

Village Council Regular Meeting Agenda
Wednesday December 21, 2022, 7:00 PM
COUNCIL CHAMBERS LOCATED AT
22 W Burdick Street, Oxford, MI Tel: 248-628-2543

PUBLIC COMMENTS: The public may voluntarily state their name and address. In adherence to the Open Meetings Act, this time is for council to hear from the public and not to engage in discussion with the public on the comments made. Each person will be allowed an opportunity to speak for three (3) minutes. The public shall refrain from making personal and public attacks against council members or others in attendance, and from making redundant comments. All public comments shall be addressed directly to the Council President.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call: Bourgeau, Cooke, Helmuth, Kemp, Ross
4. Approval of Agenda
5. Presentation: Financial Statements, Fiscal Year End 6.30.2022, Audit Presentation
6. Call to Public:
7. Consent Agenda:
 - a. Receive and File items:
 - i. Correspondence: Letters and Communications
 - ii. Department Reports
 - b. Approval items: (roll call vote with bill amount)
 - i. Approval of Minutes November 16, 2022, December 7, Special Workshop Meeting
 - ii. Bills \$ 182,359.96
 - iii. Monthly Budget Report, Treasurers Report, Budget Amendments
8. Unfinished/Old Business:
 - a. PUD Project update, 32 E. Burdick
 - b. Museum Use Agreement update
 - c. Crosswalk considerations – W. Burdick @ Pleasant and Pontiac @ O.E.S.
9. New Business
 - a. Audit-Approval of Financial Statements
 - b. Boards and Commission member appointments
 - c. Resolution 22-12 Manager Goals & Objectives 2023
 - d. Resolution 22-13 Clerk/Treasurer Goals & Objectives 2023
 - e. Resolution 22-14 Oakland County Parks grant application
 - f. 2023 Meeting Schedules
 - g. 2023 Holiday Closings
 - h. Resolution 22-15 Recognition of Fire Chief, Pete Scholz's' career
10. Items Removed from Consent Agenda (from item 7)
11. Public Comment
12. Committee Reports
 - a. NOTA
 - b. Planning Commission
 - c. Cable Commission
 - d. DDA
 - e. Polly Ann Trail
 - f. ZBA
 - g. Manager, Clerk, Staff and Attorney reports
13. Council Comments
14. Adjournment

CODE ENFORCEMENT ACTIVITY REPORT

Nov-22	Description	Date Opened	Date Revisited	Date Closed	Comments / Action Taken
1000 Industrial	long term vacant parcel	8/1/02	often	11/7/22	fence temporarily repaired, cleanup done
14 Maple	skid steer and dual axle dumpster type trailer on residential	11/7/22			letter sent this date
27 1st	jumble of belongings front of garage	11/7/22			sent notice asking for cooperation
64 Pleasant	complaint of junk in front and sides	11/9/22			letter sent this date
58 Pleasant	disorganized items front and side yard	11/9/22			letter sent this date
57 Pleasant	disorganized items around garage and brush trimming needed	11/9/22			letter sent this date
81 N. Washington	tall weeds at rear	11/9/22			letter sent this date
68 Pleasant	complaint of junk in front and sides	11/9/22	11/16/22	11/28/22	letter sent this date. No action 10/16, new notice sent to resident and to out of town land lord
88 1st.	Truck on rear of property on grass	11/14/22			letter sent outlining ordinance requirements
Dennison at Pontiac	removed 1 sign from R.O.W.	11/14/22		11/14/22	
near 55 Glaspie	complaint received re: leaves on trail property	11/14/22			went to site sent advisory letter to nearby property
Glaspie at Powell	removed 4 signs from ROW	11/16/22		11/16/22	
29 1st	truck parked on grass ROW	11/16/22			notice sent explaining ordinance language
57 Broadway	second week of refrigerator at curb	11/16/22			notice sent explaining ordinance language
60 Glaspie	note # 14	11/16/22			notice sent explaining ordinance language

[illegible]

OXFORD VILLAGE POLICE DEPT.

POLICE CHIEFS REPORT

2022-November

Micheal D. Solwold-Chief

MONTH				YEAR TO DATE		
	Nov. 2022	Nov. 2021	CHG	2022	2021	DIFF
CALLS FOR SERVICE	582	647	-65	7685	7270	415
CITATION/WARNING	386	350	36	4383	4440	-57
ACCIDENTS	10	8	2	83	56	27
POSITION		#				
CHIEF		1				
OFFICERS/FT		6				
OFFICERS/PT		3				
Service Aid		2				
Parking Enf		1				
Reserves		11				
TOTAL		24				

Below is designated for crime-specific stats:

Nov. 22	WASHINGTON	GLASPIE	E BURDICK	LAKEVILLE	OXFORDLAKES	PONTIAC	W BURDICK	W OF 24	E OF 24	NW LOT	NE LOT	TOTALS
speed	33	21	16	24		3	10					107
red light	57											57
stop sign		5			19	2		4				30
improper turns	13	3	8	3	2		2	2	5			38
seat belt		2			1	1	1					5
drivers licence violations	7	2	1		4	1	2					17
plate violations	14			2	2	1	2					22
insurance/registration	20	2	2	6	1	1		2	1			35
equipment	27	4	6	4	4	1	2		1			49
misc. violations	1	1	2	2		2						8
parking violations		3	1					1				5
fail to yield to emergency vehicle	1											1
commercial motor vehicle tickets	12											12
Location Totals	185	43	36	41	34	12	19	9	7			386

Grand Total for the Month	386
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**OXFORD VILLAGE COUNCIL
REGULAR MEETING MINUTES**

Village Council Members: Lori Bourgeau, Kelsey Cooke, Maureen Helmuth, Allison Kemp, Ashley Ross

**22 West Burdick Street
Oxford, MI 48371**

Wednesday November 16, 2022

7:00 pm

- 1.) **CALL TO ORDER:** President Kelsey Cooke called the meeting to order at 7:00 p.m.
- 2.) **PLEDGE OF ALLEGIANCE**
- 3.) **ROLL CALL ATTENDANCE:** Members Present: 4. Lori Bourgeau, Kelsey Cooke, Maureen Helmuth, Alison Kemp. Absent: 1, Ashley Ross. Staff Present: Village Manager Joseph Madore, Recording Secretary Clerk/Treasurer, Tere Onica, Attorney, Robert Davis, Police Chief Mike Solwold, Fire Chief Pete Scholz.
- MOTION:** by Cooke/Kemp excusing the absence of Ashley Ross. All in favor. Motion carried.
- 4.) **APPROVAL OF AGENDA:** November 16, 2022.
- MOTION:** by Helmuth/Bourgeau to approve the November 16, 2022, agenda as presented. All in favor. Motion adopted.
- 5.) **PUBLIC HEARING: CDBG, Project Year 2023 funding: \$10,729.00.** The purpose of the public hearing is to receive public comments on local needs and program benefits to the community.

