



Village Council Regular Meeting Agenda

Tuesday, December 8, 2020 7:00 PM - ZOOM Meeting

To Participate in Meeting: Call-in access number (312) 626-6799

Meeting ID: 817 9271 9855 - Meeting passcode 959731

Use the following link to join the meeting via the internet

<https://us02web.zoom.us/j/81792719855?pwd=SVVxelo2eDlnXpTjJzNlhTWdJZz09>

Office location: 22 W Burdick Street, Oxford, MI Tel: 248-628-2543

This meeting is being held remotely per Senate Bill 1108 PA 288 for safety reasons to mitigate the transfer risk of COVID-19.
Council Contact information: Kelsey Cooke: kcooke@thevillageofoxford.org; Lori Bourgeau: lbourgeau@thevillageofoxford.org;
Ashley Ross: aross@thevillageofoxford.org; Allison Kemp: kemp@thevillageofoxford.org; Maureen Helmuth: helmo@aol.com.

Physically handicapped, or persons needing assistance are asked to contact the Clerk's office during regular business hours no less than 72 hours in advance of the meeting if special accommodations are needed:

Monday-Thursday 8:00 am-5:00 p.m. (248)-628-2543, clerk@thevillageofoxford.org

Public Input will be allowed during Item 5, Call to Public; Item 10, Public Comments. Public may voluntarily state their name and address. This time is for council to hear from the public and not to engage in discussion with the public on comments made by the public, in adherence to the Open Meetings Act. Each person will be allowed an opportunity to speak for no more than 3 minutes. All comments will be addressed to the Council President.

1. Call to Order
2. Pledge of Allegiance & Moment of Silence
3. Roll Call: Bourgeau, Cooke, Helmuth, Kemp, Ross. Include statement of any "remote" Council member attendees of their location, such as: Lori Bourgeau? "Here, attending remotely from Oxford, MI"
4. Approval of Agenda
5. Presentations: Maner Costerisan Annual Audit Report
6. Public Hearings:
 - a. Public Hearing: Amend Ord. # 321 Section 22-3, DDA membership
 - b. Public Hearing: Amend the Oxford Village Code of Ordinances, section 70-73; water service pipes.
7. Call to Public:
8. Consent Agenda:
 - a. Receive and File items:
 - i. Correspondence: Rose Bejma
 - ii. Letters, Reports and Minutes
 - b. Approval items: (roll call vote with bill amount)
 - i. Approval of Minutes: November 10, 2020 Regular Meeting, November 17 Special Meeting Minutes
 - ii. Bills \$148,156.86
 - iii. Monthly Budget Report, Treasurers Report, Budget Amendments
9. Unfinished Business:
 - a. 2nd Reading to Amend Ord. # 321 Section 22-3, DDA membership
 - b. 2nd Reading to Amend Village Code of Ordinances section 70-73, Water Service Pipes
10. New Business
 - a. Annual Audit Report Receive & File/Approval
 - b. Resolution 20-20 MEDC RRC program process continuation.
 - c. Commercial Rubbish Service Contract
 - d. Resolution 20-17 Village Manager Goals and Objectives
 - e. Resolution 20-18 Clerk/Treasurer Goals and Objectives
 - f. Resolution 20-19, opt out of PA 152 of 2011 Requirements for Calendar Year 2021

- g. Boards and Commission Appointments
- h. 2021 Meeting Schedule Approval
- i. MERS Plan agreement addendum
- j. AFSCME contract consideration for approval
- k. DPW Purchase of new quad.
- l. Polly Ann Trail Glaspie St. Crossing
- m. Personnel Review- Continuation for Manager & Clerk, and Employees

11. Items Removed From Consent Agenda (from item 8)

12. Public Comment

13. Committee Reports

- | | |
|------------------------------------|-------------------------------------|
| a. NOTA- Vacant | e. DDA – K. Cooke |
| b. Planning Commission- M. Helmuth | f. Polly Ann Trail – A. Kemp |
| c. Cable Commission- M. Helmuth | g. Manager, Staff & Attorney report |

14. Council Comments

15. Closed Session: MCL 15.268(a)

16. Adjournment

Topic: Village Council

Time: December 8, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81792719855?pwd=SVVxclg2eDlnclExpTjJzNlhTWdJJZz09>

Meeting ID: 817 9271 9855

Passcode: 959731

One tap mobile 1-312-626-6799

Meeting ID: 817 9271 9855

Passcode: 959731

Village of Oxford

AUDIT PRESENTATION FOR THE YEAR ENDED JUNE 30, 2020

Aaron M. Stevens, CPA
astevens@manercpa.com

Independent Auditor's Report

PAGES 1-3



Management's Responsibility

- ▶ Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.



Auditor's Responsibility

- ▶ Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.



Opinions

- ▶ In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Village of Oxford, Michigan, as of June 30, 2020, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Government-wide Financial Statements

PAGES 11 AND 12



Statement of Net Position



"Snapshot" as of June 30, 2020 of
the Village's assets, deferred
outflows, liabilities, deferred
inflows, and net position



Current Ratio = Current
Assets/Current Liabilities

Governmental activities = 5.6
Business-type activities = 12.0



Unrestricted Net
Position/Expenses

Governmental activities = negative
Business-type activities = 114%



Statement of Activities

- ▶ Reads left-to-right, then top-to-bottom; starts with expenses
 - ▶ The Village improved total net position for governmental activities by \$213,776 for the year ended June 30, 2020
 - ▶ The Village improved total net position for business-type activities by \$306,124 for the year ended June 30, 2020

Governmental Fund Financial Statements

PAGES 13 AND 15



Balance Sheet

"Snapshot" as of June 30,
2020 of the Village's
governmental fund
assets, liabilities, and
fund balances

General Fund total fund
balance of \$618,479

Five possible
classifications of fund
balance (nonspendable,
restricted, committed,
assigned, and
unassigned)

Assigned + Unassigned =
"Unrestricted"

Unrestricted Fund
Balance/Expenditures

$$\begin{aligned} &(\$384,679 + \\ &\$233,800)/(\$1,818,871 + \\ &\$315,423) \\ &= 29\% \end{aligned}$$

Statement of Revenues, Expenditures, and Changes in Fund Balances

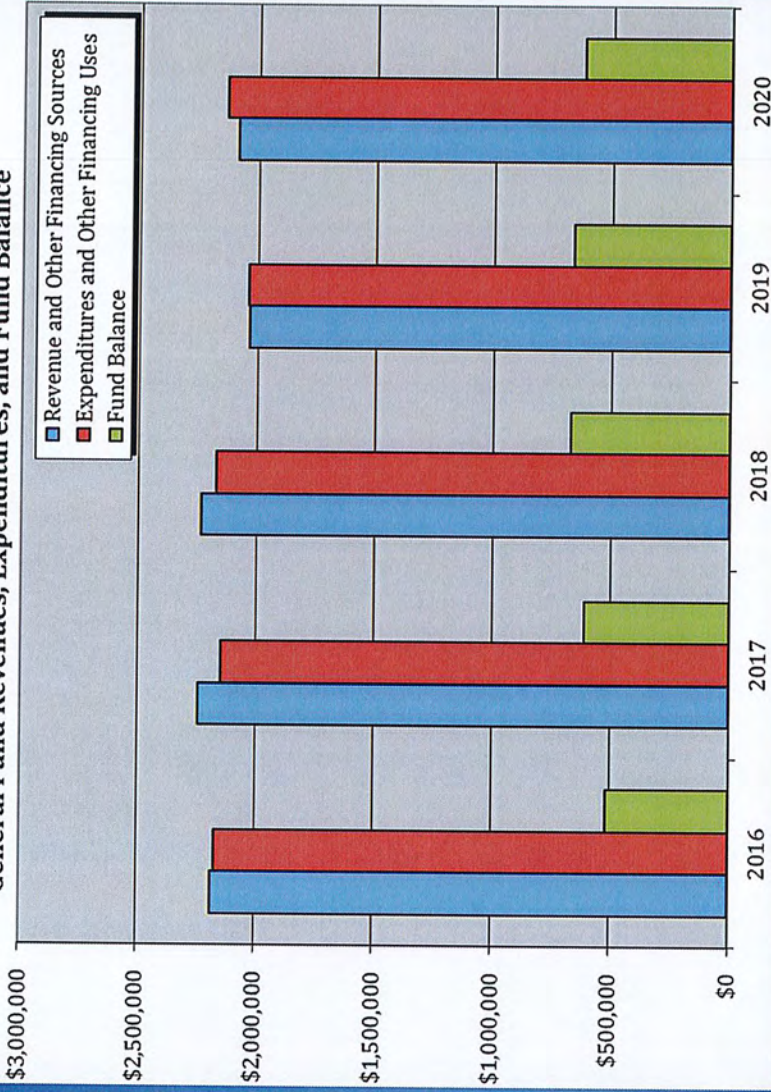
Total Revenues = \$2,087,877

Expenditures = \$1,818,871

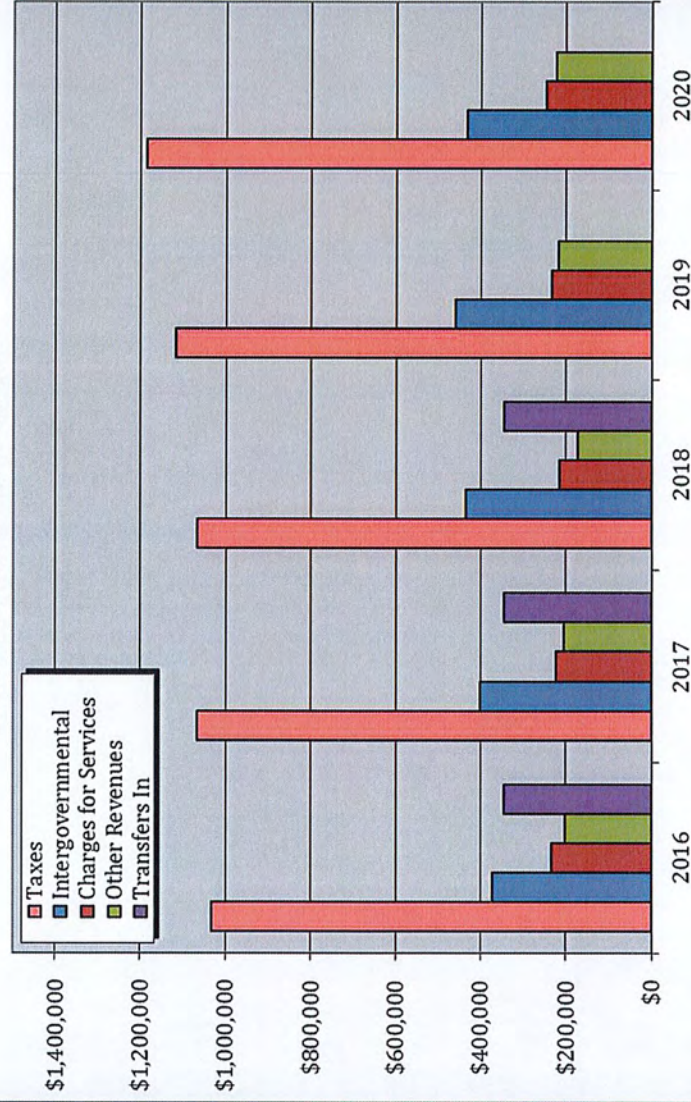
Other Financing Uses = \$315,423

Net Change in Fund Balance = \$(46,417)

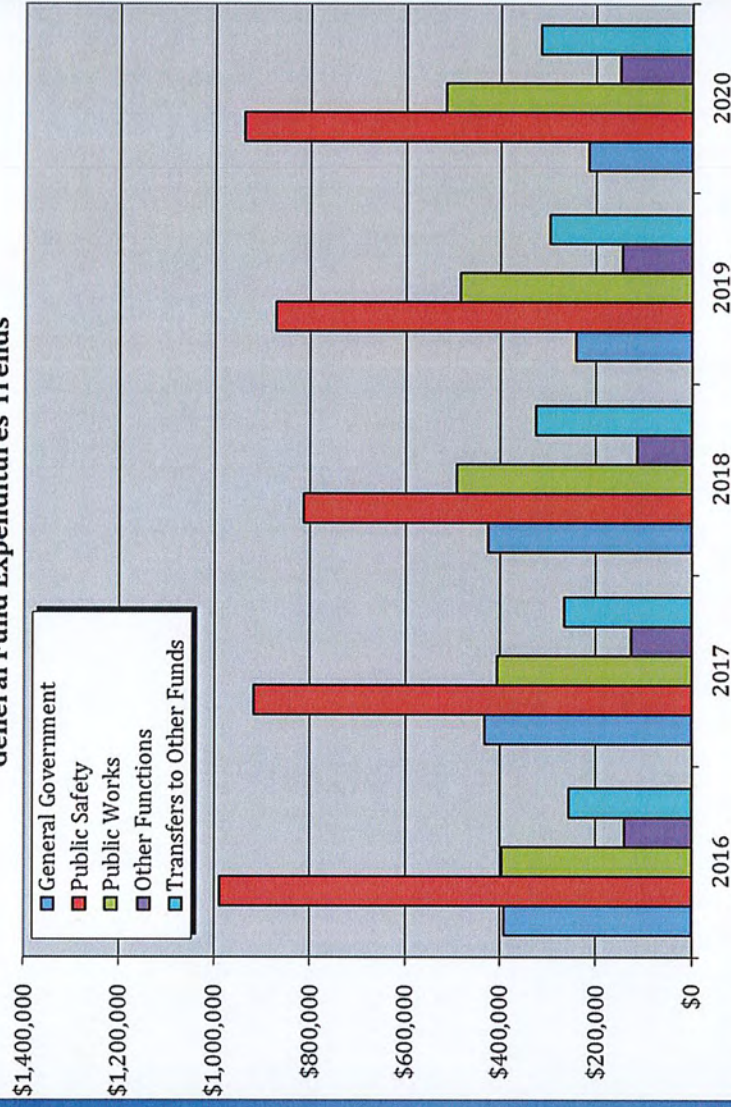
Village of Oxford
General Fund Revenues, Expenditures, and Fund Balance



Village of Oxford
General Fund Revenue Trends

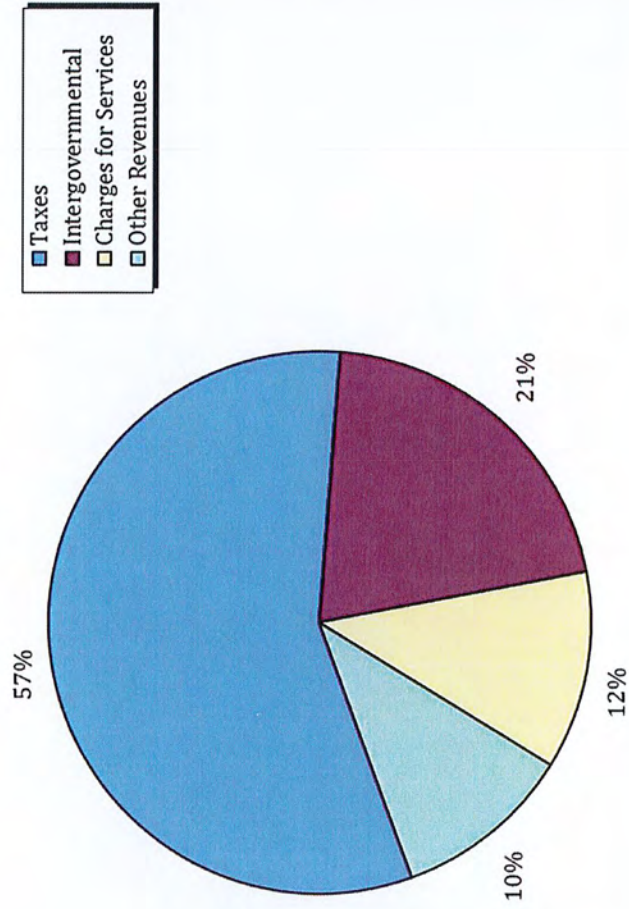


Village of Oxford
General Fund Expenditures Trends

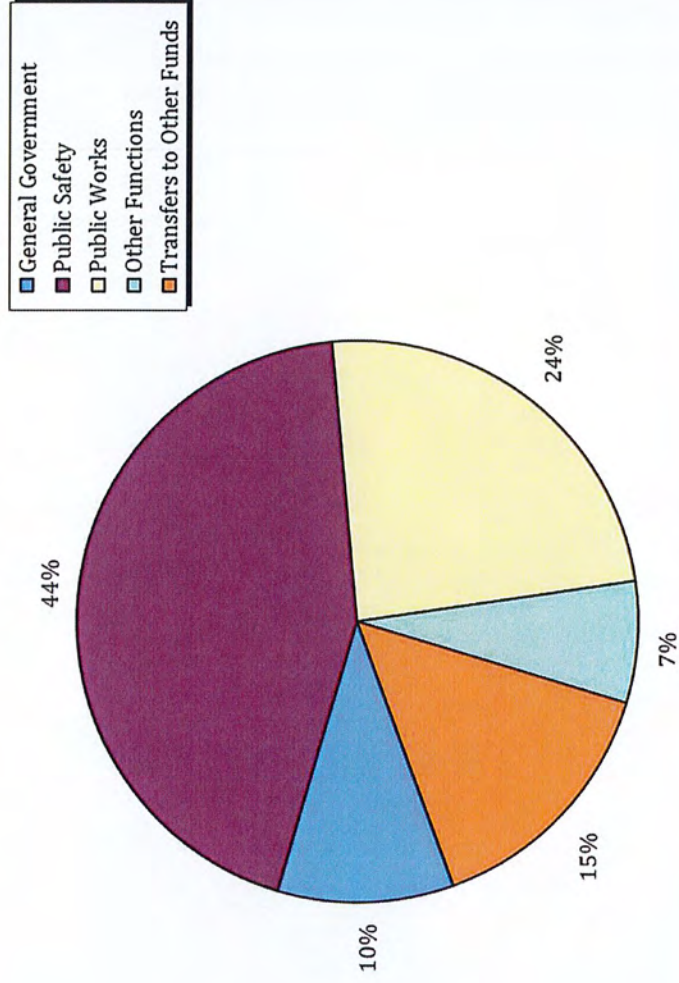




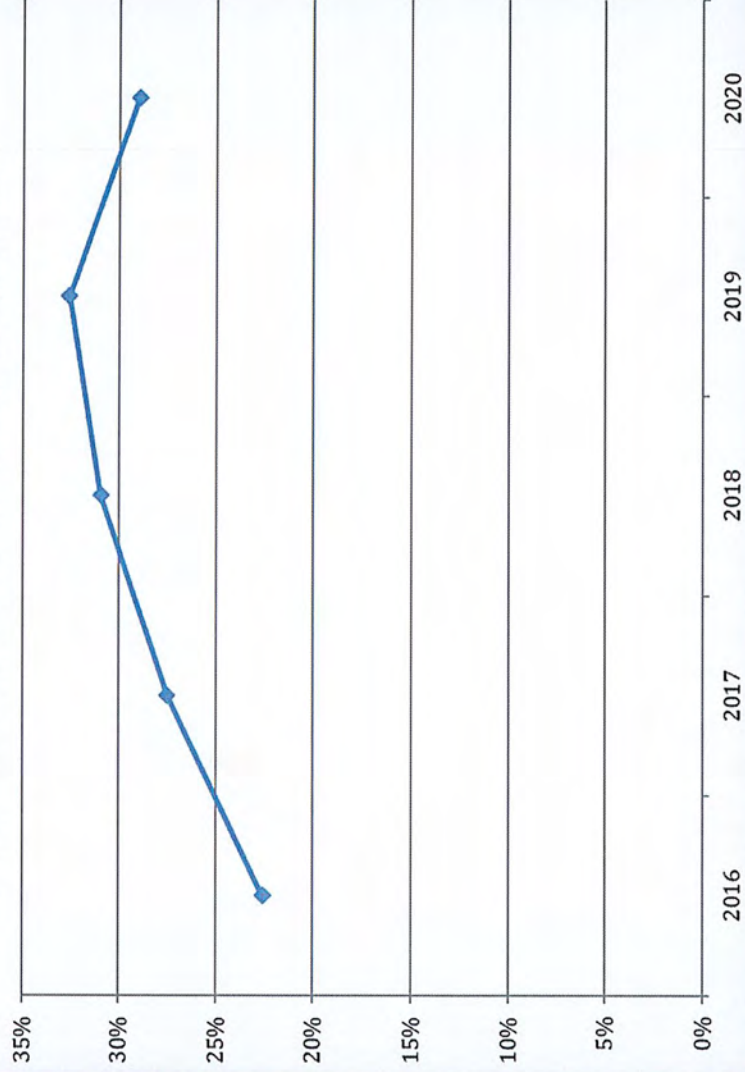
**Village of Oxford
General Fund Revenues
2020**



Village of Oxford
General Fund Expenditures and Other Financing Uses
2020



Village of Oxford
Unrestricted Fund Balance as Percentage of Expenditures



Proprietary Funds Financial Statements

PAGES 17-20



Statement of Net Position

"Snapshot" as of June
30, 2020 of the
proprietary assets,
DOOR, liabilities,
DIOR, and net position

Sewer Fund
Unrestricted Net
Position
\$1,001,142

Water Fund
Unrestricted Net
Position
\$299,316

Operations
Debt Service
Capital Outlay

Recommended Minimum Unrestricted Net Position – Sewer System Fund

Operating
Expenses less
Depreciation
\$510,065 * 3/12

Principal &
Interest
\$130,869

Capital Outlay
(10% of NBV)
\$198,813

\$127,516 +
\$130,869 +
\$198,813 =
\$457,198

Recommended Minimum Unrestricted Net Position – Water System Fund

Operating
Expenses less
Depreciation
\$403,132 * 3/12

Principal &
Interest
\$18,265

Capital Outlay
(10% of NBV)
\$383,686

\$100,783 +
\$18,265 +
\$383,686 =
\$502,734



Questions?



