

Stacel, Lori

From: Klopsch, Norbert S.
Sent: Friday, July 9, 2021 4:00 PM
To: Hill, Alan
Subject: RE: Brian Pond

[REDACTED] **RS**

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

-----Original Message-----

From: Hill, Alan
Sent: Friday, July 9, 2021 3:46 PM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Subject: Brian Pond

Just FYI - [REDACTED]

[REDACTED]

[REDACTED] **RS**

Alan

Sent from my iPhone

Stacel, Lori

From: Klopsch, Norbert S.
Sent: Friday, July 9, 2021 4:02 PM
To: Wilder, Jennifer
Subject: RE: EAP Newsletter for Supervisors

Good stuff... thanks

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Wilder, Jennifer
Sent: Friday, July 9, 2021 3:19 PM
To: Caldwell, Brian <bcaldwell@oakwood.oh.us>; Martin, Tracy L. <Martin@oakwood.oh.us>; !Safety_Staff <!Safety_Staff@oakwood.oh.us>; !Service Dept. <service-department@oakwood.oh.us>; Collins, Carol D. <Collins@oakwood.oh.us>; Jacques, Robert <Jacques@oakwood.oh.us>; Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Stafford, Cindy <stafford@oakwood.oh.us>; Wilder, Jennifer <wilder@oakwood.oh.us>
Subject: EAP Newsletter for Supervisors

Attached please find the July *Frontline Supervisor* newsletter provided to us by our EAP, EmployeeCare, and share with supervisors in your department as needed.

Q & A number 2 is a good one...most of us can relate to the issue of an employee "dropping" a problem on your desk at the most inopportune time. Be sure to read the Answer for a few good strategies!

Should you have any questions about the city's Employee Assistance Program, please let me know.

Thanks,
Jennifer

Jennifer S. Wilder, MBA, PHR | Director of Personnel & Properties
City of Oakwood | 30 Park Avenue | Oakwood, OH 45419
P: (937) 298-0411 | F: (937) 297-2940 | wilder@oakwood.oh.us
www.oakwoodohio.gov

Stacel, Lori

From: Klopsch, Norbert S.
Sent: Friday, July 9, 2021 4:24 PM
To: Collins, Carol D.; Stacel, Lori
Subject: RE: Lawn Care
Attachments: LAWN TREATMENT ON CITY -- Scene Article.docx

Thanks Carol.

Lori, Please add the attached to the Aug/Sep Scene.

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Collins, Carol D.
Sent: Friday, July 9, 2021 4:19 PM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Subject: RE: Lawn Care

Norb,

I talked with Brian and yes it is technically correct. The last sentence on the second paragraph should be Brian instead of Brain. Not sure my name necessarily needs to be on there but that is up to you. Brian handles everything with Leisure Lawn and I have very little contact with them but that is up to you.

Have a great weekend.

Carol

From: Klopsch, Norbert S.
Sent: Friday, July 9, 2021 3:59 PM
To: Collins, Carol D. <Collins@oakwood.oh.us>
Cc: Stacel, Lori <stacel@oakwood.oh.us>
Subject: RE: Lawn Care

Carol,

I made a few edits. Please read the attached to ensure that it is still technically correct on what we do and how we do it.

Thanks, Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Collins, Carol D.
Sent: Friday, July 9, 2021 1:33 PM
To: Stacel, Lori <stacel@oakwood.oh.us>
Cc: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Subject: Lawn Care

Lori,

Here is what I came up with for the article in the Scene. Hopefully, it works.

Thanks.

Carol

LAWN TREATMENT ON CITY-OWNED PUBLIC LAWN AREAS

Well-kept lawns and green spaces within the City are an important part of the health of these areas and maintaining Oakwood's ambiance. The City has used Integrated Pest Management (IPM) practices for a number of years on the city-owned public lawn areas which include parks, boulevards, athletic fields, and around public buildings. IPM is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and nontarget organisms, and the environment. Our practices include adherence to proper mowing heights and the use of sharp blades on mowers which helps reduce the amount of chemicals used in all of the public areas. The City requires that all lawn care contractors, whether treating for pests or weeds, are properly licensed by the Ohio Department of Agriculture, and follow all applicable laws and rules promulgated by the Ohio Department of Agriculture.

In our parks, lawn care treatments require the posting of temporary signage in conspicuous locations at least two days prior to treatment. The day of treatment, the City Horticulturist and/or Recreation Supervisor meet the contractor on-site prior to the application of any treatment. They ensure that children are not present in the area to be treated and that the area is otherwise clear for the application, before allowing the contractor to proceed with lawn treatment. Immediately following treatment, the City verifies that all signs are properly placed, and are then promptly removed 24 hours thereafter. Only areas with weeds and pests are spot sprayed, not always the entire green space as this is a part of the IPM practice to limit chemical use yet still keep the community greenspace as healthy as possible. Questions about our maintenance of lawns and green spaces should be directed to City Horticulturist Brian Caldwell at 937-298-0775.

Stacel, Lori

From: Klopsch, Norbert S.
Sent: Friday, July 9, 2021 4:25 PM
To: Spitler, Doug
Subject: RE: Lead and Copper

Thanks Doug.

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Spitler, Doug
Sent: Friday, July 9, 2021 4:18 PM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Subject: Lead and Copper

Norb,

From your question about lead and copper sampling at our meeting today, the deadline is September 30th. Our EPA monitoring schedule requires 20 samples between June 1 and September 30. As with all of our required tests, we sample more at the beginning of the period rather than waiting.

