrative wise. Do that raise encompass the administrators? **Williams:** Yeah, they advocate for a pay increase for themselves. **Matlock:** Honestly, it is like a conflict of interest. Because if I am saying everybody gets 5% and because they get 5%, I get 5% as a manager. Do you see what I am saying? Even though we impose it on the employees, there is someone up higher to impose it on the managers. They do not just get to say I am going to get 5%, it doesn't work that way. There are other people who say what managers get. Managers sometimes don't even get as much as the employees get. **Warren:** As far as the managers know. It is only one person that evaluates the managers, and that's the Mayor. As Councilperson Hardin and Williams have said. We all know the dynamic of the administrator and his evaluations and what we expect for him to give to his managers. We got to face the real reality of what we are dealing with. I think that the employees should get an annual raise. I do not think it should be tied to their performance or the assessment of their performance. And unfortunately, you do have to depend on having credible managers that would be fair in their evaluation of every employee. If you thought that you had that dynamic. But I do not think we have that dynamic. The reality of it is, how much effect are we going to have with this effort. Except for the fact that we can agree that the employees get the raises. That there has to be an evaluation. A six-month evaluation or review and then at the end of the year evaluation. As Councilperson Hardin said, the steps of termination could be identified. If they are not already identified. But we do not have a whole lot to work on and that's my opinion only. We don't have a lot to work on in this situation because of the structure that we deal in. **Hardin:** Well, I think we all agree it is time to just shut this puppy down. Because if we can just enforce the evaluations and not tie it into pay. At this point, the first objective is to just ask for evaluations, that's my opinion. **Williams:** Let me add something really quickly. I think for where we are at right now. There are specific people in the Village. That haven't had an adequate raise for the positions that they actually hold for a number of years. People are being underpaid and I think that is a separate issue from a blanket increase. Which is why I am kind of against a blanket increase. Because you are not even paying some people adequately for the work that they do. The other thing is that sometimes we talk about this and because we have always done it. It does not mean we have to continue to do it. We can establish a new precedent. The other thing is, I think we would need to put some responsibility by way of the budget back onto finance. We should not even be talking about raises until we get through the budgets of all the departments and know where we are at. Because I cannot give you a 5% increase if I do not even know what the budget for the entire Village is going to be. It is like we are always putting the cart before the horse. Instead of going about this in our proper way to actually manage a budget of a Village. That would be my biggest concern. They should not even be mentioning an increase. Until they can get us through the entire review of budgets. Then let us talk about what you think the increase should be for the Village. I think if we give them that parameter, maybe they will start falling in line with some of the work that they should be doing. **Nikolic:** My question is with salaries, and it is interesting to hear that some people are underpaid. When the budget comes around, I know I was here for the Fire Department's budget presentation, and it had salaries. For anyone who could potentially be underpaid. Have those budgets come before Council and have they been reviewed? Is the power here for us to give the increase? **Warren:** I do not think the power is here for us to get give the increase. We have to ask the Law Director. **Williams:** We have to legislate for it, but we control the budget. So, we cannot give a raise based off of a performance evaluation. But if somebody is being underpaid. We can definitely do a pay ordinance to make a person's pay properly for their position. **Warren:** I agree with that, and we know that that's the Assistant Chief and the two Assistant Chiefs of the Fire Department. **Nikolic:** Okay, I would be interested to know more about people who are underpaid. I mean, because we do care about our workers and what we can do to get them up to a rate that would be fair and equitable for them. If anyone has knowledge, we can sort of put that into a second layer of this conversation and look at what is fair. **Williams:** We have

specifically talked about the Mayor's secretary before. In several conversations with this Council, except the two new Council people. **Warren:** Yeah, because she's working more hours. **Williams:** She has not received a raise and the justification she has received for not receiving a raise is actually discriminatory. She is underpaid and she handles several positions. She is being pulled into other departments. She has not been responded to about getting a raise in several years. In addition to the position just being at a low level of pay. So, I mean, and that is the case, we know of. I am just saying that because we do not know what other cases exist. Because people tend to not speak up if they think they are going to be retaliated against. There may be others, but I am just talking about what I know, and we have discussed. **Nikolic:** I am not sure to what extent we can go into details about that here. But I would definitely love to put that in an executive session. If someone has details, we can look at what's customary. Maybe we can have the Clerk do some research on what other Mayoral Assistants are being paid in similar municipalities. In another executive session, we can hash out a pay ordinance to increase her pay for the year. **Williams:** That should probably go to the Finance Director or the Law Director, and not our Clerk. **Warren:** May I suggest when we discuss those roles. Especially the three positions that we know about. We have the executive session with the Mayor and the Finance Director there. That would probably make a lot of sense. Because this is going to put the onus on them now going forward. We are going to let Brian know that first of all. You have taken a lot of heat for the Mayor because you are taking responsibilities from him. You got to go out for yourself because you work for the Village. **Matlock:** Going back to that individual. Her job description, is it actually the secretary? **Williams:** I do not know. **Warren:** She said that she is going to go and take a look into it. **Matlock:** We also should look into this too. It is so much, he's violating so many clear labor standards; it is ridiculous. Because that girl should not be working, I heard him say one time, there was like a 16 hours day. You cannot work 16 hours a day. This is what I was trying to tell them also. That there should be accountability of her hours. **Warren:** If she swipes in then swipes out. **Matlock:** Then you will know how many extra hours she works. What are you doing? Are you giving her personal time or are you actually paying her for her time? **Warren:** Or comp. time. **Matlock:** Exactly, because normally she is on a 40-hour shift. We need to come up with how many hours past that 40 hours she is working. You are going to compensate her; it is up to her. Comp time, salary time, or time and a half, whatever or however you want to do that. But I know I heard it a couple of times, and she just does not want to say anything. He has her coming back, and then she's going home. Then he said some days on Saturday, she is there on Sunday. I mean, we really need to track her hours. **Davis:** Or she is not here during the week. **Matlock:** So, we need to know what her actual hours are and when she's here. Is it a flexible type of job? Where some days she can work 8 to 12 and then come back and work 6 to 12 or whatever. But we need to determine those hours because normally she is here 8 to 5 or 9 to 5. She can make all the runs she wants in between that time period because she is actually on the clock. **Nikolic:** Is there an assumption that she is not tracking her own hours? **Matlock:** I do not know. **Warren:** I would assume that she is not. Because of the fact that her demands are so impulsive. I mean, the Mayor could just call her out. Just to let you know, Madam Chair. She is there at the concerts, the events that we have everywhere. She saved us a couple of times for our event. But I will tell you that she will work. She has a family, kids, and everything. I think that we need to get some kind of stabilization in her life. **Matlock:** Before she gets sick, because it will wear down on your body. I mean, that is a lot and I have no problem with increasing her pay. But we need to keep track of those hours, and how many hours she works. Because he cannot work her like that. **Warren:** Right. **Matlock:** That is a violation all together. **Williams:** Let me add another comment and flip to the other end. In addition to controlling the budget and compensating people fairly. If people are being paid full time and working part time. Or ten hours and being paid full time, we need to pay them. They need to be in the budget for ten hours or part time. You should not be getting 40 hour pay and working 10 or 20 hours a week. So, that is all the way to the other end of the spectrum. That is a waste of money within our budget. Then when we talk about increases, I love to see our employees come out in support of each other. But there are things that connect. There are dots that connect. When we have people that do not show up for work and are getting paid for hours if they don't work. But people need increases because they are working. Things have to balance out and align. **Davis:** Like the time clocks. **Warren:** I agree, and the time clock would be a start anyway. **Nikolic:** Moving on to communications, this for me was important. I wanted to

pull Council about more efficient and effective ways to communicate. We know that currently hanging literature on mailboxes is the way to distribute information. Understanding the demographic, this is good for some demographics and for others it is not. Our role as Council, I see, in my opinion, is to be in more communication. We need to come up with an email system where our newsletters can go out via email. Any other types of information need to go out that way. Our newsletters can be on the website, so people can see them. We just need a more efficient and effective way to make sure that we are able to stay in contact with the residents. Without that need to manually go out and have Service Department or whomever does that. I am in constant contact; it is an email system similar to MailChimp. Where you just send out blast emails. I am sure all of you are familiar with this. But I do believe we need to start moving towards different forms of communication. That will allow us to stay in contact with residents more frequently. And more effectively if we are having events, if we are doing things, we just need to reach out in a better way. My thought is emails. How do we collect those emails? I would love to pull you all, for ways to collect the emails. I suggested to Tanya a pop up on the website. We do not know how many people are going to the website. We can start at events, collecting emails at events, anytime we have something. I know there are ward meetings; I do not know if you are collecting emails. Our seniors in the older demographic will still continue to do drafts. But this is something I wanted to talk to you guys about. Mr. Scruggs, any ideas for better ways to communicate with the residents?

**Scruggs:** Email is great, but I do also believe that being able to touch them. For them to be able to have something in their hands. Even though a lot of times they do not even look at it. But to give them something if we could. Once we get the budget together, have a part in the budget that says we can do mailings. **Warren:** We do. **Scruggs:** We can just mail it, just put it in the mail, put a stamp on it and send it out. There's not a lot that I saw just as a resident, that came from Council. It is not like we are doing monthly mailings or anything of that nature. If it is worked out, where it could be a part of a line item in the budget. We could just put it in the mail, they could still have it in their hands. **Hardin:** I would like to take a page from Mrs. Williams' book.

Years ago, we had the opportunity to have these meetings televised, if I am not mistaken. I think that we should have them. What technology, I do not know. But we should be at a point where these meetings should be available to the general public on a regular basis. Then I will take a page out of a certain state representatives' book. Communicate, communicate, communicate, that person is awesome. I will not tell you whether it is a male or female. I said to that person once, I said, my goodness, you must have a huge budget. Because this person sends out lots of stuff. The response was, it is not always important what you do or when you do it. But that your people know that you are doing something. They need to know what is going on. Issues that are happening down state. Had this person not start putting me on her list, I would not have a clue. It is important to inform your people. So, as we budget, that is where I think it starts. I think we should make certain that we do.

Some people when you said you did not get them. I do not know, ward two gets them. **Nikolic:** We got them hanging on the mailbox. I'm just saying, like, there's just not...(inaudible). **Hardin:** That is what should be done, send them through the mail. I have two suggestions, one that we budget enough so that every Council person has X number of dollars for mailing. Not just a one pager, everybody gets an opportunity to send out something and we do it in unison by ward. But I also want to make sure that we start to set up something. And maybe she can help me with this, how would we do that? **Williams:** Most Councils use YouTube. **Hardin:** Okay, so how would we set that up? **Williams:** It would have to be live stream and then we post it on YouTube. **Hardin:** Well, why can't we do that? **Williams:** We can it has never been budgeted for. **Hardin:** Okay, can we look into what that will cost to livestream our meeting if people want to see them? **Nikolic:** Are you currently paying the person who does it? Who is paying that person that comes in to stream it? Are they doing it for themselves?

**Warren:** If you are talking about that one person. I do not even know what initiate that because I... **Williams:** We would need to pay. **Warren:** I think she does that on her own. I think she mentioned that to me at the ribbon cutting ceremony at the VA. **Matlock:** You have a lot of seniors, and the mailings are fine. But a lot of seniors do not get on email, and they do not get on YouTube. **Hardin:** That is where the mailing comes in, we can do both. **Matlock:** Both would be fine, but I am just saying a lot of seniors like to get it in the mail and they like to read. **Williams:** Well, I think that was the point of the conversation. What we have been doing is making sure that only seniors get information. There are other people here, there are 50-year-olds, 40-year-olds, 30-

year-olds, and 20-year-olds. They all communicate differently through email, text, YouTube, depending on which age group you are in. If you're only doing mailings, that means you're only probably catering to 60 and up. Which is not the only people that live here. **Hardin:** So can we agree that my suggestion was that we do mailings. To just determine if we want to do it individually or a group, and how often. But also price out YouTube. **Warren:** I disagree that if you give the seniors paper that they had only ones that get it. Everybody gets it in the whole Village, so everybody gets it. If they read it, that's one thing but again, everybody gets the paper on their mailbox. **Williams:** That wasn't the comment. **Warren:** No, but that's what they were saying. How effective is it sending out paper or a newsletter. It was alleged I thought, that well that's good for the seniors. But what about the 40- and 30-year-olds? Well, they are getting the same thing as the everybody else. You're getting it on your mailbox you got an option to read it or not, simple as that. Then when we're talking about money. One minute we're talking about cutting budgets, doing this, and streamlining this. Now we're talking about going into YouTube, where people aren't going to even look at. I mean, I'll just be honest with you. Who's going to sit here and watch a Council meeting between 7:00pm and 9:00pm. When all the competition that we have with the 7:00pm to 9:00pm programs. I don't think that that's worth the expense at this time to even consider that. **Scruggs:** Just to give some information. It's really just you taking your phone or a computer that we already have and recording it on the YouTube channel. You can make your own channel. And if you would like to do anything additional, there's a subscription. It's under \$20 a month, you could get a subscription. Let's just say it is \$20 a month, you could pay for the year. YouTube is basically free. But there are residents that have stated that they were not able to make it to the Council meeting because of whatever their circumstance was. Is there somewhere I can just go check it out? There are moms that have kids that would have to find babysitters. That would love to know what's going on in our city that can't come out to the meetings. But if I could take a look at it, maybe when I put the kids down, then yes. And have I not been able to come out to the meetings when I was a resident? Yes, did I go and search for this meeting online and watch it? Yes, I did, and so, I feel that we got the baby boomers, generation X, millennials, generation Z, and I guess we started with A and going back down through the alphabet. But we just need to find ways to reach everybody. Why say we're only going to do it one way. When we can do all of the other ways and it doesn't cost. Facebook is free, Instagram is free, YouTube can be very inexpensive. Like I said, take your phone and set it up on this little stand right here and stream it. And the people can see it and just post it. Then, send out mailing and/or do an email blast, email is free. Unless we get constant contact, that may have a little bit of a charge. But it won't lead us into bleeding money. But it will mean so much to the residents to say, my Council is thinking about me. Maybe I might come out to a meeting, maybe I might support. But if they feel like you don't care anyway, it's kind of like, well, they going to do what they want to do anyway. And I noticed a lot of people when I was going out, was like, oh yeah, I don't even check my mail. I know it's there, unless somebody brings it, it's sitting in a pile. Well, we sent it to you last week, and the event is tomorrow. So, they missed the event. So, it's just trying to reach people where they are. I feel like we would benefit so much from it. I hope that we can kind of be a little more open minded. We got to do more than one thing. We just have to at this stage because we have a large clientele. The ages of the people that are here ranges. We can't just do one thing; we can't afford to. That's just my personal and I kind of feel really passionate about it, but that's my personal. **Nikolic:** I hear everyone's comments, the main thing to keep in mind is how people consume information. They may get it, but personally, a lot of different people and the way they move, they consume information differently. Something that came in the mail. I may consume it on my phone, I may not look at it. We have to be mindful that even though someone received it, they may not consume it in that way. It's our job to ensure that we are creating as many cost-effective ways to get information and communicate more frequently, and effectively with people. They have multiple ways to consume the information we're trying to give them. I understand that hanging on the mailboxes is one way they do receive it. But for me personally and many other people. Time, our lives, there's not one way that you can force everyone to consume the information. So just keeping that in mind as we move forward. Is there any other info, any other topics anyone would like to discuss under communications? **Williams:** Yeah, there's also a text system. That can be used, that government to use. Where residents give their email and their text. We're collecting information at community meetings. But the Mayor does an awful lot of events where