The Clerk presented correspondence received from Oxford/Orion FISH local foodbank.

MOTION: by Bourgeau/Helmuth to receive and file letter received from Oxford/Orion FISH, a local organization that provides food to 160 families monthly asking to be considered for the CDBG Public Service funds for the food pantry. All in Favor. Motion carried.

MOTION: by Cooke/Helmuth to open the public hearing at 7:02 p.m. to hear comments on community needs and the use of Community Development Block Grant Funds.

Roll Call Vote: Ayes 4. Helmuth, Bourgeau, Kemp, Cooke. Nays: 0. Absent: 1, Ross. Motion adopted.

Public Comments: Patricia Schapila, LOVE, Inc. presented information on programs for clients to help clients by providing finance classes, counselors, mental health support, and subsistence payments. LOVE is working on new assistance programs from meeting with clients and listening to their needs to provide the appropriate and most helpful assistance.

Past programs and potential eligible projects were provided to be included for consideration: Public Service projects, Removal of Architectural Barriers, Code Enforcement, Sidewalks, Parking Facilities, Blighted property, Clearance and Demolition and Tenant/Landlord counseling.

MOTION: by Helmuth/Bourgeau to close the public hearing at 7:10 p.m. All in favor. Motion adopted.

- 6.) **CALL TO PUBLIC:** No public wishing to speak at this time.
- 7.) **CONSENT AGENDA:**
- MOTION:** by Bourgeau/Helmuth to receive and file agenda items 7(a)(i)(ii) as presented. All in favor. Motion adopted.
- MOTION:** by Helmuth/Kemp to approve Consent Agenda items 7(b)(i)(ii)(iii) as presented

including bills for \$255,854.95.

Roll Call Vote: Ayes: 4. Bourgeau, Kemp, Cooke, Helmuth. Nays: 0. Absent: 1, Ross.

Motion adopted.

8.) UNFINISHED BUSINESS:

- a. **PUD Project, 32 E. Burdick-** Dave Weckle gave an update on 32 E. Burdick and surrounding properties. Completed items included third-floor roof and balcony; glass has been installed on the second floor. There has been an ongoing issue with contractors, supply, and labor. Mr. Weckle to order remaining glass by December 15th as the glass company has more glass frames to build first. Cement shoots will remain open on the first floor. Paint for the towers has been selected. The house was demolished but the garage remains. The foundation of the home is still there but it is at the finished grade so there is no reason to fill in only to remove later. It is not a safety issue. The garage should be demolished within two weeks. A number of things are weather dependent. Neighbor complaints are to be addressed by the Village Manager, Mr. Weckle and Attorney Davis. A stockade fence was suggested to Mr. Weckle as a screen to the affected neighbor as a good will gesture. Council asked Mr. Weckle to attend monthly meetings to report progress updates. The expired PUD agreement was updated but remains unsigned.

9.) NEW BUSINESS

- a. **Election of Officers:** Per Village Charter, Part I, Chapter 3, Section 3.14 council shall elect one of its members to serve as President and one of its members to serve as President Pro-Tem at the first regular meeting after the elected council is seated.

MOTION: by Helmuth/Bourgeau to reappoint Kelsey Cooke as Village President.

Roll Call Vote: Ayes 4: Bourgeau, Cooke, Helmuth, Kemp. Nays: 0. Absent: 1, Ross.
Motion carried.

MOTION: by Helmuth/Bourgeau to reappoint Allison Kemp as President Pro-Tem

Roll Call Vote: Ayes 4: Cooke, Helmuth, Kemp, Bourgeau. Nays: 0. Absent: 1, Ross.
Motion carried.

- b. **CDBG Project Year 2023, Resolution 22-12**

The public hearing was noticed per HUD requirements and held. Eligible projects were presented for consideration which included the ongoing project Removal of Architectural Barriers. It is council's preference to award the full 30% for Public Service funds to local organizations rotated between LOVE, Inc., and FISH in recent years. To change projects from Architectural Barriers to Parking Lot or Building Demolition would require reprogramming prior project years to a newly selected project in order to provide the biggest benefit and use of CDBG funds. This can be done at a future date if determined to be more beneficial; however, application for PY23 has a deadline of December 23rd. Removal of Architectural Barriers has been a slow-moving project due to COVID, cost, and a lack of contractor response and availability. Interior ADA doors on the office side will be completed shortly. Redoing the bathrooms will be expensive and requires a greater financial commitment from the village general fund. Another door on the west

side of the building needs to be updated to ADA compliance as well as the service counter and handicap accessible parking. PY 23 funding will not become available until December of 2023.

MOTION: by Cooke/Helmuth to adopt Resolution 22-12 to approve Program Year 2023 Community Development Block Grant for the proposed allocation of \$10, 729 as presented, and authorize the Village Clerk/Treasurer to sign the application and submit project(s) to Oakland County reserving 30% for Public Services project to be awarded to LOVE, Inc. for Subsistence Payments, and to continue the Removal of Architectural Barriers project until/unless a need to re-program develops.

Roll Call Vote: Ayes: 4. Bourgeau, Kemp, Helmuth, Cooke. Nays: 0. Absent: 1, Ross. Resolution 22-12 adopted.

c. DDA, Planning Commission & ZBA Vacancies and Expirations

MOTION: by Cooke/Helmuth to reappoint Adam Randels and Tanya Hauser to the Zoning Board of Appeals. All in favor. Motion carried.