K. Douglas Spitler, PE | Director of Engineering & Public Works
City of Oakwood | 210 Shafor Boulevard | Oakwood, OH 45419
P: (937) 298-0777 | F: (937) 297-2919 | spitler@oakwood.oh.us
www.oakwoodohio.gov

Stacel, Lori

From: Klopsch, Norbert S.
Sent: Friday, July 9, 2021 4:45 PM
To: Stacel, Lori;Collins, Carol D.
Subject: RE: Lawn Care

Thanks Lori and Carol.

Have a nice weekend. Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Stacel, Lori
Sent: Friday, July 9, 2021 4:43 PM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Collins, Carol D. <Collins@oakwood.oh.us>
Subject: RE: Lawn Care

Norb,

I just sent the article to be added. I also added this article to our April/May and August/September template articles.

Thanks,
Lori

From: Klopsch, Norbert S.
Sent: Friday, July 9, 2021 4:24 PM
To: Collins, Carol D. <Collins@oakwood.oh.us>; Stacel, Lori <stacel@oakwood.oh.us>
Subject: RE: Lawn Care

Thanks Carol.

Lori, Please add the attached to the Aug/Sep Scene.

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Collins, Carol D.
Sent: Friday, July 9, 2021 4:19 PM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Subject: RE: Lawn Care

Norb,

I talked with Brian and yes it is technically correct. The last sentence on the second paragraph should be Brian instead of Brain. Not sure my name necessarily needs to be on there but that is up to you. Brian handles everything with Leisure Lawn and I have very little contact with them but that is up to you.

Have a great weekend.

Carol

From: Klopsch, Norbert S.
Sent: Friday, July 9, 2021 3:59 PM
To: Collins, Carol D. <Collins@oakwood.oh.us>
Cc: Stacel, Lori <stacel@oakwood.oh.us>
Subject: RE: Lawn Care

Carol,

I made a few edits. Please read the attached to ensure that it is still technically correct on what we do and how we do it.

Thanks, Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Collins, Carol D.
Sent: Friday, July 9, 2021 1:33 PM
To: Stacel, Lori <stacel@oakwood.oh.us>
Cc: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Subject: Lawn Care

Lori,

Here is what I came up with for the article in the Scene. Hopefully, it works.

Thanks.

Carol

Stacel, Lori

From: Klopsch, Norbert S.
Sent: Friday, July 9, 2021 5:44 PM
To: Spitler, Doug
Subject: RE: Soil Borings

Can they commit to 7-10 days?

On Jul 9, 2021 1:30 PM, "Spitler, Doug" <spitler@oakwood.oh.us> wrote:

CBC does the soil analysis and report, so the rig is just a subcontractor.

K. Douglas Spitler, PE

City of Oakwood

210 Shafor Boulevard

Oakwood, OH 45419

From: Klopsch, Norbert S.
Sent: Friday, July 9, 2021 1:01 PM
To: Spitler, Doug <spitler@oakwood.oh.us>
Cc: Jacques, Robert <Jacques@oakwood.oh.us>
Subject: RE: Soil Borings

Actually, if CBC does not have a drill rig, are they just a middleman??? If so, let's get a price from Bowser. I am certain they have their own rig.

Norb

Norbert S. Klopsch

Oakwood City Manager

(937) 298-0600

From: Klopsch, Norbert S.
Sent: Friday, July 9, 2021 12:59 PM
To: Doug Spitler <spitler@oakwood.oh.us>
Cc: Jacques, Robert <Jacques@oakwood.oh.us>
Subject: Soil Borings

Doug,

If CBC can't commit to getting the soil borings done within the next 7-10 days, please contact Bowser-Morner right away and see if they can do it.

Thanks, Norb

Norbert S. Klopsch

Oakwood City Manager

(937) 298-0600

Stacel, Lori

From: Klopsch, Norbert S.
Sent: Saturday, July 10, 2021 11:25 AM
To: Turben, Leigh
Cc: Stacel, Lori;Duncan, William;Byington, Steve;Stephens, Rob;Hilton, Anne
Subject: RE: An Oakwood Moment
Attachments: Oakwood Moment-2.docx

Hi Leigh,

I think we need to be careful opening this up to anyone in the community. I could see someone sending in something that, for one reason or another, we decide is inappropriate... and then we find ourselves needing to deny it, which could lead to problems. I think we best generate these internally, at least for the first few months so we can see how it goes. Let's discuss this at our August 2 work session.

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

-----Original Message-----

From: Leigh Turben <leighturben@gmail.com>
Sent: Friday, July 9, 2021 8:56 PM
To: Stacel, Lori <stacel@oakwood.oh.us>
Cc: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Subject: An Oakwood Moment

Hi Lori, below is a rough script of what I'd like to say. In thinking about it, I'd prefer it if all three gardens were on one slide. I want this segment to be "snappy", and that's easier done if they are all on one slide. I was also wondering if you would mind being the point person for anyone sending in "a moment" to be recognized. I think it's good to open it up to the entire community. If you are OK with that, would you mind putting your email on the title slide? So we will only have 2 slides - the title slide, and a slide with the 3 parks.

If you like, I'll be happy to write an article for the next Oakwood Scene. Just let me know! ;)

Thank you!

Leigh

An Oakwood Moment

SLIDE 1 (Title slide – you may want to add your email address)

I am happy to introduce a new segment for our City Council Meetings.

During our council meetings, we always talk about upcoming events, meetings, and important matters of our community. But every day, we are all out and about, and we see things that makes us appreciate Oakwood. We wanted a visual way to recognize those moments. It could be any person, place or happening that would be of interest to the community. It could be a picture of children sledding down the front lawn of Hawthorn Hill, or the daffodils in bloom at Smith Gardens, or a milestone anniversary for an Oakwood resident, or a picture of Oakwood Rotary members collecting old paint cans as a service to the citizens.