people have to call a registered. Whoever's at that checkpoint can collect email and phone numbers. We can even get so good as to start asking people how they want to be communicated with. We could check a box, I want mail, I want text, I want email. I mean, we can create lists for that. We just have to, categorize the data, and use it effectively. **Davis:** I know my younger constituents in my ward have told me that they go on their website and see our minutes. They read our minutes from the website. **Warren:** It is posted on the website. **Davis:** So, the younger ones are doing that. Maybe we can post our meeting minutes on our website, they can play it. I don't know if you can do that. Can you play it on the website? **Nikolic:** Once you make the recording, you can play it anywhere. And again, like the minutes, the video recording, it's not as if you were expecting people to watch it when it's happening. The point of recording it is so people have the freedom to watch it whenever they want to. They're not going to compete with Monday Night Football or whatever it is. The idea just like the minutes we have a hard copy written record and a visual record. Just again, how do people want to consume the information? People can listen to it like a podcast driving to work if it is on video. We don't want to say we're just going to do it this way because no one's going to sit in their house and watch the video when it's being live streamed. The point of it is to have a record of it. So, it's always available so people can always access it when they need to. **Hardin:** Do I hear that we are, or we are not going to try to get some information on costs? **Scruggs:** I was trying to open it up on my phone to see our bank statements and what we pay for YouTube. I can give you the exact amount, I can go right online. If you wanted, a subscription for your channel. Because you can create free channels. I have a personal free channel where I can just post things and you don't have to pay anything. People can just go in there. But there are some additional features if you pay for the subscription. With my job, we actually have the paid subscription, but it's not more than \$20 a month. But I'll get that information, I'll send it to Tanya so everybody can see it or in the email thread. You can at least see what the cost is, just for your information. **Williams:** We are government, we're going to fall under a different structure for sure. **Scruggs:** We'll have to probably just do this subscription because ours is nonprofit. **Williams:** I mean I don't know if there's a cost, but I know we're all under government. **Nikolic:** I will say you know a function of our clerk is to do research for Council. That would be something she could send out to other clerks in the consortium that she's in. Some other person that may be doing it, how it's set up and cost. You know, the same thing with live streaming. What I'm doing here is I'm going to collate everything and work with Tanya. To make sure that we have next steps from everything that's discussed. So, we don't get bogged down in details. I'll ask Tanya to do the research and we'll circulate the email. Then we review our budget for Council. I believe one was circulated, but I'm not sure that was finalized. We can recall a review of our budget and start inputting things that we discussed here that we want to do for Council. This is a starting point and once we're reviewing Council's budget. We could start inputting these things and make sure that we have them appropriated properly so we can do what we need to do. **Hardin:** So, you're saying, after that research. You're going to put these items in a work session to go back to? **Nikolic:** Right, for example, whatever research we get. We can then do a part two to follow up. It won't require a whole other meeting. We will send you the pricing and everything so you can review it in advance. Then in a work session, or when we do a budget meeting. We can do a work session to go over just our budget. And in that meeting we can hash out exactly what we want to add in. Different line items that we feel should be added based on our conversation tonight. Any other discussion for communication? Moving on to item C legal. A discussion was brought to my attention about potentially having Council's own legal counsel. I'm not sure if, Councilwoman Scruggs would have an opinion at this point about it but feel free. The idea is, apart from the Law Director currently, who serves the Mayor as well as Council. If we should have a separate attorney working specifically for Council for outside issues. **Williams:** He serves at the pleasure of the Mayor for the Village of Oakwood. **Nikolic:** He doesn't serve Council as well? **Warren:** Yes he does. **Williams:** Yes, but it's the residents of, it's the Village in totality. **Scruggs:** I am a full believer that you need your own counsel in every area. Even when you're working at your own job. Being in the field that I was in, in education. The jobs' legal team was there to support matters and be an advocate for the business of the school. But if there was anything that they had to stand up for me for. I needed to pretty much have my own counsel to make sure that my best interest was at heart. So, I had my own legal counsel separate. As a principal, I felt that was best. If things weren't going in the best way, I just wanted



to make sure. I do believe that as a Council, it just makes sense for us to have our own legal counsel. So, that it's not like a conflict of interest. And then we could get, not saying that their advice would be skewed. But just to make sure that they are specifically working towards and for our initiatives. And what it is that we are trying to move forward in. So, I would say yes. I think it's a good idea. **Hardin:** I can only go back to what we used to do and all that. What we used to do at one point in time, we had a specific Law Director. This is the first time dealing with the current attorney that we have. As I understand it and correct me if I'm wrong. This is a firm, am I correct? **Warren:** I just know that it's just like Paul Grau's situation. Paul Grau was the principal that represented us as a Law Director. Most lawyers are a member of a firm, but they go out and they have their own specific customers. This is similar to the same thing that Paul Grau did. He's a part of a firm but we are his client. **Hardin:** Okay, so we are Climer's client. **Nikolic:** But you retain the firm, so I don't know if that makes a huge difference. It doesn't really, it's semantics. **Hardin:** Well, I'll take you all the way back in the day when at one point this Council did have their own. Those were different days. I do think it's important that this Council know that you do have that option. As I understand it, at any point in time that you feel you need to retain an attorney. It's important that you know that. If that's what we choose to do. Sometimes, if there's questions. Have we ever had any real issues reaching Climer? **Scruggs:** I haven't. **Hardin:** I haven't so far. **Warren:** I haven't. **Hardin:** But do know that we have that option. At some point in time, we might want to think about what you might want to do. I'm hearing your side of it, based on your experience. That you needed that security, that if something happens legally, you're protected. **Scruggs:** That's a personal preference, but I just know that each entity should have their own representation. **Nikolic:** I just would have a couple questions you guys could answer. So, as Councilwoman Williams pointed out, Mr. Climer represents the Village, correct? **Hardin:** But he serves at the pleasure of the Mayor legally. **Nikolic:** Would this person be an hourly situation? Only if there was an issue of potential litigation. Someone just to have, we put \$2000 in a retainer or whatever is required. If we have questions that may be a conflict for the current Law Director. Do we put a certain amount of money in a retainer to assure we can just go to him to ask questions? Or is this just an hourly thing? Because, in order to retain a firm, they may want a certain amount of money upfront. Just to have them on call to answer questions at will. And this is just something to think about. Or is it someone who we just reach out to? We identify, we reach out in times of conflict or litigation. Where we could be concerned about our legal position in a matter? That's my one thing, just thinking about how often we would need them. If we just have them on call to always be able to reach out to, or on an hourly basis. **Hardin:** I don't think it would be anything wrong. If you needed a second opinion, you need to know that you have that option. **Nikolic:** At any time, at any given moment, okay. We would have to identify as a firm, retain them, and they will always be available. It would just be an appropriation for the year. **Williams:** It doesn't have to be a firm. **Nikolic:** Or an individual who has their own private practice. An individual entity is considered a firm, they're just one person. If the intention is to have that, it would have to be a line item that we put in for the year. We can just have them on call to answer any questions, have a second opinion. Or if they don't require a retainer, every phone call for 15 minutes is \$60. That's just something to think about. How we would like to bring this person on if this is something we all think we need. **Warren:** I don't think that we need an attorney at this point. I've been on Council for 24 years. We've witnessed some turbulent situations, and there's nothing that had come before us. That would require us to at least retain an attorney. I wouldn't be totally against the retention. I wouldn't have a problem with saying as Council person Hardin said, we can identify a person. But also remember that that person that you identify has to have a background in municipal government. Because that's what we are, municipal government. So that person would have to have a background in municipal government, but I wouldn't be under the intent. We tell the public how we're trying to do our due diligence to save money and to do this and to cut back on this and cut back on that. Then we add money onto expenses that we never had to incur before. **Nikolic:** I don't know if you all saw it, but there was a contract. And this is a just an idea, the way that the engineering department. If an attorney or firm would just present, a phone call would be this much, to talk about this would be that much. They can give us a list of fees similar to the way the engineers do it. They can outline everything that could come up all the way up to litigation. They can give us a list of fees and not necessarily retainer. But if they do work for us, it would be based on that list of fees, they would have to agree

to that. In that sense we wouldn't have to retain them. We would just have to get them under contract with a certain list of costs. **Warren:** That's why I said I agree, but they also have to have a background in municipal government. **Nikolic:** Oh, I agree, I think that goes without saying. **Hardin:** I don't think retainers are what we're looking for. **Nikolic:** I would think something like a cost sheet for basic communications might be a way to go. They can bill us monthly, just using the engineer as a model of how that works with outside contractor/vendors. **Davis:** The only thing I was worried about and thinking, whereas I cannot speak because it was executive session. But it was something with personnel, it was to me, it seemed to be a conflict of interest. I don't know about our attorney with that situation. Between you guys I cannot say it because it's a confidential. **Warren:** We're going to go into executive session. **Davis:** But then I don't know if that's what we would need counsel for because that was different. We've never done that. I don't think we've ever had to do that as a Council group. **Hardin:** The objective is to know that you can, that's what we're discussing. **Warren:** And the ramifications for if you do. **Hardin:** To know that you can, I think that's the purpose of this is it not? **Williams:** We already knew that we could. We know that we can, and I think that's a very good point. **Nikolic:** I'm not sure what was the point. **Williams:** The point was our personnel matter and how we were brought into that personnel matter. And that she believed that there was a conflict of interest. That is a very perfect example of Council needing its own representation. To know that what we are hearing is in Council's and the Village's best interest because of the way it's being presented to us. We do need to exercise that option. Just because it hasn't been an expense. Doesn't mean that we can't explain to our residents how we're doing this in the best interest of the residents. To help save tax dollars, to manage dollars, and manage efficiencies within the Village. It can be explained if we are making good just decisions. I don't see we haven't done this in 30 years or 40 years as a just explanation to a resident. That's not the only situation. We just had health care change from self-service to full service with no legislation. I'm not sure if that was proper. I would like to have an attorney tell me if that was proper. Our attorney didn't tell us that. When we're talking about expenditures, we just had expenses for health care increased. We didn't approve those expenses, but we control the budget. A contract was signed without us even approving it, is that legal? I would like to ask an attorney. That attorney didn't say it was not proper or it was proper, but that's the outstanding question. So, I would like to have someone where we can ask a question. To me, it does feel like there's a conflict of interest when you serve at the pleasure of someone. And you think you could be fired for giving a response that might be in contradiction to what they want to happen. **Warren:** And that could be with us, too, in our attorney. **Nikolic:** Could you elaborate on that point? **Warren:** Well, just like if we have our own attorney. Our attorney could do the same thing. It could be presumed that the attorney is working at the will and pleasure of us. So, he/she is going to or could tell us what we want to hear. Then next thing you know, it creates a fight. And the next thing you know, we hire them and we're paying \$265 an hour because we are in court. So, this could mushroom into a lot of different things. We have to have a realistic approach to. **Nikolic:** Have you posed those questions to Mr. Climer, or do you feel asking them would be moot, assuming that he's representing the Village, and not us? **Williams:** While I've sat here, I've seen residents ask questions. There's no adequate response about what he believes the law to be. I've asked questions and not gotten an adequate response as to what he believes the law says. If you talk me into circles when I ask you something about the law and you are the Law Director. Then where am I left? I'm not a lawyer. I'm supposed to be able to consult you for legal advice for our Village. So, if I can't get a concrete answer about what the law says. Because that's what the lawyer's job is, to interpret what that law is, not to leave it up to me. So those would be my major concerns, it's that right there. As a resident asks the question, as I ask a question or any Council member. There should be a reasonable response as to what the law indicates. And we don't always get that. That to me is a huge red flag and concern. Especially going into some of the situations that we're going into right now. **Scruggs:** So, currently the Council does not pay or have anything in the budget for legal aid. Is it all coming from the Village? **Warren:** Correct. **Scruggs:** And he's just showing up just to support. **Nikolic:** Well, my first thought is identifying the legal entity, person, or firm. If someone has thoughts, ideas, or recommendations. I've been in contact with several Council Presidents. I can reach out to them to get recommendations. We can all come together with recommendations. And put that into what I'm assuming would be an executive session as well. So, I will put that out to you all as well. Reach out to your networks and

see if you could come up with names or suggestions for people. Where we could start that way, because we may know one person. But that person may not be willing to work in that capacity on a contract with a cost sheet. So, let's get several names and bring them in. Or just start with small conversations about whether or not they're interested in working in that way and take it from there. Once we identify someone to come bring the contract in and at least have a way for us to get him/ her involved as soon as possible. Is there any other discussion for topics regarding legal. Hearing none, moving on to general discussion regarding Council committees, appointment, and goals. I sent out a survey and I didn't get responses from everyone. But what I really wanted to do here is just to get an idea of your feelings about committees. And ways of starting that, I'd love to talk to people who have worked on committees. What your contribution was and the function of that committee? But overall, the discussion of the function of the committees, what are they. **Williams:** Can you state them?

**Nikolic:** So, when we start, from my understanding, the committees haven't been functioning. Just to get an overall sense from the Council members who have been on Council for a number of years. Their sentiment about the function of the committees, why they believe the committees aren't functioning, how we can re-energize the committees to better service the community, how we can use these committees to bring new ideas and new vision to our residents. As we are the elected officials, we are held accountable to our residents. Maybe these committees can be ways that we now put some budget into the committees. To begin working towards goals that we see, or our residents expect us to deliver. Because we can't all be dependent on the administration. We have to be accountable to our residents, and sometimes we're getting request ideas, thoughts from our residents. We can have a visions; we can have passions. You all know that I'm passionate about the environment. I've heard a lot from residents about recreation and things that they'd love to see more of. I really want to use the committees as a way to get back into the lives of our residents in ways that we can control. There are different types of committees here, but from my understanding, we can create new committees. I spoke with Councilwoman Harden about historical preservation Committee. I'm also largely into historical preservation. Bedford has a historical society. We can create committees around ideas or passions that we have. In order to better service our residents. Each ward Council has ideas. They are there in touch with their residents they should know. Or this would be a way for them to get back in touch with their communities and figure out how we can best serve them. But on a committee that they're passionate about, because you don't want to be stuck on a committee that interested in. So, I really wanted to poll you all to get an idea of your interests. So that way you wouldn't be stuck on a committee that you're not interested in. But we don't have to keep these committees. We can readjust and we can rename them. My understanding is we can create new ones. So please don't be beholden to what we have here. But I would like to start the discussion with. **Hardin:** Could you pass up what you're looking at, please? **Nikolic:** There's not too many to read. This is in my legislative handbook that I got for my training. So, this isn't a handout. **Hardin:** Can you have her make copies. **Williams:** It's different than what you show me. So, which one is most up to date? **Warren:** How many do you have; do you have ten committees? **Williams:** She has ten committees, they're not the same. **Joseph:** She has different committees, I had a copy... **Williams:** It's okay, it's not you. It's just that it hasn't been dealt with in so long, this is from 2012. **Nikolic:** The legislation does not appear to have a recreation. So, I was told to cross that one out. but again. **Williams:** Also, several of yours are combined from what's here. **Nikolic:** This document was prepared by the Clerk. What we just need to do now is kind of not get bogged down in titles. Let's kind of use this as an overview of categories or potential committees. We have the legislation and the only one that's missing from what you're looking at is recreation. **Williams:** For instance, one of your committees has public buildings. What's the name of that one? **Nikolic:** Public buildings, lands, streets, and trails. **Williams:** Right. **Hardin:** Where's the youth committee on there? **Nikolic:** What I received, there was no youth committee. **Hardin:** So, you need a youth, you need a recreation, and you need to cross out the volunteer Fire Department. **Nikolic:** Let me ask Tanya, when you created this, this was based on not the legislation, but what? **Joseph:** That was previously prepared, all I did was update the Council members on there. It was prepared from the new legislator book they had before. When I sent out the survey. I based the committees off of what was in the codified ordinance. **Nikolic:** Public buildings, land, streets, and trails. Why don't we start with that. Anyone who was on a committee. Just let us know the function and your contribution. So, we can all get an idea of that

committee. **Hardin:** Finance is always Council as a whole. The one that I chaired was Human Resources.

**Davis:** It's not on there, but that's the one you chaired. **Williams:** It's at the top of yours, that's why I'm saying that.

**Nikolic:** It's just not in red, okay. **Hardin:** Human Resources, it served a great function. Because it was a time that we went through the employee handbook from front to back with the help of the Law Department. So, when it is handed out now, it is accurate, current, and available. Based on the legal department's involvement, without being asked, they do update it. Whenever it's given out, it should be accurate. That was the biggest accomplishment of Human Resources. We revised the employee handbook. We did that as a whole because of what was involved, along with the assistance of the Law Department. **Williams:** I'd just like to add to that, it was a huge accomplishment. I think it speaks even more to why we need the committees. Before that happened, that hadn't been updated since 1997. We just did that within the last few years. These committees are so crucial to restarting. Some of the things that we're talking about are amiss from day to day. When you don't have documents guiding that are updated. This is how things just continue to spiral into what we're dealing with now.

**Hardin:** I think the real important one that we have not focused on is tax abatement, we're taking it lightly.

Whoever serves on that should be familiar with the process. **Nikolic:** Can you continue with the committees that you served on? Are you also on safety?

**Hardin:** No. **Nikolic:** It has you listed as being under safety.

**Hardin:** No, I think he had safety. That's okay if you keep it, I'll take it, no problem. Because it's working with the Police Chief and just certain things. **Williams:** She's having you tell which ones you were on, not which ones we are going to take. What did you already serve on?

**Hardin:** I already served on human resource, that was the only one I actually served on. **Davis:** Now Human Resources, they didn't take you into account when they were doing the medical. Because I would think that would be part of the human resources, the medical. They didn't ask you any questions or whatever that could be recalled?

**Hardin:** If you recall, remember when Mr. Love gave the presentation? At that point I was involved in what was going on. **Davis:** But otherwise, you didn't know anything about that either. I didn't know if that was part of that. **Hardin:** Nope. **Davis:** That would be the ideal thing to do if there's changes or whatever for the health care. That was a big change, that was a big thing for us.

**Matlock:** The one that I serve on, was basically everything that came out. But I served on the recreation. That was basically just helping to set up different events inside the community, with the recreation chairperson. I served on it as Council, so that was basically my input. We went out to different vendors and checked it out just to make sure we were getting the right price. **Nikolic:** Are you talking about a commission or recreation committee? **Matlock:** Recreation Commission as the Council, as the charter requirement. **Nikolic:** Okay, right, these are committee, unless we create a recreation committee.