MOTION: by Cooke/Helmuth to reappoint Scott Flynn to the Planning Commission for a term to expire in 2025. All in favor. Motion carried. There remains a vacancy on this board to fill and will be revisited in December's meeting.

d. Council Workshop Date and Agenda Discussion.

Wednesday, December 7th was selected for a council workshop meeting at 7:00 p.m. December 14th is being scheduled as a potential follow-up date.

e. 2023 Council Meeting Schedule Discussion-A draft calendar was presented for council consideration. No action taken.

f. Opening Depository-With favorable interest rates available for short term CDs and interest-bearing accounts, the Clerk/Treasurer requested council approve opening new depositories. The Clerk/Treasurer and Village Manager to determine which banks offer the best returns with the least fees. The Clerk/Treasurer will report back to council.

MOTION: by Helmuth/Bourgeau to authorize the Clerk/Treasurer to open new depository accounts with agreement by Village Manager on short term investments with favorable interest rates and to present new depositories to Council at the earliest opportunity.

Roll Call Vote: Ayes: 4. Helmuth, Kemp, Bourgeau, Cooke. Nays: 0. Absent: 1. Ross. Motion adopted.

g. Manager Annual Evaluation-The council chair asked the Village Manager if he would like to discuss his employee review in a closed session. He answered affirmatively. Item (g) moved to agenda item 14, per MCL 15.268(a).

h. Clerk Annual Evaluation- The council chair asked the Clerk/Treasurer if she would

prefer a closed session for her employee review. She answered affirmatively. Item (h) moved to agenda item 14 per MCL 15.268(a).

- i. **Crosswalk at Pleasant and W. Burdick – Discussion-** Police Chief Solwold suggested a study for a crossing in this area. The Village Manager will reach out to ROWE engineering for a quote to present to council for consideration.

13.) ITEMS REMOVED FROM CONSENT AGENDA: None.

14.) PUBLIC COMMENT: No public wishing to speak at this time.

15.) COMMITTEE REPORTS

NOTA-Meeting tomorrow. Millage passed.

Planning Commission-Site Plan for Clean Hub Car Wash and language for an ordinance amendment to the sign ordinance was presented by the village planner.

Cable Commission

DDA Director Report- DDA Director gave report on activities and upcoming events.

Polly Ann Trail

16.) MANAGER, STAFF & ATTORNEY REPORTS

17.) COUNCIL COMMENTS

18.) CLOSED SESSION:

MOTION: by Cooke/Helmuth to enter into closed session at 9:04 p.m. per MCL 15.268 (a) for employee reviews as requested.

Roll Call Vote: Ayes: 4. Bourgeau, Helmuth, Kemp, Cooke. Nays: 0. Absent: 1. Ross.

Motion adopted.

MOTION: by Helmuth/Bourgeau to return to open session at 9:53 p.m. All in favor. Motion adopted. Resolutions for office administrators will be presented next month.

19.) ADJOURNMENT

With no further business to discuss, meeting adjourned at 9:53 p.m.

MOTION: by Cooke/Helmuth. All in favor. Motion adopted.

Respectfully Submitted,
Teresa L. Onica, Recording Secretary

Kelsey Cooke, President

SIGNED AND CERTIFIED as a true draft record on this 17th day of November 2022 by the Village of Oxford Clerk/Treasurer.

Teresa L Onica, Clerk/Treasurer

**OXFORD VILLAGE COUNCIL
BUDGET WORKSHOP MEETING MINUTES**

Village Council Members: Lori Bourgeau, Kelsey Cooke, Maureen Helmuth, Allison Kemp, Ashley Ross

**22 West Burdick Street
Oxford, MI 48371**

December 7, 2022

7:00 pm

- 1.) **CALL TO ORDER:** Council President Kelsey Cooke called the meeting to order at 7:05 p.m.
- 2.) **PLEDGE OF ALLEGIANCE**
- 3.) **ROLL CALL ATTENDANCE:** Members Present: Cooke, Kemp, Bourgeau, Helmuth, Ross.
Clerk/Treasurer/Recording Secretary, Tere Onica, Village Manager Joe Madore, Police Chief Mike Solwold.
- 4.) **APPROVAL OF AGENDA:** December 7, 2022.
MOTION: by Helmuth/Ross to amend the December 7, 2022 meeting agenda moving item (d) Scripter Park Improvements and Student Memorial to item (a). All in favor. Motion adopted.
- 5.) **CALL TO PUBLIC:** None.
- 6.) **NEW BUSINESS:**
 - a. **Scripter Park Improvements and Student Memorial**-Mr. Brian Cooper and several students from Oxford high school presented a concept drawing for a community memorial for those killed in the high school shooting, the injured students and teacher, the student body and community that were so profoundly impacted by the shooting last November. Hana's Garden is a separate project that will be erected in Seymore Lake Park. This memorial is for all the victims, their families, and friends. Families of Tate Myre, Madisyn Baldwin, Justin Shilling, and Hana St. Juiliana will give input on tree selection to be planted at the memorial site. The village manager will stake out an area of approximately 100 ft. by 100 ft. for a visual of the space. There is underground infrastructure that must be avoided. The volleyball sand pit will likely be relocated along with a couple of existing trees. In the new year, under the guidance of council member Ashley Ross, grant funding opportunities will be explored. Estimated cost was expected to exceed \$100,000.00. Council will allow the project to be completed in due time taking into consideration family and student input, funding, construction, tree planting, etc. This will not be a rush to finish so that it will truly be a thoughtful and restorative memorial that honors the memory of what was taken from our community on November 30, 2021.

Scripter Park Improvements-Parks grant for Oakland County Parks is due mid-January. The Village Manager has 3 letters of support for work on the retaining wall and pavilion. Grant timing should allow for work to be completed on retaining wall if awarded. The pavilion may have to wait until the following year.
 - b. **Residential Rentals and Inspections**-discussion postponed to next meeting. Council member would like to hear what the new Fire Chief thinks about an inspection ordinance.
 - c. **Rear Storage Building**-discussion on condition of pole barn and its' use. The building must remain heated due to water pipe exposure on ceiling. Heat is kept at around 40 degrees. Still winter monthly bills can be as high as \$2,000. The storage building is used to house police cars, Polly Ann Trail equipment, DDA and Chamber equipment, books from Friends of the Library, and Oxford's Helping Hands donations. Cost to tear down building and remove cement was estimated at around \$40,000. In 2019, ROWE Engineering presented plans with four different

options for repaving the parking lot with or without storage building. Parking lot repaving was quoted at \$500,000.00 for the entire lot. Drainage issues would have to be fixed. Dumpster is in a bad location for car visibility. CDBG funds may be available for handicap accessibility and or to remove building/parking lot blight.