Thank You for the Opportunity to
Provide Services for the
Village of Oxford!

Sec. 22-3. - Organization.

- (a) *Directors and management.* The business and affairs of the corporation shall be under the supervision and control of a board of directors except as otherwise provided by statute, by the articles of incorporation or by the bylaws.
- (b) *Eligibility and terms of office.*
 - (1) The board of directors of the corporation shall consist of the village president and ~~12 members~~ 8 members appointed by the village president, subject to the approval of the village council. At least five members shall be persons having an interest in property located in the downtown district. At least one member shall be a resident of the downtown district, if the downtown district has more than 100 persons residing within it. Of the members first appointed, three shall have a term of one year, three for two years, three for three years, and three for four years. An appointment to fill a vacancy shall be made by the village president for the unexpired term only.
 - (2) Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional oath of office.
 - (3) The business which the board of directors may perform shall be conducted at a public meeting of the board held in compliance with Act No. 267 of the Public Acts of Michigan of 1976 (MCL 15.261 et seq.), as amended. Public notice of the time, date and place of the meeting shall be given in the manner required by such Act. The board shall adopt rules consistent with such Act, governing its procedure and the holding of regular meetings, subject to the approval of the village council. Special meetings may be held when called in the manner provided in the rules of the board.
 - (4) Pursuant to notice and an opportunity to be heard, a member of the board may be removed for cause by the village council. Removal of a member is subject to review by the circuit court.
 - (5) All expense items of the authority shall be publicized monthly and the financial records shall always be open to the public.
 - (6) Members of the board shall serve without compensation but shall be reimbursed for actual and necessary expenses.
 - (7) In addition to the items and records prescribed in subsection (b)(5) of this section, a writing prepared, owned, used, in the possession of, or retained by the board in the performance of an official function shall be made available to the public in compliance with Act No. 442 of the Public Acts of Michigan of 1976 (MCL 15.231 et seq.), as amended.
- (c) *Officers.* The officers of the corporation shall consist of a chairman, vice-chairman, secretary, and treasurer. The chairman and vice-chairman shall be elected by the board of directors. At the discretion of the board of directors, the offices of secretary and treasurer may also be elected by the board.
- (d) *Conflict of interest.* A director who has a direct interest in any matter before the corporation shall disclose his interest prior to the corporation taking any action with respect to the matter, which disclosure shall become a part of the record of the corporation's official proceedings and the interested director shall further refrain from participation in the corporation's proceedings relating to the matter.

(Ord. No. 321, Part I, 4-26-05)

Proposed Amendment 12.8.2020 Public Hearing & Second Reading

**VILLAGE OF OXFORD - COUNTY OF OAKLAND, MICHIGAN
AN ORDINANCE OF THE VILLAGE OF OXFORD, OAKLAND COUNTY,
MICHIGAN TO AMEND THE OXFORD VILLAGE CODE OF ORDINANCES,
SECTION 70-73 – Water Service Pipes**

THE VILLAGE OF OXFORD ORDAINS:

Section 70-73 (b) is hereby amended to read as follows:

All water service pipe from the main to the curb stop size 1” or less shall be copper, water service pipe from the main to the curb stop over 1” may be any material that meets the current plumbing code at the time of installation or replacement.

All water service pipe from the curb stop to the meter shall be of any material that meets the current plumbing code at the time of installation or replacement. Any water service lines that are plastic are required to have a dual trace line installed.

All stop or service cocks shall be at least three-fourths-inch extra heavy round way stops placed outside of the property line. The stop box shall be so placed that the cover is not below grade and must be set on a firm foundation to prevent settlement.

Any water service line replacement performed by the Village related to the State of Michigan Lead & Copper Rules (LCR's) may utilize any material that meets the current plumbing code at the time of installation/replacement. If the Village uses approved plastic piping materials and the property owner wishes to have the materials upgraded to copper or any other approved piping material, the property owner shall be responsible for any and all additional costs associated with the change in materials including any increase in labor.

All ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this ordinance full force and effect.

Should any portion of this ordinance be held invalid for any reason, such holding shall not be construed as affecting the validity of any of the remaining portions of this ordinance.

DATE OF FIRST READING: November 10, 2020

DATE OF PUBLICATION: December 16, 2020

EFFECTIVE DATE: January 14, 2020

Kelsey Cooke
Village Council President

Tere Onica
Village Clerk/Treasurer

Oxford Village Manager

From: Rose Bejma <rosevofo@yahoo.com>
Sent: Tuesday, November 17, 2020 2:12 PM
To: Oxford Village Clerk
Subject: Planning and zoning

Due to medical reasons. Please accept this as my resignation to the Planning and Zoning Commission as of the end of my appointment. I am will to serve as an alternate on the Zoning Board if needed.

[Sent from Yahoo Mail for iPhone](#)

CODE ENFORCEMENT ACTIVITY REPORT

#1

Location / Address	Description	Date Opened	Date Revisited	Date Closed	Comments / Action Taken
58 pleasant	vehicle parked entirely in street	11/2/20			message sent to this address as well as 59 Pleasant can't tell where car lives
20 Stanton	vehicle full parked in front yard. Ample on site parking available	11/2/20		11/4/20	notice sent this date
67 East	8-10 pallets on sidewalk	11/2/20		11/9/20	notice sent 48 hr. performance
51 Park	boat in driveway	11/2/20	11/16/20		notice sent this date 11/15 performance. Missed due date, set second letter with 1 week extension, newer resident
470/480 Lakes Edge	report of dogs off leash since Sept.		11/4/20 11/9		never have seen dogs even outside. Frequent checks to calm neighbors
45 Lakes Edge Ct.	long term IPMC issue. Vacant house	7/7/15	11/4/20		spoke recently with Attorney for owner. He outlined a plan of action. Will frequently follow up
32 W. Burdick	lemonade stand in front yard	6/20/20	11/4/20	11/5/20	season over, notice sent requesting it to be moved to a place where it can't be seen from street
11 N. Wash.	report of cardboard loose in dumpster enclosure	11/9/20		11/9/20	low key letter sent out explaining problem and requesting cooperation
11 1st	took pictures of east side of house to determine repairs	6/30/20	11/9/2020 11/20		none seen follow up letter sent. No progress seen as of 11/30, owner now two steps behind on settlement with Village
73 Beehive	temporary sign over allowed time	8/30/20	11/10/20		no response from owners after letters and calls. Letter this date giving them 10 days to contact office with a hard timeline
90 S. Wash.	illegal nonconforming sign	8/1/20	11/10/20		sent two letters to address of owner. No response. Sent todays letter to son who has business across street.
19 Hovey	boat parking	11/16/20			very close to compliance. Asked for a little more work

Oxford Urgent care	report with pictures of medical waste in Ensley neighborhood	11/16/20					complainant believes bag of waste blew out of dumpster in high wind. I went to site and noted dumpsters fully closed, possibly emptied this A.M. did however see gloves all the way to Glaspie. Contacted Urgent care who rightfully stated that waste could have come from any office in building. Agreed to collect it. Note that NO sharps were seen as they would have been placed in a hazmat container
70 Melvyn J	report of many cats being kept and fed	11/11/20	11/16/20				checked are 11/11 and noted large animal feeding station in the field behind 70 with a sign welcoming donations. Letter sent to property owner asking them to remove it. Partially taken away 11/16 but jumped 1 cat and 1 coon as I pulled up
36 Park	roof with no permit.	11/16/20					left card, company contacted office and pulled permit within 1 hour
723 Baypointe	large trailer in driveway	11/17/20	11/30/20				letter sent removal by 11/30. No action 11/30, citation to follow 12/7
38 Broadway	2 vehicles in grass	11/17/20					letter sent requesting cooperation (no previous issues with this property)
99 S. Wash.	rental abandoned car at rear	11/17/20					letter to prop. Owner, repair, plate or remove by Dec. 1
181 S. Glaspie	phone complaint alleging issues with 187 Glaspie and 66 Pearl	11/17/20					unfounded. One house has children, accessories noted. Pearl street reflects after effects of 50 MPH winds
135 S. Washington	complaint received re: canopy supports failing	11/30/20					supports run through thin metal covering into the cement. This metal covering is indeed starting to bubble with rust and in spring will need to be repaired. It does not lend any structural strength to the canopy.
11 1st	nothing new seen	10/21/20	11/9/20				Second deadline missed

OXFORD VILLAGE POLICE DEPT.

POLICE CHIEFS REPORT

2020-November

Micheal D. Solwold-Chief

MONTH					YEAR TO DATE		
	Nov. 2020	Nov. 2019	CHG		2020	2019	DIFF
CALLS FOR SERVICE	439	427	12		5764	5353	411
CITATION/WARNING	213	421	-208		4234	4678	-444
ACCIDENTS	4	8	-4		55	71	-16
	POSITION	#					
	CHIEF	1					
	OFFICERS/FT	4					
	OFFICERS/PT	4					
	Service Aid	1					
	Cmv enf	1					
	Parking Enf	1					
	Reserves	13					
	TOTAL	25					

November		WASHINGTON	GLASPIE	E BURDICK	LAKEVILLE	OXFORD/LAKES	PONTIAC	W BURDICK	W OF 24	E OF 24	N W LOT	N E LOT	TOTALS
speed		3	66	3	15			4					91
red light		3	3										6
stop sign						2	2		2				6
improper turns		5	4	1		1		2					13
seat belt													0
drivers licence violations		1	1		1	1							4
plate violations		1	2	4	2	3	3	1					16
insurance/registration		3	9	4	8	3		5					32
equipment		8	3	1	1	2		1					16
misc. violations		1	2		2			1					6
parking violations			1			8	1	3					13
fail to yield to emergency vehicle													0
commercial motor vehicle tickets		1		6					3				10
Location Totals		26	91	19	29	20	6	17	5				213

Grand Total for the Month	213
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**OXFORD VILLAGE COUNCIL
TELECONFERENCE REGULAR MEETING MINUTES**

Call-In Access Number (312) 626-6799 Meeting Code: 959731

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

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

November 10, 2020

7:00 pm

- 1.) **CALL TO ORDER:** Council member Helmuth called the teleconference meeting to order at 7:00 p.m. as permitted under SB 1108, PA 228, effective October 16, 2020, due to COVID-19 social distancing recommendations. Participation information was available on the Village website at www.thevillageofoxford.org and printed on the Agenda header.
- 2.) **PLEDGE OF ALLEGIANCE:** With Moment of Silence.
- 3.) **ROLL CALL ATTENDANCE:** Members Present: 5: Bourgeau, physical location: remote from Oxford, MI. Cooke, physical location: remote from Oxford, MI. Kemp, physical location: remote from Oxford, MI. Helmuth, physical location: remote from Oxford, MI. Ross, physical location: remote from Oxford, MI. Absent: 0. Staff Present: Village Manager Joseph Madore, Attorney Robert Davis, Recording Secretary Clerk/Treasurer, Tere Onica, DPW Supervisor Don Brantley, Police Chief Mike Solwold.
- 4.) **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 being seated.
MOTION: by Kemp/Helmuth nominating Kelsey Cooke as Village President. Term ending 2022.
Roll Call Vote: Ayes: 5, Bourgeau, Cooke, Helmuth, Kemp, Ross. Nays: 0. Absent: 0. Motion carried.
MOTION: by Helmuth/Cooke nominating Helmuth as President Pro-Tem term ending 2022.
Roll Call Vote: Ayes: 5. Cooke, Helmuth, Kemp, Ross, Bourgeau. Nays: 0. Absent: 0. Motion carried.
- 5.) **APPROVAL OF AGENDA:** November 10, 2020.
MOTION: by Helmuth/Kemp to approve the November 10, 2020 telecommunication meeting agenda.
Roll Call Vote: Ayes: 5. Helmuth, Kemp, Ross, Bourgeau, Cooke. Nays: 0. Absent: 0. Motion carried.
- 6.) **PRESENTATIONS:** Main Street Oakland County-John Bry, Principal Planner for Main Street Oakland County. Oxford is one of the 13 select Main Street communities in Oakland County congratulated Oxford for being an accredited Main Street community. In addition, to surviving M-24 construction and the pandemic. Mr. Bry predicted a wonderful outcome for the town to build on. Oxford is in good standing with Oakland County and the national Main Street Program to give priority funding to Oxford.
- 7.) **PUBLIC HEARING:** Ordinance No. 411, proposed amendment to Section VI, Repeal and Sunset Provision, Prohibition of Marihuana Establishments.
MOTION: Helmuth/Bourgeau to open Public Hearing on the amendment to Ord. 411 at 7:14 p.m.
Roll Call Vote: Yeas: 5. Kemp, Ross, Bourgeau, Coke, Helmuth. Nays: 0. Absent: 0. Motion carried.

46 **8.) PUBLIC COMMENTS:**

47 Justin Dunaskiss- Wants to move forward in a timely fashion.

48 With no other public wishing to speak, a motion was made to close the Public Hearing.

49 **MOTION:** by Kemp/Helmuth to close the Public Hearing at 7:19 p.m.

50 **Roll Call:** Ayes, 5. Helmuth, Kemp, Cooke, Ross, Bourgeau. Nays: 0. Absent: 0. Motion carried.

51
52 **CALL TO PUBLIC:**

53 Justin Wilcock-congratulated new council on their election to office.

54
55 **9.) CONSENT AGENDA:**

56 **MOTION:** by Helmuth/Kemp to approve Consent items a (i) (ii) and b, and c as presented.

57 **Roll Call Vote:** Ayes: 5. Kemp, Ross, Bourgeau, Cooke, Helmuth. Nays: 0. Absent: 0. Motion
58 carried.

59 **MOTION:** by Helmuth/Ross to approve Consent items b (i) (ii) and (iii) as presented including
60 bills in the amount of \$313,710.71.

61 **Roll Call Vote:** Ayes: 5. Ross, Bourgeau, Kemp, Cooke, Helmuth. Nays: 0. Absent: 0. Motion
62 carried.

63
64 **10.) UNFINISHED BUSINESS:** None.

65
66 **11.) NEW BUSINESS:**

67 **a. Second Reading Ordinance No. 411 Proposed Amendment to Section VI, Repeal and**
68 **Sunset Provision, Prohibition of Marihuana Establishments**

69 **MOTION:** by Helmuth/Bourgeau to amend Ordinance No. 411, Section VI, Repeal and
70 Sunset Provision, Prohibition of Marihuana Establishments by amending the language to
71 read, "repeal and held for naught on April 30, 2021."

72 **Roll Call Vote:** Ayes: 5. Ross, Bourgeau, Cooke, Helmuth, Kemp. Nays: 0. Absent: 0.
73 Motion carried.

74
75 **b. First Reading, Village Code of Ordinances Section 70-73 (b) amendment for**
76 **Water Lead Materials**

77 DPW Supervisor Don Brantley discussed the idea of allowing plastic piping to be
78 used in the section from the curb-stop to inside buildings. Plastic Piping has become
79 widely accepted and used for repair at cost savings compared to copper. The village
80 has over 700 water service leads mandated to be replaced over a 20-year period at no
81 cost to the individual property owners.

82 **MOTION:** by Helmuth/Kemp to approve the first reading of Section 70-73 of the Village
83 Code of Ordinances to allow other approved piping materials to be used for water service
84 leads between the main curb-stop to inside the building.

85 **Roll Call Vote:** Ayes: 5. Bourgeau, Cooke, Helmuth, Kemp, Ross. Nays: 0. Absent: 0.
86 Motion carried.

87
88 **c. Special Event Application 2020-04 Chamber of Commerce Christmas in the**
89 **Park.** Due to COVID concerns, the chamber board decided not to go forward with

this event. Application has been withdrawn. They would like to promote Christmas with lights, signs, and banners on the bridge to publicly spotlight local business.

d. Resolution 20-15, EGLE Drinking Water Asset Management Grant.

MOTION: by Ross/Helmuth to approve Resolution 20-15 to authorize the village manager to apply to the State of Michigan Department of Environment Great Lakes and Energy for the Drinking Water Asset Management Grant to help with activities related to AMP updates including asset inventory and condition assessment, level of service, criticality assessment, revenue structure development and Capital Improvement Planning.

Roll Call Vote: Ayes: 5. Helmuth, Kemp, Ross, Bourgeau, Cooke. Nays: 0. Absent: 0. Motion carried.

e. Consideration of First Reading to Amend Ord. No. 321, Section 22-3, DDA

Membership: To change from 13 to 9 members. This is supported by the DDA members.

MOTION: by Helmuth/Bourgeau to approve the first reading of the proposed amended DDA Ordinance that changes the membership number from 13 to 9 members as noted in the Village of Oxford Code of Ordinances text Section 22-3-Organization (b) (1) Eligibility and Terms of Office.