**Matlock:** That's part of it the commission, recreation commission. **Nikolic:** Okay, It had recreation as a committee, maybe that's why they had it here also. But technically, we can create a recreation committee. Where we all get together and have events for Council. **Matlock:** I thought the only one that we were going to have basically for Council. If we decided to do it, we have not yet decided. We're going to put it on the Recreation Commission portion, was the Oaktober fest. But it is not going to be in October, like a community fest.

**Nikolic:** We have a line item for events but are you referring to the event? Or do you want to talk more about the committee? **Matlock:** No, we can talk about the commission and that's it. That's basically what I was part of, the Recreation Commission.

**Nikolic:** Which is not a committee. What I'll keep note of is committees that we, or you can always say a committee that you'd like to add. For example, recreation could be a committee that we add.

**Hardin:** I am so sorry that I did not tell the world that Council member Aikens and I, set up the youth commission. That was a biggie and the genesis of it was National League of Cities. There is a youth organization at the national level. The one that we worked with was at the state level. It was quite a success; we had an attorney from the community involved in helping our kids. They literally wrote laws. We had a couple of them, aging out of the system. I'm very proud of it, it was presented to the governor and all the happy stuff. So, please add that because that really served the public.

**Davis:** But are we allowed to change the committees? **Warren:** That's what she said that we are. **Hardin:** It was a great lesson. We would take them to Columbus every year, after they would present their laws. They would actually sit in those positions and actually become lawmakers.

**Warren:** I was on the Community and Economic Development Committee and the grants Committee. My interest is community and economic development and grants. With those committees we gave the King Group.

Which is the company right there on the top of Forbes Rd., with all the white buildings. We gave them a tax abatement. What I insisted that we do with that is to come up with a scholarship committee. So, I say we give you a grant and we're giving you this. You got to give us something. They donated money for ten years to the scholarship committee. It was a very successful thing, and it was for each child. We had a competition there to keep the young men and women, 18-year-old, and 19-year-old, to seniors, they applied for it. Then when we had more than the 15, they had to compete. We actually had 15, but one went to the Bedford school system. Bedford school system in order to give us our abatement, said you got to give one of the scholarships to the Bedford school system. So that's what we did. We had 14 and they competed and everything. It was really successful originally. We got the same community issues. My son or daughter didn't get the flier, we didn't know anything about it, and y'all didn't tell us anything about it. We put it in the newsletter, Eloise could tell you. What I did is I went to the school guidance counselor and worked it out with the schools. The guidance counselor contacted every senior in Oakwood Village. They had to come down and sign that they did get the application. It took years to increase the amount and years to spend the money. But that is something that we should reinstate when we've giving an incentive to developers. I also always attended in the earlier years all of the meetings when we were going to issue two. I did presentations with our Engineer. We were a small government. So, we go to issue two with the main board in Cleveland. Then the small governments get chosen by that group. Who would get the opportunity to go to Columbus because we were in region six for small government. We were successful in every grant opportunity that we took for infrastructure. Those are my compassions, community development and economic development. I was also on the tax abatement committee too. **Nikolic:** You were also in public buildings, land, streets, and trails. **Warren:** Yeah, the thing is with the trails, that was all integrated somewhat into the, the economic development. Because of the fact that when we did the roads, we did the bike trails and all of that too, at the same time. The public buildings are because of the fact that I helped with the fire station. We built it and sort of worked with the Mayor and at that time, our Building Inspector. So that is I inherited that. Okay. **Davis:** I was told I was going to have recreation, but I have never been given one. I do not know of anyone that I have. Paggie and I are on the historical society for Bedford Township. So, we are represented for our Council, but that is the only ones I have. **Hardin:** I have a one-track mind. I forget Erica asked me a question about some history. Actually, most of it is in Council Williams' ward. I have the book, so, those of you that are on the Bedford historical society. I will give you the information. **Matlock:** Right now, we are looking for the first African American who resided in Bedford Township and came in from the underground railroad. **Hardin:** I am going to give you what I have. This is a family that was over in the Wright area. I also have in my possession the name, a resident that was the first African American Police Officer here. **Nikolic:** Just to just be clear about where this is going. It is for Councilwoman Scruggs and myself just to get an idea of what the committees are. Because I see here in the legislation not later than the second regular meeting should these appointments be made. Once we have done these discussions, I'll go around, and I'll just ask everyone to tell me the three that they would like to be on. Then I will make the appointments tomorrow in session. Councilwoman Williams, would you like to discuss your committee participation? **Williams:** None of the committees functioned since I have been here. I have seen 3 or 4 different versions, assigned different people. But nothing ever, none ever met. And we never finalized who was what several times. Then we eventually just stopped doing it. I think my bigger question will be, is there a definition of what these things are supposed to do historically? Because right now, or are we redefining them? Because right now there is just a bunch of names, and if nothing's really functioning. I mean because in my opinion, I saw you have public buildings, land, streets, and trails. I think that could go with utilities. Like some of that could be combined with what makes sense. But when I heard public buildings, land streets and trails going with economic development, I mean it could fit. However, it also does not fit if economic development is, working with the mayor to identify businesses. Which businesses are empty? Which grants can we go after for summer camp? Because that becomes a whole other beast of its own, which you wouldn't want to include utilities, public buildings, lands. So, my question really is, what are these committees going to do? What are we really trying to do going forward? **Nikolic:** To my knowledge, I do not know if it's in the legislation. Tanya is there definitions of the committees in the legislation. **Joseph:** Not that I have seen.

**Nikolic:** Okay, with that, it would be within our purview to decide what we want to do or what we would like to create. We are not beholden to these if you have a passion. For example, but for the sake of tomorrow and appointments. We can definitely work within what we see here in the legislation. Because we know exactly that that is existing. Tanya cannot really attest to where this came from or who made it. What it means in terms of why they may have been combined. But probably similar to how we would do it if we want to change committees. We will probably have to change the legislation and put in the committees that we decide that we want there. So, it is documented, for other Councils. That would be a question for the Law Director. **Hardin:** I think you hit it on the head the purpose of your meeting. I commend you for pulling it, at the beginning of every year, we should make sure that we have this meeting. Based on you saying it's legislated, it is written. I think we need to write out a description now because some of these are antiquated. Some can be combined. And for instance... **Williams:** I don't mean to interrupt you, but are we not talking about the Charter? **Hardin:** I don't think it's in the Charter. I don't think these committees. **Warren:** I think that they are in the Charter. **Williams:** I do believe these are from the Charter, which means this is what... **Hardin:** We're supposed to be doing. **Williams:** Yes, and if we want to add some of these new ones that have been created up under these things. But the Charter, until we change the Charter. This actually is what we should be following. **Hardin:** Got it, makes sense. **Nikolic:** In terms of writing definitions for these. Unless there's a question, because a lot of them are self-explanatory. Health care, I'm assuming health care would be for the review of the benefits package. Is that what the health care committee would have been doing? **Hardin:** I would think so. **Nikolic:** Utilities, any discussion on what this should be. **Matlock:** I would think it's; do we have anything relating to the utility companies. Since there's actually different utility companies. You're informing the community basically on which one they should get into. Which one the community is basically getting into. I mean there's different rates and stuff like that. **Nikolic:** I think that's a good point. Councilwoman Hardin at one of your meetings wasn't there an article? **Hardin:** NOPEC. **Nikolic:** So, for example, that would be the type of information you would be researching and keeping up to date with to make sure... **Matlock:** We're getting the best savings. **Williams:** Can public lands go under utilities, so we don't lose it? **Matlock:** I think bike trail and stuff should be separate. **Williams:** Well, we don't have the ability separate. **Warren:** we've got to incorporate it into the existing Charter committees. **Nikolic:** Personally, I don't know. What would be the vision for this as a subcommittee? If you think it's different than economic development. Do you think it falls more under the lines of utilities? Why do we need that? **Matlock:** Which one? **Nikolic:** Public buildings, land, streets, and trails? **Matlock:** Really, in reality, Oakwood. I don't know about the public building portion, but it could be public building. But we're still incorporating trails within our area, bike trails within our area for safety reasons. **Warren:** That should be community development. **Matlock:** It could be under community development. We can put that in because we're still developing some of these. I'm just saying, so not to lose it, where does it go? Because it must have been created for some reason. **Matlock:** Economic development and grants? **Warren:** Grants and economic development, yeah. But public buildings, we got to make sure. Because that is one thing that we all have agreed to. When we're talking about the new Oakwood Municipal Building and all of that. That has got to be in something. It's not economic development. It's hard to say it's community development because it affects the community development. You could figure out where you want to put it. **Williams:** They are both economic and community development, the community will be directly benefiting from that. It will be their buildings to use. **Warren:** Yeah that's true. **Williams:** It could go under public buildings too. **Scruggs:** Could it just be a subcommittee under economic development and grants? **Nikolic:** That's what I'm thinking. Of course, we don't need a committee for that, I don't think so. **Williams:** No, we don't. **Nikolic:** Are there any other committees that people would like more information on? Tax abatement could someone speak about what that is. **Warren:** That's incorporated with the community development. Because of the fact that the community economic development utilized tax abatement in order to trigger incentive... **Williams:** It's also different because there's an entire process to tax abatement. we're not sure if it has been followed. And just because we have given someone a tax abatement, there's supposed to be a process to determine when and why we're giving. There are criteria to follow, there's questions to be asked around it. I think we've gotten into a pattern of, we're told that this is the tax abatement and we're accepting that. But that's not the state's process. We are under the state, and

we are required to follow that process. Tax abatement, it does go hand-in-hand with economic development, but it is separate because there's a process to it. Same with Tax Incentive Review Council I would have seen as similar. **Warren:** Right, it's same, but the thing is. It has got to go somewhere and it's more related to community and economic development tax abatement. That's what incentivized the community and economic development. **Williams:** They are all separate here. **Nikolic:** They are all separate committees, for a good reason probably. Because there's a lot of things that go into it. I know I've been at the meetings and there have been discussions of why this percentage and who's going to benefit. I've asked Tanya to do research on TIF money. What they can be used for, and whether or not Council can begin using those Tiff moneys for responses to resident concerns within their ward. So that in and of itself could be going on in the committee. Because when I looked at the budget, there's like \$30,000 sitting in the Family Dollar TIF. It's like \$13,000 was used to create possibly maybe that structure on the end, like the beautification. **Matlock:** I know they could be used. Because I even heard of Cleveland saying they were going to start doing the same thing. **Warren:** They just started it. **Matlock:** Because they wanted to use it for their communities and what they needed to do. **Warren:** They went to it because the Mayor in Cleveland decided that some of those functions were using the general fund. And they decided to use them with a TIF. **Nikolic:** When Tanya gets to it, I told her it wasn't necessarily a priority. But it is something that I wanted us all to think about. Because it is codified that the moneys can be used for it. But I do believe it shouldn't be only the Mayor that's saying what it's used for. I believe that if there's a complaint in anyone's ward. Maybe you could look at TIF monies to address that. I've heard in ward one with the streets. You heard a lot of people talking about potholes or whatever, TIF could be used to address that. If there isn't a roads fund or something that is already being used to address that issue. Are there any other questions about the committees? **Williams:** I would just say not just complaints though. Ideas too, TIF money can be used for doing new things. There was a scholarship committee that was mentioned. What does that fall under for these now and the youth committee. **Matlock:** I think under the youth commission. **Williams:** There's no youth committee here. **Matlock:** I thought you said we were going to create one. **Warren:** We would make a subcommittee. **Williams:** Technically this is the Charter. I don't know if there's some other ordinance that says we can create committees as a Council. But technically, the Charter says these are the committees. I think we would need to go in our charter review that's coming up. We would need to say that maybe committees can be established by Council. There needs to be some other clause added to this. Because right now we don't have the power to override the Charter. **Nikolic:** I'll send that question to Climer as well. **Scruggs:** So right now when you say which committees we would like to be on. We are only choosing from these ten. We would not be talking about anything that is not listed right here. **Nikolic:** Right, let's just stick to what's here in the legislation. Ideas such as recreation and I believe youth was a commission. Tanya can you verify if the youth was a commission? **Joseph:** I think it was a committee. **Hardin:** And we set aside specific moneys for it. It was a budget to pay the supervisors and get whatever the kids needed. **Nikolic:** It's listed here, but not as a committee or commission. It just says youth Council meetings and that's just it, it's nothing specific. **Williams:** Youth, scholarship, fine arts, and recreation, sounds like we're saying we want to do them. But then they need to go somewhere. **Nikolic:** I hear you, youth as Councilwoman Hardin described it. I don't really see a category where it will fit. I mean, we could put it under grants. Where the concept of grants could be considered. Any time you're collecting money to do something. We could create a function for that money. So, for example, I was thinking of an internship program for, you know, teenagers. In that we could put it under grants, whereas we're now looking for money, grant money for that program. We're talking about scholarships. Any money that we want to try and get grants for. Whatever that function being if we want to do an internship program. If we want to do, high school graduate, similar to how they did it at the Bedford Heights. The way they had it at the holiday gala, any idea that we have for programs that we could potentially get grants for? Maybe we could put that there, sort of an umbrella. **Hardin:** How about we make it really easy on ourselves. We won't touch these committees since they are a part of the Charter. But no one said that we couldn't have subcommittees. So, let's just make up our own subcommittees. But we have to ask the Law Director. **Williams:** What do they operate under? You're saying a subcommittee, so, it has to be a sub to one of these committees. I hear what you're saying. **Hardin:** How about if we just get creative. **Nikolic:** Right, like recreation could be fine arts. **Warren:**



Now, we don't have to even call it recreation committee, it could just be recreation. **Williams:** Recreation, youth, and scholarship could go under fine arts. **Nikolic:** Youth scholarship is under grants. **Warren:** Yeah, because that's where we get those initiated. **Williams:** Is that where we are putting it? **Nikolic:** Right and I was saying to keep it broad. Like any thought that you may have, anything that you can get grant money for, any program. So, if you have a vision for a program. Because like I said an internship program or, anything for the youth serving any type of function. It would go in there because that is community development essentially to help the school systems, that sort of thing. So, I would put it in grants. Any type of scholarships, different types of programs that you could solicit grants for or apply for grants. Or corporate funding matching, missions to different corporations. Getting corporate dollars to assist us and that could all kind of fit into there. Because that sort of economic community development, building up our youth, building up our families. **Williams:** So, to clarify, recreation and youth are going under fine arts? **Nikolic:** I guess the function of youth would depend on what you're talking about. But under fine arts, youth could be anything. Like fine arts can encompass anything. I don't think we need to say that youth is under fine arts. Fine arts are used for everybody. But if you're talking specifically about youth. What are you specifically talking about? **Williams:** There was a youth committee. I'm just trying to figure out what committee that's going to function under. **Matlock:** I seen it under the Hawthorne Valley Youth Council. It had a separate budget. **Williams:** That's not a committee here, though. **Matlock:** If that's the case, then we should take it off and it shouldn't be under it. Because it remains as youth Council, which will come under a budget. Because we zeroed it out after Covid. We gave all the money away after Covid, but it did exist on that budget report for Hawthorne Valley Youth Council. That means you wouldn't even have to put it. But the grants if you want to for scholarships, that's totally different. Because we didn't give the scholarships to the Hawthorne Valley Youth Council. We gave the scholarships to the community, to the kids who attended Bedford high school or school district. That's who got the scholarships. So, if you want to rewrite it, you need to rewrite it. Because we used to get a lot of complaints about individuals who did not go to Bedford. But the rule is you had to be in a Bedford school. **Warren:** We don't need to rewrite it because it was Bedford Schools that gives us the tax abatement. Because when the schools give us tax abatement. The schools forgive us, the tax money that they're getting on those buildings for the improvement. So, if a building is worth a \$1 million, 68% of that money goes to the schools for the taxes. That's why we have to go to the schools for tax abatements anyway. **Nikolic:** And that's where you got the money from for the scholarship? **Warren:** What we did was give the schools back the money for the scholarships for the kids. We just had 15 kids, 14 from Oakwood, one from the Bedford schools. We controlled it, but it was in the general fund or part of the mayor's budget, wasn't it Eloise? We never had it under Council and I'm not saying that we can't. I'm just saying the Mayor had no problem, we actually ran that. **Williams:** It had it's owe line item. **Nikolic:** What is Hawthorne Valley Youth Council? Is that its own entity, its own nonprofit? Do you know? **Hardin:** It wasn't a nonprofit. **Warren:** They just named it. **Hardin:** It was budgeted under the Council's budget. **Williams:** I remember that I'm just wondering where the name came from. **Hardin:** The Mayor asked for it to be named in conjunction with Hawthorne being a part of the historical legacy here. Hawthorne comes from the shopping area. **Williams:** Okay, thank you, where is HR going? HR, employee relations, management, that committee. Is that going to be health care? **Davis:** I that we said under health care, should be. **Williams:** Okay, I just wanted to make sure whatever we were doing, we were continuing somewhere. **Nikolic:** I like the point that Councilwoman Matlock made. Again, when we come back to review our budget for other things. Like adding in streaming and texting, we can also include and we're getting to it, Council events. When we review our budget, we can add in all of the line items that we'd like to add to our budget. That being one, we don't need a committee for it. Whoever wants to work on it when it starts up, then those persons can be involved. Are there any other discussion questions about the committees? **Davis:** Do we have to leave the volunteer Fireman's Dependence Board on there, even though it's in the charter? **Hardin:** We had to do it based on the State of Ohio requirements. But it is no longer required, so you really need to refer that to the Law Director please. The purpose of it was because we were only a volunteer fire department at that time. Not EMS, none of that. If someone was burned or there was a serious accident. It had to go before this community board. But that no longer has to happen. **Williams:** Can we add this to the Charter review? Things to consider for adding to be changed? So that we don't have to do this.