MOTION: by Helmuth/Cooke to recess at 8:00 p.m. for fifteen minutes to visit storage building. All in favor. Motion carried.

Council took a short recess at 8:00 p.m. to tour the storage building. Meeting resumed at 8:20 p.m.

Conversation on a DDA contribution. The DDA relies heavily on the storage facility, parking lot and building use for DDA events. Project would be for safety and an improvement to downtown access. Many issues to address on downtown parking.

- d. **Village Parking Lot**-discussed in tandem with the storage building and ROWE plans from 2019 discussion/planning. The consensus was to address the parking lot first, storage building second and village office last.
- e. **Social Media**-Council member Cooke expressed interest in overseeing Facebook posting beyond administrative notices. A Social Media policy needs to be established. Municode is offering a social media management service that might be helpful.
- f. **PUD Project, 32 W. Burdick**-The Village manager reported on recent progress: window frames installed, glass ordered, fence permit pulled; improvements are noticeable. Council is expecting monthly progress reports from Mr. Weckle who agreed to attend monthly meetings for accountability and to stay on track.
- g. **Follow Up Meeting**-The next regular monthly meeting is Wednesday, December 21st. Council reserved Wednesday December 14th for a follow up workshop meeting at 7:00 p.m. in the Community Room.

7.) **PUBLIC COMMENT:** None

8.) **COUNCIL COMMENTS**

9.) **ADJOURNMENT:**

MOTION: by Helmuth/Bourgeau to adjourn at 9:08 p.m. All in favor. Motion carried.

Respectfully Submitted,
Tere Onica, Clerk/Treasurer

Kelsey Cooke, President

12/07/2022 02:16 PM
 User: TONICA
 DB: Oxford

CHECK REGISTER FOR VILLAGE OF OXFORD
 CHECK DATE FROM 11/01/2022 - 11/30/2022

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7. b.(ii)

