

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48

**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

November 23, 2021

7:00 pm

- 1.) **CALL TO ORDER:** Council 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 Cook, Allison Kemp, Ashley Ross, Maureen Helmuth. Absent: 0. Staff Present: Village Manager Joseph Madore arrived at 7:10, Police Chief Mike Solwold, Fire Chief Pete Scholz, Bob Davis.
- 4.) **APPROVAL OF AGENDA AS AMENDED WITH NEW BUSINESS ITEM PC & DDA VACANCY APPOINTMENT RECOMMENDATIONS.**  
**MOTION:** by Helmuth/Bourgeau to approve the November 23, 2021, meeting agenda as amended. All in favor. Motion carried.
- 5.) **PRESENTATIONS:** Chief Solwold presented Oxford Village Police Officers Rouse and Irish with accommodations for service above and beyond the call of duty.
- 6.) **PUBLIC HEARINGS:**  
**Amend Ordinance Chapter 70 – Utilities:**  
**MOTION:** by Helmuth/Kemp to open the Public Hearing at 7:02 p.m. Roll Call Vote: Ayes: Bourgeau, Helmuth, Kemp, Ross, Cooke. Nays: 0. Absent: 0. Motion carried.  
No public comments.  
**MOTION** to close Public Hearing at 7:06 by Helmuth/Ross, all ayes.  
**CDBG project year 2022:** To receive comments from public on past and future potential projects.  
**MOTION:** by Helmuth/Kemp to open the Public Hearing at 7:07, all ayes.  
Love Inc. spoke to the benefits of their program.  
**MOTION** to close public hearing by Helmuth/Kemp at 7:09, all ayes.
- 7.) **CALL TO PUBLIC:** No comments
- 8.) **CONSENT AGENDA:**  
**MOTION:** by Helmuth/Bourgeau to receive and file agenda items listed under 8(a), excluding minutes. All in favor. Motion adopted.  
**MOTION:** by Bourgeau/Ross to approve Consent Agenda items 8(b) except minutes from October 12, 2021, which will be set aside until the December Council meeting - including bills in the amount of \$149,452.33.  
**Roll Call Vote:** Ayes: Helmuth, Kemp, Cooke, Ross, Bourgeau. Nays: 0. Absent: 0. Motion carried.
- 9.) **UNFINISHED BUSINESS:**  
a. **Remove Charter from Code of Ordinances - Second Reading-**  
**MOTION:** by Cooke/Ross to approve the second reading of the removal of the Charter from the code of Ordinances and create a standalone document and proceed with a charter update.

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

51  
52 **10.) NEW BUSINESS:**

- 53 a. **Second Reading to amend Code of Ordinances, Chapter 70 – Utilities – adding**  
54 **ARTICLE V - Post-Construction Stormwater runoff control program Sec. 70-126 &**  
55 **70-127.**

56 **MOTION:** by Bourgeau/Helmuth to approve second reading.

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

- 59  
60 b. **Resolution 2021-14 CDBG project year 2022.**

61 **MOTION:** by Helmuth/Kemp approve Resolution 2021-14 allocating \$7,962 to the existing  
62 qualified project-Removal of Architectural Barriers and \$3,412 (30%) to LOVE, Inc. for  
63 Subsistence payments that will directly benefit Village of Oxford residents.

64 **Roll Call Vote:** Ayes: Kemp, Ross, Cooke, Helmuth, Bourgeau. Nays: none. Motion carried.  
65

- 66 c. **Rental inspection ordinance discussion.** Council heard from Manage Madore and  
67 Attorney Bob Davis regarding the various aspects of options, from registration of rentals  
68 to required inspections of rentals. Council commented on need to ensure safe housing,  
69 the need to balance property owner rights, and cost and benefits to renters and property  
70 owners alike. Discussion about who would pay for inspections, who could perform  
71 inspections and period for any required inspections was discussed. Council will be  
72 presented with list of required items to be inspected based on current and previous lists,  
73 an updated ordinance that will incorporate the optional steps in implementing the  
74 ordinance starting with registrations of properties at the December meeting. Council  
75 seemed to favor using the current Village Contractor, McKenna and associates, as the  
76 lead on performing inspections. NO ACTION taken on ordinance.  
77

- 78 d. **Close Independent Bank Depository account**

79 **MOTION:** by Helmuth/Ross to approve the Village Clerk/Treasurer to close account at  
80 Independent Bank. All in favor. Motion carried.  
81

- 82 e. **DDA and Planning Commission appointments for terms expiring.** Council President  
83 Kelsey Cooke explained that she has been to the DDA and PC meeting recently and is  
84 very appreciative of the dedication of Fire Chief Pete Scholz on the DDA and Justin  
85 Ballard of the PC. President Cooke recommended re-appointing Chief Scholz to a 4-year  
86 term on the DDA ending at the end of 2025.

87 **MOTION** by Cooke/Kemp, all Ayes, motion carried. President Cooke also  
88 recommended reappointing Justin Ballard to a 3-year term on the Planning Commission  
89 ending at the end of 2024.

90 **MOTION** by Cooke/Helmuth, all ayes, motion carried.  
91

- 92 f. **Manager annual evaluation:** moved to item 15 per request of Manager Madore  
93

94  
95  
96  
97  
98  
99  
100  
101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132  
133

**g. Clerk/Treasurer annual evaluation:** Due to illness, Clerk/Treasurer Onica could not be here.

**MOTION:** by Cooke/Ross to move Clerk/Treasurer annual evaluation to December meeting. All ayes. Motion carried.

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

**12.) PUBLIC COMMENT:** Chief Scholz discussed the recently adopted Food Truck and Fire Code inspection ordinances by Oxford Township. He would like to see both the Village and the Township on the same page with these ordinances.

**13.) COMMITTEE REPORTS**

- a. NOTA - Report by Council member Bourgeau
- b. Planning Commission - Update by council member Helmuth
- c. Cable Commission - Report by council member Helmuth
- d. DDA - Update by Council member Ross
- e. Polly Ann Trail - Report by council member Kemp
- f. Manager, Staff and Attorney report. Manager Madore discussed the Polly Ann Trail Management Council and that the amendment to the by-laws allows him to represent the Village on the Council. Council person Kemp has some dates that are not easy for her to attend meetings due to her work schedule.

**MOTION:** by Helmuth/Bourgeau to appoint Madore at PATMC Alternate. All Ayes, motion carried.

**14.) COUNCIL COMMENTS:** None

**15.) CLOSED SESSION:** Per MCL 15.268(a).

**MOTION:** by Cooke/Bourgeau to enter closed session at 8:35. Roll Call Vote: Ayes: Kemp, Ross, Cooke, Helmuth, Bourgeau. Nays: none. Motion carried.

- a. Council returned to open session at 9:08 p.m.

**16.) ADJOURNMENT:**

With no further business to discuss, Council President Cooke adjourned the meeting at 9:09 p.m.

Respectfully Submitted,  
Joseph M. Madore, Village Manager

  
Kelsey Cooke, President