Try to fit something where we don't really think it fits. But maybe this is something that's more fluid. Maybe we can have a work session around what that looks like for us for this particular ordinance in the Charter. **Nikolic:** Sure, I mean, in terms of charter review, what are the details of when that's happening? I'm unclear, but anything in the charter that we need to look over or adjust, will come under that review. **Hardin:** I had asked the Law Director for that process and the timeframe. **Williams:** It's in your book right now, It's in Charter. It's a little paragraph that states when it starts. It's supposed to start like in November before the year. So, technically this November 2024 and it's supposed to be a few months' notice. Each Council person selects one person. I think the Mayor selects 1 or 2 people. **Warren:** Two. **Williams:** Then they're supposed to convene and go through the Charter. **Nikolic:** I would suggest that we keep a running list of things that we would like to review. Tanya can be the keeper of the list as we brainstorm just so we have one working document. So, when it is time for the review, we don't lose these conversations. I've been keeping note of what we need to refer to the Law Director, and we can circulate. Once I have that, Tanya could circulate, if I missed anything. You guys can let her know before we send it out. **Williams:** I'd like to see a five-year plan committee added whenever we could do that at some point. **Nikolic:** Would that go under finance, or do you want a separate committee? **Williams:** I'm saying, when we review the Charter to change it. That's something I would like to see. So, we can have ongoing discussions about a five-year plan and making sure it's always up to date. Making sure we always know what it is and are working towards whatever that plan is. **Nikolic:** Again, any Charter issues keep notes of them and give them to Tanya, so we don't lose anything. **Hardin:** I think there's somewhere in the Charter, I think, it says we're supposed to have a five-year plan. And it's supposed to be reviewed I think every year. I think it's there somewhere, so just a thought. **Williams:** Okay, well, maybe we do add it to finance. **Warren:** If it's there. **Hardin:** I think there's something. **Nikolic:** Right, so there isn't a situation where we're waiting until the Charter review. There could be discussion of it within finance of how it's going to look. What we want it to look like when it happens. I know I said through the five-year plan at the Board of Education. The treasurer did a very beautiful job. It was helpful because she was able to show in years three, four, and five they would be in the red. So clearly it's something we need. And you know, leading up to that we can be adjusting accordingly. So, in finance is where it could sit. I mean, all of us are on finance, is that right? So, when we have different days, something comes up. We could do a work session or something like that. We could do a five-year plan work session, and hash through it immediately following a meeting where we have finance. **Williams:** I do believe there's a process for us as a municipality, though. I do believe we have to consult with some type of approved... **Hardin:** It's with the County. **Nikolic:** To do the five-year plan? **Hardin:** Yes. **Nikolic:** Like there's a person that does it. **Williams:** It not a person, but we have to do that in consultation. There's a process I do believe we have to follow as a municipality. **Warren:** We've used their assistance before when we did the Broadway widening and all of that. **Nikolic:** Well, we could put the five-year plan under finance. That could be something we put in a work session to figure out that process to get the ball rolling. Is there any other discussion on committees? Hearing none, I will go around starting with Mr. Scruggs, asking for your top three that you would like to serve on. **Williams:** I'm sorry, is this serving a member or what's the distinction? **Nikolic:** If you want to participate in it, then let me know your top three, four, or all of them. If you want to be on all of them, fine. If you'd like to chair the committee, any committee that you're naming, please state. You could go up to as many as you see here, but minimum of three. **Hardin:** Just have a little clarification on that. Johnny, Candice, Mary, recreation, and the youth commission, you're compensated, I think. Am I correct? **Davis:** Recreation you are, but I don't know about the youth thing. **Hardin:** Youth we were paid. **Williams:** I do remember that it was in the budget. **Hardin:** I think whoever when you ask what you want to do. Just want to give you that caveat, for every meeting, you're paid \$50. **Nikolic:** We're talking about only committees. That's a commission that's being paid \$50. So, I will appoint for tomorrow if you want to be on the Recreation Commission. If you want to be that person, you could let me know that too. But that's separate from the committees. **Hardin:** All right, very confused. **Nikolic:** That commission is not a Council committee. It's directed by the administration. **Davis:** But it's under fine arts, that's what we put it under. **Nikolic:** Right, but that's just for us. The paid position is a part of the commission. The commission that's directed, lead, and run by administration. But we could have our own separate recreation committee under Fine Arts. Where we're doing

our own stuff, our own activities. **Hardin:** All right, I don't mean to confuse that. **Nikolic:** I know, trust me when I was went through my little orientation, I was just as confused. **Warren:** Eloise, just to let you know. Maybe we were paying, and it was just identified in the ordinance. It was a committee created by an ordinance. So, the pay was approved, and it didn't have to go through a Charter or anything. It was a committee that we organized ourselves. **Williams:** It was in the budget, once you approved the budget, it is approved.

### **Committee selection:**

**Councilwoman Scruggs:** Safety Service, Economic Development and Grants, and Fine Arts. **Nikolic:** Asked Councilwoman Scruggs if she would like to chair any of the committees. Councilwoman Scruggs declined because she still needs to understand what the committees do. She wants to make sure she has the knowledge to be able to share it effectively.

**Councilwoman Hardin:** Tax Abatement, Health Care, and Fine Arts.

**Councilwoman Matlock:** Would like to be a part of all the committees.

**Councilman Warren:** Economic Development and Grants(chairman), Tax Abatement, Tax Incentive Review Council. \*Requested to chair the Economic Development and Grants committee.

**Councilwoman Davis:** Safety Service, Health Care, Fine Arts. I was a registered nurse; I'd really appreciate to do the health care. I really want to get into there because that was a very sad situation with our health care for the employees. I will not have that happen again, but we'll see.

**Councilwoman Williams:** Economic development and grants, Tax Incentive Review Council(chairman), Tax Abatement and Health Care. \*Requested to chair the Tax Incentive Review Council Committee.

**Hardin:** Since some of them weren't picked up, like utilities. I'll just do a blanket and serve on all of the.

**Nikolic:** Ok. **Williams:** You need a third person, I'll take utilities. **Nikolic:** I'm not sure how many must be on each committee. **Williams:** Not less than three Council persons. **Nikolic:** Are there any other discussions for committees? Hearing none, let's move on to Council meeting decorum and order. I would prefer to move towards a more formal way that we conduct the meetings. Similar to the way we started doing this evening. Kind of going around and allowing someone when they have the floor to speak. In a more formal situation, we would allow the person finished. And we would only speak when acknowledged. This would help with people talking over each other. Also eliminating sidebar conversations. This is also to help with keeping the record clean so there isn't any confusion about what the record states. Eliminating those sidebar conversations would be very helpful to keep the record clean. When we have a presentation. Example being the insurance presentation. I would respectfully request that we wait until the end of the presentation before we begin asking questions. For example, something like that is very complicated, very intricate, where there's different levels of understanding. It's good for the presentation to be given in its totality. Everyone makes note of their questions. Then we ask similarly going around the room your questions in a systematic way once the presentation is over. Then that way we can get a complete overview of whatever the topic is. Before we have rapid fire questions and it kind of breaks the flow of what's being presented. We may get lost and or they may not get to something they wanted to say. Just for the sake of everyone being at a different levels of understanding. Just to make it a little bit cleaner and more formal if we have questions to ask. When it's time to ask the questions, if you have no questions. State no questions at this time, and we keep it moving around from Council member to Council member. I think that's a fairly simple change that will allow us to have these presentations. And get the full gist of what's being presented before we start asking questions. When we have our opportunity to ask the questions.

I've read with Robert's Rules. You have about five minutes to ask your questions and then we move on. We don't want a discourse to go on with one Council member for a lengthy period of time. About five minutes, we keep it going. Once everyone has had a chance to speak. Then we can open it back up for further discussion with anyone Council member that may have more questions. But our first time around, let's try and just limit it to about five minutes of questions. That's really my main focus on how decorum should work. And of course, no personal attacks. We haven't experienced that here amongst this Council, but we have seen it. So, I would be working to ensure that there are no personal attacks on Council at any given moment. No personal attacks of one another, that we maintain the utmost respect of one another at all times. If there is a point where anyone is feeling, attacked. There is a Robert's rule where you can request a point of order. I think we should start using that. Simply say personal attack and then address it, and we can go from there. We don't have to go back and forth with someone. We can institute that. Robert's rule point of order, personal attack. I feel like I'm being personally attacked. That way it doesn't get into a back and forth and we can continue with the meeting. I'll call order and I'll give the person a warning. Whoever is making the personal attack, and we can continue. We have the sheriff here. The sheriff can remove people if it gets to that point. But although I haven't seen any type of physical violence or anything like that. I think the large part of what I'm trying to address here is just giving us a way to end it at its source. So, if you are feeling personally attacked on this Council. If I don't recognize it and address it. You can use the Robert rule point of order because we should not be attacked. There should be no comments made to disrespect us and decorum should be maintained. It's just a way that we don't get into back and forth. **Hardin:** I'd like each Council person to be polled if they have something to say. I'd like for that to become a formal part of the meeting. Call out the wards If that Council person has something they'd like to say. **Nikolic:** Ward Council report or Council report. **Hardin:** Thank you, the other thing is, for the record. Decorum, I think is awesome. To remind us that we have the option of point of order, to bring things to a halt. But, if I'm not mistaken, we should vote on if we want to be governed by Robert's Rules. Go on the record with that. **Nikolic:** Have you been governed by that in the past? **Hardin:** All along, every day, 24/7, never any different. But just for the record, it's just a suggestion. I would pull Council to verify that that's the rules of which we wish to govern ourselves. **Nikolic:** Okay, I would take a poll now, beginning with Councilwoman Scruggs. It's not a formal vote. It's to get an understanding if you're willing to work, understand, and utilize Robert's Rules as a form of managing our public meetings. **Williams:** Is this a Charter requirement or is this... **Hardin:** I had heard it done in the past years ago. But just for the record, that's how we would want to be governed. **Williams:** I was just wondering if we're required to do this. **Hardin:** We are not required, no way, am I correct? **Warren:** I don't know, I thought that we were. **Williams:** I thought you had told me before we were. **Warren:** And I think as in the Charter. **Williams:** Because that's what I wanted to make clear. If it's a Charter requirement, then we should be doing it every first meeting. Was the reason I brought it up because it's not a suggestion. **Hardin:** Okay, then that is correct. I wasn't trying to be technical, we're supposed to do this, what you're doing. **Nikolic:** Polling everyone to see if they want to be governed it. **Hardin:** That is the understanding. **Nikolic:** The understanding that this is how you are going to be managed? **Hardin:** And if anyone does not understand it. They should go online and read them. So, you should understand Robert's Rules. **Williams:** Then what, we're supposed to do a vote in the next meeting? Because a poll is not a vote. **Nikolic:** A poll is not a vote but are you saying it is required to use Robert rules or required to figure out if we want to be governed by it? **Joseph:** I think it's in the Sunshine Laws, I'll have to double check. **Williams:** Required that we want to be governed by, which would require a vote, not a poll. That's the only reason why I'm asking is because if we're going to do it. We might as well make sure we're doing it right from now. **Warren:** Well, why don't we see if we even need to do it. **Nikolic:** Well, that could be a point of research for Tanya. **Hardin:** Okay, so leave it alone. **Nikolic:** We'll leave it alone, for now. But ward Council reports and also committee reports. Once the committees are up and running, just like department reports. If there's nothing to report, nothing to report this week. If you want to workshop something with other members of Council. If you want to reach out to ask for assistance, knowledge base. We can use that as an opportunity to bring things to other Council members. We would add in ward Council reports. Individual ward Council would have the opportunity to report anything of significance in their ward. That should be shared publicly or with other Council members. Also, the

committee reports, to keep us all abreast of what's going on in the committees. If we need to be out doing anything or if you need additional support from other Council member. Are there any other questions or discussion regarding Council meeting, decorum, and order? **Warren:** I just wanted to ask if maybe we should open up the floor for public comment before we have Council to respond. Because residents are here, and if they just want to get something passed and they have to listen to all of our reports. I think that the residents should come first and then they choose to stay. Then when they get our reports they are able to see what's going on with us as Council. **Williams:** My recommendation is that we not do that. Because I've seen it in other Council meetings where the committee report is for the residents to hear. As opposed to them just leaving, it's the information that you actually want to share out with them about the business of the Village. **Warren:** My counter is, if I'm a resident, I put myself in a resident position. Most times we see how many people come to Council meetings. So, we know that they're coming for a purpose most times. It is not always just to see what's going on with the Village and everything, they just come. And I believe that holding residents to go through all of our reports. When they're coming here to tell us something. Like you said, we're serving them, and they have a right to speak first I think. Because of the fact that we're serving, and we want to hear what they have to say. Before they need to hear what we have to say. **Hardin:** Johnnie I am going to disagree with you this time. The reason I say that is because over the years, there have been things that I needed them to know. And because they're gone before I can get a chance, after they hear all the administrative stuff, they go, you're right. But, and I think we... **Warren:** Then they hear the Council stuff too. **Williams:** It's a Council meeting. **Warren:** But we're not holding that over their heads. We're here to represent them and it's their this their building. We're their Council and we're here to there to hear them. If they choose me as a resident, if I choose to hear the rest of what you got to say. But I don't want to feel held hostage. **Hardin:** Why would I give the administration... **Davis:** Extra time. **Hardin:** Yea. **Warren:** You don't you don't have to do the departmental reports. She could change it to do the residents first. **Hardin:** If that's your thought process, then open the floor before they do their thing then. **Williams:** I just think we're moving towards trying to inform our residents more. The way that you inform them and the way that you get them to feel engaged. Is by giving them that information that they want to be more engaged. Not the other way around like, just come here and share that concern or that idea and then just go. No, we want you to be involved in this, so hear it all. Sometimes that is the only time you get to engage and pull them in with the information. I feel like we're kind of saying they're not able to hear all that information. They just want to come for something quick. When some of our residents want to know the fullness thereof. **Warren:** And they'll stay if they want to. **Nikolic:** Does any other Council member have an idea or thought on whether the ward Council reports and the committee report. Should come before or after we open up the floor for public comment. **Davis:** I want these people to hear it. So, I would like it before we do their talk. Because once they do their talk, they're gone. I want them to hear this information if we have something to pass on to them. Sometimes we get people from our wards and sometimes you don't. **Hardin:** When I look out there and I see folks that I know. They want to hear from me. I know they're here for something, so I need them to know that I'm doing my job. **Nikolic:** I agree, the ward reports, the committee report should come before. Because the point is, they may have something to comment based on those reports. They may have questions that they want to ask. They may want Council to elaborate on something that's been reported. If we wait until they leave to give the ward reports. How would they be able to have that opportunity to ask questions of their ward Council? That's their opportunity to ask questions. So, they sit through the entire meeting. Then they have the opportunity to ask questions, whatever questions they came here with. And then again, any questions that they have based on what was reported here in the meeting. So, I agree with the other Council members that public comment should come after the report. Any further discussion on Council meeting decorum and order? **Williams:** Do we need to track our five minutes? **Nikolic:** I can kind of keep track of that. I'll keep track of it, and I'll give a wrap up like one more minute before time or something like that. Then, of course, you always have the chance if no one else. It's really just an opportunity for if something's come to mind. They can come in and ask a question. Then if nothing, then that Council person could continue with their discourse with the person. That was my thought. **Davis:** Do we have ordinance on how long the residents are allowed to talk? **Nikolic:** Well, I've seen it says about five minutes. Let me ask your opinion of that. Do you feel we should be stricter about limiting the