We are calling this segment “An Oakwood Moment”, and we welcome your input. Any resident who has An Oakwood Moment to share with us, please send it to Lori Stacel at **STACEL@OAKWOOD.OH.US**.

SLIDE 2 (I hate to ask, but to keep this segment tight, I think I’d prefer to have all three park pictures on one slide, with their names.)

And, for our first Oakwood Moment I would like to recognize our beautiful gardens. In June, three of our gardens were featured on walking tours: our lovely Smith Gardens and Loy Gardens were showcased by the **Dayton Garden Club** in their **2021 Garden Gems Tour**, and Francine’s Garden was included in the Historical Society’s Hidden Manor Tour. Over 800 people visited these gardens in June.

It’s really pretty amazing that besides Smith Gardens, Oakwood has 3 natural areas, 6 parks, 3 tennis courts and a dog park – all in 2 square miles!

Of course I can’t mention our green spaces without recognizing **Carol Collins**, our Leisure Services Director, and **Brian Caldwell** and his staff **Chris North**, **Daryn Witherspoon**, along with the summer employees, who take care of and maintain these areas. Thank you!

Stacel, Lori

From: Klopsch, Norbert S.
Sent: Saturday, July 10, 2021 12:08 PM
To: Rob Stephens (stephens@oakwood.oh.us)
Subject: FW: You Are Invited To The Open House For Stephens Insurance

Congrats Bill, Pam and Rob... what an achievement!!! See you Friday.

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Stephens Insurance Agency News <StephensInsuranceAgency@mail.buttondown.email>
Sent: Friday, July 9, 2021 11:11 PM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Subject: You Are Invited To The Open House For Stephens Insurance

Join us as we celebrate and thank our clients and friends at our **NEW** location!
We will also be celebrating our 40th Anniversary that we achieved on **June 1st, 2021.**

Open House
Friday, July 16th
2:00 - 7:00 pm

Stephens Insurance Agency
51 Park Ave.
Oakwood Oh 45419

No RSVP Needed... Just swing by, say hello, and we will thank you for helping us make it a special adventure for all of these years!

This was issue #1 of Stephens Insurance Agency News.
You can [subscribe](#), [unsubscribe](#), or [view this email online](#).

This email brought to you by [Buttondown](#), the easiest way to start and grow your newsletter.

Stacel, Lori

From: Klopsch, Norbert S.
Sent: Saturday, July 10, 2021 12:09 PM
To: debkirschman@gmail.com
Subject: FW: You Are Invited To The Open House For Stephens Insurance

Maybe you can join me at this... late Friday afternoon. It will be very informal. 😊 XO

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Klopsch, Norbert S.
Sent: Saturday, July 10, 2021 12:08 PM
To: Rob Stephens (stephens@oakwood.oh.us) <stephens@oakwood.oh.us>
Subject: FW: You Are Invited To The Open House For Stephens Insurance

Congrats Bill, Pam and Rob... what an achievement!!! See you Friday.

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Stephens Insurance Agency News <StephensInsuranceAgency@mail.buttondown.email>
Sent: Friday, July 9, 2021 11:11 PM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Subject: You Are Invited To The Open House For Stephens Insurance

Join us as we celebrate and thank our clients and friends at our **NEW** location!
We will also be celebrating our 40th Anniversary that we achieved on **June 1st, 2021.**

Open House
Friday, July 16th
2:00 - 7:00 pm

Stephens Insurance Agency
51 Park Ave.
Oakwood Oh 45419

No RSVP Needed... Just swing by, say hello, and we will thank you for helping us make it a special adventure for all of these years!

This was issue #1 of Stephens Insurance Agency News.
You can [subscribe](#), [unsubscribe](#), or [view this email online](#).

This email brought to you by [Butttdown](#), the easiest way to start and grow your newsletter.

Stacel, Lori

From: Klopsch, Norbert S.
Sent: Sunday, July 11, 2021 12:19 PM
To: Hilton, Anne;Turben, Leigh;Duncan, William;Stephens, Rob;Byington, Steve
Subject: Fertilizers/Herbicides/Pesticides -- Oakwood Scene
Attachments: LAWN TREATMENT ON CITY -- Scene Article.docx

Attached is the article that we will include in the August/September Oakwood Scene.

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Klopsch, Norbert S.
Sent: Thursday, July 8, 2021 1:52 PM
To: Anne Hilton (hilton@oakwood.oh.us) <hilton@oakwood.oh.us>; Leigh Turben (turben@oakwood.oh.us) <turben@oakwood.oh.us>; William Duncan (duncan@oakwood.oh.us) <duncan@oakwood.oh.us>; Rob Stephens (stephens@oakwood.oh.us) <stephens@oakwood.oh.us>; Steve Byington - Oakwood (byington@oakwood.oh.us) <byington@oakwood.oh.us>
Subject: Fertilizers/Herbicides/Pesticides

Fyi below and attached.

I will include the memo from Carol referenced below in the CM newsletter next Friday.

The last paragraph on page three of the admin policy states that we will include information about lawn treatment twice annually in the Oakwood Scene newsletter. We have not been doing this... not deliberately, it just got by us. Carol is working on an article for the August/September Scene.

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Klopsch, Norbert S.
Sent: Thursday, July 8, 2021 1:39 PM
To: Collins, Carol D. <Collins@oakwood.oh.us>
Subject: fertilizers/herbicides/pesticides

Carol,

I am guessing that you are already working on this...