Roll Call Vote: Ayes: 5. Kemp, Ross, Bourgeau, Cooke, Helmuth. Nays: 0. Absent: 0. Motion carried.

f. Extension of Moratorium of Enforcement of the Commercial Vehicles in

Residential Areas Ordinance. Council approved a 90-day moratorium on March 24, 2020 for enforcement of Ord. 6.1.18(b) and extended it to Dec. 1, 2020. The Planning Commission is reviewing the ordinance to make recommendation on amendments to the ordinance.

MOTION: by Helmuth/Bourgeau to extend the moratorium of enforcement of section 6.1.18 (b) until March 31, 2021 to allow time for the Planning Commission to finish its work related to the clarifying this section of the ordinance and the amendment process to be completed.

Roll Call Vote: Ayes: 5. Ross, Bourgeau, Cooke, Helmuth, Kemp. Nays: 0. Absent: 0. Motion carried.

g. Extension of Moratorium of Enforcement of the 30-day Limit for Temporary

Banners & Signs. Council approved moratorium of enforcement of the 30-day limit for temporary signs and banners Ordinance Section 7.4.8(b), to allow them to be displayed until the end of the M-24 project or November 15, 2020, whichever came first. To do so will continue to help local business in marketing, customer retention and directional signage. Another extension was recommended.

MOTION: by Helmuth/Kemp to extend the moratorium of enforcement of the 30-day limit

for temporary signs and banners to allow them to be displayed until the end of March 2021 to include waiving the permit fee of \$80.00 and the \$15.00 application fee. All other aspects of Ordinance Section 7.4.8(b) will remain enforceable.

Roll Call Vote: Ayes: 5. Bourgeau, Cooke, Helmuth, Kemp, Ross. Nays: 0. Absent: 0. Motion carried.

h. Manager Annual Evaluation-Postponed for a Special Meeting Closed Session.

Clerk/Treasurer Annual Evaluation-Likewise postponed.

MOTION: by Helmuth/Bourgeau to set aside Village Manager and Clerk/Treasurer evaluations to later date when council can meet in person to perform the annual review.

Roll Call: Ayes: 5. Cooke, Helmuth, Kemp, Ross, Bourgeau. Nays: 0. Absent: 0. Motion carried.

9.) ITEMS REMOVED FROM CONSENT AGENDA: None.

10.) PUBLIC COMMENT:

Rose Bejma-Congratulation to Ms. Cooke and new council members.

Chief Scholz-Update on M-24 project.

Chief Solwold congrats to Ms. Cooke and new council.

11.) COMMITTEE REPORTS-

NOTA-Vacant

Planning Commission- Report from Helmuth.

Cable Commission-Report from Helmuth.

Polly Ann Trail-Report from Kemp.

DDA-Vacant

12.) MANAGER, STAFF, & ATTORNEY REPORTS

13.) COUNCIL COMMENTS

14.) CLOSED SESSION: MCL 15.268(a)

15.) ADJOURNMENT:

MOTION: by Helmuth/Bourgeau to adjourn at 8:02 p.m. All in favor by voice vote. Motion carried by voice vote.

Respectfully Submitted,
Teresa L. Onica, Recording Secretary

Kelsey Cooke, President

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**OXFORD VILLAGE COUNCIL
SPECIAL MEETING MINUTES**

22 West Burdick Street
Oxford, MI 48371
Council Chambers

November 17, 2020

6:00 p.m.

*Village Council Members: (Interim) Lori Bourgeau, Kelsey Cooke, Maureen Helmuth, Allison Kemp,
(Interim) Ashley Ross*

- 1.) **CALL TO ORDER:** President Kelsey Cooke called the meeting to order at 6:00 p.m.
- 2.) **PLEDGE OF ALLEGIANCE:** With Moment of Silence.
- 3.) **COUNCIL ROLL CALL** Attendance: Bourgeau, Cooke, Helmuth, Kemp, Ross. Absent: 0.
Also, present: Village Manager Joseph Madore, Clerk/Treasurer/Recording Secretary Tere Onica.
- 4.) **APPROVAL OF AGENDA:** November 17, 2020 Special Meeting Agenda.
MOTION: by Helmuth/Ross to approve the November 17th Special Meeting agenda as presented.
All in favor. Motion Carried.
- 5.) **CALL TO PUBLIC:** No public in attendance.
- 6.) **OLD BUSINESS:** None.
- 7.) **NEW BUSINESS: Closed Session Employee Performance Reviews:** Village Manager,
Clerk/Treasurer.

MOTION: by Helmuth/Kemp to enter in to closed session per MCL 15.268 (a) at 6:02 pm.
Roll Call Vote: Ayes: 5 -Bourgeau, Cooke, Helmuth, Kemp, Ross. Nays: 0. Absent: 0. Motion
carried.
MOTION: by Helmuth/Bourgeau to return to open session at 7:19 p.m. All in favor. Motion
carried.
- 8.) **PUBLIC COMMENT:** No public in attendance.
- 9.) **COUNCIL COMMENTS:**
- 10.) **ADJOURNMENT**
MOTION: by Helmuth/Bourgeau to adjourn at 7:21 p.m. All present voting in favor. Motion
Carried.

Respectfully Submitted,
Teresa L. Onica, Recording Secretary

President, Kelsey Cooke

Check Date	Bank	Check	Vendor	Vendor Name	Amount	
Bank CKG01 GENERAL CHECKING						
11/10/2020	CKG01	60749	ACE	ACE HARDWARE STONES	913.35	
11/10/2020	CKG01	60750	ACE	VOID	0.00	V
11/10/2020	CKG01	60751	AFSCME	AFSCME COUNCIL 25	166.00	
11/10/2020	CKG01	60752	KEMP	ALLISON KEMP	315.00	
11/10/2020	CKG01	60753	AT&T	ATT 19	1,092.26	
11/10/2020	CKG01	60754	BS&A	BS&A SOFTWARE	2,351.00	
11/10/2020	CKG01	60755	CALS	CAL'S AUTO WASH	104.00	
11/10/2020	CKG01	60756	AVAYA	CIT	268.15	
11/10/2020	CKG01	60757	CYNERGY PR	CYNERGY PRODUCTS	588.88	
11/10/2020	CKG01	60758	DAVID BAIL	DAVID BAILEY	258.18	
11/10/2020	CKG01	60759	CHURCHILL	DAVID CHURCHILL	1,283.06	
11/10/2020	CKG01	60760	CHURCHILL	DAVID CHURCHILL	1,233.31	
11/10/2020	CKG01	60761	DAVIS	DAVIS LISTMAN PLLC	2,730.30	
11/10/2020	CKG01	60762	DIGI	DIGICOM GLOBAL INC.	99.00	
11/10/2020	CKG01	60763	ERC	ENERGY REDUCTION COALITION	583.60	
11/10/2020	CKG01	60764	EQUIVEST L	EQUIVEST LOCKBOX	225.00	
11/10/2020	CKG01	60765	GOODYEAR A	GOODYEAR AUTO SERVICE CENTER	623.80	
11/10/2020	CKG01	60766	HIGHLAND T	HIGHLAND TREATMENT INC.	3,881.00	
11/10/2020	CKG01	60767	HOME DEPOT	HOME DEPOT CREDIT SERVICES	69.97	
11/10/2020	CKG01	60768	J & T ELEC	J & T ELECTRICAL SUPPLY INC	202.10	
11/10/2020	CKG01	60769	JJ KELLER	J. J. KELLER & ASSOCIATES, INC	24.17	
11/10/2020	CKG01	60770	JOSEPH	JOSEPH FROST	466.82	
11/10/2020	CKG01	60771	LOGAN	KATE LOGAN	75.00	
11/10/2020	CKG01	60772	KELSEY	KELSEY COOKE	195.00	
11/10/2020	CKG01	60773	LET	LET THE SUNSHINE IN CLEANING LLC	582.00	
11/10/2020	CKG01	60774	HELMUTH/MA	MAUREEN HELMUTH	285.00	
11/10/2020	CKG01	60775	MML WC	MI MUNICIPAL LEAGUE WC FUND	3,470.00	
11/10/2020	CKG01	60776	MML WC	VOID	0.00	V
11/10/2020	CKG01	60777	MIKE MODDE	MICHAEL MODDERS	50.88	
11/10/2020	CKG01	60778	MML WEB	MICHIGAN MUNICIPAL LEAGUE	1,834.00	
11/10/2020	CKG01	60779	MIL	MILOSCH'S PALACE	75.17	
11/10/2020	CKG01	60780	MOTO-MEDIC	MOTO-MEDIC INC	676.71	
11/10/2020	CKG01	60781	MOTOR CITY	MOTOR CITY INDUSTRIAL	44.45	
11/10/2020	CKG01	60782	NDM	NDM INC.	75.00	
11/10/2020	CKG01	60783	NHC	NEW HORIZON COMMUNICATIONS	365.03	
11/10/2020	CKG01	60784	OAKTREASUR	OAKLAND COUNTY TREASURERS	43,769.08	
11/10/2020	CKG01	60785	OAKTEK	OAKTEK INC	226.00	
11/10/2020	CKG01	60786	OFFICE DEP	OFFICE DEPOT	20.69	
11/10/2020	CKG01	60787	OXFORD ARE	OXFORD AREA CABLE COMMISSION	2,488.81	
11/10/2020	CKG01	60788	OXFORD FIR	OXFORD FIRE DEPARTMENT	100.00	
11/10/2020	CKG01	60789	OX OVR HD	OXFORD OVERHEAD DOOR	224.00	
11/10/2020	CKG01	60790	OX PLBG	OXFORD PLUMBING & HEATING	90.00	
11/10/2020	CKG01	60791	PEP	PEP BOYS #6562	639.93	
11/10/2020	CKG01	60792	POLICE OFF	POLICE OFFICERS LABOR COUNCIL	201.00	
11/10/2020	CKG01	60793	QUILL CORP	QUILL CORPORATION	55.96	
11/10/2020	CKG01	60794	REPUBLIC	REPUBLIC SERVICES #253	3,478.03	
11/10/2020	CKG01	60795	ROWE	ROWE PROFESSIONAL SERVICES CO	1,477.50	
11/10/2020	CKG01	60796	SHERMAN PU	SHERMAN PUBLICATIONS INC	62.10	
11/10/2020	CKG01	60797	SLC METER	SLC METER, LLC	223.23	
11/10/2020	CKG01	60798	MDSOGS	STATE OF MICHIGAN	10.00	
11/10/2020	CKG01	60799	STEVES OX	STEVE'S OXFORD AUTOMOTIVE	1,063.80	
11/10/2020	CKG01	60800	KELLI GREE	TURF ONE INC.	72.00	
11/10/2020	CKG01	60801	UHANS DEP	UHAN'S DEPARTMENT STORE	251.99	
11/10/2020	CKG01	60802	VANTAGEPOI	VANTAGEPOINT TRANSFER AGENT -	240.00	
11/10/2020	CKG01	60803	VERI	VERIZON	204.96	
11/10/2020	CKG01	60804	VILLAGE	VILLAGE OF OXFORD	579.16	
11/10/2020	CKG01	60805	VILLAGE	VILLAGE OF OXFORD	800.00	
11/10/2020	CKG01	60806	WALLY EDGA	WALLY EDGAR CHEVROLET INC	605.00	
11/10/2020	CKG01	60807	WASTE	WASTE MANAGEMENT	264.86	
11/10/2020	CKG01	60808	WELLS	WELLS FARGO VENDOR FIN SERVICE	167.37	
11/10/2020	CKG01	60809	FLEET SERV	WEX BANK	2,042.93	
11/12/2020	CKG01	541(E)	DTE	DTE ENERGY	3,641.98	
11/12/2020	CKG01	542(E)	BIRCH	LINGO COMMUNICATION	212.18	
11/18/2020	CKG01	60810	PETTY CASH	PETTY CASH	200.00	
11/19/2020	CKG01	60811	ACCENT	ACCENT ON ART	264.00	
11/19/2020	CKG01	60812	ACE	ACE HARDWARE STONES	50.56	
11/19/2020	CKG01	60813	ADT SECURI	ADT SECURITY SERVICE	355.11	
11/19/2020	CKG01	60814	AFLAC	AFLAC	260.74	
11/19/2020	CKG01	60815	AMERICAN	AMERICAN GENERATORS SALES LLC	1,100.00	
11/19/2020	CKG01	60816	BELL EQUIP	BELL EQUIPMENT COMPANY	358.59	
11/19/2020	CKG01	60817	BCBS	BLUE CROSS BLUE SHIELD OF MI	14,371.91	
11/19/2020	CKG01	60818	BCBS	VOID	0.00	V
11/19/2020	CKG01	60819	ASCEND	DEARBORN NATIONAL	803.45	
11/19/2020	CKG01	60820	ASCEND	VOID	0.00	V
11/19/2020	CKG01	60821	DORNBOS SI	DORNBOS SIGN & SAFETY INC.	62.70	
11/19/2020	CKG01	60822	DPW	DPW & SON LLC	16,700.00	
11/19/2020	CKG01	60823	EDW	EDW C LEVY CO	327.43	
11/19/2020	CKG01	60824	ETNA SUPPL	ETNA SUPPLY COMPANY	13.20	

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CHECK REGISTER FOR VILLAGE OF OXFORD
CHECK DATE FROM 11/01/2020 - 11/30/2020

Page: 2/2

Check Date	Bank	Check	Vendor	Vendor Name	Amount
11/19/2020	CKG01	60825	GOODYEAR A	GOODYEAR AUTO SERVICE CENTER	605.80
11/19/2020	CKG01	60826	GLWA	GREAT LAKES WATER AUTHORITY	1,196.52
11/19/2020	CKG01	60827	MC KENNA A	MC KENNA ASSOCIATES INC	1,275.00
11/19/2020	CKG01	60828	MIKE MODDE	MICHAEL MODDERS	84.79
11/19/2020	CKG01	60829	MISS DIG S	MISS DIG SYSTEM INC	1,618.50
11/19/2020	CKG01	60830	OATA	OAKLAND COUNTY TREASURERS ASSOC	20.00
11/19/2020	CKG01	60831	PEP	PEP BOYS #6562	299.07
11/19/2020	CKG01	60832	PITNEY BOW	PITNEY BOWES INC	113.04
11/19/2020	CKG01	60833	QUILL CORP	QUILL CORPORATION	131.91
11/19/2020	CKG01	60834	SLC METER	SLC METER, LLC	802.63
11/19/2020	CKG01	60835	CHARTER	SPECTRUM	144.98
11/19/2020	CKG01	60836	STARRS	STARRS ROOFING	4,800.00
11/19/2020	CKG01	60837	STEVES OX	STEVE'S OXFORD AUTOMOTIVE	9.18
11/19/2020	CKG01	60838	POSTMASTER	U.S. POSTMASTER	384.75
11/19/2020	CKG01	60839	UNIFIRST C	UNIFIRST CORPORATION	39.10
11/19/2020	CKG01	60840	VILLAGE TR	VILLAGE TROPHY SHOP INC	385.00
11/19/2020	CKG01	60841	WTAP	WATERTAP	7,169.00
11/30/2020	CKG01	543(E)	AT&T U-VER	AT&T U-VERSE	51.38
11/30/2020	CKG01	544(E)	VISA	CARDMEMBER SERVICE	2,004.99
11/30/2020	CKG01	545(E)	CON ENERGY	CONSUMERS ENERGY	468.56
11/30/2020	CKG01	546(E)	DTE EN-ST	DTE ENERGY - STREET LIGHTING	3,114.43
11/30/2020	CKG01	547(E)	BIRCH	LINGO COMMUNICATION	150.79

CKG01 TOTALS:

Total of 100 Checks:	148,156.86
Less 4 Void Checks:	0.00
Total of 96 Disbursements:	148,156.86

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PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2020 NORMAL (ABNORMA	BALANCE NORMAL (ABNORMA	
Fund 101 - General Fund					
Dept 000					
101-000-402.000	Real Property Tax	1,121,012.00	1,076,132.21	44,879.79	96.00
101-000-410.000	Personal Property Tax	51,433.00	45,645.51	5,787.49	88.75
101-000-412.000	DELINQUENT PERSONAL PROPERTY TAXES	500.00	62.85	437.15	12.57
101-000-446.000	Real Property Penalty	2,400.00	0.00	2,400.00	0.00
101-000-451.000	Building Licenses	6,000.00	2,520.00	3,480.00	42.00
101-000-452.000	Electrical Con Jrnm License	1,000.00	580.00	420.00	58.00
101-000-453.000	Heating and Refrig Contr Lic	600.00	555.00	45.00	92.50
101-000-454.000	Zoning/Solicitors License	6,000.00	1,475.00	4,525.00	24.58
101-000-455.000	Plumbing Master/Journ License	650.00	3,047.50	(2,397.50)	468.85
101-000-480.000	Building Permits	24,000.00	11,306.60	12,693.40	47.11
101-000-481.000	Electrical Permits	4,500.00	2,957.00	1,543.00	65.71
101-000-482.000	Heating Permits	5,000.00	2,258.00	2,742.00	45.16
101-000-483.000	Plumbing Permits	2,500.00	1,680.00	820.00	67.20
101-000-506.000	GRANTS-POLICE DEPT	0.00	9,000.00	(9,000.00)	100.00
101-000-543.000	302 FUNDS	750.00	335.82	414.18	44.78
101-000-573.000	LOCAL COMMUNITY STABILIZATION	40,000.00	54,600.88	(14,600.88)	136.50
101-000-575.000	Constitutional Sales Tax	249,000.00	60,406.00	188,594.00	24.26
101-000-579.000	LIQUOR LICENSE	4,000.00	3,912.70	87.30	97.82
101-000-580.000	DOG LICENSES	150.00	15.00	135.00	10.00
101-000-608.000	Board of Appeals Fees	400.00	0.00	400.00	0.00
101-000-622.000	Planning Commission Fee	1,000.00	0.00	1,000.00	0.00
101-000-622.010	DPW Site Plan Review Fee	50.00	0.00	50.00	0.00
101-000-622.020	Lot Split Fees	150.00	0.00	150.00	0.00
101-000-628.000	PBT COPIES & FEES	200.00	90.00	110.00	45.00
101-000-629.000	Cable Franchise Fees	53,106.00	17,809.44	35,296.56	33.54
101-000-638.000	PARKING IMPOUND TICKET FINES	2,000.00	2,281.00	(281.00)	114.05
101-000-640.000	Rubbish Fees: Residential	167,304.00	74,023.05	93,280.95	44.24
101-000-640.010	Rubbish Fees: Commercial	37,359.00	12,496.00	24,863.00	33.45
101-000-656.000	VIOLATIONS	50,000.00	29,372.98	20,627.02	58.75
101-000-658.040	SNOW ORDINANCE FINES	500.00	0.00	500.00	0.00
101-000-665.000	Interest Earnings	10,000.00	4,001.77	5,998.23	40.02
101-000-670.010	Rent	3,600.00	600.00	3,000.00	16.67
101-000-671.020	COMMUNITY ROOM RENTAL	300.00	0.00	300.00	0.00
101-000-677.000	Reimbursements	9,000.00	29,847.75	(20,847.75)	331.64
101-000-677.030	Youth Assistance	7,000.00	577.00	6,423.00	8.24
101-000-677.040	Administration Fees	0.00	301.79	(301.79)	100.00
101-000-679.000	DDA	75,000.00	31,316.70	43,683.30	41.76
101-000-686.000	Miscellaneous	2,000.00	243.50	1,756.50	12.18
101-000-686.010	INSURANCE CLAIM PAYMENTS	0.00	8,041.00	(8,041.00)	100.00
101-000-686.200	Donations	1,000.00	0.00	1,000.00	0.00
101-000-687.000	CDBG Community Development Fu	3,000.00	0.00	3,000.00	0.00
101-000-694.010	Insufficient Funds Checking	0.00	25.00	(25.00)	100.00
Net - Dept 000		1,942,464.00	1,487,517.05	454,946.95	
Dept 101 - Council					
101-101-703.000	Council Salaries	2,800.00	1,595.00	1,205.00	56.96
101-101-723.000	Workers Compensation	142.00	69.40	72.60	48.87
101-101-740.000	Operating Supplies	200.00	0.00	200.00	0.00
101-101-830.000	Membership & Dues	2,908.00	1,865.78	1,042.22	64.16
101-101-864.000	Workshops	1,000.00	0.00	1,000.00	0.00
101-101-866.000	Mileage	200.00	0.00	200.00	0.00
101-101-867.000	Lodging	400.00	0.00	400.00	0.00
Net - Dept 101 - Council		(7,650.00)	(3,530.18)	(4,119.82)	
Dept 172 - Manager					
101-172-704.000	Wages	45,300.00	18,951.90	26,348.10	41.84
101-172-705.000	Clerical	674.00	295.37	378.63	43.82
101-172-715.000	FICA	3,517.00	1,472.21	2,044.79	41.86
101-172-716.000	Medical Insurance	3,437.00	180.57	3,256.43	5.25
101-172-718.000	Retirement	4,530.00	2,681.31	1,848.69	59.19
101-172-723.000	Workers Compensation	283.00	138.80	144.20	49.05
101-172-740.000	Operating Supplies	600.00	8.36	591.64	1.39
101-172-810.000	Contracted Services	688.00	331.55	356.45	48.19
101-172-830.000	Membership & Dues	100.00	0.00	100.00	0.00
101-172-864.000	Workshops	500.00	0.00	500.00	0.00
101-172-866.000	Mileage	500.00	0.00	500.00	0.00
Net - Dept 172 - Manager		(60,129.00)	(24,060.07)	(36,068.93)	
Dept 210 - Attorney					
101-210-825.000	Attorney Retainer	10,200.00	1,700.00	8,500.00	16.67
101-210-826.000	Legal Fees	20,000.00	5,688.60	14,311.40	28.44