comments to five minutes with the residents? **Matlock:** Absolutely. **Davis:** Because it's a lot, some nights are just overwhelming to me, I don't know time wise. **Nikolic:** Well, it would never be a way of restricting their comments. I guess if we feel like it's a discussion that would warrant time extension. We can say, you have one minute. You can get a sense; you can read the room if they want to continue. **Matlock:** As long as you have that. Because you have some people that come in and they're very argumentative. My thing about this is, they are supposed to be granted five minutes. To direct their questions to Council basically on what complaints they have. It is not to place their complaints at individuals and ask questions. That starts up a fury and to me, right there you've lost a meeting for anyone to come in like that. **Warren:** It's not a cut and dry thing. We already know that. The thing is that we know that there's certain circumstances. We may take up a good portion of the five minutes talking. You see what I mean? When the interaction between Council and the person and everybody else. That person's total five minutes probably was only three, and we took over the interaction. So, I don't know what the intent of the five minutes was. Is the Council's response incorporated into the five minutes? Or is it only the person that has five minutes to say what they need to say, and then nobody says anything until you're done? **Nikolic:** Exactly, that in and of itself is what I was requesting, it's presentation. It also applies to residents as well because they are essentially presenting their concerns, their ideas, their compliments. We all wait, we give them the floor. Just like we would give each other respect to lead the floor and not talk over them. If you feel that there's something burning that you want to dispute, write it down. Once they're finished you can directly address that. But please, we're not interrupting speakers. We're not cutting people off. We're allowing them the floor when they have it. That way, once they're done, we can all ask them their questions. Or you can make any type of, adjustments or defenses, whatever it is that you feel you need to say. But at least this lets them feel like they've been heard out for their entire five minutes without being interrupted. **Williams:** I just have a scenario of sometimes a resident will ask a question. They've only been talking 20s, and so after they've gotten a response, they still have their five minutes. So, sometimes this is just a little... **Nikolic:** Right, Mrs. Stevens, last week she didn't necessarily have a question. She wanted to be heard. She wanted to make a point. So, in those instances when someone has a very specific question. It's directed to a specific Council person and then answer. We don't need to respect the rule of decorum, of allowing them to finish what they have to say. If they're directing specific questions to Council, Council can answer. Then, if anyone else has something they want to follow up with, then we can kind of open the floor that way. But the main point of it is really to just ensure that we're not interrupting the resident. We're allowing them to have their five minutes and it's uninterrupted if they want to speak for that long. **Williams:** Because to your point of Ms. Stevens, there are some of our residents that are more experienced. And speak longer because they speak more slowly in getting to their point. So, are we saying we're cutting them off at five minutes? **Nikolic:** They will be notified of the time limit at the outset. Hopefully if it comes down to that, you know, you have one more minute of time. I think with respect they can appreciate that. Especially if it's not something specific they're talking about. If they're just making a point, if they're speaking about life. I'm sure they won't be offended by reminding them that in one minute their time will be up. That will at least give them notice that they should wrap up and include any final thoughts and points in that final minute without being cut off. **Williams:** For our formality, speaking. Is that for work sessions, too? Are we going to be that formal work sessions? **Nikolic:** We don't we don't have to be and in executive sessions. It's mainly for Council meetings, public records. But the way we're doing this meeting tonight, I feel like it makes it easier to understand what's going on. If we are a little bit more organized in how we're speaking. I would hold true to it through all meetings. But in terms of five minutes, we can be loose with that. If we're having a work session in that regard. For the most part, let's just say it applies across the board, that way we're working consistently. Apparently it's not a problem because we've been loosely working that way this evening. No one has gone on beyond five minutes when they've given their comments. I haven't been tracking, but I feel like it's a good clean way. For everyone to understand and hear everyone's opinion if you have something to share. To be clear, yes, let's keep with that decorum throughout all of our meetings. Let's just try to be consistent across the meetings. **Warren:** We have to be an example for our residents ourselves with the five minutes. **Nikolic:** That's a good point, we to have to be an example. If we're consistent across meetings, then we won't forget. It will be instilled in us how we're going to work together

going forward. Any further discussion on Council meeting decorum and order? hearing none. Meeting on moving on to item F equipment and apparel. **Williams:** I'm sorry, can we just circle back to committees? I just wanted to point out, did everyone read the Charter? Are we functioning off of what this says? Because there are some very specific things, and I just wanted to point that out. **Nikolic:** Why don't we do this tomorrow? In work session, I'm going to make the appointment. Why don't you guys read this tonight and if you have any questions about it. Or any specific points you want to make after the appointment, we can go through that. **Matlock:** We said tomorrow night we're going to have a work session. **Nikolic:** Yes. **Matlock:** What time do you think we're going to be out? **Nikolic:** If you want to read over this tonight. Tomorrow when I make the appointment if there's some specifics that you want to point out. We can look at it at that moment. Next agenda item is equipment and apparel. Tanya, did you have a report about the microphones? **Joseph:** Yes, I spoke with our I.T. person. He reached out to someone who specializes in the mics, visuals, the equipment's, etc. He gave a very generic estimate cost of the equipment and labor. It's also based on the fact that the ceilings are concrete, and the floor is on a slab. So, the installation and wiring are going to be intensive. The estimated cost is almost \$17,000. It could be more, or it could be less. It was suggested that Director Haba if he can't do the work. For him to try to reach out to local vendors to get prices. But I did want to request or ask Council if they can hold off on the purchasing of the microphones. To allow me time to get the demand of getting the minutes in 72 hours to you guys. Because the microphone's is not going to make a difference on the speed of the turnover of the minutes. This records very clearly, even though it picks up everything, this is a small room. The microphones are going to do the same thing. It would be unnecessary to spend that money. Instead, I asked if I do get the time to get those minutes, turned over. With that being said, I did reach out to other Clerks, to put out feelers. No one has ever been requested to turn minutes over 72 hours. Especially with all the other things that Clerks do. But they did give me a few suggestions. Some of the things which I currently do. Which is draft my minutes as we speak, utilize previous templates, using Microsoft Words, and using the pedal and headphones when I transcribe. There are about 2 or 3 software mentioned that I want to be able to look into. To see if I can implement it to help with the efficiency of that. Again, prior to even, you know, purchasing any microphones. So, I did want to ask Council to give me the opportunity to be able to turn those minutes over. One thing I did want to say is with the minutes being requested for 72 hours. For example, with the night like this, this is almost three hours this meeting. Then tomorrow we have a finance meeting, then a regular Council meetings, and after that we have a work session. With that being said, is it still expected of me to turn this week's meeting minutes in, within 72 hours? When we have no idea how long tomorrow's meetings are going to be. Again, I'm now starting and I'm now doing this. So, it was a lot of pressure. Because personally, I was concerned for my job's sake, with me having to turn these minutes over in 72 hours. It is a challenge that I have no problem taking. I do ask for a couple more meetings to be able to get that process completed. Because my meetings are not an hour. They're over two hours, they're almost three hours. And that's a lot of work, especially when it comes down to reviewing. I like to read and reread to review as well. So, I did want to ask for the microphone situation, that we hold off on that. And just give me the opportunity to get this minutes turned over as requested. **Nikolic:** I'm not sure, are you saying that the microphone research is taking away from your ability to do the minutes on time? **Joseph:** No, I'm asking we hold off on purchasing microphones. I didn't do the research. You wanted IT to do the research. I'm asking to be allowed more time to actually turn this meeting minutes over in 72 hours. For more time to try to utilize software suggested to me by the other Clerks first. Before we make a purchase of microphones. Because, again, I don't believe that the minutes being turned over in a timely manner has anything to do with the microphone. **Nikolic:** I agree, the purpose of the microphones was not meant to help you increase your accuracy and speed. It was more of a situation where it could help. The purchase of the microphones is more of a budgetary concern. It wouldn't really fall into whether or not you are finishing your minutes on time. It's more of, do we have the money for it? It could possibly help you, but it's also for the residents. I can barely hear Mr. Climer, and I'm sitting next to him. A lot of people have problems hearing people in the back. It could be for the record, but largely it's for the residents to ensure that they can hear what we're saying. I don't think the purpose was to have any relation to your meeting minutes, but I hear you. Let me ask you this question, this week did you block off specifically, as suggested by Councilwoman Scruggs those first few days? Can you talk

a little bit about it? Did you use those first three days, the entire eight hours to do meeting minutes, or did you have some interruptions? **Joseph:** No, because I was registering everyone. The first day was to try to block off that hotel and register everyone for the NLC conference before those slots were taken. That was the first thing that I did. Then I started working on my minutes. Then we had that one holiday, which would have given me some more time. But that's why I asked if I could get the chance. To really get to implement that and have no interruptions within that time to be able to turn it over in time. I'm not that I can't do it, I'm saying I need more time to do it. you know. My goal would be to get those minutes over to you guys within 72 hours. But again, just asking, specifically with us having multiple meetings and it being way over two hours. Would I be able to have more time, possibly till that Wednesday? If not, that's fine, again if needed and if allowed. I would stay after work and type up those minutes some more. Just so that it can be turned in within the 72 hours as requested. **Nikolic:** I agree that when you have a situation where we have more meetings and it's more time. In the beginning, I think when we began the discussion. I wanted to emphasize that we were going to pilot the idea for the first couple of weeks. And give you the opportunity to fall into the requirement. But what we wanted to make clear was that was going to be our expectation. We didn't expect you to turn it around immediately. On some days and some weeks there will be exceptions, like this week. This won't be the regular. We wanted to state that that was the expectation and we're workshoping it. It's a pilot and now you've got suggestions from other clerks. You can work towards it and we're understanding of the process. That it's not something that you can just do. I don't think you have to fear for your job. We want you to do the best work that you can do. You've reached out to other Clerks who have new technologies that you can implement. We just want you to know that's the expectation that you're working towards. In the meantime, if you happen to push the deadline back. We're understanding that it's not something that you're trying to do. You weren't a Clerk before they hired you. We understand that you're not going to be able to do it within this timeframe immediately. What we wanted to make clear was that was the expectation. We'll work with you going forward. So don't feel like your job is threatened. We want to just put that out there as a work in progress or expectation. I'll open the floor up for other Council members to comment. **Williams:** I'm going to back before we got two new Council members. You're here because we hired you. Because we thought you could do the job. There were seven people here before that hired you because we thought you could do the job. I'm not sure where in from hiring you to now. It seems like sometimes when you're speaking with us. You feel like we don't think you can do the job. But we hired you because we thought you could do the job. I just wanted to say that several times. So, realizing that you were trained a certain way. Which minutes used to take a very long time to get to us. There were concerns before about how long that took. But there were also several people that were used to it taking that long. So, we do understand that things are changing. We don't have an expectation that you need to get this right now, today and get it done or you're out of here. We are working together as a Council, and you are part of this team. And we hired you because we thought you could do the job, all of us. So, when we set an expectation, we definitely want to hear how we can help make it work better. But given what you're saying, it sounds like. Some of the suggestions that we gave you, you weren't able to do because something else popped up. So, given that I think we're all reasonable enough to understand, like next week will look different because you won't have NLC. So, maybe you will meet that. I'm not sure when you sent that email if you got any Council person that said, oh, you didn't make the deadline, you missed it. There was an understanding, you clearly said, I will have them. We knew NLC was happening at the same time. So, I'm speaking because I feel like there needs to be a level set. I almost feel like you get defensive. Or you feel like we are not supportive of you and wanting you to be successful and we're not on the same team. I don't know if conversations have been had to create that air or that environment. I'm not sure what's happened, but you are here because we thought you could do the job. And we are going to make sure that we support you in doing the job. The other thing I don't hear is, I hear you're using technology. But we said maybe there's other technology that will work better. That will take some time to figure out. For you to use something else and see if it maybe works more quickly, or maybe it's more user friendly. Those things take time, but I almost feel like you already come into the conversation with, we are against you. And we are all on the same team here. Expectations may be changing, but that's only because we are looking for a way to do this more efficiently and you're a part of that. So, it's going to come with some tweaks. You know



one thing that was never clear, and I've been here seven years. I didn't just get here. One thing that's never been clear is what was happening with our Council Clerk day to day. There was never really a clear understanding of what is your workday like, outside of minutes. So, you're here now and it's helpful to get that understanding. To hear from you how things are happening after a meeting happens and what you have to do. We never had that before. We had a book that we used to ask to see that sometimes never surfaced. There's a lot of things that have to come together and work together. I'm asking you personally if you work with all of us in just sharing the information, so we're all informed. Because this hasn't always been a place of transparency and information. What we're trying to do is get to that point. It may feel like we are asking you a lot of questions and imposing new things. But we're trying to live in a place of information and access to it. That's what we're trying to move to and you're a part of that. **Warren:** Information access we understand. And I looked in my record and I saw typically a lot of Councils don't have minutes, 21 pages. Our last minutes were 21 pages. It takes a lot to decipher and create 21 pages of minutes. Admittedly, like you said, you had other things that had interrupted based on Council and not the administration, I hope. But again, to echo what Councilperson Williams is saying is that. We're looking for you to be successful. That we hired you because we anticipate that you will be successful in doing what you're doing. When you take out the other information as far as the agenda and everything. It is 21 pages of minute, and this is going to be just as bad because we got worse. **Davis:** It's going to be worse. **Warren:** Then tomorrow is going to be worse. So, we don't want you to feel like you're under the gun to kill yourself. But we want you to be the most efficient person that you are capable of being with the resources and the opportunity. Then grow and develop on those. And if there's other technology or other information because I did talk to other communities. They don't have any 18 or 19 pages of minutes. **Matlock:** Only comment that I have is, after you went back talking about how many minutes. With the actual individuals that come up to the podium, time does have to be restricted to the five minutes. It's stated on the Council's rules. Unless there is an unusual circumstance where you want to expound their time past. But then again, I went back to do research, to find out things that I had no notice on. And I noticed at the last meeting. We were stating different new ways that she could come up with trying to strive for those minutes much faster. But looking into the Charter, are we going by the Charter anymore? Or is that just obsolete? **Williams:** The Charter is the Charter. **Matlock:** The Charter states ten days, for her to have her minutes together. I should have brought that book, because I have it and I was going through everything, roles, just going through it. She has ten days to get those minutes together. So, if that is a question, then maybe the Charter needs to be rewritten, maybe it's outdated. But it is ten days. But if she said that, she can kind of push it a little bit. For her, with 21 pages and then you want her to do other things for Council. Totally impossible, I'm going to say it, I have no problem. Because we're asking them to do something. I always say to myself, I'm never going to ask anyone to do anything if I can't do it. But if that's what you want, you challenged her with it. I'm just stating to you, it's a challenge. The Charter says ten days. **Williams:** Does it say not more than ten days? **Matlock:** Not more, but it says ten days. **Williams:** Not more than is different, yeah we need to see. **Matlock:** And when we say ten days, it does not include Saturday and Sunday. So, if that's what she was taught. Then it was taught from the time that she ends the meeting. I mean, that would be almost like really Monday. **Nikolic:** Thank you for the point of the reference to the Charter. Tanya, if you want to find that section of the Charter and circulate it to us just for review. So, we're all clear on what it states, the exact language. When you mentioned it the first time, I mentioned that the Charter says ten days. But I can definitely get it out to everyone. But, just in response to everything. I don't feel like Council is against me. I just have an urgency in myself to get it done. Because Ms. Scruggs, I know that for her, because of her time. She needs to be able to have that to review. So that she can be able to be a part of Council and understand. That's where the urgency comes from. To make sure that everyone is able to get what they need to be able to do their jobs. You might not say immediate, but to me, it needs to be turned over in 72 hours. So that way she would be able to review it and ask whatever questions she needs to ask. I don't think Council is against me and I look at it as a challenge. And I want to be able to say other Council Clerks don't turn their minutes over as quick, but I can. That's fine with me, but I just wanted it to be understood that that would take some time. **Nikolic:** I believe that it's understood. And again, we're not saying that it's something we expect you to do immediately. Even if the charter says ten days, up to, including, those



words are important. I may have read that, but what I understand is that we can also set our expectations. So, unless the Charter says she shall be given ten days, we can still set our expectation. I didn't read that language, and I will revisit it. But please circulated to Council because if it's not a directive, we can set our expectations. But again, we're willing to work with you as you develop your understanding of using the new technologies and how best to work to deliver the minutes within the timeframe. **Scruggs:** Yes, I just wanted to make a point of clarification of the statement that you made, about the technology. When I mentioned the possibility of technology being used. The idea was surrounding the technology as far as the microphones being able to record our voices. So, that it could be used with an AI type of thing. That could actually type things up for us to make it a little bit faster. That has a potential to record everybody's voice so that it's already typed. You don't really have to do anything other than go back and kind of look at it and edit it. So that was the thought, at least when I was presenting the idea about technology. That it would assist or aid in the notetaking if we were able to use it in that form. That would be in addition to the fact that the microphones, we could have speakers or whatever. So that the residents could hear. But I don't necessarily believe that \$17,000, we would have to go there for the system that I'm thinking. **Joseph:** It's not about the system, it's because this is such an old structure. And again, the roof is concrete and the floor is on a slab. For them to put up the amplifiers, mounting, the wiring, the labor, the equipment, etc., all of that is roughly around that price. That is why it was suggested that the Service Director try to reach out to local vendors. If he is unable to do that job, to get a price quote. But I was just giving the information that was presented to me. **Scruggs:** I know, it's not you. I have a sound engineering degree, and so I have a little bit of background in that, actually. So, I know that I can go and do a little bit more research and probably present it to Mr. Tommy. To see if he feels like what I'm thinking could work. Which would be not even close as a fraction, because it's not putting it in the walls per se. Like, not like we're doing a surround sound like we're trying to do a concert per se, just functional. The bare minimum for us to be able to project our voice. Then the voice also goes into the computer. The computer would be just the computer, just something really simple. He probably is correct with all that, but we do not need that. I will double check that and I'll talk with him to see what I can come up with. **Hardin:** Tanya. **Joseph:** Yes ma'am. **Hardin:** Whatever concerns you have regarding your employment. I do not think that there is any remote chance of you not being our Clerk. As long as you want to be that Clerk. And I hope that you hear me. Whatever fears or concerns you have. I am excited about your anxiety or your anxiousness to meet our expectations. But before I go any further, can I ask where did 72 hours come from? **Nikolic:** It was a suggestion in the last meeting. **Hardin:** It was, to her? **Nikolic:** Well, based on experienced minutes takers. **Hardin:** Okay. **Nikolic:** Again, it is a pilot program if you will and we're flexible. That is why I asked what happened in your work week. Like Councilwoman Williams said, and maybe you can take a couple minutes to fill us in. What are some of the other duties that you have outside of minutes? Because I think what we tried to say is, are those things you can push off for those first three days. Something like NLC, we know. What are some of your other duties that would take precedent over the minutes in those first three days? Or all of your responsibilities, can they be pushed to the fourth day. And just focus on minutes for those first three days as suggested. **Joseph:** They can be and that is what I did. The only thing I did was NLC because it was necessary. I mean, this rule or pilot is now being brought up. I do not have anything that interrupts as of yet. But, you know, as a clerk, there's correspondence that is coming in from the website. Where people have questions that I may need to forward to other department heads. There are emails coming in. I work with the Soil and Water Conservation District trying to come up with plans or programs for the Village for the year. There are different things that I do work on. I can put my minutes first and wait and do those things after. As long as, there's no distractions coming in, any outsiders or any emergencies, I can. **Hardin:** Your anxiousness is going to make you sick, that worries me. Because there is no need for you to be that anxious, okay? You're trying to do a good job. We see that, and it takes a whole lot to do what you're doing. We understand that, relax, and do the best you can. Don't put those kinds of pressures on yourself. I'll tell you right now, the way the world works. If you don't come back today or tomorrow, somebody else will be sitting in that chair. Don't do that to yourself. You're doing the best you can, it's appreciated. I don't know why you feel, but I'm hoping you don't feel unnecessary pressure. But I guarantee you can have that job as long as you continue to do the best you can. When you find that you can't meet a deadline or whatever, call.

