THE VILLAGE OF OAKWOOD

SPECIAL MEETING MINUTES

August 20th,2026

ATTENDANCE

Council President-Eloise Hardin	Law- Brendan Heil/ John Montello
Ward 1- Taunya Scruggs	Police- Freeman
Ward 2- Evans-Warren	
Ward 3- Paggie Matlock	
Ward 4- Mary Davis	
Ward 5- Malcolm Sims Jr.	

ABSENT:

Mayor- Erica Nikolic

Service- Tom Haba

Fire- David Tapp

Building- Corey

Engineer- Matt Jones

Recreation- Karen Gaither

1. Meeting called to order by Davis at 7:36PM.
2. Pledge of Allegiance
3. Roll Call
4. Legislation
   a. Motion to Suspend Rules
      Roll Call
   b. Motion to Adopt
      Roll Call
   c. Any discussion
   d. Announce Pass or Fail
   e. Adjourn into Executive Session (if warranted)

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

f. Meeting Adjourned

POLICE DEPARTMENT ADMINISTRATIVE ASSISTANT POSITION

A. **ORDINANCE 2026-48 – AMENDED-** ***INTRODUCED BY COUNCIL AS A WHOLE***
AN EMERGENCY ORDINANCE AUTHORIZING PAY ADJUSTMENTS RETROACTIVE TO JANUARY 1, 2026, AND HIRING LIMITS FOR CERTAIN EMPLOYEES AND POSITIONS AND DECLARING AN EMERGENCY
Purpose: Allow hiring of new administrative assistant to replace Nikki

Current Situation:

-Nikki's last day: August 28, 2026 (next Friday).

- Position vacant as of August 12, 2026.

-Nikki has been with police department for 13 years.

B. POSITION REQUIREMENTS & JUSTIFICATION

Job Responsibilities:

-LEADS (Law Enforcement Automated Data System) audits and compliance.

-Budget preparation.

-Administrative changeover and onboarding.

-Background checks.

-License plate running.

-LEADS certification required.

-CGIS security clearance required.

-Policy and procedure development.

-Court preparation.

-Report writing.

-Dispatcher background preferred.

Why Complex Training Needed:

-Nikki brought department from "pen and paper to automated computerized systems".

-Created numerous processes and procedures.

-Only person who knows all systems and procedures.

-New hire cannot just be given login credentials and expected to function.

Records Clerk (Tanisha):

-Separate position from administrative assistant.

-Handles accident reports, records requests.

-Has LEADS and CGIS certifications.

-Can do some of Nikki's tasks but not all.

-Different skill set; not hired to do administrative assistant work.

C. FINANCIAL JUSTIFICATION

Savings:

-New hire starting at: $24.85/hour.

-Current Nikki's rate: $26.31/hour.

-Savings: $2/hour or approximately $4,000/year.

Training Costs:

-Initial 12-week period: 15 hours/week = 180 hours.

-As-needed: 20 hours/month for 9 months = 180 hours.

-Total: 360 hours over 12 months.

-At new hire rate: Would cost approximately $4,833 for 9 months training.

-This EXCEEDS the $4,000 annual savings.

-Council Concern: Training costs more than salary savings.

D. TRAINING TIMELINE DISCUSSION

Police Department Request:

-15 hours/week for 12 weeks (180 hours).

-Then 20 hours/month as-needed for 9 months (180 hours).

-Total: Up to 12 months of overlap.

Nikki's Perspective:

-Cannot do 5 days/week for 3 weeks training.

-The start date for the new job was delayed.

-The start date was from August 16 to August 31 for handoff.

-Working on budget with Captain Freeman.

-Audit work (every 3 years, very intense).

-Sergeant's exam preparation.

-Year-end/January tasks critical to position.

-Reasonably needs until end of March for proper transition.

Council Negotiations:

-Councilperson Evans-Warren: 60-90 day training period maximum.

-Councilperson Davis: Concerned about excessive hours.

-Training would be flex time (not 8-5).

-Evening hours (possibly 1-8 or 1-9 PM).

-Nikki trains after her new job ends.

Final Agreement:

-15 hours/week for 12 weeks (180 hours) initial training.

-As-needed hours after that.

-Based on evaluation of new hire's progress.

-Nikki at current rate ($26.31/hour).

-Evaluation to determine when training can end early if person catches on quickly.

E. HIRING PROCESS

Timeline:

-Posting on law enforcement sites.

-Email network to all police departments.

-International Association of Chiefs can post.

-Will post for 1-2 months until suitable candidate found.

-No requirement to post publicly (village decision).

Job Description Requirements:

-LEADS training.

-Budget preparation.

-Administrative duties.

-Security considerations.

-CGIS compliance.

F. COUNCIL VOTE

Motion: To suspend rules and approve Amended Ordinance 2026-48 Vote: 6-0 (Unanimous)

Motion to suspend- made by Davis and seconded by Matlock.

Motion to approve- made by Davis and seconded by Matlock.

Vote YES: Hardin: Yes, Scruggs: Yes, Matlock: Yes, Evans Warren: Yes, Davis: Yes, Sims: Yes.