Check Date	Bank	Check	Vendor	Vendor Name	Amount	
Bank CKG01 GENERAL CHECKING						
11/03/2022	CKG01	62849	ACE	ACE HARDWARE STONES	392.92	
11/03/2022	CKG01	62850	AFLAC	AFLAC	260.74	
11/03/2022	CKG01	62851	AFSCME	AFSCME COUNCIL 25	166.00	
11/03/2022	CKG01	62852	JACOBSEN	BRAD JACOBSEN	675.00	
11/03/2022	CKG01	62853	BURDICK ST	BURDICK ST LANDSCAPE SUPPLY	69.28	
11/03/2022	CKG01	62854	DAVIS	DAVIS LISTMAN PLLC	3,660.54	
11/03/2022	CKG01	62855	DORNBOS SI	DORNBOS SIGN & SAFETY INC.	810.00	
11/03/2022	CKG01	62856	ELECSYSTEM	ELECTRICAL SYSTEMS INC	10,811.78	
11/03/2022	CKG01	62857	EQUIVEST L	EQUIVEST LOCKBOX	150.00	
11/03/2022	CKG01	62858	ETNA SUPPL	ETNA SUPPLY COMPANY	1,410.00	
11/03/2022	CKG01	62859	GARY	GARY ROUSE	371.64	
11/03/2022	CKG01	62860	GFL	GFL ENVIRONMENT	17,145.95	
11/03/2022	CKG01	62861	HIGHLAND T	HIGHLAND TREATMENT INC.	4,519.00	
11/03/2022	CKG01	62862	NHC	NEW HORIZON COMMUNICATIONS	1,067.64	
11/03/2022	CKG01	62863	NYE	NYE UNIFORM	716.65	
11/03/2022	CKG01	62864	OAKTREASUR	OAKLAND COUNTY TREASURERS	567.90	
11/03/2022	CKG01	62865	OATA	OAKLAND COUNTY TREASURERS ASSOC	20.00	
11/03/2022	CKG01	62866	OATA	OAKLAND COUNTY TREASURERS ASSOC	35.00	
11/03/2022	CKG01	62867	OFFICE DEP	OFFICE DEPOT	93.78	
11/03/2022	CKG01	62868	OXFORD ARE	OXFORD AREA CABLE COMMISSION	1,828.77	
11/03/2022	CKG01	62869	OXFORD TWP	OXFORD TOWNSHIP	274.94	
11/03/2022	CKG01	62870	POLICE OFF	POLICE OFFICERS LABOR COUNCIL	351.75	
11/03/2022	CKG01	62871	POMPS	POMP'S TIRE SERVICE, INC	691.32	
11/03/2022	CKG01	62872	RED WING S	RED WING SHOE STORE	109.00	
11/03/2022	CKG01	62873	REPUBLIC	REPUBLIC SERVICES #253	2,926.49	
11/03/2022	CKG01	62874	ROAD COMMI	ROAD COMMISSION FOR OAKLAND CT	64.35	
11/03/2022	CKG01	62875	ROWE	ROWE PROFESSIONAL SERVICES CO	1,112.50	
11/03/2022	CKG01	62876	STATE	STATE CRUSHING, INC	20.00	
11/03/2022	CKG01	62877	MI DEQ	STATE OF MICHIGAN	1,521.96	
11/03/2022	CKG01	62878	STEVES OX	STEVE'S OXFORD AUTOMOTIVE	322.79	
11/03/2022	CKG01	62879	THREE	THREE MATES ENTERTAINMENT	300.00	
11/03/2022	CKG01	62880	TREE	TREESIDE PSYCHOLOGICAL CLINIC PC	900.00	
11/03/2022	CKG01	62881	POSTMASTER	U.S. POSTMASTER	490.66	
11/03/2022	CKG01	62882	UNIFIRST C	UNIFIRST CORPORATION	46.80	
11/03/2022	CKG01	62883	VANTAGEPOI	VANTAGEPOINT TRANSFER AGENT -	160.00	
11/03/2022	CKG01	62884	VERI	VERIZON	174.04	
11/03/2022	CKG01	62885	VILLAGE	VILLAGE OF OXFORD	424.99	
11/03/2022	CKG01	62886	WATER TECH	WATER TECH	484.00	
11/03/2022	CKG01	62887	WELLS	WELLS FARGO VENDOR FIN SERVICE	122.00	
11/03/2022	CKG01	62888	FLEET SERV	WEX BANK	2,737.96	
11/03/2022	CKG01	62889	FLEET SERV	WEX BANK	1,287.77	
11/09/2022	CKG01	62891	GLL	GREAT LAKES LEVELING INC	11,825.00	
11/17/2022	CKG01	62892	ACE	ACE HARDWARE STONES	71.27	
11/17/2022	CKG01	62893	KEMP	ALLISON KEMP	210.00	
11/17/2022	CKG01	62894	ROSS	ASHLEY ROSS	225.00	
11/17/2022	CKG01	62895	APTUSC	ASSOCIATION OF PUBLIC TREASURERS	159.00	
11/17/2022	CKG01	62896	BCBS	BLUE CROSS BLUE SHIELD OF MI	19,099.36	
11/17/2022	CKG01	62897	BCBS	VOID	0.00	V
11/17/2022	CKG01	62898	CADILLAC A	CADILLAC ASPHALT LLC	1,019.07	
11/17/2022	CKG01	62899	CALS	CAL'S AUTO WASH	92.00	
11/17/2022	CKG01	62900	CREATIVE	CREATIVE EMBROIDERY	16.00	V
11/17/2022	CKG01	62901	CUTANDCORE	CUT AND CORE CONCRETE CUTTING LLC	545.50	
11/17/2022	CKG01	62902	ASCEND	DEARBORN NATIONAL	1,022.92	
11/17/2022	CKG01	62903	ASCEND	VOID	0.00	V
11/17/2022	CKG01	62904	EAGLE	EAGLE ENGRAVING, INC	305.95	
11/17/2022	CKG01	62905	EDW	EDW C LEVY CO	131.85	
11/17/2022	CKG01	62906	ELITE	ELITE IMAGING SYSTEMS	28.97	
11/17/2022	CKG01	62907	ERC	ENERGY REDUCTION COALITION	576.85	
11/17/2022	CKG01	62908	FALCON LAW	FALCON LAWN SPRINKLER INC	375.00	
11/17/2022	CKG01	62909	FIRESTONE	FIRESTONE COMPLETE AUTO CARE	392.37	
11/17/2022	CKG01	62910	GUNNERS	GUNNERS METERS & PARTS, INC	5,420.00	
11/17/2022	CKG01	62911	HOME DEPOT	HOME DEPOT CREDIT SERVICES	159.00	
11/17/2022	CKG01	62912	KELSEY	KELSEY COOKE	410.00	
11/17/2022	CKG01	62913	KIM	KIMBALL MIDWEST	526.74	
11/17/2022	CKG01	62914	LET	LET THE SUNSHINE IN CLEANING LLC	582.00	
11/17/2022	CKG01	62915	BOURGEAU	LORI BOURGEAU	165.00	
11/17/2022	CKG01	62916	HELMUTH/MA	MAUREEN HELMUTH	180.00	
11/17/2022	CKG01	62917	MC KENNA A	MC KENNA ASSOCIATES INC	4,602.50	
11/17/2022	CKG01	62918	MML WC	MI MUNICIPAL LEAGUE WC FUND	1,628.00	
11/17/2022	CKG01	62919	MML WC	VOID	0.00	V
11/17/2022	CKG01	62920	MMTA	MICHIGAN MUNICIPAL TREASURERS ASSOC	199.00	
11/17/2022	CKG01	62921	MI STUMP	MICHIGAN STUMP GRINDING LLC	625.00	
11/17/2022	CKG01	62922	MULTITECH	MULTI-TECH SOLUTIONS LLC	1,469.00	
11/17/2022	CKG01	62923	NYE	NYE UNIFORM	1,413.00	
11/17/2022	CKG01	62924	OAKTREASUR	OAKLAND COUNTY TREASURERS	44,178.14	
11/17/2022	CKG01	62925	OAKTEK	OAKTEK INC	2,087.37	
11/17/2022	CKG01	62926	OCC	OCC-CREST TRAINING CENTER	427.84	
11/17/2022	CKG01	62927	OXFORD ARE	OXFORD AREA CABLE COMMISSION	5,271.62	

12/07/2022 02:16 PM

User: TONICA

DB: Oxford

CHECK REGISTER FOR VILLAGE OF OXFORD
CHECK DATE FROM 11/01/2022 - 11/30/2022

Page: 2/2

Check Date	Bank	Check	Vendor	Vendor Name	Amount
11/17/2022	CKG01	62928	OX OVR HD	OXFORD OVERHEAD DOOR	597.50
11/17/2022	CKG01	62929	OX PLAZA	OXFORD PLAZA LLC	4,783.04
11/17/2022	CKG01	62930	PLANTE	PLANTE MORAN, PLLC	802.75
11/17/2022	CKG01	62931	QUILL CORP	QUILL CORPORATION	313.33
11/17/2022	CKG01	62932	ROWE	ROWE PROFESSIONAL SERVICES CO	5,061.25
11/17/2022	CKG01	62933	CHARTER	SPECTRUM	149.98
11/17/2022	CKG01	62934	STEVES OX	STEVE'S OXFORD AUTOMOTIVE	182.95
11/17/2022	CKG01	62935	SUPPLY	SUPPLY DEN	458.36
11/17/2022	CKG01	62936	TESTING	TESTING ENGINEERS & CONSULTANTS INC	1,585.00
11/17/2022	CKG01	62937	UNEMPLOY	UNEMPLOYMENT INSURANCE AGENCY	2,769.50
11/17/2022	CKG01	62938	UNIFIRST C	UNIFIRST CORPORATION	46.80
11/17/2022	CKG01	62939	SHERMAN PU	VIEW NEWSPAPER GROUP	86.90
11/17/2022	CKG01	62940	WASTE	WASTE MANAGEMENT	802.37