Please prepare a memo addressing our use of fertilizers/herbicides/pesticides on public properties around the city... and specifically point out the incorrect statements in the attached Facebook string.

Thanks, Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Collins, Carol D.
Sent: Wednesday, July 7, 2021 3:02 PM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Subject: While You Were Gone

Welcome back. I hope you had a great trip to California and enjoyed being there.

Below are just a few things that went on Tuesday and Wednesday of this week.

- *Had a meeting with Bilbrey on Tuesday morning. I will bring over an updated schedule over for you. We are waiting for a service call for our copier and that is why I will be putting it in your box. The cure time for the asphalt is 14 days now instead of 21 days due to the temperatures. If you recall, the temps for the project before were much colder and required more cure time. The contractor (Heiberger) indicated to Bilbrey they would be ready to go after the 14 day cure so the schedule has been updated. Heiberger also will be guaranteeing the acrylic coating for the courts where before they did not because of the temps. Bilbrey hopes to have a pre-punch list meeting on July 19th and then a final the 23rd. The school did not show up so I will give them the schedule. Will need to get with the schools to find out what kind of scoreboards they will be using. Will be getting with our electrical contractor hopefully yet this week to run the electric as we have discussed before.*

Need to talk about the electrical at the tennis court before we do anything. I talked with Laura Connor and she indicated the schools only needed one outlet for some training equipment so we will have to decide what we want done. Maybe we need to talk with Kyle about this.

Rob also mentioned the parking lot would be done early this fall, sometime after Labor Day.

- *Thought I would let you know that Citizens for a Better Oakwood posted some information about the city spraying pesticides. Lori Stacel has a copy of the stuff posted. Lots of information in the posts were not correct at all. Also indicated getting a small group together to approach the city and gather names on a petition. Posts indicated we were in the parks. We were not as Brian was on vacation, we always post when we will be in the parks, etc., etc.*

- *Last evening a piece of concrete came out of the east wall at the pool. This was about a foot and a half long by ten inches wide. We were able to put it back in place temporarily with marina epoxy. Karen contacted Rob to discuss what happened and he will be sending one of his guys up to finish the repair tomorrow.*
- *I sent a few pictures to Lori Stacel per our discussion about Leigh's request for the July Council meeting and her comments. Lori will be putting together the power point for her.*
- *Relatively quiet around here both yesterday and today.*
- *Let me know if you have any questions.*

Carol

LAWN TREATMENT ON CITY-OWNED PUBLIC LAWN AREAS

Well-kept lawns and green spaces within the City are an important part of the health of these areas and maintaining Oakwood's ambiance. The City has used Integrated Pest Management (IPM) practices for a number of years on the city-owned public lawn areas which include parks, boulevards, athletic fields, and around public buildings. IPM is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and nontarget organisms, and the environment. Our practices include adherence to proper mowing heights and the use of sharp blades on mowers which helps reduce the amount of chemicals used in all of the public areas. The City requires that all lawn care contractors, whether treating for pests or weeds, are properly licensed by the Ohio Department of Agriculture, and follow all applicable laws and rules promulgated by the Ohio Department of Agriculture.

In our parks, lawn care treatments require the posting of temporary signage in conspicuous locations at least two days prior to treatment. The day of treatment, the City Horticulturist and/or Recreation Supervisor meet the contractor on-site prior to the application of any treatment. They ensure that children are not present in the area to be treated and that the area is otherwise clear for the application, before allowing the contractor to proceed with lawn treatment. Immediately following treatment, the City verifies that all signs are properly placed, and are then promptly removed 24 hours thereafter. Only areas with weeds and pests are spot sprayed, not always the entire green space as this is a part of the IPM practice to limit chemical use yet still keep the community greenspace as healthy as possible. Questions about our maintenance of lawns and green spaces should be directed to City Horticulturist Brian Caldwell at 937-298-0775.

Stacel, Lori

From: Klopsch, Norbert S.
Sent: Sunday, July 11, 2021 12:20 PM
To: Rob Stephens (stephens@oakwood.oh.us)
Subject: FW: Shroyer Medians

Rob,

Just a heads up that we are still working on this.

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Klopsch, Norbert S.
Sent: Friday, July 9, 2021 12:07 PM
To: Collins, Carol D. <Collins@oakwood.oh.us>
Subject: RE: Shroyer Medians

Carol,

I am talking about matting. It is heavily used in CA.

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Collins, Carol D.
Sent: Friday, July 9, 2021 12:01 PM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Subject: RE: Shroyer Medians

Norb,

We just sprayed again (third time) this week as I did not want to put mulch down until I knew the majority of the weeds (maple seedlings mostly) had died. Phillips will then come in with the mulch blower which we are checking on their schedule to see when it can be done. I think if we were to do anything like a weed block, we would do it later in the season because of the irrigation that is there. Need to make sure the trees are getting enough water and most of the

material that is used is not porous enough to let the water in to water. I know it doesn't look good but to go in manually and pull the seedlings would be very time consuming.

When you are talking about weed block, are you talking pre-emergent and or matting? If pre-emergent, we already did that in the spring but the rains have broken it down so we would do another application before we mulched. If matting is what you were talking about, I addressed that above.

Carol

From: Klopsch, Norbert S.
Sent: Friday, July 9, 2021 11:18 AM
To: Collins, Carol D. <Collins@oakwood.oh.us>
Subject: Shroyer Medians

Carol,

Do we need to spray all the medians again, or mulch them... or both? Should we consider weed block?