User: TONICA

DB: Oxford

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE		AVAILABLE		% BDGT USED
		AMENDED	BUDGET	NORMAL	(ABNORMA	NORMAL	(ABNORMA	
Fund 101 - General Fund								
101-210-826.070	Legal: Litigation	5,000.00		0.00		5,000.00		0.00
Net - Dept 210 - Attorney		(35,200.00)		(7,388.60)		(27,811.40)		
Dept 215 - Clerk								
101-215-704.000	Wages	22,800.00		9,423.36		13,376.64		41.33
101-215-715.000	FICA	1,744.00		720.91		1,023.09		41.34
101-215-716.000	Medical Insurance	2,204.00		118.50		2,085.50		5.38
101-215-718.000	Retirement	2,280.00		2,046.40		233.60		89.75
101-215-723.000	Workers Compensation	283.00		138.80		144.20		49.05
101-215-727.000	Office Supplies	2,000.00		754.40		1,245.60		37.72
101-215-730.000	Postage	1,500.00		0.00		1,500.00		0.00
101-215-740.000	Operating Supplies	900.00		480.00		420.00		53.33
101-215-740.030	Computers	1,000.00		1,311.76		(311.76)		131.18
101-215-805.000	Payroll Processing	7,150.00		2,108.93		5,041.07		29.50
101-215-810.000	Contracted Services	7,888.00		2,574.55		5,313.45		32.64
101-215-830.000	Membership & Dues	100.00		95.00		5.00		95.00
101-215-864.000	Workshops	1,500.00		0.00		1,500.00		0.00
101-215-865.000	Meals	50.00		0.00		50.00		0.00
101-215-866.000	Mileage	125.00		0.00		125.00		0.00
101-215-905.000	Printing & Publications	800.00		200.76		599.24		25.10
101-215-933.010	Equipment Maintenance Contrac	0.00		950.00		(950.00)		100.00
101-215-956.000	Miscellaneous	500.00		70.95		429.05		14.19
Net - Dept 215 - Clerk		(52,824.00)		(20,994.32)		(31,829.68)		
Dept 253 - Treasurer								
101-253-704.000	Wages	9,690.00		4,476.10		5,213.90		46.19
101-253-705.000	CLERICAL	4,044.00		2,510.63		1,533.37		62.08
101-253-715.000	FICA	1,051.00		534.50		516.50		50.86
101-253-716.000	Medical Insurance	1,628.00		78.95		1,549.05		4.85
101-253-718.000	Retirement	969.00		0.00		969.00		0.00
101-253-723.000	Workers Compensation	283.00		138.80		144.20		49.05
101-253-810.000	Contracted Services	3,788.00		3,854.48		(66.48)		101.76
101-253-864.000	Workshops	1,500.00		0.00		1,500.00		0.00
101-253-905.000	Printing & Publications	1,200.00		851.51		348.49		70.96
101-253-956.000	Miscellaneous	100.00		0.00		100.00		0.00
Net - Dept 253 - Treasurer		(24,253.00)		(12,444.97)		(11,808.03)		
Dept 265 - Building & Utilities								
101-265-727.000	OFFICE SUPPLIES	2,000.00		0.00		2,000.00		0.00
101-265-775.000	Building Maintenance/Supplies	3,000.00		610.40		2,389.60		20.35
101-265-775.010	Civic Center Maintenance	100.00		0.00		100.00		0.00
101-265-807.000	Audit	2,400.00		1,224.30		1,175.70		51.01
101-265-810.000	Contracted Services	6,131.00		1,587.30		4,543.70		25.89
101-265-813.000	Custodial Services	3,552.00		1,455.00		2,097.00		40.96
101-265-856.000	Telephone	5,322.00		4,129.83		1,192.17		77.60
101-265-910.000	Insurance	1,874.00		2,135.52		(261.52)		113.96
101-265-921.000	Electric	8,702.00		3,751.60		4,950.40		43.11
101-265-923.000	Heat	2,945.00		329.14		2,615.86		11.18
101-265-927.000	Water	1,766.00		956.93		809.07		54.19
101-265-927.020	Water: DPW	1,200.00		197.08		1,002.92		16.42
101-265-929.000	Rubbish	1,100.00		0.00		1,100.00		0.00
Net - Dept 265 - Building & Utilities		(40,092.00)		(16,377.10)		(23,714.90)		
Dept 267 - Beautification Commission								
101-267-740.000	Operating Supplies	1,000.00		0.00		1,000.00		0.00
101-267-830.000	Membership & Dues	20.00		0.00		20.00		0.00
Net - Dept 267 - Beautification Commission		(1,020.00)		0.00		(1,020.00)		
Dept 301 - Police								
101-301-704.000	Wages	328,869.00		113,234.33		215,634.67		34.43
101-301-704.010	WAGES - ADMIN	8,520.00		4,172.00		4,348.00		48.97
101-301-705.000	POLICE CLERICAL	35,818.00		16,325.12		19,492.88		45.58
101-301-706.000	Part-time	37,440.00		52,649.55		(15,209.55)		140.62
101-301-709.000	Overtime	11,000.00		5,564.76		5,435.24		50.59
101-301-710.010	Leave Time Buyout	4,000.00		0.00		4,000.00		0.00
101-301-711.000	Holiday	2,400.00		0.00		2,400.00		0.00
101-301-715.000	FICA	32,746.00		14,661.82		18,084.18		44.77
101-301-716.000	Medical Insurance	98,620.00		29,326.71		69,293.29		29.74

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PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	YTD BALANCE		AVAILABLE		% BDGT USED
		2020-21 AMENDED BUDGET	12/31/2020 NORMAL (ABNORMA	BALANCE NORMAL (ABNORMA		
Fund 101 - General Fund						
101-301-718.000	Retirement	53,512.00	13,452.19	40,059.81		25.14
101-301-719.000	OPEB-HEALTH	0.00	4,112.00	(4,112.00)		100.00
101-301-721.000	UNIFORM ALLOWANCE	3,500.00	0.00	3,500.00		0.00
101-301-721.010	UNIFORMS - PART TIME	1,000.00	248.60	751.40		24.86
101-301-721.020	Uniforms - Reserves	1,000.00	0.00	1,000.00		0.00
101-301-723.000	Workers Compensation	2,124.00	1,041.00	1,083.00		49.01
101-301-725.000	Unemployment	2,000.00	0.00	2,000.00		0.00
101-301-727.000	Office Supplies	1,200.00	570.91	629.09		47.58
101-301-730.000	Postage	150.00	42.10	107.90		28.07
101-301-740.000	Operating Supplies	5,200.00	2,346.43	2,853.57		45.12
101-301-740.030	Computers	1,000.00	70.00	930.00		7.00
101-301-751.000	Diesel Fuel and Gas	13,000.00	4,875.57	8,124.43		37.50
101-301-775.000	Building Maintenance/Supplies	2,000.00	224.00	1,776.00		11.20
101-301-781.000	Materials Car Maintenance	7,000.00	4,729.38	2,270.62		67.56
101-301-781.040	Car Washes	700.00	388.00	312.00		55.43
101-301-803.000	Physicals	500.00	0.00	500.00		0.00
101-301-807.000	Audit	1,600.00	612.15	987.85		38.26
101-301-810.000	CONTRACTED SERVICES	47,089.00	14,764.55	32,324.45		31.35
101-301-813.000	Custodial Services	3,552.00	1,455.00	2,097.00		40.96
101-301-826.080	Legal: Prosecutions	22,000.00	5,631.60	16,368.40		25.60
101-301-830.000	Membership & Dues	1,250.00	0.00	1,250.00		0.00
101-301-855.000	Radio Maintenance	500.00	0.00	500.00		0.00
101-301-856.000	Telephone	3,786.00	2,304.22	1,481.78		60.86
101-301-856.040	Cellular Phone Fees	1,300.00	413.10	886.90		31.78
101-301-858.000	Computer Maintenance	1,000.00	225.00	775.00		22.50
101-301-866.000	Mileage	200.00	0.00	200.00		0.00
101-301-867.000	Lodging	750.00	118.67	631.33		15.82
101-301-880.000	Community Promotion	8,000.00	649.00	7,351.00		8.11
101-301-910.000	Insurance	12,496.00	14,236.80	(1,740.80)		113.93
101-301-910.010	Insurance - Reserves	2,030.00	0.00	2,030.00		0.00
101-301-921.000	Electric	8,352.00	3,347.25	5,004.75		40.08
101-301-923.000	Heat	2,945.00	329.14	2,615.86		11.18
101-301-924.000	Sewer	650.00	0.00	650.00		0.00
101-301-927.000	Water	1,766.00	956.93	809.07		54.19
101-301-957.000	Contingency: Year End	1,000.00	0.00	1,000.00		0.00
101-301-960.000	Education/Safety Management	5,000.00	0.00	5,000.00		0.00
101-301-960.020	302 Training	850.00	535.82	314.18		63.04
Net - Dept 301 - Police		(779,415.00)	(313,613.70)	(465,801.30)		
Dept 372 - Code Enforcement						
101-372-704.000	Wages	11,856.00	3,693.60	8,162.40		31.15
101-372-704.010	WAGES - ADMIN	4,160.00	2,104.96	2,055.04		50.60
101-372-705.000	Clerical	1,011.00	556.56	454.44		55.05
101-372-715.000	FICA	984.00	486.17	497.83		49.41
101-372-716.000	Medical Insurance	533.00	77.79	455.21		14.59
101-372-718.000	Retirement	416.00	0.00	416.00		0.00
101-372-723.000	Workers Compensation	283.00	138.80	144.20		49.05
101-372-740.000	Operating Supplies	500.00	(230.69)	730.69		(46.14)
101-372-810.000	Contracted Services	1,000.00	(50.00)	1,050.00		(5.00)
101-372-866.000	Mileage	350.00	0.00	350.00		0.00
101-372-905.000	Printing & Publications	250.00	0.00	250.00		0.00
Net - Dept 372 - Code Enforcement		(21,343.00)	(6,777.19)	(14,565.81)		
Dept 376 - Building Department						
101-376-703.050	Building Inspector Fee	29,000.00	5,977.95	23,022.05		20.61
101-376-703.060	Electrical Inspector Fees	4,410.00	1,535.25	2,874.75		34.81
101-376-703.070	Plumbing Inspector Fees	1,805.00	780.00	1,025.00		43.21
101-376-703.080	Heating Inspector Fees	3,900.00	1,083.75	2,816.25		27.79
101-376-704.000	Wages	5,870.00	0.00	5,870.00		0.00
101-376-704.010	BLDG DEPT ADMIN WAGES	0.00	2,811.71	(2,811.71)		100.00
101-376-705.000	Clerical	32,685.00	14,526.90	18,158.10		44.45
101-376-715.000	FICA	2,949.00	1,303.42	1,645.58		44.20
101-376-716.000	Medical Insurance	7,927.00	1,861.16	6,065.84		23.48
101-376-723.000	Workers Compensation	283.00	138.80	144.20		49.05
101-376-727.000	Office Supplies	200.00	22.23	177.77		11.12
101-376-740.000	Operating Supplies	600.00	0.00	600.00		0.00
101-376-810.000	Contracted Services	4,634.00	629.25	4,004.75		13.58
101-376-905.000	Printing & Publications	200.00	0.00	200.00		0.00
Net - Dept 376 - Building Department		(94,463.00)	(30,670.42)	(63,792.58)		
Dept 401 - Planning						
101-401-704.000	Wages	2,650.00	0.00	2,650.00		0.00

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PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE		AVAILABLE BALANCE		% BDGT USED
			NORMAL	(ABNORMA	NORMAL	(ABNORMA	
Fund 101 - General Fund							
101-401-704.010	PLANNING ADMIN WAGES	0.00	1,124.70		(1,124.70)	100.00	
101-401-705.000	Clerical	1,011.00	408.88		602.12	40.44	
101-401-715.000	PC FICA	280.00	117.31		162.69	41.90	
101-401-716.000	Medical Insurance	451.00	67.27		383.73	14.92	
101-401-817.000	Planning Consultant	8,500.00	425.00		8,075.00	5.00	
101-401-817.100	Zoning Ordinance Revision	100.00	0.00		100.00	0.00	
101-401-817.200	Planning Consultant Contract	10,200.00	3,400.00		6,800.00	33.33	
101-401-821.000	Engineering	1,000.00	12,050.00		(11,050.00)	1,205.00	
101-401-905.000	Printing & Publications	838.00	55.20		782.80	6.59	
Net - Dept 401 - Planning		(25,030.00)	(17,648.36)		(7,381.64)		
Dept 402 - Board of Appeals							
101-402-703.020	Board of Appeals Wages	200.00	0.00		200.00	0.00	
101-402-704.010	ZBA ADMIN WAGES	1,325.00	326.72		998.28	24.66	
101-402-715.000	ZBA FICA	117.00	25.00		92.00	21.37	
101-402-716.000	Medical Insurance	110.00	2.99		107.01	2.72	
101-402-718.000	Retirement	133.00	0.00		133.00	0.00	
101-402-864.000	WORKSHOPS	375.00	0.00		375.00	0.00	
101-402-905.000	Printing & Publications	436.00	0.00		436.00	0.00	
Net - Dept 402 - Board of Appeals		(2,696.00)	(354.71)		(2,341.29)		
Dept 441 - DPW							
101-441-704.000	Wages	40,516.00	18,275.42		22,240.58	45.11	
101-441-704.010	WAGES - ADMIN	9,275.00	4,407.58		4,867.42	47.52	
101-441-705.000	Clerical	4,717.00	2,487.47		2,229.53	52.73	
101-441-709.000	Overtime	1,000.00	0.00		1,000.00	0.00	
101-441-715.000	FICA	4,246.00	1,916.05		2,329.95	45.13	
101-441-716.000	Medical Insurance	16,734.00	5,690.15		11,043.85	34.00	
101-441-718.000	Retirement	12,855.00	4,786.32		8,068.68	37.23	
101-441-721.000	Uniform Allowance	900.00	0.00		900.00	0.00	
101-441-723.000	Workers Compensation	2,124.00	1,041.00		1,083.00	49.01	
101-441-740.000	Operating Supplies	2,400.00	681.03		1,718.97	28.38	
101-441-787.000	Materials	400.00	128.00		272.00	32.00	
101-441-803.000	Physicals	200.00	0.00		200.00	0.00	
101-441-807.000	Audit	1,600.00	612.15		987.85	38.26	
101-441-810.000	Contracted Services	7,148.00	1,520.78		5,627.22	21.28	
101-441-856.000	Telephone	1,755.00	520.31		1,234.69	29.65	
101-441-856.040	Cellular Phone Fees	956.00	430.55		525.45	45.04	
101-441-866.000	Mileage	100.00	0.00		100.00	0.00	
101-441-905.000	Printing & Publications	150.00	24.17		125.83	16.11	
101-441-910.000	Insurance	12,496.00	14,236.80		(1,740.80)	113.93	
101-441-921.000	ELECTRIC - EDISON	1,751.00	729.50		1,021.50	41.66	
101-441-923.000	Heat	5,595.00	310.73		5,284.27	5.55	
101-441-943.000	Equipment Rental	3,000.00	2,223.22		776.78	74.11	
101-441-960.000	Education/Safety Management	185.00	0.00		185.00	0.00	
Net - Dept 441 - DPW		(130,103.00)	(60,021.23)		(70,081.77)		
Dept 442 - Tree Replacement Program							
101-442-704.000	Wages	500.00	0.00		500.00	0.00	
101-442-715.000	FICA	38.00	0.00		38.00	0.00	
101-442-740.000	Operating Supplies	50.00	0.00		50.00	0.00	
101-442-787.000	Materials	500.00	0.00		500.00	0.00	
101-442-943.000	Equipment Rental	100.00	0.00		100.00	0.00	
Net - Dept 442 - Tree Replacement Program		(1,188.00)	0.00		(1,188.00)		
Dept 443 - Downtown Maintenance							
101-443-704.000	Wages	27,021.00	14,142.79		12,878.21	52.34	
101-443-709.000	Overtime	4,000.00	63.81		3,936.19	1.60	
101-443-715.000	FICA	2,373.00	1,053.60		1,319.40	44.40	
101-443-716.000	Medical Insurance	8,745.00	3,342.65		5,402.35	38.22	
101-443-718.000	Retirement	8,459.00	3,548.72		4,910.28	41.95	
101-443-723.000	Workers Compensation	425.00	208.20		216.80	48.99	
101-443-787.000	Materials	1,500.00	123.85		1,376.15	8.26	
101-443-943.000	Equipment Rental	8,000.00	5,676.60		2,323.40	70.96	
Net - Dept 443 - Downtown Maintenance		(60,523.00)	(28,160.22)		(32,362.78)		
Dept 444 - Parking Lot Maint/Const.							
101-444-704.000	Wages	9,746.00	7,876.75		1,869.25	80.82	

