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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**

January 12, 2021

7:00 pm

- 1.) **CALL TO ORDER:** Council President Kelsey Cooke called the teleconference meeting to order at 7:00 p.m. as permitted under PA 228 of 2020, for safety reasons to mitigate the transfer risk of COVID-19. 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: Physical location: remote from Oxford, MI- Bourgeau, in attendance. Physical location: remote from Oxford, MI. -Cooke in attendance. Physical location: remote from Oxford, MI. Kemp, in attendance. Physical location: remote from Oxford, MI. Helmuth, in attendance. Physical location: remote from Oxford, MI. Ross, in attendance. 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. Fire Chief Pete Scholz.
- 4.) **APPROVAL OF AGENDA:** January 12, 2021.
MOTION: by Helmuth/Kemp to approve the January 12, 2021 Agenda as presented.
Roll Call Vote: Ayes: 5. Kemp, Ross, Bourgeau, Cooke, Helmuth. Nays: 0. Absent: 0. Motion adopted.
- 5.) **CALL TO PUBLIC:**
Evelyn Petrowski, Item 9(b) question regarding town hall forum.
- 6.) **CONSENT AGENDA:**
MOTION: by Helmuth/Bourgeau to receive and file correspondence and approve consent agenda items under (a) as presented.
Roll Call Vote: Ayes: 5. Ross, Bourgeau, Cooke, Helmuth, Kemp. Nays: 0. Absent: 0. Motion adopted.
MOTION: by Helmuth/Ross to approve Consent Agenda items b (i), (ii), and (iii) as presented excluding Closed Session Minutes from December 16, 2020, and including bills in the amount of \$481,914.43.
Roll Call Vote: Ayes: 5. Bourgeau, Kemp, Cooke, Helmuth, Ross. Nays: 0. Absent: 0. Motion adopted.
- 7.) **UNFINISHED BUSINESS:**
a. **Village Manager, Clerk/Treasurer Performance Reviews.** President Cooke reviewed details from the December employee evaluations supporting wage increases for the Village Manager and Clerk/Treasurer. The Village has benefited significantly, both financially and administratively. There has been a substantial reduction in attorney fees, increases in pooled cash investment accounts, insurance policy savings, office updates, policy and procedure updates, skilled management and oversight of projects, listing some of the cost-saving improvements to village operations. There have been no increases for the manager in two years, and none for the Clerk/Treasurer in 18 months. Cost of living (1.3% and

47 2.8%) for prior year(s) and 2% performance bonus was approved based on qualified
48 metrics.
49

50 b. **Village Town Hall Meeting Forum-** President Cooke reviewed the purpose and intent of
51 the meeting. The village website has compiled information on recreational marijuana and
52 will have a comment form to facilitate participation and discussion. The essence of the
53 meeting is to receive community input as to whether marijuana facilities should be allowed
54 to operate within the boundaries of the Village of Oxford, and to discuss how the
55 community will be impacted by such a decision. Costly litigation has negatively impacted
56 municipalities and their ability to regulate marijuana business in their respective
57 jurisdictions, so there is ample concern for looming and unresolved marijuana industry
58 issues.
59

60 c. **Consideration of Water Bill Late Fee Moratorium Extension-**

61 **MOTION:** by Ross/Kemp to extend the moratorium by waiving utility billing late fees
62 through March 31, 2021.

63 **Roll Call Vote:** Ayes: 5. Cooke, Helmuth, Ross, Bourgeau, Kemp. Nays: 0. Absent: 0.
64 Motion adopted.
65

66 **8.) NEW BUSINESS:**

67 a. **Planning Commission Appointments-**President Cooke recommended Kelly Arkles,
68 Jonathan Nold and Michelle McClellan (re-appointment) to the Planning Commission for
69 3-year terms.

70 **MOTION:** by Kemp/Helmuth to appoint Kelly Arkles, Michelle McClellan and Jonathan
71 Nold to the Planning Commission with terms to expire December 31, 2023.

72 **Roll Call Vote:** Ayes: 5. Helmuth, Kemp, Ross, Bourgeau, Cooke. Nays: 0. Absent: 0.
73 Motion adopted.
74

75 b. **DDA Appointments:** President Cooke recommended Marie Powers the DDA. Marie is a
76 local business owner. Bill Dunn, a village resident and township trustee, was also
77 recommended for appointment.

78 **MOTION:** by Bourgeau/Kemp to appoint Marie Powers and Bill Dunn to the DDA. Ms.
79 Power's term to expire December 31, 2024. Mr. Dunn's term will be concurrent with his
80 term on the Oxford Township Board of Trustees ending November 20, 2024.

81 **Roll Call Vote:** Ayes: 5. Bourgeau, Cooke, Helmuth, Kemp, Ross. Nays: 0. Absent: 0.
82 Motion carried.
83

84 c. **Discussion about Social Media Content Strategy-** Communications Liaison
85 presented M-24 Task Force report with social media engagement, contact and
86 messaging strategy. Responsibilities include website improvements, creating a
87 Facebook presence, assembling and delivering business folders with resources and
88 information on the M-24 construction, attending town hall meetings and preparing
89 updates, letters and marketing promotional material to support and inspire the
90 community. Managed local contests for Oxford Strong, collaborated on U-Tube
91 video and other projects.
92

93 d. **Water Reliability Study Proposal Consideration-Rowe Professional Services.**

94 As a water system-operator the village is required to have a Water Reliability Study
95 (WRS) by the State of Michigan Department of EGLE. The current plan needs to be
96 updated. Rowe, the village engineer quoted \$19,770.00 for the study.

97 **MOTION:** by Cooke/Kemp to approve the Village Manager contract with Rowe
98 Professional services to perform a Water Reliability Study as described in the Rowe
99 Engineering Proposal dated October 21, 2020.

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

102
103 **11.) ITEMS REMOVED FROM CONSENT AGENDA:** None.

104
105 **12.) PUBLIC COMMENT:**

106 Evelyn Patrowski-Adult Use Marijuana meeting information regarding surveys from other
107 local communities, asking who has approved or not.

108 Kelly Arkles-Thanked council for appointment to Planning Commission.

109
110 **13.) COMMITTEE REPORTS-**

111 NOTA-Meeting Thursday January 21, 2021.

112 Planning Commission- Report from Helmuth.

113 Cable Commission-Nothing to report.

114 Polly Ann Trail-No meeting.

115 DDA-Report from Ms. Cooke on Weatherization Grant through Oakland County and
116 equipment received for downtown businesses. Considering hiring interim DDA Director while
117 searching for a new permanent DDA Director.

118
119 **13.) MANAGER, STAFF, & ATTORNEY REPORTS-**Staff thanked council for review,
120 acknowledging and highlighting accomplishments and operational improvements.

121
122 **14.) COUNCIL COMMENTS-** Owl Boxes to be purchased from money raised by girl scout
123 for Owl Box project.

124
125 **16.) ADJOURNMENT:**

126 **MOTION:** by Cooke/Helmuth to adjourn at 8:45 p.m. All in favor by voice vote. Motion
127 carried by voice vote.

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131 Respectfully Submitted,
132 Teresa L. Onica, Recording Secretary


Kelsey Cooke, President