CKG01 TOTALS:

Total of 91 Checks:

182,375.96

Less 4 Void Checks:

16.00

Total of 87 Disbursements:

182,359.96

VILLAGE OFFICIALS AND PERSONNEL 2022

COUNCIL MEMBERS		4 YEAR TERM	ELECTED	EXPIRES	
Kelsey Cooke President			2022	2026	Elected 11-8-22
Allison Kemp-Pro-tem			2022	2026	Elected 11-8-22
Maureen Helmuth			2022	2026	Elected 11-8-22
Ashley Ross			2020	2024	Elected 11-3-20
Lori Bourgeau			2020	2024	Elected 11-3-20
ZONING BOARD		3 YEAR TERM		EXPIRES END OF	
ASHELY ROSS	1	Council Rep		2024	term of office expires November 2024
ADAM RANDELS	2			2025	reappointed 11-16-22
MICHELLE MCCLELLAN	3	PC Rep		2023	
SUE BOSSARDET	4		VICE CHAIR	2022	
DAVE GERBER	5			2022	
TANYA HEUSER		ALTERNATE		2025	reappointed 11-16-22
		ALTERNATE			
PLANNING COMMISSION		3 YEAR TERM		EXPIRES END OF	
SCOTT FLYNN				2025	reappointed 11-16-2022
JONATHAN NOLD		TWP REP.*		2023	*Not required to have Twp representation, but been past practice that has worked well.
MICHELLE MCCLELLAN	ZBA Rep.			2023	
MAUREEN HELMUTH		COUNCIL REP.		2022	New Term of office started November 2022. Needs reappointment for this term
VACANT				2023	Arkles Resignaton 10/19/2022
LESLIE PIELACK			Vice Chair	2024	Reappointed 12-14-21
JUSTIN BALLARD			Chair*	2024	REAPPOINTED 11-23-21
*Became chair on 2-4-2020					
MML		ANNUAL APPT.		EXPIRES END OF	
Allison Kemp		Delegate		2022	
Ashley Ross		Alternate		2022	
SEMCOG		ANNUAL APPT.		EXPIRES END OF	
Kelsey Cooke		Delegate		2022	
Lori Bourgeau		Alternate		2022	

BEAUTIFICATION COMMISSION			3 YEAR TERM	EXPIRES END OF	
KATHY HUMMEL				2024	
LYNN ROYSTER				2024	
JAN BURR				2022	Willing to serve again
DOLORIS LUDWIG				2022	cannot serve anymore per K. Hummel
KAREN ETHELTON				2023	

Per Charter:

5 members, at least 3 must be Village residents, must have by-laws approved by Council if adopted

Must meet no less than once per quarter, elects chairperson for 3 years

Secretary/Treasurer appointed by Chairperson, approved by majority of members

Minutes to be kept by Village Clerk, shall serve w/o compensation

POLLY ANN TRAIL MGMT COUNCIL		BI-ANNUAL CERTIFICATION	CERTIFICATION ENDS 12-31-22		
ALLISON KEMP		MEMBER		2022	reappointed 12/8/2020
JOSEPH M. MADORE		ALTERNATE		2022	Madore replaced Helmuth per Council 11-23-21

At least once every 2 years, each MEMBER UNIT shall "certify" to the Council the persons appointed pursuant to Section 3, A, 1.

NOTA		3 YEAR TERM	EXPIRES END OF		
Lori Borgeau		MEMBER		2024	
Ashley Ross		ALTERNATE		2024	

CABLE COMMISSION		2 YEAR TERM MIN.	EXPIRES END OF		
MAUREEN HELMUTH		MEMBER		2023	
ASHLEY ROSS		ALTERNATE		2023	

DDA - 9 members per by-laws		4 YEAR TERM	EXPIRES END OF		
				Default member per PA 57 of 2018 MCL 125.4204(1)	
KELSEY COOKE - Temp. utilizing Pres Designee	1	COUNCIL PRES.			Village Council President
ASHLEY ROSS	1B	COUNCIL MEMBER			Council President designee...
PETE SCHOLZ	2	FIRE CHIEF until 12-31-22		2025	Interest in district until 1-1-23
BRYCE CLARK	3	DDA RESIDENT		2022	Appointed 9-21-22 (owns home & lives in District)
	4	VACANT		2024	vacated April 2022
ROD CHARLES	5	BUILDING OWNER	Chairman	2024	owner of commercial property in district
MARIE POWERS	6	BUSINESS REP.	Vice Chair	2024	Business owner in district
DOROTHY ROBERTS-JOHNSTON	7	BUSINESS REP.		2022	Business owner in district
GRACE CAREY	8	DDA RESIDENT		2022	Appointed 9-21-22 (lives in District - Renter)
CATHRINE COLVIN	9	Township Rep.	secretary	2024	

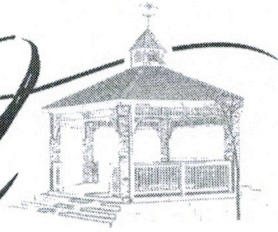
reappointed 11-23-21

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THE VILLAGE

OF

Oxford
MICHIGAN



22 W. Burdick St., Oxford, Michigan 48371 ~ Phone 248/628-2543

BOARD AND COMMISSION APPLICATION

Thank you for considering volunteering your time and efforts to serve your community!

To assist the Council in making the best match between boards and members, please complete this brief application telling us a little more about yourself and your interests. Please note you must be a registered voter to be eligible for some positions, and that completion of this application does not guarantee an appointment.

Should you have any questions, please feel free to contact the Village Clerk or Manager at 248-628-2543.

Applicant's Name: Leigh Ann Kraus

☐

Planning Commission reviews plans, studies and makes recommendations to Council on planning and zoning matters. Meetings: First and third Tuesday of the month, 7:00 p.m.

☐

Zoning Board of Appeals considers appeals to zoning regulations. Meetings: First Monday of the month, 7:00 p.m. as needed.

☐

Oxford Beautification promotes landscaping and flowering through an awards program and other activities. Meetings: Third Monday of the month, 8:30 a.m. as needed.