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PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2020 NORMAL (ABNORMA	BALANCE NORMAL (ABNORMA	
Fund 101 - General Fund					
101-444-709.000	Overtime	2,200.00	0.00	2,200.00	0.00
101-444-715.000	FICA	914.00	583.58	330.42	63.85
101-444-716.000	Medical Insurance	2,815.00	1,301.05	1,513.95	46.22
101-444-718.000	Retirement	2,490.00	1,457.08	1,032.92	58.52
101-444-723.000	Workers Compensation	425.00	208.20	216.80	48.99
101-444-787.000	Materials	1,500.00	70.96	1,429.04	4.73
101-444-943.000	Equipment Rental	15,000.00	4,189.31	10,810.69	27.93
Net - Dept 444 - Parking Lot Maint/Const.		(35,090.00)	(15,686.93)	(19,403.07)	
Dept 448 - Street Lighting					
101-448-767.030	Lighting Pole Replacement	2,000.00	0.00	2,000.00	0.00
101-448-787.000	Materials	1,000.00	8,034.80	(7,034.80)	803.48
101-448-810.000	Contracted Services	5,000.00	0.00	5,000.00	0.00
101-448-921.000	Electric	33,392.00	12,074.78	21,317.22	36.16
Net - Dept 448 - Street Lighting		(41,392.00)	(20,109.58)	(21,282.42)	
Dept 528 - Rubbish Contracts					
101-528-704.000	Wages	2,650.00	0.00	2,650.00	0.00
101-528-704.010	RUBBISH ADMIN WAGES	0.00	1,124.70	(1,124.70)	100.00
101-528-705.000	Clerical	1,972.00	750.97	1,221.03	38.08
101-528-715.000	RUBBISH FICA	354.00	143.48	210.52	40.53
101-528-716.000	Medical Insurance	509.00	68.57	440.43	13.47
101-528-718.000	Retirement	265.00	0.00	265.00	0.00
101-528-808.000	Rubbish Collection Contract	167,304.00	54,822.36	112,481.64	32.77
101-528-808.010	Commercial Rubbish Contract	35,580.00	13,834.80	21,745.20	38.88
Net - Dept 528 - Rubbish Contracts		(208,634.00)	(70,744.88)	(137,889.12)	
Dept 751 - Parks					
101-751-704.000	Wages	11,645.00	5,218.23	6,426.77	44.81
101-751-704.010	WAGES - ADMIN	2,080.00	1,451.42	628.58	69.78
101-751-705.000	Clerical	1,011.00	425.97	585.03	42.13
101-751-707.010	Beach Wages	7,600.00	4,519.51	3,080.49	59.47
101-751-709.000	Overtime	400.00	0.00	400.00	0.00
101-751-715.000	FICA	1,739.00	873.30	865.70	50.22
101-751-716.000	Medical Insurance	4,710.00	1,455.64	3,254.36	30.91
101-751-718.000	Retirement	3,935.00	1,374.36	2,560.64	34.93
101-751-723.000	Workers Compensation	425.00	208.20	216.80	48.99
101-751-725.000	Unemployment	100.00	0.00	100.00	0.00
101-751-740.000	Operating Supplies	1,000.00	131.42	868.58	13.14
101-751-787.000	Materials	1,000.00	0.00	1,000.00	0.00
101-751-803.000	Physicals	300.00	0.00	300.00	0.00
101-751-810.000	Contracted Services	2,000.00	1,000.00	1,000.00	50.00
101-751-905.000	Printing & Publications	150.00	0.00	150.00	0.00
101-751-910.000	Insurance	3,749.00	4,271.04	(522.04)	113.92
101-751-927.000	WATER-PARKS	0.00	197.08	(197.08)	100.00
101-751-943.000	Equipment Rental	5,000.00	3,821.86	1,178.14	76.44
Net - Dept 751 - Parks		(46,844.00)	(24,948.03)	(21,895.97)	
Dept 852 - Interlocal Gov't. Contracts					
101-852-704.002	Wages - Civic Center Maintena	4,577.00	3,244.99	1,332.01	70.90
101-852-709.002	Overtime - Civic Center	800.00	0.00	800.00	0.00
101-852-715.000	FICA	411.00	241.11	169.89	58.66
101-852-716.000	Medical Insurance	1,940.00	791.45	1,148.55	40.80
101-852-718.000	Retirement	1,528.00	697.44	830.56	45.64
101-852-723.000	Workers Compensation	425.00	208.20	216.80	48.99
101-852-740.000	Operating Supplies	500.00	90.00	410.00	18.00
101-852-787.002	Material - Civic Center	1,000.00	643.84	356.16	64.38
101-852-810.000	Contracted Services	9,000.00	9,488.00	(488.00)	105.42
101-852-943.000	Equipment Rental	3,000.00	1,568.22	1,431.78	52.27
Net - Dept 852 - Interlocal Gov't. Contracts		(23,181.00)	(16,973.25)	(6,207.75)	
Dept 960 - Public Relations					
101-960-704.000	WAGES-PART TIME STAFF	21,000.00	6,515.78	14,484.22	31.03
101-960-715.000	FICA-COMMUNITY PROMOTIONS	1,607.00	498.44	1,108.56	31.02
101-960-856.040	Cellular Phone Fees	600.00	0.00	600.00	0.00
101-960-880.000	Community Promotion	4,000.00	2,500.00	1,500.00	62.50
101-960-880.010	Downtown Christmas Decoration	1,000.00	0.00	1,000.00	0.00
101-960-880.020	Cable Commission	26,553.00	2,488.81	24,064.19	9.37

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REVENUE AND EXPENDITURE REPORT FOR OXFORD VILLAGE

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PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMA	AVAILABLE BALANCE NORMAL (ABNORMA	% BDGT USED
Fund 101 - General Fund					
Net - Dept 960 - Public Relations		(54,760.00)	(12,003.03)	(42,756.97)	
Dept 999 - Miscellaneous					
101-999-704.050	Youth Assistantce Wages	11,000.00	824.00	10,176.00	7.49
101-999-715.000	FICA	550.00	63.04	486.96	11.46
101-999-999.401	Transfser out to Vill. Const.	200,000.00	0.00	200,000.00	0.00
Net - Dept 999 - Miscellaneous		(211,550.00)	(887.04)	(210,662.96)	
Fund 101 - General Fund:					
TOTAL REVENUES		1,942,464.00	1,487,517.05	454,946.95	76.58
TOTAL EXPENDITURES		1,957,380.00	703,393.81	1,253,986.19	35.94
NET OF REVENUES & EXPENDITURES		(14,916.00)	784,123.24	(799,039.24)	5,256.93

PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2020 NORMAL (ABNORMA	BALANCE NORMAL (ABNORMA	
Fund 202 - Major Street Fund					
Dept 000					
202-000-547.000	Gas and Weight Tax	201,000.00	119,345.35	81,654.65	59.38
202-000-581.000	LOCAL GRANT-LRIP	0.00	12,211.00	(12,211.00)	100.00
202-000-665.000	Interest Earnings	500.00	1,981.43	(1,481.43)	396.29
Net - Dept 000		201,500.00	133,537.78	67,962.22	
Dept 455 - Construction					
202-455-810.000	Contracted Services	79,433.00	0.00	79,433.00	0.00
202-455-821.000	Engineering	2,000.00	0.00	2,000.00	0.00
Net - Dept 455 - Construction		(81,433.00)	0.00	(81,433.00)	
Dept 463 - Surface					
202-463-704.000	Wages	17,831.00	7,770.37	10,060.63	43.58
202-463-709.000	Overtime	300.00	0.00	300.00	0.00
202-463-710.010	Leave Time Buyout	2,000.00	0.00	2,000.00	0.00
202-463-715.000	FICA	1,540.00	572.94	967.06	37.20
202-463-716.000	Medical Insurance	7,375.00	2,394.20	4,980.80	32.46
202-463-718.000	Retirement	5,703.00	2,092.32	3,610.68	36.69
202-463-721.000	Uniform Allowance	900.00	0.00	900.00	0.00
202-463-723.000	Workers Compensation	566.00	277.60	288.40	49.05
202-463-787.000	Materials	3,000.00	124.08	2,875.92	4.14
202-463-810.000	Contracted Services	3,988.00	3,535.71	452.29	88.66
202-463-810.100	Sidewalks	3,000.00	0.00	3,000.00	0.00
202-463-943.000	Equipment Rental	13,000.00	8,207.18	4,792.82	63.13
Net - Dept 463 - Surface		(59,203.00)	(24,974.40)	(34,228.60)	
Dept 464 - Non-motorized					
202-464-810.000	Contracted Services	3,500.00	0.00	3,500.00	0.00
Net - Dept 464 - Non-motorized		(3,500.00)	0.00	(3,500.00)	
Dept 474 - Traffic					
202-474-704.000	Wages	1,866.00	1,182.74	683.26	63.38
202-474-709.000	Overtime	200.00	0.00	200.00	0.00
202-474-715.000	FICA	158.00	87.67	70.33	55.49
202-474-716.000	Medical Insurance	695.00	222.75	472.25	32.05
202-474-718.000	Retirement	522.00	187.36	334.64	35.89
202-474-787.000	Materials	1,500.00	254.53	1,245.47	16.97
202-474-810.000	Contracted Services	6,500.00	0.00	6,500.00	0.00
202-474-810.090	Signal Maintenance	7,500.00	2,055.28	5,444.72	27.40
202-474-943.000	Equipment Rental	1,000.00	805.58	194.42	80.56
Net - Dept 474 - Traffic		(19,941.00)	(4,795.91)	(15,145.09)	
Dept 478 - Snow & Ice					
202-478-704.000	Wages	8,459.00	0.00	8,459.00	0.00
202-478-709.000	Overtime	3,000.00	0.00	3,000.00	0.00
202-478-715.000	FICA	877.00	0.00	877.00	0.00
202-478-716.000	Medical Insurance	3,574.00	1,125.65	2,448.35	31.50
202-478-718.000	Retirement	2,684.00	957.28	1,726.72	35.67
202-478-787.000	Materials	20,000.00	0.00	20,000.00	0.00
202-478-910.000	Insurance	1,250.00	1,423.68	(173.68)	113.89
202-478-943.000	Equipment Rental	5,500.00	97.94	5,402.06	1.78
Net - Dept 478 - Snow & Ice		(45,344.00)	(3,604.55)	(41,739.45)	
Dept 484 - Wages Administration					
202-484-807.000	Audit	800.00	306.08	493.92	38.26
202-484-910.000	Insurance	1,250.00	0.00	1,250.00	0.00
Net - Dept 484 - Wages Administration		(2,050.00)	(306.08)	(1,743.92)	
Fund 202 - Major Street Fund:					

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REVENUE AND EXPENDITURE REPORT FOR OXFORD VILLAGE
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GL NUMBER	DESCRIPTION	YTD BALANCE		AVAILABLE		% BDGT USED
		2020-21 AMENDED BUDGET	12/31/2020 NORMAL (ABNORMA	BALANCE NORMAL (ABNORMA		
Fund 202 - Major Street Fund						
TOTAL REVENUES		201,500.00	133,537.78	67,962.22		66.27
TOTAL EXPENDITURES		211,471.00	33,680.94	177,790.06		15.93
NET OF REVENUES & EXPENDITURES		(9,971.00)	99,856.84	(109,827.84)		1,001.47

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REVENUE AND EXPENDITURE REPORT FOR OXFORD VILLAGE
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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMA	AVAILABLE BALANCE NORMAL (ABNORMA	% BDGT USED
Fund 204 - Municipal Street Fund					
Dept 000					
204-000-699.101	Transfer In - General Fund	113,476.00	0.00	113,476.00	0.00
Net - Dept 000		113,476.00	0.00	113,476.00	
Dept 485 - Debt Service					
204-485-991.000	Principal	106,738.00	0.00	106,738.00	0.00
204-485-995.000	Interest	6,738.00	0.00	6,738.00	0.00
Net - Dept 485 - Debt Service		(113,476.00)	0.00	(113,476.00)	
Fund 204 - Municipal Street Fund:					
TOTAL REVENUES		113,476.00	0.00	113,476.00	0.00
TOTAL EXPENDITURES		113,476.00	0.00	113,476.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00

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PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2020 NORMAL (ABNORMA	BALANCE NORMAL (ABNORMA	
Fund 296 - DDA Operating					
Dept 000					
296-000-401.000	Township Operating	210,000.00	83,181.67	126,818.33	39.61
296-000-401.010	Village Revenue	183,000.00	151,788.04	31,211.96	82.94
296-000-401.020	STATE PERSONAL PROPERTY TAX	30,000.00	32,984.63	(2,984.63)	109.95
296-000-412.000	Delinquent Property Taxes	2,000.00	134.82	1,865.18	6.74
296-000-665.000	Interest Earnings	500.00	526.15	(26.15)	105.23
296-000-671.040	Scarecrow Festival	1,000.00	0.00	1,000.00	0.00
296-000-671.080	Concerts in the Park	2,000.00	0.00	2,000.00	0.00
296-000-677.000	Reimbursements	4,500.00	0.00	4,500.00	0.00
296-000-686.200	Donations	0.00	11,901.99	(11,901.99)	100.00
Net - Dept 000		433,000.00	280,517.30	152,482.70	
Dept 729 - Organization/Administration					
296-729-704.000	Wages	60,000.00	22,250.08	37,749.92	37.08
296-729-705.000	CLERICAL COMMUNICATIONS	8,000.00	2,171.92	5,828.08	27.15
296-729-715.000	FICA	4,600.00	1,702.09	2,897.91	37.00
296-729-715.001	FICA COMMUNICATIONS	0.00	166.22	(166.22)	100.00
296-729-716.000	Medical Insurance	18,094.00	7,601.90	10,492.10	42.01
296-729-716.001	LIFE, ST/LT DISABILITY	688.00	286.50	401.50	41.64
296-729-718.000	Retirement	6,000.00	1,903.68	4,096.32	31.73
296-729-723.000	Workers Compensation	566.00	277.60	288.40	49.05
296-729-727.000	Office Supplies	500.00	15.89	484.11	3.18
296-729-727.030	COMPUTERS	0.00	15.89	(15.89)	100.00
296-729-730.000	Postage	200.00	0.00	200.00	0.00
296-729-807.000	Audit	800.00	306.08	493.92	38.26
296-729-810.000	Contracted Services	688.00	1,497.70	(809.70)	217.69
296-729-810.011	Downtown Cleaning	50,000.00	12,500.01	37,499.99	25.00
296-729-810.111	Enforcement Transfer	25,000.00	6,290.01	18,709.99	25.16
296-729-810.140	Contracted Services - Website	1,200.00	0.00	1,200.00	0.00
296-729-830.000	Membership & Dues	1,000.00	0.00	1,000.00	0.00
296-729-856.040	Cellular Phone Fees	777.00	206.55	570.45	26.58
296-729-864.000	Workshops	200.00	0.00	200.00	0.00
296-729-864.010	Director - Conference	1,500.00	0.00	1,500.00	0.00
296-729-866.000	Mileage	100.00	0.00	100.00	0.00
296-729-867.000	Lodging	250.00	0.00	250.00	0.00
296-729-868.000	Meals	250.00	0.00	250.00	0.00
296-729-910.000	Insurance	3,474.00	3,909.20	(435.20)	112.53
296-729-920.000	Utilities	590.00	258.44	331.56	43.80
296-729-999.394	Transfer to Debt Service	62,017.00	0.00	62,017.00	0.00
Net - Dept 729 - Organization/Administration		(246,494.00)	(61,359.76)	(185,134.24)	
Dept 730 - Design					
296-730-740.230	Operating Supplies - Flowers	2,500.00	(2,250.00)	4,750.00	(90.00)
296-730-810.000	Contracted Services	20,000.00	2,094.77	17,905.23	10.47
296-730-970.000	Capital Improvements	100,000.00	6,234.52	93,765.48	6.23
296-730-996.050	Grant - Sign	20,000.00	0.00	20,000.00	0.00
296-730-996.060	Grant - Facade	20,000.00	0.00	20,000.00	0.00
Net - Dept 730 - Design		(162,500.00)	(6,079.29)	(156,420.71)	
Dept 731 - Economic Restructuring					
296-731-810.000	Contracted Services	4,000.00	8,500.00	(4,500.00)	212.50
Net - Dept 731 - Economic Restructuring		(4,000.00)	(8,500.00)	4,500.00	
Dept 961 - Promotions					
296-961-740.310	EVENTS	9,700.00	1,996.00	7,704.00	20.58
296-961-740.360	BUSINESS PROMOTION	4,000.00	430.21	3,569.79	10.76
296-961-810.310	IMAGE PROMO	4,000.00	0.00	4,000.00	0.00
Net - Dept 961 - Promotions		(17,700.00)	(2,426.21)	(15,273.79)	
Fund 296 - DDA Operating:					
TOTAL REVENUES		433,000.00	280,517.30	152,482.70	64.78
TOTAL EXPENDITURES		430,694.00	78,365.26	352,328.74	18.20
NET OF REVENUES & EXPENDITURES		2,306.00	202,152.04	(199,846.04)	8,766.35

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REVENUE AND EXPENDITURE REPORT FOR OXFORD VILLAGE
PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	YTD BALANCE		AVAILABLE		% BDGT USED
		2020-21 AMENDED BUDGET	12/31/2020 NORMAL (ABNORMA	BALANCE	NORMAL (ABNORMA	

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PERIOD ENDING 12/31/2020

GL NUMBER	DESCRIPTION	YTD BALANCE		AVAILABLE	% BDGT USED
		2020-21 AMENDED BUDGET	12/31/2020 NORMAL (ABNORMA	BALANCE NORMAL (ABNORMA	
Fund 590 - Sewer Fund					
Dept 000					
590-000-642.000	Collections	760,000.00	311,405.13	448,594.87	40.97
590-000-642.010	Penalties on Usage	8,000.00	0.00	8,000.00	0.00
590-000-665.000	Interest Earnings	4,000.00	2,496.64	1,503.36	62.42
590-000-672.050	New Connection	6,000.00	3,300.00	2,700.00	55.00
590-000-677.000	Reimbursements	0.00	199.36	(199.36)	100.00
Net - Dept 000		778,000.00	317,401.13	460,598.87	
Dept 521 - Sewer					
590-521-704.000	Wages	53,496.00	5,729.50	47,766.50	10.71
590-521-704.010	WAGES - ADMIN	9,090.00	2,484.99	6,605.01	27.34
590-521-705.000	Clerical	7,413.00	2,260.44	5,152.56	30.49
590-521-715.000	FICA	5,355.00	794.45	4,560.55	14.84
590-521-716.000	Medical Insurance	21,636.00	4,678.96	16,957.04	21.63
590-521-718.000	Retirement	17,145.00	4,512.80	12,632.20	26.32
590-521-721.000	Uniform Allowance	900.00	596.97	303.03	66.33
590-521-723.000	Workers Compensation	1,416.00	694.00	722.00	49.01
590-521-727.000	Office Supplies	500.00	0.00	500.00	0.00
590-521-730.000	Postage	2,000.00	0.00	2,000.00	0.00
590-521-740.000	Operating Supplies	1,500.00	217.14	1,282.86	14.48
590-521-787.000	Materials	1,000.00	690.00	310.00	69.00
590-521-807.000	Audit	3,200.00	918.23	2,281.77	28.69
590-521-810.000	Contracted Services	13,480.00	4,238.84	9,241.16	31.45
590-521-815.000	Oakland County Usage Fees	437,820.00	125,728.22	312,091.78	28.72
590-521-826.000	Legal Fees	1,000.00	0.00	1,000.00	0.00
590-521-830.000	Membership & Dues	134.00	0.00	134.00	0.00
590-521-905.000	Printing & Publications	100.00	0.00	100.00	0.00
590-521-910.000	Insurance	3,124.00	3,559.20	(435.20)	113.93
590-521-943.000	Equipment Rental	3,709.00	2,350.54	1,358.46	63.37
590-521-957.000	Contingency: Year End	5,000.00	0.00	5,000.00	0.00
590-521-991.020	Bond - Interceptor	602,940.00	559,075.72	43,864.28	92.72
590-521-992.000	Fees	0.00	6.84	(6.84)	100.00
590-521-995.030	Interest Interceptor	16,493.00	18,502.31	(2,009.31)	112.18
Net - Dept 521 - Sewer		(1,208,451.00)	(737,039.15)	(471,411.85)	
Dept 622 - Environmental					
590-622-810.000	Contracted Services	5,000.00	0.00	5,000.00	0.00
Net - Dept 622 - Environmental		(5,000.00)	0.00	(5,000.00)	
Fund 590 - Sewer Fund:					
TOTAL REVENUES		778,000.00	317,401.13	460,598.87	40.80
TOTAL EXPENDITURES		1,213,451.00	737,039.15	476,411.85	60.74
NET OF REVENUES & EXPENDITURES		(435,451.00)	(419,638.02)	(15,812.98)	96.37

