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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 December 21, 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, Allison Kemp, Ashley Ross. Absent: 1, Maureen Helmuth. Staff Present: Village Manager Joseph Madore. Recording Secretary Clerk/Treasurer, Tere Onica. Fire Chief Pete Scholz.
MOTION: by Cooke/Kemp excusing the absence of Maureen Helmuth. All in favor. Motion carried.
- 4.) **APPROVAL OF AGENDA:** December 21, 2022.
MOTION: by Ross/Cooke to amend the December 21, 2022, agenda postponing Item (b) Museum Use agreement under unfinished business until the January meeting. All in favor. Motion adopted.
- 5.) **PRESENTATION:** Financial Audit presentation by Kevyn Kozumplik of Gabridge & Company. Fiscal year end June 30, 2022. Mr. Kozumplik reviewed a power point presentation reporting the highest level of assurance issued in an unmodified opinion with no internal control deficiencies, no deficit fund balances and no budget deficiencies. Mr. Kozumplik highlighted the General Fund balance increase over the last four fiscal years. The Pension Fund increase to 69%, is well over the state recommended pension funding balance. The Village of Oxford, by comparison with other municipalities achieved an A+-rating. Working with the village staff and retaining the client-based services of Plante Moran is a value-added benefit in the preparation and review of audit workpapers, and overall reporting on fiscal health, fiscal responsibility and financial stability.
- 6.) **CALL TO PUBLIC:** No public wishing to speak at this time.
- 7.) **CONSENT AGENDA:**
MOTION: by Ross/Bourgeau to receive and file agenda items 7(a)(i)(ii) as presented. All in favor. Motion adopted.
MOTION: by Ross/Bourgeau to approve Consent Agenda items 7(b)(i)(ii)(iii) as presented including bills for \$182,359.96.
Roll Call Vote: Ayes: 4. Bourgeau, Kemp, Cooke, Ross. Nays: 0. Absent: 1, Helmuth. Motion adopted.
- 8.) **UNFINISHED BUSINESS:**
- a. **PUD Project, 32 E. Burdick-** Mr. Weckle reported progress on the PUD development located at 32 E. Burdick. The shadow box fence was installed to the satisfaction of all especially the neighbor most affected by the construction project. The drawing for the buildout on the first floor was completed. Windows have been installed, caulking of control joints and windows is completed, the garage is empty, the plumbing for the sump

46 pump needs to be hooked up for elevator installation to occur. Weather will have an
47 impact on progress made in the upcoming weeks. Parking lot base will be completed
48 with paving to take place in April/May time frame.
49

- 50 **b. Crosswalk Considerations-**W. Burdick @ Pleasant and Pontiac St. at Oxford
51 Elementary School. Discussion on cost and preparation for spring bids. No further
52 action.
53

54 **9.) NEW BUSINESS**

- 55 **a. Audit-Approval of financial statements for fiscal year end 6.30.2022**

56 **MOTION:** by Cooke/Kemp to approve and file the financial statements
57 for the fiscal year ending June 30, 2022, as presented.

58 **Roll Call Vote:** Ayes: 4. Bourgeau, Kemp, Ross, Cooke. Nays: 0. Absent: 1, Helmuth.
59 Motion adopted.
60

- 61 **b. Boards and Commission Member Appointments**

62 **MOTION:** by Cooke/Ross to reappoint Sue Bossardet and Dave Gerber each to a
63 three-year term on the Zoning Board of Appeals ending in 2025 All in favor. Motion
64 adopted.

65 **MOTION:** by Cooke/Bourgeau to reappoint Maureen Helmuth to the Planning
66 Commission concurrent with her term as Village Councilperson, term ending in
67 November 2026. All in favor. Motion adopted.

68 **MOTION:** by Cooke/Ross to reappoint Jan Burr to a three-year term on the
69 Beautification Commission, term ending in 2025. All in favor. Motion adopted.

70 **MOTION:** by Cooke/Bourgeau to reappoint Allison Kemp with Joe Madore as
71 alternate to the Polly Ann Trail. All in favor. Motion adopted.

72 **MOTION:** by Cooke/Bourgeau to reappoint Bryce Clark, Grace Carey, and Dorothy
73 Johnston to a 4-year term on the DDA expiring in 2026. All in favor. Motion carried.

74 **MOTION:** by Cooke/Ross to appoint Leigh Ann Knaus to the fill the DDA vacancy.
75 Term to expire the end of 2024. All in favor. Motion adopted.
76

- 77 **c. Resolution 22-16 Manager Goals & Objectives 2023**

78 Council recommended amending number four (4) of Resolution 22-16 as follows:

79 Provide a list or preview of business items in a year at a glance and amending number
80 six (6) as follows: Focus on social media and community outreach.

81 **MOTION:** by Cooke/Ross to adopt Resolution 22-16 to Manager 2023 Goals and
82 Objectives as amended.