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

Stacel, Lori

From: Klopsch, Norbert S.
Sent: Sunday, July 11, 2021 12:47 PM
To: Rob Stephens
Subject: RE: Shroyer Medians

Yes, we are.

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Rob Stephens <rob@stephensinsuranceagency.com>
Sent: Sunday, July 11, 2021 12:33 PM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Subject: Re: Shroyer Medians

Excellent, thank you. I'm sure if we had more summer help, the pulling of the weeds could be done in a reasonable manner.

I'm assuming we are short staffed like many other communities and businesses.

Thanks for staying on top of this.

ROB

Get [Outlook for iOS](#)

From: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Sent: Sunday, July 11, 2021 12:20:23 PM
To: Stephens, Rob <stephens@oakwood.oh.us>
Subject: FW: Shroyer Medians

Rob,

Just a heads up that we are still working on this.

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Klopsch, Norbert S.
Sent: Friday, July 9, 2021 12:07 PM
To: Collins, Carol D. <Collins@oakwood.oh.us>
Subject: RE: Shroyer Medians

Carol,

I am talking about matting. It is heavily used in CA.

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Collins, Carol D.
Sent: Friday, July 9, 2021 12:01 PM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Subject: RE: Shroyer Medians

Norb,

We just sprayed again (third time) this week as I did not want to put mulch down until I knew the majority of the weeds (maple seedlings mostly) had died. Phillips will then come in with the mulch blower which we are checking on their schedule to see when it can be done. I think if we were to do anything like a weed block, we would do it later in the season because of the irrigation that is there. Need to make sure the trees are getting enough water and most of the material that is used is not porous enough to let the water in to water. I know it doesn't look good but to go in manually and pull the seedlings would be very time consuming.

When you are talking about weed block, are you talking pre-emergent and or matting? If pre-emergent, we already did that in the spring but the rains have broken it down so we would do another application before we mulched. If matting is what you were talking about, I addressed that above.

Carol

From: Klopsch, Norbert S.
Sent: Friday, July 9, 2021 11:18 AM
To: Collins, Carol D. <Collins@oakwood.oh.us>
Subject: Shroyer Medians

Carol,

Do we need to spray all the medians again, or mulch them... or both? Should we consider weed block?

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

Stacel, Lori

From: Klopsch, Norbert S.
Sent: Sunday, July 11, 2021 12:49 PM
To: LAD;Kristi Hale;Judy Cook;Healy Jackson;Joshua D. Green;Madeline Iseli;Kyle Ramey;Roger Crum;Jeremy Newport;sdorf1@udayton.edu;D Turben;Samuel Dorf
Subject: RE: Editorial in DDN Sunday July 11

Agree! That's a great column. Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: LAD <ladfulford@gmail.com>
Sent: Sunday, July 11, 2021 9:01 AM
To: Kristi Hale <hale@wrightlibrary.org>; Judy Cook <judygcook@woh.rr.com>; Healy Jackson <healyjackson@gmail.com>; Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Joshua D. Green <joshua@the-green-family.org>; Madeline Iseli <Madeline.Iseli@sinclair.edu>; Kyle Ramey <ramey.kyle@oakwoodschoools.org>; Roger Crum <rcrum1@udayton.edu>; Jeremy Newport <newporjd@yahoo.com>; sdorf1@udayton.edu; D Turben <dan.turben@parknationalbank.com>; Samuel Dorf <samuel.dorf@gmail.com>
Subject: Editorial in DDN Sunday July 11

I am sharing the editorial in today's paper. Ray Marcano expresses exactly what we are trying to do with the OIC. I wonder if he could be involved in a future program? Or help us promote the OIC and what we are doing to the larger Dayton community?

Enjoy the rest of your weekend. It's a good day to relax, reflect, and/or read.

My best,
Leigh Ann

Leigh Ann Fulford

*There is always light,
if only we're brave enough to see it.
If only we're brave enough to be it.
—Amanda Gorman*

Stacel, Lori

From: Klopsch, Norbert S.
Sent: Monday, July 12, 2021 8:10 AM
To: Lori Stacel
Cc: Laidler, Sherri
Subject: Re: Lori - out today

Take care Lori.

Norb

On Jul 12, 2021 6:26 AM, Lori Stacel <llstacel@gmail.com> wrote:
Hello,

I'm having stomach problems so I'm going to stay home today. I spent most of the day yesterday in bed not feeling well, so I'm thinking I have some kind of bug.

Thanks,
Lori

Sent from my iPhone

Stacel, Lori

From: Klopsch, Norbert S.
Sent: Monday, July 12, 2021 9:22 AM
To: Spitler, Doug;Stafford, Cindy
Subject: RE: Computer for Chris Kuzma

Doug/Cindy,

We'll discuss this at our staff meeting tomorrow.

My thought is that Tom gets Ken's computer and Chris gets Toms. Once we get into the GIS project, we may decide that Chris is better off with a new system.

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Spitler, Doug
Sent: Monday, July 12, 2021 9:03 AM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Subject: Computer for Chris Kuzma

Norb,

Will Chris be getting a new computer...and do I need to do anything to assist?

K. Douglas Spitler, PE | Director of Engineering & Public Works
City of Oakwood | 210 Shafor Boulevard | Oakwood, OH 45419
P: (937) 298-0777 | F: (937) 297-2919 | spitler@oakwood.oh.us
www.oakwoodohio.gov

Stacel, Lori

From: Klopsch, Norbert S.
Sent: Monday, July 12, 2021 9:19 AM
To: Hardy, James T. (James.Hardy5@va.gov)
Subject: FW: Oakwood Rotary HazMat Pick Up: July 23.