Result: ADOPTED.

PART 3: RESOLUTION 2026-58

A RESOLUTION OF CONDOLENCES TO THE FAMILY OF ESTELLA DAVIS- INTRODUCED BY COUNCIL AS A WHOLE

Purpose: Resolution extending condolences to family of Estella Davis

Motion: To suspend rules and approve Resolution 2026-58 Vote: 6-0 (Unanimous).

Motion to suspend- made by Evans-Warren and seconded by Scruggs.

Motion to approve- made by Davis and seconded by Sims.

Vote YES: Scruggs: Yes, Evans Warren: Yes, Hardin: Yes, Matlock: Yes, Sims: Yes, Davis: Yes.

Result: ADOPTED

CHARTHER AMENDMENTS

VOTE #1: ALL 17 PREVIOUSLY APPROVED AMENDMENTS

THE 17 PREVIOUSLY APPROVED AMENDMENTS

Vote: Council voted 6-0 (UNANIMOUS) to place all 17 previously approved amendments on the November 2026 ballot.

These 17 amendments include:

5.03 - Recall of elected officers

6.04 - Initial elections of officers (repealing - outdated)

6.07 - Qualifications for elective office

7.03 - Ward boundaries (repealing)

7.04 - Division of ward boundaries after federal census

7.05 - Qualifications of council members and quorum

7.07 - Vacancy appointments and midterm elections

7.09 - Meetings of council (email notice option)

7.10 - Organization of council

7.12 - Action by council

7.14 - Publication of ordinances and resolutions

9.06 - Director of Finance

9.09 - Chief of Police (grammatical changes)

9.10 - Fire Chief

10.11 - Publishing notices of zoning changes

13.07 - Correction of certain charter provisions

13.08 - Ethical conduct and conflicts of interest

Motion: To place all 17 previously approved charter amendments on the November 2026 ballot.

Motion to suspend: made by Davis and seconded by Evans-Warren.

Motion to adopt: made by Evans-Warren and seconded by Hardin.

Vote: 6-0 (UNANIMOUS - PASSED)

Vote YES: Scruggs: Yes, Hardin: Yes, Evans Warren: Yes, Matlock: Yes, Davis: Yes, Sims: Yes.

Result: All 17 amendments APPROVED to go on ballot.

VOTE #2: THE 4 AT-LARGE SEAT REMOVAL AMENDMENTS

What they do: Remove the two at-large council seats

-Would reduce council from 7 to 5 members.

-Changes how council president is selected.

-Affects primary/runoff procedures.

Amendments Included:

6.06 - Primaries and elections (at-large)

7.01 - Number of council members (7 to 5)

7.08 - President of council selection

12.02 - Related at-large changes

Motion: To add amendments 6.06, 7.01, 7.08, and 12.02 to the ballot

Vote: 6-0 (UNANIMOUS - PASSED)

Motion to adopt: Made my Matlock and seconded by Davis.

Vote YES: Scruggs: Yes, Hardin: Yes, Matlock: Yes, Evans Warren: Yes, Davis: Yes, Sims: Yes.

Result: All 4 at-large amendments APPROVED to go on ballot

VOTE #3: AMENDMENT 6.05 - NOMINATION TIMEFRAMES

What it does: Removes prohibition on elected officials filing for different office.

-Currently: Cannot run for different offices while holding elected position.

-Proposed: Allow council members to run for mayor or at-large while keeping seat.

Motion: To add amendment 6.05 to the ballot

Motion to move to ballot: made by Sims and seconded by Davis.

Vote: 6-0 (UNANIMOUS - PASSED)

Vote YES: Scruggs: Yes, Hardin: Yes, Matlock: Yes, Evans Warren: Yes, Davis: Yes, Sims: Yes.

Result: Amendment 6.05 APPROVED to go on ballot.

AMENDMENT EXPLICITLY NOT VOTED ON

7.06 - Council President Hardin stated for the record: "For the record, I want to make sure that for the record 7.06 is not even being considered tonight. That's correct."

This amendment was NOT included in any vote and will NOT appear on the ballot.

KEY VOTING NOTES

-All votes were unanimous (6-0).

-No dissenting votes.

-No abstentions.

-All council members were present for all votes.

-Each amendment voted on separately (not bundled).

-Each will appear as individual ordinance on ballot.

WHAT HAPPENS NEXT

-Clerk will assign ordinance numbers to each amendment.

-PDF copies sent for Board of Elections certification by August 25, 2026.

-Board of Elections approves ballot language.

-Spanish version also provided.

-State deadline: September 4, 2026.

-Amendments appear on November 2026 ballot.

Adjournment- Motion to adjourn made by Davis and seconded by Evans-Warren.

Vote YES: Scruggs: Yes, Hardin: Yes, Matlock: Yes, Evans Warren: Yes, Davis: Yes, Sims: Yes.

Meeting adjourned at 9:35PM.

Eloise Hardin

Council President, Eloise Hardin

Carol Jackson

Clerk of Council, Carol Jackson

10-27-26

Approved (Date)

11-2-26

Posted (Date)