You know I don't think I can make the timeframe. The world is not going to stop. But don't put on necessary stress on yourself. I'm telling you that as one human being to another. Your job is not on the line, is that real clear? Just do the best you can. **Nikolic:** One other equipment suggestion I had was, there's a file cabinet for Council. I homeschool, and I have many things going on in my home. I am starting to be overrun with our paperwork from our meetings. I was thinking that Council should have a file cabinet, the way I do my homeschool files. I have week one through whatever. We each individually can have our own section. Where it's labeled week one through the year and you can store your stuff there. When you're here you can come in early, you can leave it there, you can take it with you. But at least we have a place where we can keep track.

**Hardin:** Can you ask Tommy where our file cabinets are. We had them did we not? **Warren:** Yeah. **Hardin:** Okay, where are they? **Warren:** I don't know. **Nikolic:** We had file cabinets. **Warren:** Years ago, I never used them, but we had them. **Hardin:** I used mines, when they took the stuff out, they took my stuff. **Williams:** Do they have any room for file cabinets? **Nikolic:** The conference room, I spoke with Dee about cleaning it out.

**Hardin:** It's much better in here. I've just let her know it does look better. **Nikolic:** She mentioned that, there's been ebbs and flows of when she can work on it. But the idea is to reclaim the conference room. That would be a place where if you wanted to utilize the file cabinet, you could keep your work there. If you wanted to have a meeting, you can go to the conference room and pull out your documents. So, it's just a file cabinet and apparently we have some. It would be a work order, just like apparel. I'll pull some ideas if we don't have those in storage somewhere. **Hardin:** Ask Tommy where they are first. **Davis:** We can tomorrow night. **Nikolic:** The other thing was apparel. Just wanted to order a few things. Just wanted to get an idea of some things that you all have ordered. And if you wanted to order anything else apparel wise for the new year. **Williams:** I'm sorry, can I slide back to equipment really quick? I took my iPad to be updated, and they noted that our iPads are from 2016 or 2017. Those of us who already have them, and that in iPad world we are about to be outdated. Whatever software I thought I had on here. They did not think they were going to be able to update. They thought it was going to update to some older one. I got lucky and it updated to a newer version. I didn't understand all of this. So, I'm just explaining it to you the easiest way I can. It did end up updating to a newer version. But she said that we should be mindful that these will not last us much longer. We should prepare for that in the budget, I'm just passing that on. In tech world 2016 or 2017 iPad is like I guess 10 or 15 years essentially. **Nikolic:** What other equipment has been provided to Council besides an iPad? **Davis:** Just the iPad. **Williams:** The iPad cover. **Nikolic:** Okay, does anyone else have an opinion on whether or not we should? Are you suggesting updating or just brand new all around? **Williams:** Well, yours will be brand new. We're good if everybody else is, it was just a warning that you should be prepared. You know how they come out with your newer versions of Apple stuff. Then their old stuff starts glitching and not working. She said soon that will begin happening to ours. So, I was just putting a bug in your ear. **Nikolic:** Okay, so that too can be added to our budget discussion, where we're adding in line items. I'm not quite clear on how that would work. If you would put it in for next year, or how you do with depreciation in items like that. **Hardin:** Ask Tom, he knows.

**Nikolic:** Tommy Haba? **Williams:** No. **Hardin:** The technician. **Nikolic:** Is he the one that helped me with my email? **Williams:** Probably. **Hardin:** He knows what each one of us have and ask him his idea of how many does you think we need? **Nikolic:** Okay, so my idea was a file cabinet. If anyone else has any thoughts on any other equipment or things of that nature that we might need. What items of clothing do you currently have? **Williams:** White short sleeve shirt, white long sleeve shirt. **Davis:** I don't. **Matlock:** We don't have. **Williams:** We have a polo shirt that's green, a black outdoor jacket, all weather and we have our gold Council pins. That are magnetic that you can put through a shirt. **Warren:** The green sport coat. **Williams:** I don't have that. **Warren:** A blazer, green blazer. **Matlock:** Buyablazer.com. **Nikolic:** Even Tanya, I know mentioned she'd like a polo as well. So, putting in an order for apparel. Are there any thoughts on other things you'd like to have in addition to what you currently have? **Hardin:** Make sure you get one of the button-down shirt. I think they are very classy. White with the emblem on it, they go with anything. **Nikolic:** Is that the long sleeve? **Williams:** We have a short sleeve and a long sleeve. **Nikolic:** Okay. **Davis:** We need that too; we didn't get those. All we got with the blazer, the jacket, and polo. **Williams:** The person that did our embroidery. There was a clear different difference in that patch and the patch before. So, I would just be mindful of embroidery. That guy lives

in Solon who did ours. **Scruggs:** The name badges that go on your clothes. My suggestion was if we had that, to make sure that we got the magnetic ones. Instead of the ones with the pins, so that the pins don't go through our clothes. **Hardin:** Ours are magnetic. **Williams:** That's what we got magnetic ones. I would need another one of those, mine looks like it had seven years of use. **Hardin:** There's one other item you might want to just touch to. Talk to the Police Chief and ask him about the ID. He'll know what you're talking about. **Nikolic:** ID? **Williams:** The formal ID, just tell him the formal ID, he'll know. **Williams:** We don't have to do this tonight. But I would like to add to a work session because it is late. Legislative handbook, Council training. I don't know what's in that legislative handbook. Don't know how Council training was conducted without the knowledge of the rest of us, about what should be there. But when there's new incoming Council people. We should have what we feel they need to know based off us doing these jobs. And not somebody conducting that training that is trying to fill it out or go off of a sheet. We should have some processes and very concrete information around how to best prepare an incoming Council person. **Nikolic:** Would that be something we would refer to the Employment Relations Committee? **Williams:** I'm not sure, I'm just saying, I think it is important to do. **Matlock:** There was a conference. It looks like one was in independence, the last one. Because we were kind of trained but not trained by Christine. She didn't know, she had just came in herself. So, that was like the blind leading the blind. I would like to attend that one in independence. **Joseph:** The one for March 23<sup>rd</sup>, I think that would be a good one. I think everyone should go to. **Hardin:** Well, let's don't ignore the elephant in the room. Going forward when a new person comes on Council. Let's add it to the responsibility of the President of Council. Seriously, the President of Council should be the person to train. That makes sense to me. Also, because the Clerk reports to the President of Council, that it be responsible for updating and maintaining the manual. **Nikolic:** Right and to the point, it's a document in a working document. That will be created with the input from all of Council. Including all the years of experience that we have together, including my 30 day. **Williams:** I think that's important and accurate and also so as not to put it on one person as well. Because it is a huge undertaking. **Hardin:** That adds the next part of what I should have said. When I say keep it updated. I think that maybe June of every year. We should set aside 2 or 3 meetings where everybody gets a copy of it and goes through it. Everybody looks at it and keeps it current. Just like you had your organizational meeting. In June of every year, we look at it to see if there's anything that should be changed, keep it current. **Nikolic:** Any more discussion on equipment and apparel? What I intend to do with the apparel is maybe go back and look at the purchase orders of what's been ordered and start there. **Davis:** I got the polos and the jackets from Northfield because that's who the Police used. The Police use them for all of their clothing things. The guy is in Northfield Plaza, and he was very good. **Nikolic:** You all used purchase orders to purchase yours, or you use your own money? **Davis:** No, purchase orders, we just had it billed to the to the city. I mean, we talked about how much it was. But they just bill it to the city. **Williams:** We did that before, but we used a larger catalog book that had a bunch of options. That we all just sat and looked through and kind of picked. **Nikolic:** But the one that you said was the best one in Solon. Do you have a name? **Williams:** I'll have to call him and get the catalog. I don't remember his name. I'll have to go through my business cards and see if I still got it, it was a while ago. **Nikolic:** Any other discussions on equipment? Hearing none, moving on to the final agenda item, G Council events. My thought here, was really to begin thinking seriously about the funds that are in recreation. Currently there is a senior enrichment, senior programs, and senior funds. There are many line items for activities and recreation going on. I requested that Carlene come and present what they did last year. Every single event and how much each event costs. So, we can then begin looking at which of these events, we feel are necessary. Which ones were well-attended? Which ones were not? Just to get an idea of that budget. Because as Council people, I feel that we should have a budget. If we wanted to do a couple barbecues a year in your ward or do things to reach out to your residents. Without having it be something that comes out of our pockets or having to get administration's approval to do. We have to be in front of our residents more than anyone else. I'm not sure if events created at the dictation of administration, with us having no say, is the way it should be. I'm proposing that we take, when we do our budget. We don't have to go into it tonight. But my whole point of this is that we start thinking. Just go home, think about things that each ward Council. For example, each ward Council could have a small budget, it could be \$2500. Whatever it could be just to do

something to connect with your residents. Like a Taco Tuesday, something like that. But you don't want those things coming out of your pocket. You want to be able to connect with your residents in a way, and big or small. I've been approached already about, doing a Valentine's dance for the kids. That would take no more than \$1500, (inaudible). Do we have to go and ask Carlene to give us the money to do something that we know would be beneficial for kids in our neighborhoods? So, I'm proposing that we look really closely at all of the money that's being given for these different senior projects. Because as we understand, youth is a group that's equally important. Families with children 18 and under, these are also groups. If we're going to have line items, perhaps we can just move that to Council's budget. And begin doing things or programing or looking at grants that we can get to service different types of programs we have interest in. That we have spoken to residents and understand there's a need for. I don't want to continue being in a situation or be in a situation. Where every single event or activity that is done is controlled by someone other than Council. When we are the ones that have to answer to the residents. I feel there is a strong need for us to have a much, much larger budget. To do things that we want to do, to stay in contact with our residents. **Matlock:** There have been events for kids as well as seniors. I think Covid may have taken some of that to the backburner. But they did used to do a lot for the kids. And even so, when you say about budget and planning. I know it's his baby, but some things like the summer program. You do have that camp, and you have those learning classes. Which I am all for our kids learning. But you have to look at the attendance of each one of those classes. Then go back a couple of years and find out what was actually the attendance in those classes. How much were we paying the instructors in those classes? And if it is not sufficient for us to have the class, then you pull the class. Because that is funding that we can have. Events, yes we can go to some senior events. But seniors love the things they do in the community. I basically been on every single last one of those events just to see what they do. They get so much enjoyment out of just going. But for the kids there are different things. They have the Easter egg hunt, they used to have days where they would go to the parks. **Davis:** We used to have baseball and stuff too. **Matlock:** They used to have things like that. I remember taking my two to Polar Express in the winter, which we had it set up. They would take them on different bus trips to, like, haunted houses and stuff for Halloween. I mean, it was things that were set up for them. And I do not know if after Covid it kind of like. **Williams:** I think the key thing was, everything you have just said is Mayor sponsored. What she is saying is that Council needs to sponsor. She is not saying it is not happening. She is saying Council is not leading it. **Matlock:** Well, you know what, we are on this. And in some instances, like for instance a Valentine's Day for the seniors. That is something we bought up and we do not even want to call it Valentine's Day. You know, something like a red ball because we did not have the Christmas Winter Wonderland. **Williams:** But that is the Recreation Commission. **Matlock:** You are right everything on Carlean's agenda is recreation basically. But that was just something that we brought in because it was something that they needed. It was really a success; it was sold out. They were really looking forward towards this year. But things happen, we changed. I do not think that they call it a Valentine's Day because you have a lot of people who lost their Valentine's. So, we can just do like a red and white dance or something. Some people feel inferior going by themselves. Or going without a couple, some of them are just not couples. They felt that Valentine's Day was more like for couples. But yes, we can pull some of that funding because we were talking about the community day. That was really nice in October, but it should have been pulled like into a higher tier. **Williams:** Residents have asked for the block party. **Nikolic:** July 4th, I know, residents were concerned about the fireworks in the neighborhood; one big party. **Matlock:** It should be in the community center. **Hardin:** Do you remember the year we did the fireworks? **Matlock:** At the community park, that is a perfect place for it. **Nikolic:** I agree, and I think really let me be clear. There are going to be events by Administration and by Council. But what I want to clarify is events where the residents have a specific opportunity to get to know their Council person. These other events are Village wide. That is one thing that we could also do, bring back home days. Council brings back home days. People are talking to me about home days. Something that we can do, but also individual ward events, if you so desire. You may already be so locked in with your ward that you do not have to do it. You know, it is a desire. Some people may not be interested in event planning. Somebody may not have the desire to do that. But the thing is, is that if the funds are there, great. If you do not use it, somebody else can use them in their ward. Another ward may be

harder to reach, may require more funds. That is why I requested that Carlean come and give us a full report of everything that they have done in recreation. **Davis:** When is she coming? **Nikolic:** Well, the Mayor said that they would have that information by the end of the month. That it would make more sense for her to come. Once they have the detailed information of every single event, how much it cost, and then we can ask her how well it was attended? You were there so you can verify. We can then see the scope of the events that were held for seniors versus families with children 18 and under. So that we can say, this one can be here, this, that, and make an informed decision about funds and how we could shift them. But that is really the idea of Council, the events and looking at what recreation is doing. That line item for senior enrichment, everything that is happening. All those separate line items, we need to have a very clear picture of what is happening. How much is costing, and if those funds can be used better somewhere else. And in a Council, in our budget to help us better stay connected with our residents. So that is the idea, we don't have to go any more into it. I just want you all to think about some events that you may want to have. When she comes and does the presentation, we can look more finite at the events that they are having. I also asked her to give me a vision of what she is doing for the year. We had a meeting, so you all can share in that information. When she comes, she can present it and we can decide. I mean, she mentioned classes at the Rec, for example, that they were not well attended. She had to stop the exercise classes. You speak to residents, they say, oh, you know, we were coming to those classes. We want those classes. Trudy, this instructor was amazing. We do not know why she stopped the classes. But if you talk to her, she says, oh, no one was coming. It was two different dynamics. You hear the director saying all of the classes were stopped because of low attendance. Then you hear residents, we do not know why the classes were stopped. We were coming, and all of a sudden they just stopped. So having these reports, we can get a better understanding of the numbers. If necessary, we can call in the health instructors or whoever was doing the classes. Have them give a report, where people come into your classes. Did you think that this was something that should have continued? **Warren:** Is it something that we should have them sign in? **Matlock:** Is it something that should be marketed? **Williams:** I was going to ask how she was sending it out. **Nikolic:** That is exactly what I said, it is all about marketing. She said it was on the website. **Hardin:** Water aerobics, whatever happened to that? **Nikolic:** We talked about that, they said they had it at the Quality Inn. **Davis:** It never started. **Williams:** They never started it because that pool is dirty. Is Ms. Perez going forward as a Director, or is she coming in for one meeting? For one presentation? Do we know why she as a director is not attending, did you have that discussion? **Nikolic:** We did not have that discussion. But what I will say is, I spoke with the Law Director about the language in the Charter. It says shall, the director shall attend the meetings. My thought going forward is handling that amount of money, that we need reports. So, on a monthly basis she could come once, twice. If it is an issue of her living in Mentor, if that was the problem. But that's part of your job, to come. My thought was that she come and report each month what events she has planning. Very similar, if you were here for the athletic director that came from Bedford High School. He had a very thorough report of the programs, people that were in them, success rate, what was going on, what was happening. I have a vision for that happening in recreation. There is a lot of money going into that department and no one reporting on it. So monthly, what did you do this month in recreation? Who is benefiting? How much are you spending? I would like to know that monthly. If it is a problem, about two days a month, we can compromise. But from the Charter, says the director shall report. As Council, we can determine if two times a month is necessary. If she should show up like other directors. Or if there is a reason we should allow her to not come to one. I share that sentiment if you are a director. If Mentor is... I mean, do we need a director that lives in Oakwood? **Davis:** It's 30 minutes easy freeway. **Nikolic:** Right, and if it's snowing? **Davis:** We get more snow than they get. **Nikolic:** So, I don't know, I'm just saying. We don't want the location of where you live to hinder the responsibility of your position. We don't require that our directors live in Oakwood, but we don't want where you live to be a reason why you can't fulfill your duties. Please think about the events that you would like to have. Once we have a chance to review the budget for recreation, senior enrichment, all of these things. We're not saying that any one is more important than the other. We just want to get a thorough look at what is being used for. And how it may be better appropriated to better serve our residents. **Williams:** Is it possible we can at least start listing our ideas during tomorrow's work session. So, we at least have somewhat of a here's what we're