You'll need to team up with Joe Scott on Saturday... the second string! Ha

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Seifert, Melissa
Sent: Monday, July 12, 2021 8:22 AM
To: Marty Beyer <Marty@martybeyerlaw.com>; Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Woodman, John <WoodmanJ@mcoho.org>; Editor@OakwoodRegister.com; Willie.Morton@veolia.com; Dave.Naas@Veoli.com
Cc: Joe Scott <87dbmm@gmail.com>; Scott Fischer <scottfischer13@gmail.com>
Subject: RE: Oakwood Rotary HazMat Pick Up: July 23.

Hi All,

The voice mail is set up and ready to go! I will be on vacation the week of this pick up and Lyndsie Corn will take care of sending the list on the Friday before. Marty should she still only send to you?

Thank you,
Missi

From: Marty Beyer <Marty@martybeyerlaw.com>
Sent: Sunday, July 11, 2021 4:06 PM
To: Seifert, Melissa <Seifert@oakwood.oh.us>; Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Woodman, John <WoodmanJ@mcoho.org>; Editor@OakwoodRegister.com; Willie.Morton@veolia.com; Dave.Naas@Veoli.com
Cc: Joe Scott <87dbmm@gmail.com>; Scott Fischer <scottfischer13@gmail.com>
Subject: Oakwood Rotary HazMat Pick Up: July 23.

Hi All,

Our second hazmat pick up for 2021 will be Saturday July 24 at 900 AM.

Missi, would you mind setting up the voicemail?

John / Willie & Dave, we'll see your crew that morning starting around 10 AM.

Brian, would you please run notices in the Oakwood Register? Here's a proposed news release:

Oakwood Rotary volunteers will come to your home on Saturday July 24 to collect materials that can't be picked up by weekly trash and recycling routes. Those items include paint cans, stains, thinners, pesticides, and batteries. Please

ensure containers are easily accessible, not leaking, with secure lids. If you have pick-up items, please call 296-5155 and leave your name/address before noon on Friday July 23. Items to be collected need to be ready by 9:00 AM on the 24th.

Did you know that Oakwood Rotary is unique in providing this service for our community? No other Miami Valley community is afforded this service. While there's no charge for the pick up, we encourage you to make a tax-deductible donation to the "Oakwood Rotary Club Foundation" and leave that with the items in a well-marked envelope. Or you can mail a check to POB 512, Dayton, OH 45409. All donations support the many Oakwood Rotary charitable projects and community events.

Thanks to All!!

Marty

Marty Beyer
Beyer Law, LLC
204 South Ludlow Street # 204
Dayton, OH 45402-2340
Phone: 937.610.0204
Fax: 937.558.5884
Marty@MartyBeyerLaw.com

Stacel, Lori

From: Klopsch, Norbert S.
Sent: Monday, July 12, 2021 11:43 AM
To: LaShaunah Kaczynski
Subject: RE: FW: First Suburbs Networking Event at the Frazee-August 4th

Thanks

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: LaShaunah Kaczynski <LaShaunah.Kaczynski@ketteringoh.org>
Sent: Monday, July 12, 2021 9:34 AM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Subject: Re: FW: First Suburbs Networking Event at the Frazee-August 4th

Hi Norb,

I have received your reservation.

Thanks,
Shauna

>>> "Klopsch, Norbert S." <Klopsch@oakwood.oh.us> 7/9/2021 6:44 AM >>>
LaShaunah, Please reserve seats for my wife Debbie and me. Thanks, Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Klopsch, Norbert S.
Sent: Friday, July 9, 2021 6:41 AM
To: Jack Jensen <firstsuburbs@ameritech.net>
Cc: Steve Byington - Oakwood (byington@oakwood.oh.us) <byington@oakwood.oh.us>; Leigh Turben (turben@oakwood.oh.us) <turben@oakwood.oh.us>
Subject: RE: First Suburbs Networking Event at the Frazee-August 4th

Jack,

Debbie and I will attend. Really looking forward to it.