☒

Oxford Downtown Development Authority (DDA) promotes economic development in the Village including business attraction, retention, and expansion. Meetings: Third Monday of the month, 7:00 p.m.

There are also four committees serving under the DDA

☐

Economic Vitality

☐

Design

☒

Promotion - already a member

☐

Organization

How long have you lived in the Village or within the Oxford area?

We built our home in Willow Lake in 2012.

Why do you want to serve and what do you feel you have to offer the board(s), or boards for which you have indicated an interest?

I have a deep affection for the history and community aspect of the village and feel a desire to be part of its growth. To keep new and interesting, sustainable businesses in town that bring joy + needed services to both residents + visitors.

Please give a summary of your educational and work background as well as any previous civic or service club involvement.

4 year Bachelors from MSU. For the last 18 years I have worked in corporate events focused on travel, logistics, attendee experience. For the last year I have volunteered on Promo committee in various ways + spear headed initiating the 1st 5K/1mile as part of Scarecrow Fest.

Applicant's Name: LEIGH ANN KNAUS

Address: 150 STATE ST MOBILE
OXFORD, MI 48371 Telephone: 2) 709 6810
Telephone: _____

Email Address: HINDELLA@HOTMAIL.COM

Signature: Leigh Ann Knaus Date: 12/12/22

Please Return This Form To:

Village of Oxford President
22 W. Burdick St., Oxford, Michigan 48371

VILLAGE OF OXFORD

Resolution 2022-12

Resolution to Establish the 2023**Goals, Objectives, and Duties of the Village Manager**

WHEREAS, in accordance with the Village of Oxford Charter at Section 5.2, the Village Council wishes to define 2023 goals, objectives and duties for the Village Manager to allow for a meaningful performance review of the Village Manager at the end of 2023: and

WHEREAS, the Village Charter establishes certain duties and allows, by resolution, the Village Council to establish, define and set additional duties of the Village Manager.

AND WHEREAS, the goals, objectives, and duties of the Village Manager for 2023 shall include the following which shall only be subject to change by any additional resolution of the Village Council:

1. All Charter duties 1-8, as set forth in Section 5.2 of the Village Charter.
2. Continue work on the Village Capital Improvement Plan (CIP) which includes water infrastructure and Streets. Plan may also include Village complex future plan that may be discussed during budget discussions.
3. Continue working on requirements of the State of Michigan Lead & Copper Rules (LCR's) including, materials inventory.
4. Track all Council items that may be unfinished business to ensure continuation of discussion through final completion or removal.
5. Continue to support staff in office procedures, customer expectations and goals.
6. Leave unfinished actions items from Council meetings on the subsequent agendas so they do not get left out of discussions.

NOW, THEREFORE, BE IT RESOLVED, that the Village of Oxford Council does hereby establish these goals for the Manager to be evaluated no less than annually, or more often as the Council desires.

Motion by: _____, Seconded by:

AYES:

NAYS: .

ABSENT: .

RESOLUTION DECLARED ADOPTED.

Kelsey Cooke, Council President

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Village Council of the Village of Oxford, County of Oakland, Michigan, at a regular meeting held on December 21, 2022.

Joseph M. Madore, Village Manager

VILLAGE OF OXFORD

Resolution 2022-13

Resolution to Establish the 2023**Goals, Objectives and Duties of the Village Clerk/Treasurer**

WHEREAS, in accordance with the Village of Oxford Charter that applies to the duties of Clerk and Treasurer, as referenced in Sections 5.3 through Chapter 6, the Village Council wishes to define 2023 goals, objectives and duties for the Village Clerk/Treasurer; and

WHEREAS the Village Council wishes to define the goals, objectives and duties of the Village Manager to allow for a meaningful performance review of the Village Clerk/Treasurer at the end of 2023; and

WHEREAS the Village Charter establishes certain duties and allows, by resolution, the Village Council to establish, define and set additional duties of the Village Clerk/Treasurer; and

WHEREAS the goals, objectives and duties of the Village Clerk/Treasurer for 2023 shall include the following which shall only be subject to change by any additional resolution of the Village Council:

1. All Charter duties as set forth in Sections 5-7 of the Village Charter and Clerk/Treasurer duties set forth under Michigan Compiled Law.
2. Charter Revisions per MCL 78.17, 78.18, 78.19, 78.20, Michigan Constitution 1963 Article 7, Section 22, and MCL 78.11. Complete Review and Update.
3. Continue with Records Management in compliance with Michigan State Administrative Board, Department of History, Arts and Libraries, Archives of Michigan, Michigan Government Finance Officers Association, Michigan Treasury Department Local Audit and Finance Division, Michigan Historical Center, Department of Natural Resources and Environment Archives of Michigan, Department of Technology, Management and Budget, Records Management Services, Michigan Chapter of Government Management Information Sciences (Mi-GMIS), Michigan Association of Municipal Clerks, Michigan Chapter of the International Public Management Association for Human Resources, Michigan Recreation and Park Association and the following records retention schedules: General Schedule #8, 24, 26, 28, 30, 31, and 32.
4. Continue updating written administrative procedures/processes.

NOW, THEREFORE, BE IT RESOLVED, that the Village of Oxford Council does hereby establish these goals for the Clerk/Treasurer to be evaluated no less than annually, or more often as the Council desires.

Motion by: Second by:

AYES:

NAYS:

ABSENT:

Kelsey Cooke, President, Village of Oxford

RESOLUTION DECLARED ADOPTED.

I, Teresa L Onica, the duly appointed and acting Clerk of the Village of Oxford, do hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Village Council of the Village of Oxford, County of Oakland, Michigan, at a regular meeting held on December 21 , 2022.

Teresa L Onica, Clerk/Treasurer

Resolution 22-14
Oakland County Parks grant application approval

WHEREAS the Village of Oxford desires to submit an application titled "Scripter Beach Park improvements" to the Oakland County Parks and Recreation Park Improvements Grant Program for Development of a new pavilion and replacement beach retaining wall at Scripter Beach Park in the amount of \$100,000.00; and

WHEREAS the proposed application is supported by the Community's Capital Improvement Plan; and

WHEREAS the Grant Program requires a local match of twenty-five percent (25%) of the requested grant; and

WHEREAS the Grant Program requires that the Village of Oxford certify compliance with all Grant Program requirements, including commitment to long-term maintenance and all project cost overruns.