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GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2020 NORMAL (ABNORMA	BALANCE NORMAL (ABNORMA	
Fund 591 - Water Fund					
Dept 000					
591-000-642.000	Collections	760,000.00	216,613.92	543,386.08	28.50
591-000-642.010	Penalties on Usage	8,000.00	0.00	8,000.00	0.00
591-000-642.030	Collections - Fixed	0.00	125,349.00	(125,349.00)	100.00
591-000-665.000	Interest Earnings	4,500.00	2,014.28	2,485.72	44.76
591-000-672.060	Capital Charges	5,000.00	11,519.50	(6,519.50)	230.39
591-000-677.000	Reimbursements	0.00	1,177.24	(1,177.24)	100.00
591-000-686.000	Miscellaneous	0.00	2,852.00	(2,852.00)	100.00
Net - Dept 000		777,500.00	359,525.94	417,974.06	
Dept 556 - Water Maintenance					
591-556-704.000	Wages	87,118.00	18,316.45	68,801.55	21.02
591-556-704.010	WAGES - ADMIN	9,090.00	3,374.01	5,715.99	37.12
591-556-705.000	Clerical	10,109.00	2,260.44	7,848.56	22.36
591-556-709.000	Overtime	500.00	1,278.80	(778.80)	255.76
591-556-715.000	FICA	8,172.00	1,884.41	6,287.59	23.06
591-556-716.000	Medical Insurance	34,847.00	9,662.43	25,184.57	27.73
591-556-718.000	Retirement	28,886.00	9,914.52	18,971.48	34.32
591-556-721.000	Uniform Allowance	600.00	1,090.96	(490.96)	181.83
591-556-723.000	Workers Compensation	2,124.00	1,041.00	1,083.00	49.01
591-556-727.000	Office Supplies	100.00	0.00	100.00	0.00
591-556-730.000	Postage	5,520.00	1,951.35	3,568.65	35.35
591-556-740.000	Operating Supplies	1,800.00	774.09	1,025.91	43.01
591-556-754.000	Tools	6,000.00	65.57	5,934.43	1.09
591-556-787.000	Materials	3,200.00	6,483.28	(3,283.28)	202.60
591-556-807.000	Audit	3,200.00	1,224.30	1,975.70	38.26
591-556-810.000	Contracted Services	21,769.00	13,856.83	7,912.17	63.65
591-556-821.000	Engineering	24,000.00	0.00	24,000.00	0.00
591-556-826.000	Legal Fees	1,500.00	0.00	1,500.00	0.00
591-556-856.020	Telephone - DPW	134.00	0.00	134.00	0.00
591-556-943.000	Equipment Rental	24,000.00	9,319.85	14,680.15	38.83
591-556-960.000	Education/Safety Management	1,200.00	225.00	975.00	18.75
591-556-970.000	Capital Improvements	0.00	33,705.00	(33,705.00)	100.00
591-556-999.101	Contribution to General Fund	125,000.00	96,250.00	28,750.00	77.00
Net - Dept 556 - Water Maintenance		(398,869.00)	(212,678.29)	(186,190.71)	
Dept 557 - Water Plant					
591-557-730.000	Postage	1,150.00	0.00	1,150.00	0.00
591-557-740.000	Operating Supplies	1,200.00	84.79	1,115.21	7.07
591-557-743.000	Chemicals	52,000.00	20,882.23	31,117.77	40.16
591-557-751.000	Diesel Fuel and Gas	1,000.00	0.00	1,000.00	0.00
591-557-787.000	Materials	5,500.00	0.00	5,500.00	0.00
591-557-810.000	Contracted Services	53,965.00	25,610.92	28,354.08	47.46
591-557-856.000	Telephone	2,925.00	1,060.92	1,864.08	36.27
591-557-910.000	Insurance	0.00	15,660.48	(15,660.48)	100.00
591-557-921.000	Electric	32,427.00	12,848.64	19,578.36	39.62
591-557-923.000	Heat	1,044.00	104.70	939.30	10.03
591-557-924.000	Sewer	374.00	124.65	249.35	33.33
591-557-927.000	Water	217.00	72.40	144.60	33.36
591-557-933.010	Equipment Maintenance Contrac	500.00	0.00	500.00	0.00
591-557-936.000	Grounds Maintenance	2,500.00	0.00	2,500.00	0.00
591-557-958.000	Membership & Dues	500.00	0.00	500.00	0.00
591-557-991.000	Principal	237,688.00	0.00	237,688.00	0.00
591-557-995.000	Interest	20,284.00	0.00	20,284.00	0.00
Net - Dept 557 - Water Plant		(413,274.00)	(76,449.73)	(336,824.27)	
Fund 591 - Water Fund:					
TOTAL REVENUES		777,500.00	359,525.94	417,974.06	46.24
TOTAL EXPENDITURES		812,143.00	289,128.02	523,014.98	35.60
NET OF REVENUES & EXPENDITURES		(34,643.00)	70,397.92	(105,040.92)	203.21

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GL NUMBER	DESCRIPTION	YTD BALANCE		AVAILABLE	% BDGT USED
		2020-21 AMENDED BUDGET	12/31/2020 NORMAL (ABNORMA	BALANCE NORMAL (ABNORMA	
Fund 661 - Motor Equipment - DPW					
Dept 000					
661-000-665.000	Interest Earnings	2,000.00	1,323.25	676.75	66.16
661-000-676.202	Major Streets Equipment Renta	18,000.00	9,110.70	8,889.30	50.62
661-000-676.203	Local Streets Equipment Renta	14,000.00	6,256.13	7,743.87	44.69
661-000-676.441	DPW Equipment Rental	35,000.00	17,479.21	17,520.79	49.94
661-000-676.590	Sewer Equipment Rental	10,000.00	2,350.54	7,649.46	23.51
661-000-676.591	Water Equipment Rental	20,000.00	9,319.85	10,680.15	46.60
Net - Dept 000		99,000.00	45,839.68	53,160.32	
Dept 958 - Motor Equipment					
661-958-704.000	Wages	13,939.00	11,757.45	2,181.55	84.35
661-958-709.000	Overtime	300.00	0.00	300.00	0.00
661-958-710.010	Leave Time Buyout	1,800.00	0.00	1,800.00	0.00
661-958-715.000	FICA	1,227.00	876.28	350.72	71.42
661-958-716.000	Medical Insurance	5,445.00	1,779.00	3,666.00	32.67
661-958-718.000	Retirement	4,230.00	1,552.12	2,677.88	36.69
661-958-721.000	Uniform Allowance	900.00	46.60	853.40	5.18
661-958-723.000	Workers Compensation	1,416.00	694.00	722.00	49.01
661-958-751.000	Diesel Fuel and Gas	12,000.00	3,096.59	8,903.41	25.80
661-958-752.000	Oil and Grease	1,000.00	428.96	571.04	42.90
661-958-753.000	Anti-Freeze	150.00	0.00	150.00	0.00
661-958-754.000	Tools	500.00	133.98	366.02	26.80
661-958-776.000	DPW Building Maint and Suppli	800.00	67.99	732.01	8.50
661-958-781.030	DPW Repair Parts	10,000.00	2,505.88	7,494.12	25.06
661-958-807.000	Audit	1,600.00	612.13	987.87	38.26
661-958-810.000	Contracted Services	10,184.00	4,465.53	5,718.47	43.85
661-958-910.000	Insurance	9,372.00	10,677.60	(1,305.60)	113.93
661-958-960.000	Education/Safety Management	200.00	80.00	120.00	40.00
661-958-979.000	DPW Equipment	90,400.00	12,000.00	78,400.00	13.27
Net - Dept 958 - Motor Equipment		(165,463.00)	(50,774.11)	(114,688.89)	
Fund 661 - Motor Equipment - DPW:					
TOTAL REVENUES		99,000.00	45,839.68	53,160.32	46.30
TOTAL EXPENDITURES		165,463.00	50,774.11	114,688.89	30.69
NET OF REVENUES & EXPENDITURES		(66,463.00)	(4,934.43)	(61,528.57)	7.42
TOTAL REVENUES - ALL FUNDS					
TOTAL REVENUES - ALL FUNDS		4,344,940.00	2,624,338.88	1,720,601.12	60.40
TOTAL EXPENDITURES - ALL FUNDS		4,904,078.00	1,892,381.29	3,011,696.71	38.59
NET OF REVENUES & EXPENDITURES		(559,138.00)	731,957.59	(1,291,095.59)	130.91



Memorandum

To: Honorable President, Kelsey Cooke
Council Members

From: Joseph M. Madore, Village Manager

Date: November 25, 2020

Re: DDA ordinance amendment to change number of members. – 2nd reading

Background: Earlier this summer there was a need to make room for a Township Trustee position on the DDA because the vacancy due to Elgin Nichols retirement had already been filled by a non-Township Trustee person. To create a space for a Township Trustee the DDA looked to amend their by-laws and the DDA ordinance. Upon further review Joe Frost realized that the DDA ordinance did already show a membership number of 13 DDA members (12 plus Village President). So, the DDA amended their by-laws to match the ordinance.

Analysis: Moving forward it has been very problematic having 13 members. There have been a few occasions in which a meeting was cancelled due to a lack of a quorum.

At the November 2nd DDA meeting, the DDA Board voted on and passed a motion to recommend Council to amend the DDA ordinance so that the member number would be 9 members. At the November 10th meeting Council approved the first reading of the ordinance amendment.

Recommendation: Approve a second reading of the proposed amended DDA ordinance that changes the membership number from 13 to 9 members as noted in the provided ordinance text in the meeting Packet.

Please contact me with any questions.

Joseph M. Madore
Village Manager



Memorandum

To: Honorable Council Members

From: Joseph M. Madore, Village Manager

Date: November 5, 2020

Re: Water line materials in ordinance.

Background: Section 70-73 of the water ordinance currently requires type-K copper to be used for water service pipes. Copper is much easier to work with than the previously used galvanized pipe and obviously better than Lead pipe, but it is rather expensive compared to newer options

Analysis: In recent years different forms of plastic piping have been widely accepted and used by municipalities across the State. Ease of use and repair, as well as cost savings when compared to copper makes the newer plastic pipe materials a great option. Commercial and residential applications are also using the newer materials today. Although cost alone is not the reason to change the types of materials allowed, the Village is being forced to replace hundreds of water service lines in the private section of the water system as mandated by the new State of Michigan Lead and Copper Rules (LCR's). When you compare the cost per foot of plastic pipe at \$.28/ft vs. copper at \$3.53/ft. you can see that when you are looking at replacing hundreds of water service lines 30'-60' long the cost can get very expensive. We have over 700 water service leads that the Village will be mandated to replace over a 20 year period at no cost to the individual property owner. That cost must be 100% borne by the water system fund. We cannot put any of the replacement cost directly onto the property owner. Don Brantley has discussed the idea of allowing plastic piping to be used in the section from the curb-stop, to the inside of the building as a viable option to make the water line replacement go faster and to be done cheaper. Don will be at the meeting to answer questions that Council may have about this item.

Recommendation: Approve the first reading of the amended section 70-73 of the code of ordinances to allow other approved piping materials to be used for water service leads between the main and the building as provided in the Council packet.

Please contact me with any questions.

Joseph M. Madore
Village Manager



Memorandum

To: Honorable President, Kelsey Cooke
Council Members

From: Tere Onica, Village Clerk/Treasurer

Date: December 2, 2020

Re: 2020 Financial Statements

Background: Aaron Stevens from Maner Costerisan presented the Independent Auditors Report for the fiscal year ending June 30, 2020. Professional standards require auditors to report on aspects of accounting practices under generally accepted auditing standards. The Financial Statement for the Village of Oxford fairly and accurately represents the financial position of the governmental activities, business-type activities, component unit and each major fund.

Analysis: The audit was performed remotely this year. It began on Monday, October 5 and was completed on October 7th. The auditors evaluated key factors and assumptions in determining that the financial statement disclosures were neutral, consistent, and clear. There were no significant difficulties or material misstatements found. There were no adjustments needed.

Initial concerns regarding a 30% loss in State Revenue Sharing due to COVID-19 never materialized. The total loss in Constitutional Revenue Sharing received from 2019 (\$296,878) to 2020 (\$296,589) was \$289.00. Estimated Revenue Sharing for the 2021 FY is \$297,081, or a projected increase of \$492.00. We anticipate with the completion of the 2020 Census, and the release of a vaccine for the Corunna Virus that we will see Revenue Sharing continue an upward trend.

The Village's business type activities consist of the Water and Sewer Funds. The net position of the business-type activities increased by 6.42%, or \$306,124 from one year ago. The net actual change in the General Fund balance was \$1,131.00. Revenues were greater by \$153,039 and expenditures were also greater by \$154,170. Overall, the Village's governmental net position increased by 6.89% from a year ago.

Recommendation: Motion to accept the financial audit report as presented.

Respectfully Submitted,
Tere Onica, Clerk/Treasurer

Memorandum

TO: Oxford Village Council & Planning Commission

FROM: Elizabeth King, MEDC Redevelopment Ready Communities Planner

DATE: October 5, 2020

RE: **Village of Oxford RRC Baseline Report**

As the Village of Oxford's Redevelopment Ready Communities (RRC) Planner, I am pleased to inform you that we have completed the Village's formal RRC evaluation. The findings of our evaluation and recommended actions to assist the Village in ultimately achieving RRC certification are included in the RRC Baseline Report. This briefing memo is intended to provide key highlights of the report and lay out the Village's next steps in the RRC process.

Redevelopment Ready Communities: RRC is a free technical assistance program offered through the Michigan Economic Development Corporation (MEDC) which aims to help communities incorporate best practices in planning, zoning, and economic development to encourage redevelopment and new investment. MEDC Community Development also uses RRC as a prioritization factor when determining investments through our programs (visit www.miplace.org for more information on those programs). Communities who fully align with the best practices can become RRC certified which come with its own set of benefits. Oxford has been formally engaged with RRC since February 2020. There are currently more than 270 communities across Michigan engaged in the program including nearby communities such as Orion Township, Lake Orion, and Rochester Hills.

Baseline Report: The Baseline Report completes a key step in the RRC process. Using responses from Oxford's self-evaluation, the RRC program took a deeper dive into the Village's plans, zoning ordinance, site plan review process, training practices and more to make initial determinations regarding how well the Village's existing practices align with the RRC Best Practices. Key findings include:

- The Village's existing practices already align with 47% of the RRC Best Practices including:
 - An excellent DDA/TIF Plan.
 - A public participation plan and existing public engagement efforts that go beyond the minimums required by statute such as the use of community workshops and social networking.
 - A zoning ordinance that aligns with many RRC Best Practices and clearly lays out the responsibilities of staff, boards, and commissions.
- The Village is partially aligned with another 32% of the RRC Best Practices. Areas of partial alignment that need some work to meet the Best Practices include:

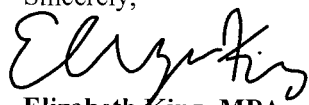
- Placing the 2011 Master Plan on the website, creating an implementation plan for the 2011 Master Plan and subsequent subarea plans, and annually reporting on the implementation of the Master Plan and Subarea Plans.
- Creating a six-year Capital Improvements Plan.
- A zoning ordinance that should be updated to align with an updated Master Plan and Subarea Plans.
- The board and commission appointment process should be added to the website, along with desired skillsets for board and commission members.

Reaching Certification: With this Baseline Report in hand, the Village is now ready to move into the third and final phase of the RRC process. During this final phase, the Village will work to address each of the Best Practice criteria identified as yellow and red. The report includes specific recommendations for each criterion; however, RRC is a dynamic program and is always willing to have open discussions if the Village has a different idea for how to meet a best practice criterion. During this phase the Village will have access to RRC technical assistance tools such as the RRC Library (www.miplace.org/rreclibrary), guidance from your RRC Planner, and matching technical assistance funds to help with the cost of larger projects. There is no deadline for reaching certification and RRC understands that your community will approach this phase at their own pace given available resources at any given time.

Next Steps: The next formal step in the process is for the Village to review the report and, if there is a desire to continue, the Village Council will need to pass a resolution to proceed with RRC. Upon passage of that resolution the Village can begin to access the aforementioned tools to assist with reaching full alignment (and therefore certification). *We ask that the resolution be passed within 30 days of receiving this memo.*

I look forward to working with the Village as it seeks to align with the Best Practices. Michigan is experiencing an unprecedented economic climate at this time however, it is our hope that through the RRC Best Practices communities of all shapes and sizes will be in a strong position to leverage continued excitement around Michigan and attract additional redevelopment and investment. If you have any questions on RRC or this Baseline Report, please feel free to contact me at your convenience.

Sincerely,



Elizabeth King, MPA

RRC Planner, Region 10

RESOLUTION 2020-20

MEDC RRC Program

Village of Oxford **County of Oakland, State of Michigan**

At a regular meeting of the Village of Oxford Council on **December 08, 2020** the following Preamble and Resolution was offered by Council Member _____ and supported by Council Member _____.

WHEREAS the Michigan Economic Development Corporation (MEDC) has completed a formal RRC (Redevelopment Ready Community) evaluation, and

WHEREAS Village staff has provided the RRC baseline report provided by MEDC to Council as part of the November Council meeting packet, and the report finds that 47% of the Village's existing practices already align with the RRC Best Practices and another 32% of existing practices partially align with RRC Best Practices, and

WHEREAS the next step in the RRC certification process is to pass this resolution indicating the Village of Oxford's intention to proceed with the MEDC RRC certification process.

NOW, THEREFORE, BE IT RESOLVED THAT: The Village of Oxford Council expresses its desire to implement the RRC Best Practices and evaluation process, and authorizes Village Administration to proceed toward implementation of the recommendations necessary to receive RRC Certification from the MEDC.

Joseph M. Madore,
Village Manager
Oxford, MI



Memorandum

To: Honorable President, Kelsey Cooke
Council Members

From: Joseph M. Madore, Village Manager

Date: November 24, 2020

Re: Commercial Rubbish Collection Contract.

Background: Republic Waste has been the vendor for the collection and disposal of the commercial dumpster waste and recycling in the four Downtown quadrants, the Village Administration, and the Village DPW under a contract from 2015 through August 31st, 2020. We have been operating on a month-to-month basis with the current vendor, Republic Services since September 1st, 2020. The various dumpsters are serviced 3-4 times per week and have averaged \$2,865.39 since January 2020. I reduced some service in Spring due to the closure of the Theater, which may have to be adjusted when/if the Theater reopens.