thinking. **Nikolic:** Okay. **Matlock:** I have a Super Bowl party lined up. **Nikolic:** So, tomorrow we can discuss ideas. Any other any other questions or comments about Council events? **Warren:** One thing that you got to be mindful of. Is the other cost, beyond just the food and everything. It is going to require Service Department and Police participation. So, that's the things that we got to consider too. **Hardin:** Tanya, can you note that we did not have an executive session, it was an error. **Nikolic:** Well, we did move to have an executive session. Are you saying you don't want to go into executive session? **Warren:** We can't because this is a special meeting. The only thing that you could do on a special meeting is what's presented to the public and that's not on there. **Nikolic:** Okay, any other further issues or questions that would like to be discussed. **Matlock:** So, tomorrow night you can bring up a discussion of what we should be planning. **Hardin:** For what next month? **Matlock:** Next month is Black History Month. And I do have some things that I want to bring. I was going to bring it to you guys anyway for participation. We will talk about it tomorrow. **Davis:** Can I ask a question; it is not on our agenda. But what can we do to get our finance person to give us the information ahead of time? It is not in my iPad; it is not in my thing. Or, you cannot say that? **Hardin:** Let us move on. **Williams:** You can discuss it tomorrow. **Nikolic:** I have two prior legal questions to the Law Director regarding that actually. And our authority with directors. What is our authority with directors and their employment? So, we will wait for his response. Those are the main two things. And the other issue we will talk about tomorrow. It is regarding commissions and boards and the confirmation of Council, and our ability to confirm appointments. So, we can get into that tomorrow as well if you would like. Any other ideas, questions, or comments? Hearing none, the meeting is adjourned. **Warren:** I think you got to ask. **Nikolic:** Well, I read in the newly revised rules there is no requirement for a formal movement. Is that correct? **Joseph:** Not that I have read, I know you have to adjourn. Because then technically the meeting would still be going.

**Nikolic:**

Motion to adjourn made by Warren seconded by Davis

YES VOTE: Warren, Nikolic, Scruggs, Hardin, Matlock, Davis, Williams

MOTION PASSED

Adjourned at 10:05p.m.

Approved \_\_\_\_\_

\_\_\_\_\_  
Tanya Joseph, Clerk of Council

\_\_\_\_\_  
Erica Nikolic, President of Council

**VILLAGE OF OAKWOOD  
FINANCE MEETING MINUTES  
2024-1-23**

**ATTENDANCE**

Erica Nikolic, President	Brian L. Thompson, Finance Director
Taunya Scruggs, Ward 1	
Eloise Hardin, Ward 2*	
Paggie Matlock, Ward 3	
Mary Davis, Ward 4	
Candace Williams, Ward 5	

**ABSENT**

Ed Hren, Village Engineer	Carlean Perez – Recreation Director
Ross Cirincione, Prosecutor	Tom Haba, Service Director
Mark Garratt, Police Department	Daniel Marinucci, Chief Bldg. Official
Gary V Gottschalk, Mayor	Dave Tapp, Fire Department
James Climer, Law Director	Johnnie Warren, At- Large

*\* Arrived after roll call*

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Meeting opened at 6:05pm by Nikolic  
Pledge of Allegiance  
Roll Call taken

**Nikolic:** May we hear from our finance director? **Thompson:** Tonight, we've got quite a few exhibits. The main thing is how we end the year with the financials. The best thing to start with is statement of cash position as we ended the year. In the general fund we started at \$236,117. I ended with \$330,100 unexpended balance. After encumbrances, which pretty much when I scrolled through those were like mostly Police and Fire encumbrances. I ended with \$242,223 after encumbrances. We didn't have any negative funds, which was very important. Just in an overall basis, I started the year with \$421,091. We ended after encumbrances \$946,692 but before we ended a little over \$1,037,000. It's pretty much summarizing the year-to-date revenues, year-to-date expenses, and all of your ending balances. Your unexpended balance, that's the one that's going to roll over is your beginning balance for 2024 year. The encumbrances roll over as well on top of the budget. But they'll be from prior year's operations. **Davis:** The beautification fund 205, you had only \$66 balance in the beginning, now we still have the \$66. Why is that a separate, because in all the expenses and revenues as far as those TIFs. So, all of that TIF said for beautification. I assume those are what we buy the flowers with. It was like \$47,000 total. But here it just shows beautification fund and we started at \$66. How does that get to be different than what you guys take from the TIF's? **Thompson:** TIF's are very unique, they have governing laws on what you can use the TIF's for. The beautification was established some time ago. I think it was kind of in conjunction with this architectural person that the Mayor uses to do some of the beautification. **Davis:** Mr. Sparks. **Thompson:** Keep it very distinctive from the TIF's. TIF's are not only just for flowers. They have to have a useful life to be able to use those dollars. So, you can't just use them for like an annual flowering like that. If you maybe potentially putting in, something that holds a value over so many years. I think it has to be 3 to 5 years. It has to have a real holding value; it can't just be flowers. All the TIF funds, you can see are all at the bottom. Some of that beautification that did happen on Broadway this year. With the new rocks, some of the lighting,

and improvements around some of these paths, did get used for certain TIF's. **Davis:** Okay, because in the section of the TIF's, you have beautification. **Thompson:** Yes. **Davis:** And these amounts taken out from their TIF's. It just says beautification funds for each one that has spending expenses with it. I mean wouldn't they be a part of the beautification fund? Or they can be used for TIF's? **Thompson:** Yeah, they have to have their distinct funds. It can't be the same as that beautification fund. That beautification fund was established some time ago as a fund. We're just pretty much spending down the balance and the \$66 is left in here. I probably could next year, maybe, charge some small to kind of get with that fund. But it's a process as well to get rid of funds just as you created them. **Davis:** If it's not the TIF's, what fund is he using for beautification? **Thompson:** Street fund. **Davis:** Okay, thank you. **Nikolic:** So, dialing it back for the newer members of Council. So, we can start to understand the bigger picture as we start to discuss other things. When we look at this balance, this \$330,100, and I'm sure you're going to get to these other exhibits to talk about the rest. **Thompson:** Yes. **Nikolic:** So, you're just asking about questions on this top sheet? **Thompson:** Yes. **Nikolic:** And anything in here or? **Thompson:** Yeah, anything in there, I mean, we could jump to different topics. I'm open to questions on anything. **Williams:** We began this year with \$242,223.74. **Thompson:** It's close but it was \$236,117, on the first column. All of those were the beginning balances per fund. Then the one you're referencing the \$242,223 that's ending after encumbrances. When I start my books for 2024. The unexpended balance is going to be in place of that beginning balance on the books. **Williams:** But you know that \$87,000 is coming out of that \$330,000? **Thompson:** No, it's encumbered already, but eventually it's going to turn into a real expense for the next year. But the key is, it was Police and Fire equipment stuff they were buying. They hadn't received the equipment. They encumbered dollars in this year's money. So, when they receive the products, it's going to be a real expense in 2024. But it's from prior year encumbrances. **Williams:** So, technically, we know that's for the expense. What we have if we needed to spend money. Would be \$242,000 because you're already aware of that expense, right? **Thompson:** The unexpended balance is going to stay in place the whole year in terms of what we have. **Williams:** But if you spend this \$87,000... **Thompson:** Yeah, it's going to be in the new year as a year-to-date expense. **Williams:** I follow that, in 2024. The question I'm asking you is. In 2024, what we have to start with is \$242,223.74. **Thompson:** Yeah after encumbrances. **Williams:** Okay, I'm just asking that because you said at one point in June or July. You said we would have begun 2024 between \$300,000 and \$500,000; but we are at \$242,223. That is what we began 2024 with. **Thompson:** After encumbrances, the column I'm going to be certifying to the County is my beginning balance. It will be the unexpended balance. So, I did have a huge range. So, we did end up in the \$300,000 to \$500,000 range, but it's closer to \$300,000. **Williams:** We still have not received the detailed expenses for the 217 fund. I remember some years back we talked about that revenue coming into that fund. And that basically, we didn't need to spend it. I see now that it is being spent down fairly regularly. I mean, we ended with \$726. I would like to see what we have gotten into with a routine or pattern of spending those funds. **Thompson:** Okay. **Williams:** Since we just talked out 2023, we should be able to see the entire year, right? **Thompson:** Yeah, I think the expense detail would probably show just a month. I'll have to run you a full year. **Williams:** Let me ask you this, are we spending that all on fire? **Thompson:** Oh, yeah. **Williams:** Essentially, their budget is whatever we're approving, plus this \$310,000? If we're spending it all because we only had \$726 left. **Thompson:** Yeah, but what you approved for next year is like your anticipated revenue. We kind of had a concrete history that we could make collecting the dollars. So, say we're going to next year. We anticipate collections for all three communities going to be like \$300,000. Then we can at least be somewhere in that range and appropriate a budget for them. All expenses, they have a lot of, just those vehicles cost a lot to repair. Just, some everyday equipment they use, and maybe a cot or something for the squad. So, it's quite a bit in here. **Williams:** Okay. **Thompson:** I'll note that, I need that for your detail. **Williams:** Our cares act, which was required to be in a line item. But also



required to be spent by I want to say 2021. I don't recall now because it's been a few years. Why do we still have funds in that account? And why did we spend funds this year if we were required to spend it by... Do you recall the date? I don't recall, but I know it has... **Thompson:** Yeah, it was a certain date. I know it was just down to \$700. It's really minimal, I mean I can put some expenses towards it. But, you know, I didn't get to spend all of it down to zero. So, that's a small balances on here. I don't know, I'd have to check to see if it's some violation. **Williams:** Yeah, because I thought we were supposed to return the funds, if we didn't expend it by that date, to the federal government. I don't think we could just leave them sitting and use them. I thought we had to zero that out by a certain date. Which it would look like we are not in compliance with that federal. I don't know if it is a statute or what it is, but I do recall that. I know that because I work with those funds in my day job. We need to get that. **Thompson:** Yeah, I will put in the inquiry to the state budget and management office. Let them know what I have left and see how I should treat the \$726 left. **Davis:** The TIF's in the Swift Filters, the Maines W&D, Thermal, Family dollar, Oakwood Hospitality. Community Care is that one? **Thompson:** Yes. **Favis:** What is that? **Thompson:** It is a company here that has... **Davis:** Is that the medical services company? **Thompson:** No, Community Care, they have ambulances, it is an ambulatory service. **Davis:** The Buckeye development, what is that? **Thompson:** Buckeye Development is Sunoco now called friendship. **Davis:** We had \$47,000 used in TIF's for beautification. How are you proving that the beautification fund was not for the plants outside. Or what do we use to pay for those plants that are here at the end of the year? **Thompson:** You can't plant annuals, but you can plant something that's going to have more of a useful life. Like a tree or even maybe a bud. The Mayor made all decisions on the beautification throughout the Village. A lot of it was on Broadway. The goal was to try to make this side of the street kind of favor the other side. So, part of that expenditure went towards things like that, beautifying Broadway. **Davis:** Next I'm going to ask you about 803, the senior center rental fund. We found some money somewhere because we started with \$585 or something, and then we ended it with \$2005. Do you know how many people rented that? Because we're supposed to collect \$175 profit every time we rent out the hall. We collect \$50 every time we rent out the park. Just that deposit I'm just talking about. They get none of that back, supposedly. **Thompson:** A portion of it, it ended with positive dollars in there. **Williams:** \$175, is that right? **Thompson:** I think it is like \$300. **Davis:** \$325 is what is charged. **Thompson:** You get a deposit fee back if the place is good. **Davis:** So, what they're paying for is \$175 because the rest comes back as their deposit. Hillary told me yesterday and then \$50 comes back if you rent the park. You pay \$150, but you get \$100 back. So, you're paying the \$50 to rent it. **Thompson:** The park we don't track here, just pretty much the senior rental fund. I didn't end with a negative balance on that. And I have an ongoing audit just tracking the information like you see. So, I'm doing a full-scale analysis of that. The key for me was that I wasn't going in end the year negative. Just straight talk, I'm still doing an ongoing audit for the type of list that you have. I got every single individual that was paying, tracking, when they were paid that \$150 back. I know that's on one of my request list, I had quite a few tonight. Give me a little more time I'm on that job. **Davis:** Okay. **Nikolic:** In the back if we're looking at the invoices. If we were to go to the back, let's say for example, we wanted to see all of that information. We would go to senior center fund 208. **Thompson:** Yes. **Nikolic:** Is it possible to go back here in the checks written and go specifically to 208? We see Billy Donato senior entertainment check written \$1,500 on 12/31/2023. **Thompson:** Yes. **Nikolic:** Is it possible to have this organized so we can look at it by fund. So, we don't have to skip through and look for different funds. Where we're able to view, come to the back, look for the fund itself. Then we can just scroll down and see everything that came out of a specific fund. So that way, it's easier for us to track exactly what's coming out of the specific funds instead of jumping around. So, for example, on that page, you see recreation class on page one, and then you have to skip down. You know, you can't really see everything easily. If this could be organized by fund, we can more easily go to the back if we'd like to see the answer to her question. Senior center fund, go to the back, look at everything that

came out of 208 in succession. So, this is now organized by check number or by vendor? **Thompson:** You got a couple of different reports here. **Nikolic:** I'm talking about the payment line report. Vendor name, invoice line description, and the amount. But it's not really organized in a way for us to do a quick analysis of what's happening in the accounts. If we could have this organized in a way. That would allow us to review everything in a fund in succession. Have this grouped by fund as opposed to now, what is a vendor name? **Thompson:** You do have one quick report. If you go to the last one in the book, it's your expense transaction ledger. If you look continuously down the left side. It will show you each line item and what was in there for that particular line. **Nikolic:** Let's do an example with the senior center, it would be under fund 208? **Thompson:** Yeah 208, and you could go all the way down to page 27. You see it was a credit card purchase, a couple of things for Sam's Club probably associated with the meals. **Nikolic:** But for example, this doesn't have, where's the check for Billy Donato? Was he under 204? **Thompson:** I see what you saying. You want the check report by fund. Last time you expressed transactions that were to be the same. But what page do you see Billy Donato on? **Nikolic:** Page one. **Thompson:** On the one with the color? **Nikolic:** No, it's the payment line report and it says senior entertainment, for example 208. So, you're saying if we go to 208 in the transaction ledger. **Davis:** It's under senior enrichment. **Matlock:** Page 28. **Thompson:** If you see that number on the check report, it's got the yellow color. Then you just look at that fund number and then you can go your expense transaction ledger and you can see it. **Nikolic:** I don't see yellow color on mine. **Thompson:** I'm sorry, it's in black and white. Yeah, that's the payment details by vendor. You can always look at that fund. Then go back to your expenses transaction and you can see the detail. **Nikolic:** Okay, so if our whole intention is to see what's been written from a particular fund. We go to our transaction ledger. **Thompson:** Yes. **Nikolic:** And so, she was referencing the senior center. We go to 803 that beginning on page 32. **Thompson:** Yes, and you see some refunds like Libra Smith, Perry Osbey, Sandra Sullins, and Ayisha Lee. **Nikolic:** This is to say, these are the only refunds that have been given. **Thompson:** That happened in that month, to see a whole year. You will have to see the whole year's expense details. These are there every month. **Nikolic:** It says the refund is a credit, wouldn't the refund be... **Thompson:** No, these are all expenses, it's just a different description. But there are for the purpose of refund. **Nikolic:** Okay, then the balance here was negative for each of these, \$13,000 in the negative. **Thompson:** Page 25 of the expense report. There you can see that month-to-date total that we refunded all those people, \$600. That's total is in the back of the expense ledger for the month. That will tie out and the appropriations were positive. I think that report some type of running total, it is a little confusing sometimes. But the appropriations were not negative. That \$600 if you go back to that page is the summary of what we refunded for the month. **Nikolic:** And the \$13,000? **Thompson:** That's for a whole year. Now the whole year won't show in the monthly report. You'd have to see the full detail of that line item I can run for the whole year. It will have similar information showing every single person that got back refunds. I can forward it to the clerk if you like to see that. **Nikolic:** But just explain to me again why it's a negative number in the ledger. **Thompson:** I'm not really sure the way that report was running it. We definitely didn't have a negative appropriation there. I can't really explain why that shows negative in that type of report. It's just a system report. It might be the total for the full year. That is showing as well, because the numbers are timed out. **Williams:** Is the statement of cash position on top. Is this a system report? **Thompson:** All of it is system. I'm pretty sure that that number was the same. We are showing the year-end amount that went through the fund. Probably just a tracking balance for this particular expense transaction ledger. Showing what was spent throughout the year. That's why it's showing negative because it is constantly accumulating what was paid. The key is following the appropriation so those won't be negative. **Nikolic:** Just so I'm understanding what I'm looking at, it's negative because it was spent? **Thompson:** Yeah, and it is the accumulation for the whole year. **Davis:** I don't understand, we started with \$13,500. But we spent \$13,385, what are we spending it on? **Thompson:** Some of our expenses, that's what we kind of relate it to. The \$13,500 is going to be your

appropriation for a year. So, the \$13,385 is all those refunds we processed to individuals. But you would have to get a year-to-day report to see all of that. What this report does is, it is closing out the month, closing out the year. So, it's only showing you what happened in that month; it's only \$600.