NOW THEREFORE BE IT RESOLVED that the Village of Oxford hereby approves participation in the Park Improvements Grant Program and authorizes the submission of a Park Improvements Grant Program application for \$100,000.00.

BE IT FURTHER RESOLVED that the Grant Program application is supported by the Village of Oxfords Capital Improvement Plan.

BE IT FURTHER RESOLVED that the Village of Oxford acknowledges and certifies compliance with all grant program requirements, including commitment to long-term maintenance and all project cost overruns.

BE IT FURTHER RESOLVED that the Village of Oxford shall make a local match through financial commitment in cash, force account, federal or state funds, private funds, or donated labor/materials directly related to the project for \$25,000.00.

BE IT FURTHER RESOLVED that Joseph M. Madore will be authorized to sign all grant-related documents on behalf of the Village of Oxford.

AYES:

NAYES:

ABSENT:

MOTION APPROVED. I HEREBY CERTIFY that the foregoing is a Resolution duly made and passed by the Village Council of Oxford at their regular meeting held on December 21st, 2022, at 7:00 p.m., with a quorum present.

Tere Onica,

Oxford Clerk/Treasurer

Village of Oxford Meeting Schedule 2023

9. f.

Village Council			
2nd Tuesday @ 7:00pm			
Jan	10 2023	July	11 2023
Feb	14 2023	Aug	8 2023
Mar	14 2023	Sept	12 2023
Apr	11 2023	Oct	10 2023
May	9 2023	Nov	14 2023
June	13 2023	Dec	12 2023

Zoning Board Of Appeals			
1st Monday @ 7:00pm			
Jan	2 2023	July	3 2023
Feb	6 2023	Aug	7 2023
Mar	6 2023	Sept-NO Meeting	
Apr	3 2023	Oct	2 2023
May	1 2023	Nov	6 2023
June	5 2023	Dec	4 2023

NOTA			
3rd Thursday @ 4:30pm			
Jan	19 2023	July	20 2023
Feb	16 2023	Aug	17 2023
Mar	16 2023	Sept	21 2023
Apr	20 2023	Oct	19 2023
May	18 2023	Nov	16 2023
June	15 2023	Dec	21 2023

Oxford-Addison Youth Assistance			
4th Tuesday @ 5:00pm			
Jan	24 2023	July	25 2023
Feb	28 2023	Aug	22 2023
Mar	28 2023	Sept	26 2023
Apr	25 2023	Oct	24 2023
May	27 2021	Nov	28 2023
June	23 2023	Dec	26 2023

Oxford Beautification Commission			
3rd Monday @ 8:30am			
Jan	- 2023	July	- 2023
Feb	20 2023	Aug	21 2023
Mar	- 2023	Sept	- 2023
Apr	- 2023	Oct	- 2023
May	15 2023	Nov	20 2023
June	- 2023	Dec	- 2023

Planning Commission			
1st & 3rd Tuesday @ 7:00 P.M.			
Jan	3 2023	No Meeting	
Jan	17 2023	July	18 2023
Feb	7 2023	Aug	1 2023
Feb	21 2023	Aug	15 2023
Mar	7 2023	Sept	5 2023
Mar	21 2023	Sept	19 2023
Apr	4 2023	Oct	3 2023
Apr	18 2023	Oct	17 2023
May	2 2023	Nov	7 2023
May	16 2023	Nov	21 2023
June	6 2023	Dec	5 2023
June	20 2023	Dec	19 2023

Polly Ann Trail			
3rd Wednesday @ 3:00pm			
Jan.	18 2023	July	19 2023
Feb	15 2023	Aug	16 2023
Mar	15 2023	Sept	20 2023
Apr	19 2023	Oct	18 2023
May	17 2023	Nov	15 2023
June	21 2023	Dec	No Meeting

Downtown Development Authority			
3rd Monday @ 7:00pm			
Jan	16 2023	July	17 2023
Feb	20 2023	Aug	21 2023
Mar	20 2023	Sept	18 2023
Apr	17 2023	Oct	16 2023
May	15 2023	Nov	20 2023
June	19 2023	Dec	18 2023

Oxford Area Cable Commission			
Quarterly - 4th Monday @ 4:30pm			
Feb	27 2023	Aug	28 2023
May	22 2023	Nov	27 2023
(^early due to Memorial Day)			

*** Holidays-NO MEETINGS**

2023 HOLIDAYS for Oxford Village Office

January 1	New Year's Day	Monday Jan. 2 nd (New Year's Day Observed)
April 7	Good Friday	Friday (Office already closed)
May 29	Memorial Day	Monday
July 4	Independence Day	Tuesday
September 4	Labor Day	Monday
November 23	Thanksgiving	Thursday
November 24		Friday (Office already closed)
December 24	Christmas Eve	Monday, (Christmas Eve observed)
December 25	Christmas	Tuesday (Christmas Day observed)
December 31	New Year's Eve	Monday, observed

The village office will have eight holiday closings in 2023.



RESOLUTION 22-15

APPRECIATION AND RECOGNITION OF SERVICE

PETE SCHOLZ

OXFORD FIRE CHIEF

WHEREAS Pete Scholz started his career with the Oxford Fire Department in February 1976 as a paid-on-call firefighter and has served the citizens of the Oxford Community for more than 46 years; and

WHEREAS Pete Scholz has demonstrated unwavering dedication to the Oxford Community while providing exceptional fire protection and lifesaving activities to thousands of families throughout his long career; and

WHEREAS in his role of the Oxford Fire Chief, Pete Scholz, has given back to our community by also volunteering on numerous boards and committees including the Village of Oxford Downtown Development Authority; and

WHEREAS Pete Scholz has fostered positive partnerships with numerous community organizations throughout Oxford and the surrounding area.

NOW THEREFORE BE IT RESOLVED that the Village Council of Oxford Michigan recognizes and expresses its sincere appreciation to Chief Pete Scholz for his hard work, dedication and guidance to our Oxford Community and its residents and wishes Pete Scholz all the best in his future endeavors.

Adopted this 21st day of December 2022.

Kelsey Cooke
Village Council President