83 **Roll Call Vote:** Ayes: 4. Bourgeau, Kemp, Ross, Cooke. Nays: 0. Absent: 1, Helmuth.
84 Resolution 22-16 adopted. COLA was discussed based on inflation and other local
85 government agency increases.
86

87 **MOTION:** by Ross/Bourgeau to give the Villager Manager a 5% COLA increase
88 effective the first pay period of January 2023.
89 **Roll Call Vote:** Yeas: 4. Kemp, Bourgeau, Ross, Cooke. Nays: 0. Absent: 1. Helmuth.
90 Motion adopted.

91
92 **d. Resolution 22-13 Clerk/Treasurer Goals & Objectives 2023**

93 **MOTION:** by Cooke/Bourgeau to adopt Resolution 22-13, Clerk/Treasurer 2023 Goals
94 and Objectives as presented.

95 **Roll Call Vote:** Ayes: 4. Ross, Bourgeau, Cooke, Kemp. Nays: 0. Absent: 1, Helmuth.
96 Resolution 22-13 adopted.

97 **MOTION:** by Ross/Bourgeau for a 5% COLA increase for the Clerk/Treasurer
98 effective the first pay period of January 2023.

99 **Roll Call Vote:** Yeas: 4. Bourgeau, Kemp, Ross, Cooke. Nays: 0. Absent: 1. Helmuth.
100 Motion adopted.

101
102 **e. Resolution 22-14 Oakland County Parks grant application**

103 The Village Manager reported on the grant deadline and application process.

104 **MOTION:** by Cooke/Bourgeau to adopt Resolution 22-14 to Oakland County Parks
105 Grant Application as presented.

106 **Roll Call Vote:** Ayes: 4. Bourgeau, Ross, Kemp Cooke. Nays: 0. Absent: 1, Helmuth.
107 Resolution 22-14 adopted.

108
109 **f. 2023 Meeting Schedule**

110 **MOTION:** by Cooke Ross to adopt the 2023 meeting schedule as presented. All in
111 favor. Motion adopted.

112
113 **g. 2023 Holiday Closings-Informational only. No action required.**

114
115 **h. Resolution 22-15 Recognition Of Fire Chief, Pete Scholz's' Career Chief**

116 Scholz was presented with plaques from the DDA and Village of Oxford in
117 recognition of his 46-years of dedicated service on the Oxford Fire Department.

118 President Cooke read the Resolution and presented the plaque to Chief Scholz.

119 **MOTION:** by Cooke/Bourgeau to adopt Resolution 22-15 in Recognition of Fire
120 Chief Pete Scholz as presented.

121 **Roll Call Vote:** Ayes: 4. Ross, Kemp, Bourgeau, Cooke. Nays: 0. Absent: 1.
122 Helmuth. Resolution 22-15 adopted.

123
124 **13.) ITEMS REMOVED FROM CONSENT AGENDA:** None.

125
126 **14.) PUBLIC COMMENT:**

127
128 Pete Scholz commented on his 46-years of service and support from the Village, Township,

129 and community. Asked Council to support the new chief and update the fire prevention
130 ordinance quickly.

131
132 **15.) COMMITTEE REPORTS**

133 NOTA-Bourgeau reporting.

134 Planning Commission-The Village Manager reported on Special Sign use approval at 17 S.
135 Washington.

136 Cable Commission-No report.

137 DDA- Director reported on activity and success of programs benefiting downtown
138 business. Positive feedback/teamwork working with village administration. Recognized
139 Chief Scholz's contribution. Presented the Fire Chief with a plaque in appreciation for his
140 service to the community and involvement on the DDA.

141 Polly Ann Trail-Village manager reporting on Polly Ann Trail design grant application.
142

- 143 **16.) MANAGER, STAFF & ATTORNEY REPORTS:** Village Clerk/Treasurer reported on
144 the audit. The progress made in the last four years was reflected in the audit presentation
145 graphs. The auditor commented on the significance of oversight from Plante Moran used by
146 the village to achieve high accounting standards and the highest quality workpapers for
147 auditing and issuance of financial statements. Teamwork, and support from the council have
148 made such progress possible.
149 The Village Manager thanked the Fire Chief for working with him for the last five years and
150 thanked council for their continued support to staff and performance of duties.

151
152 **17.) COUNCIL COMMENTS**

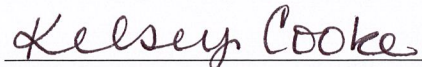
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154 **19.) ADJOURNMENT**

155 With no further business to discuss, meeting adjourned at 8:15 p.m.

156 **MOTION:** by Cooke/Ross. All in favor. Motion adopted.
157

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159 

160 Respectfully Submitted,
161 Teresa L. Onica, Recording Secretary

162
163
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165 Kelsey Cooke, President

166 SIGNED AND CERTIFIED as a true record on this 21st day of December 2022 by the Village of
167 Oxford Clerk/Treasurer.

168
169 

170 Teresa L. Onica, Clerk/Treasurer