Norb

Norbert S. Klopsch

Oakwood City Manager
(937) 298-0600

From: Jack Jensen <firstsuburbs@ameritech.net>

Sent: Thursday, July 8, 2021 8:50 PM

To: Amy Brown, Moraine Clerk of Council <abrown@moraineoh.org>; April Franklin, Riverside Councilmember <afranklin@riversideoh.gov>; Bill Lautar, Kettering Councilmember <bill.lautar@ketteringoh.org>; Bob Ahlers, Vandalia Vice-Mayor <bahlers@vandaliaohio.org>; Brad Townsend, West Carrollton City Manager <btownsend@westcarrollton.org>; Brenda Fry, Riverside Councilmember <bfry@riversideoh.gov>; Brooks Compton, Centerville Mayor <bcompton@mccmlawyers.com>; Bruce Duke, Kettering Councilmember <bruce.duke@udayton.edu>; Dale Berry, Washington Twp Trustee <dale.berry@washingtontwp.org>; David Lewis, Vandalia Councilmember <dlewis@vandaliaohio.org>; Georgeann Godsey, Harrison Twp Trustee President <ggodsey@harrisonsouthwestohio.org>; Glenn Otto, Huber Heights Councilmember <gotto@hhoh.org>; Greg Merkle, Clayton Councilmember <Greg.merkle@wright.edu>; J. Tim Gorman, Clayton Deputy Mayor <timgorman47@gmail.com>; Jack Jensen, FSC Executive Director <jackjensen@ameritech.net>; Jeanette Marcus, Moraine Councilmember <Jeanette.Marcus@moraineoh.org>; Jeanette Marcus, Moraine Councilmember <safariaccounting@yahoo.com>; Jeff Gore, Huber Heights Mayor <jgore@hhoh.org>; Jesse Lightle, Washington Township Administrator <jlightle@washingtontwp.org>; JoAnne Rau, Centerville Deputy Mayor <jrau@centervilleohio.gov>; Judy Cook, Chair Emeritus <judygcook@woh.rr.com>; Kara Landis, Trotwood Clerk of Council <klandis@trotwood.org>; Kathleen Baker, Huber Heights Councilmember <KBaker@hhoh.org>; Kenny Henning, Clayton Councilmember <kennethchenning@gmail.com>; Kenny Henning, Clayton Councilmember <kennethchenning@yahoo.com>; Kim Wallace, City of Moraine <kwallace@moraineoh.org>; LaShaunah Kaczynski <LaShaunah.Kaczynski@ketteringoh.org>; Leigh Turben, Oakwood Councilmember <lturben@woh.rr.com>; Mark Schwieterman, Kettering City Manager <mark.schwieterman@ketteringoh.org>; Michael Davis, Moraine City Manager <mdavis@moraineoh.org>; Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Ora Allen, Moraine Councilmember <oallen@moraineoh.org>; Quincy Pope, Trotwood City Manager <qpope@trotwood.org>; Richard Herbst, Vandalia Mayor <rherbst@vandaliaohio.org>; Richard Shaw, Huber Heights Councilmember <rshaw@hhoh.org>; Rick Barnhart, West Carrollton Councilmember <r_barnhart@sbcglobal.net>; Roland Winburn, Harrison Twp Trustee Vice President <rwinburn@harrisonsouthwestohio.org>; Roland Winburn, Harrison Twp Trustee Vice President <Roland.winburn@yahoo.com>; Ron Vaughn, Trotwood Councilmember <ron@clippercourierlogistics.com>; Ron Vaughn, Trotwood Councilmember <rvaughn@trotwood.org>; Sharon Lowry, Washington Twp Trustee President <sharon.lowry@washingtontwp.org>; Byington, Steve <byington@oakwood.oh.us>; Tony Rodgers, Huber Heights Clerk of Council <arodgers@hhoh.org>; Trotwood Councilmember Yvette Page <ypage@trotwood.org>; Willis Serr, Centerville Councilmember <wserr@centervilleohio.gov>

Cc: 'Amy Hayslip' <Amy.Hayslip@ketteringoh.org>

Subject: First Suburbs Networking Event at the Frazee-August 4th

Hello, after a year's absence, The First Suburbs Consortium's networking event will resume this year. An invitation to the event is attached. The event will be held on Wednesday, August 4th starting with a summer barbeque dinner at 6:00 pm on the Frazee Pavilion Patio and a reserved seat for the 7:30 pm concert featuring the United States Air Force Band of Flight, Flight One. Details are contained in the Invitation. Please extend the invitation to each of your elected officials and your City Manager or Township Administrator. Seating will be limited, so if you make a reservation and find you are unable to attend, please cancel so someone on the waiting list can come.

Thanks, Jack.

First Suburbs Consortium of Dayton Ohio

Willis (Bill) Serr, Chair

Website: firstsuburbsdayton.org

Jack Jensen, Executive Director

PO Box 49552, Dayton, OH 45449-0552

Phone: 937 866-1584

E-mail: firstsuburbs@ameritech.net

Member Communities: Centerville, Clayton, Harrison Twp, Huber Heights, Kettering, Moraine, Oakwood, Riverside, Trotwood, Vandalia, Washington Twp, West Carrollton

Working Together.....We Can Make a Difference

Stacel, Lori

From: Klopsch, Norbert S.
Sent: Monday, July 12, 2021 11:42 AM
To: Hill, Alan
Subject: RE: Fairmont

Thanks Alan.

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Hill, Alan
Sent: Monday, July 12, 2021 11:41 AM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Subject: Fairmont

Speed sign has been moved to this location.

Alan

Stacel, Lori

From: Klopsch, Norbert S.
Sent: Monday, July 12, 2021 11:43 AM
To: Stafford, Cindy
Subject: RE: Computer for Chris Kuzma

Okay... thanks

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Stafford, Cindy
Sent: Monday, July 12, 2021 9:35 AM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Subject: RE: Computer for Chris Kuzma

Norb:

Tom's pc is just a regular pc, like Ken's.

We set up a separate pc with the GIS software on it.

Cindy

On Jul 12, 2021 9:22 AM, "Klopsch, Norbert S." <Klopsch@oakwood.oh.us> wrote:
Doug/Cindy,

We'll discuss this at our staff meeting tomorrow.

My thought is that Tom gets Ken's computer and Chris gets Toms. Once we get into the GIS project, we may decide that Chris is better off with a new system.

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Spitler, Doug
Sent: Monday, July 12, 2021 9:03 AM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Subject: Computer for Chris Kuzma

Norb,

Will Chris be getting a new computer...and do I need to do anything to assist?

K. Douglas Spitler, PE | Director of Engineering & Public Works
City of Oakwood | 210 Shafor Boulevard | Oakwood, OH 45419
P: (937) 298-0777 | F: (937) 297-2919 | spitler@oakwood.oh.us
www.oakwoodohio.gov

Stacel, Lori

From: Klopsch, Norbert S.
Sent: Monday, July 12, 2021 12:07 PM
To: Collins, Carol D.;Spitler, Doug;Hill, Alan;Jacques, Robert;Stafford, Cindy;Wilder, Jennifer
Subject: Staff Agenda
Attachments: Staff Meeting Agenda, Jul 13, 2021.docx

Attached is our agenda for tomorrow. We will begin with a Records Commission meeting. I will email you the agenda to that tomorrow morning.

