

**OXFORD VILLAGE COUNCIL
REGULAR MEETING MINUTES**

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

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

Wednesday September 21, 2022

7:00 pm

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- 1.) **CALL TO ORDER:** President Kelsey Cooke called the meeting to order at 7:00 p.m.
 - 2.) **PLEDGE OF ALLEGIANCE**
 - 3.) **ROLL CALL ATTENDANCE:** Members Present: 5. Lori Bourgeau, Kelsey Cooke, Maureen Helmuth, Ashley Ross. Absent: 1. Alison Kemp. Staff Present: Village Manager Joseph Madore, Recording Secretary Clerk/Treasurer, Tere Onica, Attorney, Robert Davis, Police Chief Mike Solwold, Fire Chief Pete Scholz.

Council member Kemp arriving at 7:02 p.m.

- 4.) **APPROVAL OF AGENDA:** September 21, 2022.

MOTION: by Helmuth/Bourgeau to approve the September 21, 2022, agenda as presented. All in favor. Motion adopted.

- 5.) **CALL TO PUBLIC:**

Yvonne Lewis, Consumers Energy Program Manager- Commented on Consumers Grant for DDA revitalization. Provided information on Helping Neighbors Program for income qualified residents.

- 6.) **CONSENT AGENDA:**

MOTION: by Helmuth/Ross to receive and file agenda items 6(a)(i)(ii) as presented. All in favor. Motion adopted.

MOTION: by Helmuth/Bourgeau to approve Consent Agenda items 6(b)(i)(ii)(iii) as presented including bills for \$595,913.42.

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

- 7.) **UNFINISHED BUSINESS:**

- a. **E.V. Charging Station Equipment/Program Options – State Contracting**

State Contracting (SC) presented information on EV charging station and options to council for use in two downtown locations. SC offers a “turn-key” operation without upfront cost to the village. SC charges vehicle owners by kilowatt (kw) used per hour. Village revenue is .03¢ per kilowatt hour. They will provide custom signage at parking locations.

MOTION: by Cooke/Helmuth to authorize the Village Manager to proceed with proposal from State Contracting with the locations for EV charging stations as noted on the maps with contract legal review by the attorney.

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

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b. Scriptor Park Pavilion, Retaining Wall, and Rowe Proposal.
MOTION: by Cooke/Bourgeau to approve the Village Manager to sign the contract for engineering services for Scriptor Park Concept Plan with ROWE Professional Services as presented for the retaining wall and pavilion to include the concept design for the bathrooms plan for construction after the pavilion and retaining wall are completed. All in favor. Motion adopted.

c. Museum Use Agreement-discussion on draft agreement presented by attorney. Will bring revised copy of lease agreement to the next meeting with minor changes and will provide the revised agreement to the museum board for review. No action taken.

8.) NEW BUSINESS

a. DDA Vacancy Appointment Recommendation – President K. Cooke.
MOTION: by Cooke/Ross to appoint Bryce Clark and Grace to the DDA board completing the term of Angie Green and Grace A. Carey as DDA resident, both terms expire at the end of 2022.
Roll Call Vote: Ayes: 5. Helmuth, Bourgeau, Ross, Kemp, Cooke. Nays: 0. Absent: 0. Motion adopted.

b. Request for Blue/Gold Ribbons/Flags (3’ x 5’) for November 30th Anniversary.
Discussion over hanging the flags, time, place, and manner. Community has mixed feelings. No action taken.

c. Crosswalk Recommendation by Chief Solwold on Pontiac Street at Oxford Elementary School (O.E.S.) Request made by O.E. S. principle. Chief Solwold provided background and maps.
MOTION: by Ross/Bourgeau to approve the request from O.E.S. for a pedestrian crosswalk as recommended and presented by Chief Solwold.
Roll Call Vote: Ayes: 4. Bourgeau, Ross, Kemp, Cooke. Nays: 1. Helmuth. Absent: 0. Motion adopted.

d. Resolution 2022-10 MDOT Annual Permit Authorization.
MOTION: by Cooke/Kemp to adopt Resolution 2022-10 MDOT Annual Permit Authorization as presented.
Roll Call Vote: Ayes: 5. Helmuth, Bourgeau, Ross, Kemp, Cooke. Nays: 0. Absent: 0. Resolution 2022-10 is declared adopted as presented.

e. Metamora Landfill-Designated Funds
MOTION: by Cooke/Helmuth to un-designate the fund balance in GL # 101-000-393.000 Metamora Landfill in the amount of \$21,433.94. All in favor. Motion approved.

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f. Resolution 2022-11, Accepting Parcel of Land for Public Space and Parking

MOTION: by Cooke/Helmuth to adopt Resolution 2022-11, for the Village of Oxford to accept the parcel of vacant land behind 40 S. Washington, PID #04-27-226-055, also known as 40 ½ S. Washington and accept the voluntary conveyance of the property from the legal owner to the Village of Oxford for \$1.00 to enhance the public use of the area and eliminate an encroachment of private land into the public parking space as presented.

Roll Call Vote: Ayes: 5. Kemp, Ross, Helmuth, Bourgeau, Cooke. Nays: 0. Absent:0. Resolution 2022-11 is declared adopted.

g. Chamber Christmas Parade Special Event Application

MOTION: by Cooke/Helmuth to approve the Chamber Christmas Parade Special Event Application as presented contingent upon department head review. All in favor. Motion carried.

13.) ITEMS REMOVED FROM CONSENT AGENDA: None.

14.) PUBLIC COMMENT:

Chief Scholz commented on apartment fire and lack of fire alarm in apartment(s).

15.) COMMITTEE REPORTS

NOTA
Planning Commission
Cable Commission
DDA Director Report
Polly Ann Trail

16.) MANAGER, STAFF & ATTORNEY REPORTS

Audit begins Monday. Legal analysis from Municode attorney received.

17.) COUNCIL COMMENTS-


Rental inspection, Landlord and tenant rights for next meeting.

18.) ADJOURNMENT

With no further business to discuss, meeting adjourned at 9:03 p.m.

MOTION: by Cooke/Helmuth. All in favor.


Respectfully Submitted,
Teresa L. Onica, Recording Secretary


Kelsey Cooke, President