**Davis:** So, it's a whole year. **Thompson:** Yeah and the month-to-date shows the \$600 we paid in a month. That year-to-date column is the \$13,385. If you needed that detail for a whole year I have to run it. **Davis:** Yes, okay. **Matlock:** The expense transaction ledger. The journal is just from 12/1/23 to 12/31/23? **Thompson:** Yes. **Matlock:** If you look down it says fitness instructor, then it says Carlean Perez. **Thompson:** Yes. **Matlock:** She paid her fitness instructor \$1,170. **Davis:** That's Carlean, she's the instructor. **Thompson:** Carlean gets that, she's the vendor and she got paid for instruction classes. **Matlock:** Is that for every month? **Thompson:** Oh, yeah. **Matlock:** But she's the recreation director. So, we're paying her as a director and then we're paying her again to do the classes. **Thompson:** Yes, as a vendor. **Williams:** When did we approve that? It was our understanding that she was going to salary. Because we were paying for the hours she was doing those classes. When did we do the salary in addition to paying her for classes? Because doesn't that time overlap? She's doing those classes at like 9am, 11am, or 1pm, which is within the hours of her salary. **Thompson:** I know historically she's had her base salary. **Matlock:** So as a director, is she supposed to bring someone in as an instructor? Or does she just take it on as an instructor and then gets paid for her services. I mean. **Thompson:** Yeah, she gets paid for her services. It shouldn't overlap in terms of what she's getting paid as a set of salary for a director. **Williams:** But it does overlap, though. Do you see what I'm saying? Because those classes are offered during her work hours. We're paying her a salary for those work hours. And if she's offering classes at the same time, we're paying her double. **Nikolic:** I have a question here regarding recreation department wages. Who are these being paid to? **Thompson:** That would be Carlean and the cumulative funding year would be summer camp help. **Nikolic:** This is 26 of 32 at the expense transaction ledger. There's a monthly biweekly, two biweekly, and this is December. So, it can't be the summer camp, because this is for the month of December, right? **Thompson:** Yes. **Nikolic:** So, this isn't summer camp. Monthly P, what is that? **Thompson:** That would be Denise Tubbs. The small amounts are Denise Tubbs, and Carlene is paid monthly. So that's what those cost would be. **Nikolic:** Denise Tubbs is paid \$3,000 a month? **Thompson:** No, Carlene is paid on a monthly basis. But Ms. Tubbs is the small amount, she's paid biweekly. **Nikolic:** So, monthly p, the \$3283 is being paid to who? **Thompson:** Carlean. **Nikolic:** For what? **Thompson:** She's getting about \$38,000/year as a director, that is her base salary. **Nikolic:** This is her director salary? **Thompson:** Yes. **Nikolic:** The smaller wages, which one is for Denise Tubbs? **Thompson:** Both, because it was two pays in the month. **Matlock:** Her salary is approximately 38,000 a year. **Thompson:** Yes. **Matlock:** But in addition to that, \$38,000 a year. For each instructor class that she teaches, she gets an extra \$1,200. So that will bring her salary up to like \$40,000. **Thompson:** Yes. **Matlock:** Then if she does the same thing in the next month, that brings it up to like, what, 30 something? **Davis:** We have it on page 15 of 26. You have the whole year of the wages, amounts, and fitness classes in the expense report. **Williams:** Do we do a pay ordinance for everyone that we pay in the Village? **Thompson:** Yeah, we have a pay ordinance. **Williams:** That comes to Council for us to approve. Every time someone is receiving pay through our payroll. **Thompson:** There is a paid ordinance, yes. **Williams:** And that's a requirement, because I don't believe we...so how are we then paying... **Davis:** That's why I said that's all different, that's for the whole year. **Williams:** Who approved this? **Thompson:** The Mayor. **Williams:** How was it determined that she could be paid salary. And also, be paid in addition to that, for those classes? **Howse:** There's legislation at the time when I used to work here. I taught kick boxing, but it was after hours. In order to do that, legislation was passed before Council to make sure there was no conflict. I was one receiving a 1099 as an instructor, outside of me being a director. **Matlock:** But that's after hours? **Howse:** Yes. **Matlock:** that's after hours so you were off the clock. She does these classes, how is she paid? Is she on the clock during that time period that she's doing these classes and she's

actually getting paid for it? **Thompson:** Yes. **Matlock:** Okay, but that can't be a 1099. **Thompson:** Everything under vendor, she gets a 1099 and then she gets a W-2 for the \$38,000. **Matlock:** But she shouldn't, she should get her W-2 for her actual work. But anything that she contracts herself as hours, should be on a 1099 as her own personal business. **Thompson:** Which it is. **Matlock:** But she's on the clock when she does that. **Thompson:** Well, we have to look back for the validity, probably with Climer. If she's doing that, we need to correct it. But, you know, she's doing these classes and then she's getting paid as a director. **Williams:** You as the Finance Director, somebody has to give us some protection in the Village. We as a Council, we get these documents to review after the month has ended or several months have ended. In our case, many times we are checking what has already happened. You are supposed to be the person that is actually making sure these dollars are not misspent. You are that person for us. I have a huge concern that you have not seen this as a concern prior to this conversation. Because if we would have missed it, because immediately when I saw her name in this vendor list. I'm thinking, what is she a vendor for? But to be employed from 8a.m to 4p.m or 9a.m to 5p.m, and also offer classes that you then receive an additional check. And I was very clear about what I was saying before Ms. Howse jumped in and said, but it was after work hours. That's the distinction if you're doing it while you're paying a salary. You cannot get an additional check for that. That should be a flag for you that you should bring to us, as this actually is not something we should be doing. **Thompson:** Well Carlean, she doesn't work all day. She's come in for half a day salary. Whatever the Mayor's directors do on that salary, information, or timeframe. Then she leaves and then she's doing her classes. She's only paid for a portion of her directorship, and then she leaves for the day. But when she's leaving, she's doing these classes. So that's somewhat of the validity there. But we probably need it on paper in an ordinance, stating what she does. **Matlock:** The classes start at what time 11a.m? **Thompson:** I'm not sure of her whole schedule. **Matlock:** Her classes start at 11 a.m. **Thompson:** On what day? **Matlock:** On Monday, Wednesday, and Friday. If I am not mistaken, Monday, it is at the community center. Wednesday and Friday are at Mt. Zion right now that 11a.m. She's a four-hour working day person. Her time starts either eight morning or nine in the morning. Then four hours, if it's 9:00a.m., it will be 1:00pm because she wouldn't really get a lunch. Because of the fact she's part time. Then if it is 8:00a.m., then it would be 12p.m. So actually, those classes are done on the clock. I'm just looking at the budget and I'm just trying to rationalize this in my mind. Because we're trying to capture that budget. But I do know and can suggest during our meeting a solution to this. **Thompson:** Well, I got to get the full picture, time frame and everything. I'll get a legal render from Climer. **Williams:** She just said if she's part time, but what I'm hearing is a full-time salary. So, I'm not sure how she's part time. **Thompson:** No benefits. **Williams:** In 204 fund, this \$87,012 per pers \$1400 for Medicare, is that all her? **Thompson:** No, her, Mrs. Tubbs, and anybody that helps during that summer camp. They're required by state to get PERS and Medicare, so that's what those are. **Williams:** This \$100,000 includes, tell me again how many people? **Thompson:** It includes Carlean's base director salary, Mrs. Tubbs, and any camp counselors that came through here during the summer. That's the accumulation of all of them. **Williams:** Tell me what Mrs. Tubbs does again? **Thompson:** She's just down at the center, assisting with certain duties, kind of maybe under destruction of Carlene. **Nikolic:** I'd like to jump in on Mrs. Tubbs just because there've been several complaints for her at the at the center. On her lack of professionalism, how she treats the seniors. I've spoken with other vendors who have had issues with her. I explained that to the Mayor. I personally do not see how she is in a position of service the way she is. Her lack of professionalism, the way she treats the residents, and the way she treats other people. I think she should be reviewed for replacement. I don't believe that she should be a person that is working, regardless of her work ethic. Her level of professionalism is deplorable. She should not be servicing individuals, and she should not be representing the Village. That's my opinion of Mrs. Tubbs. What I would also like to say yes is when we're reviewing. And this goes back to time clocks and performance reviews. We're looking at Carlene if we had her punching a time clock for example.

When she's coming in, when she's leaving. Every single person in this Village punching a time clock. Because now we don't know when Carlene is coming and going. But if she is being paid at full time salary. She should be in office in body for 40 hours doing something. So, if there is nothing to justify her 40-hour salary, then we need to put her to part time 20 hours. **Thompson:** Yeah, she is part time. **Williams:** So, with the job descriptions for this year. We need them revised to include position and their work hours in that job description. Because something is amiss here. We can identify how much everybody's getting paid. Everybody's getting a paycheck, but we can't identify what hours people are working, whether they're part time, full time. I'm supposed to be part time, but I claim I'm full time. I'm supposed to be full time, but I only show a part time. So, in the job description, it will be helpful for us to see actual, 8 to 5, 4 to 5, whatever. That's one, two, I would like to see since 2023 just ended. Can you give us a list of any all employees and all 1099's, any consultants, just anybody who was receiving a paycheck, or consultant pay from us in a full listing. I want to know names and the amount for 2023. I would like to know what their position is or if their consultant. What service are they providing? We need to get very, very clear about this because you are asking for a 5% increase and we have no idea who is being paid, what to work, when to do what? **Davis:** We have a senior center fund. We have wages, Pers, and Medicare. Is that that Mrs. Tubb's, is that what she's doing? Because Cynthia is no longer there. **Thompson:** Yeah, she's no longer there. But if you looked at it year-to-date, she was here a portion of the year. But Mrs. Tubb's has been assisting. **Davis:** Are her wages in that senior center fund? **Thompson:** No, it's under the 208 fund. **Davis:** That's what I'm saying and it's not part of this reckoning. Her wages would be under the senior center fund down there. **Thompson:** I think Eugene is helping. **Williams:** So, is Mrs. Tubbs in fund 208 or 204? **Thompson:** 204, Mrs. Tubbs is under Carlean. **Davis:** Okay, so she's not under the senior center. **Williams:** Approximately how many fitness instructors do you believe you have, that you're paying, in this amount. **Thompson:** Carlean is doing them all. **Nikolic:** Okay, so round out this conversation. Similar to what Councilwoman Williams is requesting. Councilwoman Scruggs and I, we're very new. We have yet to see an org chart of all the employees. We talked about in our last meeting about base salary and looking at what each employee makes. So, if we go across the board looking at all employees, their base salary, every individual detail. So, we can look at the cost each employee is costing us. Because when we get to your handout with the raises. It'd be helpful for us as we're reviewing salary. First, from the very basic standpoint. It would help us know who are the employees in the Village, what their base pay is, what each individual is costing the Village. To use income in conjunction with this handout, you gave us with the steps of the raise. That way we can get to know who our employees are in each department. What their base pay is, and if we need to make comparisons to other municipalities. If we need to increase that, we can have all that information at our fingertips. That way when we're looking at raises, we'll have that information as well. I think you all have that handout from last week. It's the one with the 1%, 2%, 3%, 4%. But once we have every single, all 41 employees and that can include the same information she's asking for. It could include the job description, their hours. Not only what they're costing the Village, but what that job is. And even if that heading was to change, we would know that someone in that role would cost the Village that amount. So, for every 41 employees, we need that basic knowledge. Just for us to start learning the departments where we are. Then in ordinance, is there anything in salary ordinances that would direct us to know about pay increases? So, looking at the salary ordinances, okay, in connection with each individual. Because right now for Council it's all in the pay ordinance, there's an increase. So, to what extent does each employee have a salary ordinance or not. Why don't we start there collecting that information? We have a full view of all 41 employees, and what their job description is. What they're costing the village. If there's an existing salary ordinance. And with that, we can look at all of that in conjunction with the one through 5%. And we can begin to better understand Taunya and I. **Davis:** I was going to say I appreciate if all of us could have that. **Nikolic:** Well, yes, I'm just saying, because we're new. It was shocking to me that there's only six people in the Service Department, I

thought was like 25. So, for example, a chart, you could start there. **Thompson:** We started doing it more recently at the request of Ms. Williams. They do bring in the org chart. When Police and Fire started their budgets, they bring the organizational chart, and they have job descriptions. So, when we go through the department's budgets, we do have the information there. But I'll do a comprehensive report showing name, salary rate, scaled in and out for a full year. So, you know the total salary and information. **Hardin:** You remember when the Police Department brought in human resource individuals and organized the same information that the chair's asking for? Do you recall that?

**Thompson:** He has a program. **Hardin:** We need that if you know how to operate it or what he did. I think it needs to be done as soon as possible because that's where we are. We really need that done, even to the point it might sound antiquated. Even a work study done for each position. So, that we really know what people are doing here. Do you know what I'm saying? **Thompson:** Yes. **Williams:** So, my suggestion is, so you are not trying to create all of these things yourself. The job description that was already created, can you just ask them to add the hours to it? So, it does not become something you will have to work through. But that will give us some clarity when we are talking about who's being paid to work full-time or part-time. We can just look at those job descriptions. I will have a few questions in regular meeting on these documents. **Thompson:** All right. **Nikolic:** Do we have any further discussion for the Finance Director? **Davis:** We asked for this stuff before this time. We just got it yesterday; you just gave it to Ms. Joseph yesterday. This is a lot of information and then you gave us a lot more. We have not even really gotten a chance to look at it. **Thompson:** It was a ton of information on your list that she handed out. **Davis:** We need it before this time.

**Thompson:** I hear you Ms. Davis. A lot of them I did, I fulfilled probably eight of them on the list. **Nikolic:** What I would like to point out is what I created. If you look here, it is the color coded excel sheet. It has lists of requests from Council to the different department heads. That way we can start tracking the requests that have been made. And how long it takes for us to receive them. **Williams:** We need to pull together previous requests. **Nikolic:** Right, it has been circulated. Please speak to Tanya about any request if it is not on that sheet, so that it can be updated. This is a general overview of what it looks like, but please review it. She is in the process of adding anything that was on the meeting from last night. Are there any other questions or discussions for the Finance Director?

**Nikolic:** May I have a motion to adjourn?

Motion to adjourn made by Hardin seconded by Scruggs

YES VOTE: Nikolic, Scruggs, Hardin, Matlock, Davis, Williams

MOTION PASSED

Adjourned at 7:03p.m.

Approved \_\_\_\_\_

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Tanya Joseph, Clerk of Council

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Erica L. Nikolic, President of Council

**VILLAGE OF OAKWOOD  
SPECIAL MEETING MINUTES  
2024-1-25**

**ATTENDANCE**

Johnnie Warren, President Por Tempore  
Eloise Hardin, Ward 2  
Paggie Matlock, Ward 3  
Candace Williams, Ward 5

**ABSENT**

Ed Hren, Village Engineer	Carlean Perez -- Recreation Director
Ross Cirincione, Prosecutor	Tom Haba, Service Director
Mark Garratt, Police Department	Daniel Marinucci, Chief Bldg. Official
Gary V Gottschalk, Mayor	Dave Tapp, Fire Department
James Climer, Law Director	Brian L. Thompson, Finance Director
Erica Nikolic, President	Taunya Scruggs, Ward 1
Mary Davis, Ward 4	
<i>* Arrived after roll call</i>	

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Meeting opened at 6:00pm by Warren  
Pledge of Allegiance  
Roll Call taken

**Warren:** Due to the fact that the Law Director is not here. He was supposed to give us some information relevant to this meeting. We will adjourn and reschedule for another date; no business was conducted.

Motion to adjourn made by Hardin seconded by Matlock

YES VOTE: Warren, Hardin, Matlock, Williams

MOTION PASSED

Adjourned meeting at 6:03p.m.

Approved \_\_\_\_\_

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Tanya Joseph, Clerk of Council

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Erica L. Nikolic, President of Council