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

OAKWOOD STAFF MEETING
JULY 13, 2021

A G E N D A

RECORDS COMMISSION MEETING

- Chris Kuzma – Norb
- “An Oakwood Moment” – Norb
- Shafor Blvd Parking Restrictions – Norb, Carol and Alan
- In-car and Body Cameras – Alan
- Aberdeen and Telford Replat – Rob
- Shafor Park Tennis Courts – Carol and Doug
- Gardner Pool Operations – Carol
- Juneteenth Federal Holiday – Norb
- Point Broadband Fiber to the Home – Rob and Doug
- Recycling Center Improvements – Doug
- Teen Court – Rob
- Summer Picnic/Retiree Recognition – All
- Private Fire Hydrants – Alan and Norb

MINUTES TO BE TAKEN BY ALAN

Stacel, Lori

From: Klopsch, Norbert S.
Sent: Monday, July 12, 2021 12:08 PM
To: Stacel, Lori
Subject: Records Commission Agenda

Lori,

Please print the agenda for tomorrow's meeting.

Thanks, Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

Stacel, Lori

From: Klopsch, Norbert S.
Sent: Tuesday, July 13, 2021 9:35 AM
To: Collins, Carol D.; Spitler, Doug; Hill, Alan; Jacques, Robert; Stafford, Cindy; Wilder, Jennifer
Subject: Records Commission Agenda
Attachments: 20210713094516825.pdf

Attached is the agenda.

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

CITY OF OAKWOOD
RECORDS COMMISSION MEETING AGENDA
JULY 13, 2021

- Call to Order
- Approve Minutes of February 23, 2021 Meeting
- Old Business – NONE
- New Business
 - Updates to RC-2 Records Retention Schedules
 - SAF RC-2 Updates to include in-car and body cameras
 - 2021 Records Disposal Spreadsheet
 - 2021 Records Disposal Event
- Adjourn

**City of Oakwood
Records Commission Meeting
February 23, 2021**

The Oakwood Records Commission met on Tuesday, February 23, 2021 in the Council Chamber at the Oakwood City Building, 30 Park Avenue. In attendance were: Norbert Klopsch, Carol Collins, Cindy Stafford, Chief Alan Hill, Rob Jacques, Jennifer Wilder and Doug Spitler.

Chairman Klopsch called the meeting to order at 2:03 p.m. and led a discussion on the following agenda items:

- Meeting Minutes Approval: Minutes of the February 9, 2021 meeting were reviewed. There being no suggested edits, motion to approve by Mr. Jacques; second by Chief Hill. Upon a viva voce vote, motion passed and minutes were approved as written.
- Old Business:
 - Updates to RC-2 Records Retention Schedules:
 - General Administration (GEN) RC-2: Mr. Jacques presented an update to General Administration RC-2. This updated schedule addresses the disposal of meeting presentations. Motion to approve new RC-2 General Administration by Mr. Jacques; second by Chief Hill. Upon viva voce vote, motion passed.
 - Oakwood Community Improvement Corporation (CIC) RC-2: Mr. Klopsch noted that a new RC-2 form has been prepared for the Oakwood Community Improvement Corporation (CIC). Motion by Mr. Jacques to approve the new form for submittal to the Ohio Historical Society; second by Chief Hill. Upon viva voce vote, motion passed.

Mr. Klopsch will see that the RC-2s are submitted to the Ohio Historical Society.

- New Business:
 - All-inclusive RC-2: Mrs. Stafford suggested to combine all of our RC-2 retention schedules into one document versus maintaining separate documents. The individual retention schedules would be listed in sections. This change would help reduce document retention duplication as well as be easier to manage.

There being no other business, at 2:07 p.m., Mr. Klopsch adjourned the Records Commission meeting.

Chairman

City of Oakwood

Public Safety Department (continued)

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
SAF-95	Solicitors Application Forms	1 year	Paper		<input type="checkbox"/>
SAF-96	No Solicitation List Additions	1 year	Paper		<input type="checkbox"/>
SAF-97 -A -B -C -D -E -F -G -H -I -J -K -L -M -N	Body Worn/In-Car Camera: Test Traffic Stop Warning Traffic Stop Citation Crash OVI Report/Arrest Self Initiated Contact Misc/Unclassified Domestic Violence Drugs Pursuit Use of Force ER Run Complaint	30 days 180 days 1 year 1 year 1 year 2 years 1 year 1 year 2 years 2 years 3 years Permanent 180 days Permanent	Digital Digital Digital Digital Digital Digital Digital Digital Digital Digital Digital Digital Digital Digital		

Regarding the 60-day period for destruction of records after the retention period has expired, the city of Oakwood considers that a guideline rather than a mandatory period, and operates under that consideration.

Stacel, Lori

From: Klopsch, Norbert S.
Sent: Tuesday, July 13, 2021 9:35 AM
To: Wilder, Jennifer
Subject: RE: Dentist Appts

Thanks for the heads up. Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Wilder, Jennifer
Sent: Tuesday, July 13, 2021 9:19 AM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Subject: Dentist Appts

Norb,

All 3 kids have dental appts today at 4. I will plan to leave at 3:20. Hopefully we are done with the staff meeting by then...

Thanks,
Jennifer

Jennifer S. Wilder, MBA, PHR | Director of Personnel & Properties
City of Oakwood | 30 Park Avenue | Oakwood, OH 45419
P: (937) 298-0411 | F: (937) 297-2940 | wilder@oakwood.oh.us
www.oakwoodohio.gov