Analysis: I published a notice of bid in the Oxford Leader on November 4th. We have three bids to consider.

Republic Services: \$2,753.01/month for the first of a three year contract extension offer
Green For Life: \$5,295.00/month (did not indicate price for future years)
Priority Waste: \$3,583.67/month (did not indicate price for future years)

Recommendation: Approve the Village Manager to enter a 3 year extension of the current Republic Services commercial rubbish contract pending approval of contract language by Village Legal Counsel Robert Davis.

Please contact me with any questions.

Joseph M. Madore
Village Manager

Republic

Village of Oxford		
253-73656		
9/1/20-8/31/23		

Village of Oxford		Year 1		Year 2		Year 3			
253-73656		9/1/20-8/31/21		9/1/21-8/31/22		9/1/22-8/31/23			
9/1/20-8/31/23		Comm. FL Solid Waste:		Comm. FL Solid Waste:		Comm. FL Solid Waste:			
		\$1.70/Yard		\$1.75/Yard		\$1.80/Yard			
		Commercial FL Recycle:		Commercial FL Recycle:		Commercial FL Recycle:			
		\$1.70/Yard		\$1.75/Yard		\$1.80/Yard			
Site#	Site Name	Address	Qty	Size	Freq/wk	Material	Year 1-\$1.70 per yard	Year 2-\$1.75 per yard (3%)	Year 3-\$1.80 per yard (3%)
1	VILLAGE OF OXFORD	22 W BURDICK ST	1	6	4	trash	\$ 176.66	\$ 181.86	\$ 187.06
2	CASA REAL	21 S WASHINGTON ST	2	8	4	trash	\$ 471.10	\$ 484.96	\$ 498.82
			1	6	2	trash	\$ 88.33	\$ 90.93	\$ 93.53
3	51 DINER	51 S WASHINGTON ST	1	8	4	trash	\$ 235.55	\$ 242.48	\$ 249.41
4	THE TAP ROOM	36 S WASHINGTON ST	2	8	4	trash	\$ 471.10	\$ 484.96	\$ 498.82
5	CINEMA 7	48 S WASHINGTON ST	2	6	1	trash	\$ 88.33	\$ 90.93	\$ 93.53
			1	8	1	recycle	\$ 58.89	\$ 60.62	\$ 62.35
6	VENDETTIS	33 N WASHINGTON ST	2	6	4	trash	\$ 353.33	\$ 363.72	\$ 374.11
			1	6	1	recycle	\$ 44.17	\$ 45.47	\$ 46.76
7	WICHES	40 N WASHINGTON ST	2	6	4	trash	\$ 353.33	\$ 363.72	\$ 374.11
8	RED KNAPPS	2 N WASHINGTON ST	2	6	4	trash	\$ 353.33	\$ 363.72	\$ 374.11
			1	2	1	recycle	\$ 14.72	\$ 15.16	\$ 15.59
9	DEPT OF PUBLIC WORKS	270 S GLASPIE ST	1	6	1	trash	\$ 44.17	\$ 45.47	\$ 46.76
			19						
							\$ 2,753.01	\$ 2,833.99	\$ 2,914.96



October 28, 2020

Mr. Joseph M. Madore
Village Manager
Village of Oxford
22 W. Burdick Street
Oxford, Michigan 48371

Confidential

Re: Commercial Front Load Proposal

Dear Mr. Madore,

Thank you for your interest in GFL Environmental USA Inc (GFL) providing pricing for front load containerized service at nine Village of Oxford and commercial businesses, within the Village, on a weekly basis. This would include GFL providing nineteen (19) ANSI approved front load containers in the size and quantity requested in the attached list from the Village. The frequency would also be provided basis on the Village list starting with some locations being serviced one day per week and others at two or four days per week.

GFL would provide the following front load trash and recycling containerized service;

- Village of Oxford locations – 9
- Number of containers – 19
- Number of weekly dumps – 56
- Monthly service fee – \$5,295.00
- Extra pick up fee – \$38.00 @ container

Service days range from one day per week to four days per week. All four day per week locations will be serviced on Monday, Wednesday, Friday and Saturday. Time of service will range from 6:00 a.m. until 7:00 p.m.

Please review the information container herein and contact us at your earliest convenience should you have any questions or need additional information. Again, thank you for your interest in the GFL containerized commercial service and have a very pleasant day.

Sincerely,

A blue ink signature of Don Barretta.

Don Barretta, Operations
GFL Environmental USA Inc

Cc: Dan Garman



Priority waste bid tab

Site#	Site Name	Address	Qty	Size	Freq/wk	Material	Priority Waste Bid
1	VILLAGE OF OXFORD	22 W BURDICK ST	1	6	4	trash	\$228.62
2	CASA REAL*	21 S WASHINGTON ST	2	8	4	trash	\$609.66
3	51 DINER*	51 S WASHINGTON ST	1	6	2	trash	\$114.31
4	THE TAP ROOM	36 S WASHINGTON ST	1	8	4	trash	\$304.83
5	CINEMA 7	48 S WASHINGTON ST	2	8	4	trash	\$609.66
			2	6	1	trash	\$114.31
6	VENDETTIS	33 N WASHINGTON ST	1	8	1	recycle	\$76.21
			2	6	4	trash	\$457.25
7	WICHES	40 N WASHINGTON ST	1	6	1	recycle	\$57.16
			2	6	4	trash	\$457.25
8	RED KNAPPS	2 N WASHINGTON ST	2	6	4	trash	\$457.25
			1	2	1	recycle	\$40.00
9	DEPT OF PUBLIC WORKS	270 S GLASPIE ST	1	6	1	trash	\$57.16

Those locations with 4/week are serviced on M-W-Fri-Sat

* Needs service by 7:30 am due to parking configuration

Monthly Total	\$ 3,583.67
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Site#	Site Name	Address	Qty	Size	Freq/wk	Material
1	VILLAGE OF OXFORD	22 W BURDICK ST	1	6	4	trash
2	CASA REAL*	21 S WASHINGTON ST	2	8	4	trash
			1	6	2	trash
3	51 DINER*	51 S WASHINGTON ST	1	8	4	trash
4	THE TAP ROOM	36 S WASHINGTON ST	2	8	4	trash
5	CINEMA 7	48 S WASHINGTON ST	2	6	1	trash
			1	8	1	recycle
6	VENDETTIS	33 N WASHINGTON ST	2	6	4	trash
			1	6	1	recycle
7	WICHES	40 N WASHINGTON ST	2	6	4	trash
8	RED KNAPPS	2 N WASHINGTON ST	2	6	4	trash
			1	2	1	recycle
9	DEPT OF PUBLIC WORKS	270 S GLASPIE ST	1	6	1	trash

Those locaations with 4/week are serviced on M-W-Fri-Sat

* Needs service by 7:30 am due to parking configuration



VILLAGE OF OXFORD

Resolution 2020-17

**Resolution to Establish the 2021
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 2021 goals, objectives and duties for the Village Manager to allow for a meaningful performance review of the Village Manager at the end of 2021; 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 2021 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. Create a Capital Improvement Plan (CIP) which includes water infrastructure and Streets. Plan may also include Village complex future plan to be discussed during budget discussions.
3. Continue working on new requirements of the State of Michigan Lead & Copper Rules (LCR's) including, materials inventory, updated Village Water reliability study and applying for grant from EGLE to help fund those operations.
4. Continue the work toward certification in the MEDC Redevelopment Ready Community program.
5. Continue oversight and completion of the M-24 MDOT project in the Spring.

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:

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

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 8th, 2020.

Joseph M. Madore, Village Manager

VILLAGE OF OXFORD

Resolution 2020-18

**Resolution to Establish the 2021
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 2021 goals, objectives and duties for the Village Clerk/Treasurer to allow for a meaningful performance review of the Village Clerk/Treasurer at the end of 2021; 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 2021 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. Update Uniform Chart of Accounts per Michigan Treasury (Migration deadline May 31, 2023)
3. Records Management.
4. Agenda and Minutes management programs.
5. 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:

RESOLUTION DECLARED ADOPTED.

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 08th, 2020.

Joseph M. Madore, Village Manager

RESOLUTION 2020-19
OPTING OUT OF THE PUBLICLY FUNDED
HEALTH INSURANCE CONTRIBUTION
Public ACT 152 of 2011

Village of Oxford
County of Oakland, State of Michigan

At a regular meeting of the Village of Oxford Council on **December 08, 2020** the following Preamble and Resolution was offered by Council Member _____ and supported by Council Member _____ .

WHEREAS, the “Publicly Funded Health Insurance Contribution Act” also known as P.A. 152 of 2011, was passed by the Michigan Legislature and signed by governor Snyder on September 27th, 2011; and

WHEREAS, although the new law imposes a maximum that public employers may contribute to employee health care costs, it also provides a mechanism for Townships and other “local units of government” to OPT OUT of the Act’s requirements for a one (1) year period by a two-thirds vote of the Village Council, allowing the Village to determine, on its own, how much it contributes to employee health insurance without reference to hard caps or the 80/20 plan in the Act. A new two-thirds vote would be required to extend the exemption in each subsequent year.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Village of Oxford Council has, by at least a two-thirds vote, indicated its intention to OPT OUT of the requirements of the “Publicly Funded Health Insurance Contribution Act” also known as PA 152 of 2011 for the calendar year **2021**.

All Resolutions and parts of Resolutions, insofar as they conflict with the provisions of this Resolution be and they, hereby, are rescinded.

Joseph M. Madore, Village Manager
Oxford, MI

Board Appointments: Terms expiring at end of 2020 or other

ZBA: Current member and term

- Rose Bejma: 3 yr. term ending 12-31-20 – **Resignation received. Avail. As alternate.**
- Adam Randals: Partial term (Benner Vacancy) ending 12-31-20 – **ACTION NEEDED**
- Dave Bailey: Term of office-**ACTION NEEDED**

Planning Commission: Current member and term

- Jack Curtis, Twp. Representative: 3 yr. term ending 11-20-20 – **ACTION NEEDED/AWAITING TOWNSHIP REPRESENTATIVE DECISION FROM TOWNSHIP.**
- Michelle McClellan: Partial Term (Cooke) ending 12-31-2020-**ACTION NEEDED**
- Rose Bejma: 3-year term ending 12-31-2020-**Letter of resignation received**

MML: Annual terms. Current representatives – ACTION NEEDED

- Representative: Joe Frost (resigned 9.8.2020)
- Alternate: Allison Kemp

SEMOG: Annual terms. Current representatives – ACTION NEEDED

- Representative: Vacant
- Alternate: Vacant

Polly Ann Trail: *At least once every 2 years, each MEMBER UNIT shall certify to the Council the persons appointed pursuant to Section 3, A, 1.*

Current members were certified to PATMC in 2020. Action needed at this time.

- Representative: Allison Kemp – **Certification ends 12-31-2020**
- Alternate: Maureen Helmuth – **Certification ends 12-31-2020**

NOTA: Current member and term

- Representative: Kate Logan VACANCY, 3-year term ending 12-31-21 **ACTION NEEDED**
- Alternate: Dave Bailey 3-year term ending: 12-31-21 – **ACTION NEEDED**

Cable Commission: 2 Year term

- Helmuth – 2-year term ending 12-31-21 – **ACTION TAKEN 11-25-19**
- Frost – VACANT, 2-year term ending 12-31-21 – **ACTION NEEDED**

DDA: 4 year terms

- Nicole Ellsworth- 4-year term ending 12-31-20 – **ACTION NEEDED**
- Rod Charles-4-year term ending 12-31-20 – **ACTION NEEDED**
- Sue Oles- 4-year term ending 12/31/2020 – **ACTION NEEDED**
- DDA Oxford Twp. representative 11-20-20 – **ACTION NEEDED/AWAITING NAME FROM TOWNSHIP.**
- Council Representative-Chief Executive or their designee. **ACTION NEEDED/AFFIRM COUNCIL PRESIDENT TO DDA.??**

Beautification commission: 3 year terms

- Karen Etherton: 3 yr. term ending 12-31-20- **ACTION NEEDED**

Village of Oxford Meeting Schedule 2021

Village Council			
2nd Tuesday @ 7:00pm			
Jan	12 2021	July	13 2021
Feb	9 2021	Aug	10 2021
Mar	9 2021	Sept	14 2021
Apr	13 2021	Oct	12 2021
May	11 2021	Nov	9 2021
June	8 2021	Dec	14 2021

Zoning Board Of Appeals			
1st Monday @ 7:00pm			
Jan	4 2021	July	5 2021
Feb	1 2021	Aug	2 2021
Mar	1 2021	Sept	6 2021
Apr	5 2021	Oct	4 2021
May	3 2021	Nov	1 2021
June	7 2021	Dec	6 2021

NOTA			
3rd Thursday @ 4:30pm			
Jan	21 2021	July	15 2021
Feb	18 2021	Aug	19 2021
Mar	18 2021	Sept	16 2021
Apr	15 2021	Oct	21 2021
May	20 2021	Nov	18 2021
June	17 2021	Dec	16 2021

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

Oxford Beautification Commission			
3rd Monday @ 8:30am			
Jan	- 2021	July	- 2021
Feb	15 2021	Aug	16 2021
Mar	- 2021	Sept	- 2021
Apr	- 2021	Oct	- 2021
May	17 2021	Nov	15 2021
June	- 2021	Dec	- 2021

Planning Commission			
1st & 3rd Tuesday @ 7:00 P.M.			
Jan	5 2021	July	6 2021
Jan	19 2021	July	20 2021
Feb	2 2021	Aug	3 2021
Feb	16 2021	Aug	17 2021
Mar	2 2021	Sept	7 2021
Mar	16 2021	Sept	21 2021
Apr	6 2021	Oct	5 2021
Apr	20 2021	Oct	19 2021
May	4 2021	Nov	2 2021
May	18 2021	Nov	16 2021
June	1 2021	Dec	7 2021
June	15 2021	Dec	21 2021

Polly Ann Trail			
3rd Wednesday @ 3:00pm			
Jan.	20 2021	July	21 2021
Feb	17 2021	Aug	18 2021
Mar	17 2021	Sept	15 2021
Apr	21 2021	Oct	20 2021
May	19 2021	Nov	17 2021
June	16 2021	Dec	No Meeting

Downtown Development Authority			
3rd Monday @ 7:00pm			
Jan	18 2021	July	19 2021
Feb	15 2021	Aug	16 2021
Mar	15 2021	Sept	20 2021
Apr	19 2021	Oct	18 2021
May	17 2021	Nov	15 2021
June	21 2021	Dec	20 2021

Oxford Area Cable Commission			
Quarterly - 4th Monday @ 4:30pm			
Feb	22 2021	Aug	23 2021
May	24 2021	Nov	22 2021

* Holidays



2021 OXFORD VILLAGE COUNCIL MEETING SCHEDULE

THE OXFORD VILLAGE COUNCIL HOLD THEIR REGULARLY SCHEDULED MEETINGS EVERY SECOND TUESDAY OF EACH MONTH AT 7:00 P.M. IN THE COUNCIL CHAMBERS LOCATED AT 22 W. BURDICK. UNLESS OTHERWISE POSTED, ALL MEETINGS ARE OPEN TO THE PUBLIC.

JANUARY 12

FEBRUARY 9

MARCH 9

APRIL 13

MAY 11

JUNE 8

JULY 13

AUGUST 10

SEPTEMBER 14

OCTOBER 12

NOVEMBER 9

DECEMBER 14

Planning Commission Schedule 2021
Village of Oxford

Meeting Date	Plan/Fee Due	Agenda	Administrative Review	Plans to McKenna	McKenna Return Plan	Agenda Packet	Publish by Date
1/5/2021	12/10/2020	12/15/2020	12/14/2020	12/15/2020	12/30/2020	12/30/2020	12/16/2020
*1/19/2021							
2/2/2021	1/7/2021	1/12/2021	1/11/2021	1/12/2021	1/27/2021	1/28/2021	1/13/2021
*2/16/2021							
3/2/2021	2/4/2021	2/9/2021	2/8/2021	2/9/2021	2/24/2021	2/25/2021	2/13/2021
*3/16/2021							
4/6/2021	3/11/2021	3/16/2021	3/15/2021	3/16/2021	3/31/2021	4/1/2021	3/17/2021
*4/20/2021							
5/4/2021	4/8/2021	4/13/2021	4/12/2021	4/13/2021	4/28/2021	4/29/2021	4/14/2021
*5/18/2021							
6/1/2021	5/6/2021	5/11/2021	5/10/2021	5/11/2021	5/26/2021	5/27/2021	5/12/2021
*6/15/2021							
7/6/2021	6/10/2021	6/15/2021	6/14/2021	6/15/2021	6/30/2021	7/1/2021	6/16/2021
*7/20/2021							
8/3/2021	7/8/2021	7/13/2021	7/12/2021	7/13/2021	7/28/2021	7/29/2021	7/14/2021
*8/17/2021							
9/7/2021	8/12/2021	8/17/2021	8/16/2021	8/17/2021	9/1/2021	9/2/2021	8/18/2021
*9/21/2021							
10/5/2021	9/9/2021	9/14/2021	9/13/2021	9/14/2021	9/29/2021	9/30/2021	9/15/2021
*10/19/2021							
11/2/2021	10/7/2021	10/12/2021	10/11/2021	10/12/2021	10/27/2021	10/28/2021	10/13/2021
*11/16/2021							
12/7/2021	11/11/2021	11/16/2021	11/15/2021	11/16/2021	12/1/2021	12/2/2021	11/17/2021
*12/21/2021							
1/4/2022	12/9/2021	12/14/2021	12/13/2021	12/14/2021	12/29/2021	12/30/2021	12/15/2021
*1/18/2022							
*Second Tuesday reserved for other business if needed as determined by administration							
1st and 3rd Tues. of Month 7:00p p.m.	End of week 4 weeks Prior To scheduled Meeting	Tuesday following submittal deadline	Monday following submittal deadline	Same as Agenda deadline	Wednesday preceeding scheduled meeting	Thursday preceeding the scheduled Tuesday meeting	Not less than 15-days before scheduled meeting Public Utilities Notice = 20-days

Village of Oxford
2021 Zoning Board Of Appeals Schedule

Meeting Date	Plan/Fee Due	Agenda	Administrative Review	Plans to McKenna	McKenna Return Plan	Agenda Packet	Publish by Date
1/4/2021	12/10/2020	12/14/2020	12/14/2020	12/15/2020	12/30/2020	12/30/2020	12/16/2020
2/1/2021	1/7/2021	1/11/2021	1/11/2021	1/12/2021	1/27/2021	1/28/2021	1/13/2021
3/1/2021	2/4/2021	2/8/2021	2/8/2021	2/9/2021	2/24/2021	2/25/2021	2/13/2021
4/5/2021	3/11/2021	3/15/2021	3/15/2021	3/16/2021	3/31/2021	4/1/2021	3/17/2021
5/3/2021	4/8/2021	4/12/2021	4/12/2021	4/13/2021	4/28/2021	4/29/2021	4/14/2021
6/7/2021	5/6/2021	5/10/2021	5/10/2021	5/11/2021	5/26/2021	5/27/2021	5/12/2021
7/5/2021	6/10/2021	6/14/2021	6/14/2021	6/15/2021	6/30/2021	7/1/2021	6/16/2021
8/2/2021	7/8/2021	7/12/2021	7/12/2021	7/13/2021	7/28/2021	7/29/2021	7/14/2021
9/6/2021	8/12/2021	8/16/2021	8/16/2021	8/17/2021	9/1/2021	9/2/2021	8/18/2021
10/4/2021	9/9/2021	9/13/2021	9/13/2021	9/14/2021	9/29/2021	9/30/2021	9/15/2021
11/1/2021	10/7/2021	10/11/2021	10/11/2021	10/12/2021	10/27/2021	10/28/2021	10/13/2021
12/6/2021	11/11/2021	11/15/2021	11/15/2021	11/16/2021	12/1/2021	12/2/2021	11/17/2021
1/3/2022	12/9/2021	12/13/2021	12/13/2021	12/14/2021	12/29/2021	12/30/2021	12/15/2021
1st Monday of Month 7:00m p.m.	End of week 4 weeks Prior To scheduled Meeting	Monday following submittal deadline	Monday following submittal deadline	Day following Agenda deadline	Wednesday preceeding scheduled meeting	Thursday preceeding the scheduled Tuesday meeting	Not less than 15-days before scheduled meeting Public Utilities Notice = 20-days

tlo 10/22/2020

2021 HOLIDAYS for Oxford Village Office

January 1	New Year's	Friday (Office already closed)
April 2	Good Friday	Friday (Office already closed)
May 31	Memorial Day	Monday
July 4	Independence Day	Sunday (Office already closed)
September 6	Labor Day	Monday
November 25 & 26	Thanksgiving	Thursday Friday (Office already closed)
December 24 & 25	Christmas	Friday & Saturday (Office already closed)
December 31	New Year's Eve	Friday (Office already closed)

The village office will have three holiday closings in 2021: Memorial Day, Labor Day and Thanksgiving Day.

10.1



Memorandum

To: Honorable President, Kelsey Cooke
Council Members

From: Joseph M. Madore, Village Manager, Tere Onica Village Clerk/Treasurer

Date: November 19, 2020

Re: MERS Agreement Addendums

Background: MERS (Municipal Employees' Retirement System) is requiring all plans to complete an addendum for each division in the Reporting Unit. It is necessary to ensure the details of our plan is accurately documented and on file with MERS. For MERS, this is a new requirement and is an audit compliance issue. Some of this is simply clarification of a division. For example, one division was listed as "Union" and we now will clarify that as the closed division "Police Chief and Sergeant"

Analysis: Reporting process changes require us to file by January 1, 2021. The Village Manager and Clerk/Treasurer are authorized to sign and execute administrative changes, but Council needs to adopt the agreements addendums. This is to make sure MERS has accurate information and is carrying out the terms of our agreement. In addition, the specifications of the retirement plans will be uploaded to the MERS Portal and available to employees to review and reference. There are no changes in the plans.

Recommendation: Adopt the Defined Benefit Plan Agreement Addendum, for the Division numbers 63260110, 63260111, and 63260101 and adopt the Defined Contribution Plan Agreement Addendum for Division number 632601110523 as presented.

Please contact me with any questions.

Joseph M. Madore
Village Manager

Tere Onica
Village Clerk/Treasurer



Memorandum

To: Honorable President, Kelsey Cooke
Council Members

From: Joseph M. Madore, Village Manager

Date: December 4, 2020

Re: AFSCME contract renewal consideration.

Background: Early this year I began contract negotiations with the DPW Union which is represented by AFSCME (American Federation of State, County and Municipal Employees). At a September 8th special meeting I went over the sections of the contract in which changes were proposed and that were tentatively agreed to by myself and the Union representatives. I have shared and discussed the proposed contract with Legal Counsel Bob Davis. It is my understanding that Bob Davis approves the contract language as presented. The sections of the contract in which changes were proposed, discussed and acceptable to Council at the September 8th Special meeting remain in place and are now part of this draft of the proposed 3 year contract that I have provided to you. *Since the meeting in September the union has requested to add some language related to pandemic as it relates to quarantines and isolation orders. I have had Bob Davis review this proposed language and approved it. That language is attached separately.*

Analysis: In normal contract years this contract renewal would've been done and in place prior to the expiration of the current contract (June 30th) and any changes in wages, health contributions etc., would take place effective the first day of the new contract (July 1st). However, due to COVID this process has dragged out far beyond July 1. Seeing how the union and I finalized and agreed to all aspects of the contract at a meeting on September 9th, I have agreed to allow any wage increases to be compensated retroactive back to September 9th, 2020. Since that time, we have been working on language that both parties agree to for changes included in the contract.

Recommendation: Approve the Village Manager to sign the proposed 3 year AFSCME contract as presented with wage increases retroactive to September 9th, 2020, pending final approval of contract language by Village Legal Counsel Robert Davis.

Please contact me with any questions.

Joseph M. Madore
Village Manager

Amendment to tentatively agreed to items

Between

The Village of Oxford & AFSCME Local 2720

The parties agree to include the following modification to Article XX and agree to include these modifications in the Master Agreement dated 7/1/2020.

Section N

Emergency Provision

The employer agrees that all full-time employees will continue to receive their regular straight time pay and benefits and suffer no penalty or loss in the following circumstances: when the employee is subject to a Federal, State or Local quarantine or isolation written order, has been advised in writing by a health care provider to self-quarantine, or is experiencing symptoms of a related sickness or is seeking diagnosis or treatment of a related sickness, is caring for a child or immediate member ~~or~~ of their household that is subject to an order described above, or is required to stay home, reduce work hours or modify their work schedule as a result of any order, emergency declaration or other directive from any Federal, State or Local governing authority.

For the Village

For the Union

To: Joe Madore, Village Manager
Village Council

From: Don Brantley, DPW Supervisor

Subject: Purchase of New 4X4 ATV with Snowplow

Date: December 1, 2020

The Village of Oxford budgeted \$7800.00 for the purchase of a New 4X4 ATV with snowplow. This ATV will be replacing our current 2004 Honda ATV.

This ATV is used to plow Village owned sidewalks and some of our safety paths on Glaspie Street. It is also used in the summer months for weed control in our downtown and Scripser Park.

The DPW did receive 3 bids for the purchase of new ATV. All bids include price of machine, plow winch and snowplow.

Lapeer Honda	\$8084.00
--------------	-----------

Macomb Powersports	\$8467.00
--------------------	-----------

Motor City Powersports	\$9291.91
------------------------	-----------

It is my recommendation the Village of Oxford purchase a new 2021 4X4 ATV from Lapeer Honda for the price of \$8084.00.

Financial: The funds for this purchase would come from the Motor Equipment Fund (661-958-979).

Thank You,



Don Brantley, DPW Supervisor

Lapeer

Lapeer, MI 48446
(810) 245-0400



Honda

October 22, 2020

To Whom It May Concern:

Quote for 2021 Honda TRX420FE1 with 2500lb winch and 48" quick disconnect snow blade installed.

2021 Honda TRX420FE1 \$6799 plus destination charge of \$400

2500lb Kolpin winch and 48" Kolpin blade \$874 (includes install)

Total ATV with winch/plow \$8073

Michigan title \$11

Total price \$8084

Paul

Lapeer Honda

810-245-0400

lapeerhonda@gmail.com



46860 Gratiot Ave • Chesterfield, MI 48051
Phone (586) 949-4000 • Fax (586) 949-7690
www.macombpowersports.com

BUYER'S ORDER

HONDA **Kawasaki** **YAMAHA** **SUZUKI**.



Motorcycles • ATV'S • Personal Watercraft • Go Karts • Golf Cars • Scooters • Generators • Accessories

Name _____ Date _____

Address _____ City _____ Cnty. _____

State _____ Zip _____ Driver License # _____ Date of Birth: _____

E-mail _____ (Last Four)
SS # _____

(Last Four)

S.S. # _____

Tele. # _____

Price of Unit 1	6,799.00
Price of Unit 2	6,199
Price of Unit 3	
Price of Unit 4	
Accessories	700 ³⁴ 844.89
Assembly/Prep	203.00
Destination	439.00
Administration Fee	230.00
Sub Total	8,485.89
6% Sales Tax	460.25
UCCI - Temp Fee	0.00
GAP	0.00
Title Fee	11.00
License Fee	0.00
Non-Tax Labor	450 550.00
Pre-Paid Maintenance	0.00
Service Agreement	0.00
Tire and Wheel	0.00
GPS	0.00
Trade Allowance	0.00
Less Balance Owed	0.00
Net Trade	0.00
Total	9,507 15
	8532 ³⁴
Total Down	0.00
Balance	9,507.15

\$ 7,382 w/o
\$ 8,467 Plow
with Plow &
Install

UNIT 1	Year 2021	New / Used New	Make Honda	Model RANCHER 420	Color RED
UNIT 2	Stock No. TEMP		Serial No. 4x4 ES		
UNIT 3	Year	New / Used	Make	Model	Color
UNIT 4	Stock No.		Serial No.		
UNIT 5	Year	New / Used	Make	Model	Color
UNIT 6	Stock No.		Serial No.		
UNIT 7	Year	New / Used	Make	Model	Color
UNIT 8	Stock No.		Serial No.		

[illegible]

ALL SALES ARE FINAL, NO REFUNDS, RETURNS OR CONSIDERATION GIVEN.

FINANCE INFORMATION				
Total	Cash Down	Trade Allow.	Bal. Finance	Months
Loan To: NONE				
SAVE - \$ 974. ⁸¹				

Finance rate and payment subject to credit score and bank approval.

Salesperson: _____

Purchaser: _____

Purchaser agrees that this Order includes all of the terms and conditions on both the face and the reverse side hereof, that this order cancels and supersedes any prior agreement and as of the date hereof comprises the complete and exclusive statement of the terms of the agreement relating to the subject matters covered hereby, and that THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY DEALER OR AUTHORIZED REPRESENTATIVE. I HEREBY ASSIGN ANY REBATE OR PROMOTION THAT IS DUE TO ME, TO THE SELLING DEALER.

Accepted By _____ Per _____ Date _____



1645 S. Telegraph Rd.
Bloomfield Hills, MI 48302
248.858.2300
www.motorcitypowersports.com

<p>NAME _____ DATE _____ TIME _____</p> <p>ADDRESS _____</p> <p>CITY _____ STATE _____ ZIP _____</p> <p>PHONE _____ S.S. # _____</p> <p>EMAIL _____</p> <p>SALES PERSON _____ SOURCE _____</p>	<p>STOCK # _____</p> <p><input checked="" type="checkbox"/> NEW <u>2021</u></p> <p><input type="checkbox"/> USED YEAR _____</p> <p>MAKE <u>Suzuki</u> COLOR <u>Green</u></p> <p>MODEL <u>King Quad 400</u></p> <p>VIN # _____</p>																														
<p>TRADE IN (ALLOWANCE SUBJECT TO APPRAISAL)</p> <p>MAKE _____ MODEL _____ YEAR _____</p> <p>OPTIONS _____ MILES _____</p> <p>BOUGHT <input type="checkbox"/> NEW <input type="checkbox"/> USED YEAR PURCHASED _____ ASKING PRICE _____</p> <p>LIENHOLDER _____</p> <p>ACCOUNT # _____</p> <p>LIST BALANCE DUE _____</p> <p>VERIFY BY WHOM _____</p> <p>GOOD UNTIL _____</p> <p>ACV _____ BY _____</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;"><u>King Quad 400</u></td> </tr> <tr> <td>MSRP</td> <td style="text-align: right;">\$6,599.00</td> </tr> <tr> <td>FREIGHT</td> <td style="text-align: right;">\$ 450.00</td> </tr> <tr> <td>PREP</td> <td style="text-align: right;">\$ 36.80</td> </tr> <tr> <td>P & A</td> <td></td> </tr> <tr> <td>DOC</td> <td style="text-align: right;">\$190.00</td> </tr> <tr> <td>SALES TAX AT 6%</td> <td style="text-align: right;">\$ 453.34</td> </tr> <tr> <td>LABOR</td> <td></td> </tr> <tr> <td>TITLE</td> <td style="text-align: right;">\$ 12.00</td> </tr> <tr> <td>PLATE</td> <td style="text-align: right;">\$ 0</td> </tr> <tr> <td></td> <td style="text-align: right;"><u>Plow?</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>\$8,021.14</u></td> </tr> <tr> <td>BIPOE →</td> <td style="text-align: right;">\$889.27</td> </tr> <tr> <td>LABOR →</td> <td style="text-align: right;">\$381.50</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;"><u>OTO?</u></td> </tr> </table>	<u>King Quad 400</u>		MSRP	\$6,599.00	FREIGHT	\$ 450.00	PREP	\$ 36.80	P & A		DOC	\$190.00	SALES TAX AT 6%	\$ 453.34	LABOR		TITLE	\$ 12.00	PLATE	\$ 0		<u>Plow?</u>		<u>\$8,021.14</u>	BIPOE →	\$889.27	LABOR →	\$381.50	TOTAL	<u>OTO?</u>
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<p>TRADE DIFFERENCE</p> <p>DOWN PAYMENT RANGE (MOST LENDERS REQUIRE 20%)</p>	<p>PAYMENT RANGE</p> <div style="border: 1px solid black; width: 150px; height: 60px; margin: 10px;"></div> <p style="text-align: right;">TO <u>\$9,291.91</u></p>																														

The undersigned does hereby grant MotorCity Power Sports the authorization to pull credit information based on the information given above.

CUSTOMER NAME
(PLEASE PRINT)

CUSTOMER SIGNATURE

DATE

Oxford Village Manager

From: manager@pollyannrailway.org
Sent: Wednesday, December 2, 2020 1:28 PM
To: Oxford Village Manager; 'Oxford Twp Clerk Curtis Wright'; Allison Kemp
Cc: 'Pete Scholz'; Mike Solwold; mikespace@aol.com; 'Donni Steele'; 'Aaron Whatley'; bpearson@addisontwp.org; jnoldoxfordtownship@gmail.com
Subject: RE: Polly Ann trail at N. Glaspie stop signs

Good Afternoon Joe,

I will pass this on to the PATMC for direction. If it counts for anything, I am in favor of returning the stop signs. Once school is back, the traffic gets a bit fast in and out of town.

I will keep you posted.

Linda Moran
Polly Ann Trail Manager

From: Oxford Village Manager
Sent: Wednesday, December 2, 2020 12:40 PM
To: Linda Moran <manager@pollyannrailway.org>; Oxford Twp Clerk Curtis Wright <cwright@oxfordtownship.org>; Allison Kemp <kemp@thevillageofoxford.org>
Cc: Pete Scholz <pscholz@oxfordfiredept.com>; Mike Solwold <solwoldm@thevillageofoxford.org>
Subject: Polly Ann trail at N. Glaspie

Hi trail people!

With the end of the M-24 project detour about to happen (Friday or so) I have been asked if the stop signs on Glaspie at the trail crossing are to be reinstalled.

I have heard from some who wish there would not be stop signs there on Glaspie. Chief Scholz is on the side of leaving the Stop signs on Glaspie removed. I think Chief Solwold is on the side of wanting them re-installed because they make vehicles coming south down the hill and into the Village stop, or at least slow down quite a bit, rather than rolling into town too fast after coming down that hill.

I do not know if there was any requirement by the DNR to have them in place or if this is a local decision.

What do you all think? Do you want to leave the temporary stop signs on the trail up for the time being while the PATMC/Village Council weigh-in on the topic?

I am putting the December 8th Council packet together and out to Council tomorrow and can have this on the agenda if you think this is up for discussion by PATMC/Village Council.

Please let me know which direction you think is appropriate.

Thanks,

Joseph M. Madore

Oxford Village Manager

From: Curtis Wright <CWright@oxfordtownship.org>
Sent: Wednesday, December 2, 2020 1:32 PM
To: Oxford Village Manager; Linda Moran; Allison Kemp
Cc: Pete Scholz; Mike Solwold
Subject: RE: Polly Ann trail at N. Glaspie

Good Afternoon Joe:

The PATMC will not be meeting until January 20, 2021.

At a minimum, the temporary stop signs should stay in place.

As far as the Glaspie Street Stop signs re-installation that may be a decision of the Village of Oxford because Glaspie Street is in the Village of Oxford's jurisdiction.

There are several road crossings along the Polly Ann Trail that do not have Stop signs placed for traffic to stop for pedestrians.

Thanks,
Curtis

Curtis W. Wright, Clerk
Charter Township of Oxford

From: Oxford Village Manager <Manager@thevillageofoxford.org>
Sent: Wednesday, December 2, 2020 12:40 PM
To: Linda Moran <manager@pollyannrailway.org>; Curtis Wright <CWright@oxfordtownship.org>; Allison Kemp <kemp@thevillageofoxford.org>
Cc: Pete Scholz <pscholz@oxfordfiredept.com>; Mike Solwold <solwoldm@thevillageofoxford.org>
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Please let me know which direction you think is appropriate.

Thanks,

Joseph M. Madore

Joseph M. Madore
Village Manager



The Village of Oxford, Michigan
22 W. Burdick Street, Oxford, MI 48371
(248) 628-2543

Manager@thevillageofoxford.org

Oxford Village Manager

From: Weeden, Ann <Ann.Weeden@oxfordschools.org>
Sent: Thursday, December 3, 2020 2:20 PM
To: Oxford Village Manager
Cc: Throne, Tim; Barna, Sam
Subject: RE: Polly Ann trail crossing

Mr. Madore,

Thank you for asking for our opinion regarding the stop signs on Glaspie St for the Polly Ann Trail. We would prefer to not have them reinstalled. Those stop signs back traffic up in the morning headed north and in the afternoon headed south.

There is not a lot of student pedestrian traffic on the trail at all. There is more adult traffic and they should be capable of watching for an opening in traffic to cross Glaspie St.

The stop signs did slow down the traffic headed south where the speed limit goes from 55 to 25mph. My drivers are pretty responsible obeying traffic laws and would slow down without the signs.

Thank you again!

Have a wonderful day.

Thank you,

Ann Weeden

Director of Transportation
Oxford Community Schools
248-969-1888
ann.weeden@oxfordschools.org

From: Oxford Village Manager <Manager@thevillageofoxford.org>
Sent: Thursday, December 03, 2020 12:01 PM
To: Weeden, Ann <Ann.Weeden@oxfordschools.org>
Subject: Polly Ann trail crossing

CAUTION: This email originated from outside of Oxford Schools.
DO NOT click links or open attachments unless you recognize the sender AND know the content is safe.

Hi Ann,

I hope you are getting emails at this time. I am writing today to ask your thoughts (Oxford Schools Transportation thoughts) on the Stop signs that were previously installed on N. Glaspie road where the Polly Ann Trail crosses. The MDOT detour route is about to be ended and MDOT has asked if those Stop signs on N. Glaspie are to be reinstalled. What is the opinion of these stop signs from the Oxford Schools Transportation point of view? I'm sure at certain times

of the day, especially in warm weather a lot of school age persons use the trail and that particular crossing. If the stop signs are not there, crossing Glaspie/N. Oxford rd. will be much trickier.

I am putting some information together for the Council meeting next Tuesday the 8th for them to consider regarding this topic. Any feedback I can provide them will be appreciated.

Thanks,

Joseph M. Madore

Joseph M. Madore
Village Manager



The Village of Oxford, Michigan
22 W. Burdick Street, Oxford, MI 48371
(248) 628-2543

Manager@thevillageofoxford.org