



**Village Council Special Meeting Agenda**  
**Monday, November 25, 2019**  
**7:00 PM – Council Chambers**  
**22 W. Burdick Street, Oxford, MI 48371**  
**248.628.2543**

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1. Call to Order
2. Pledge of Allegiance & Moment of Silence
3. Roll Call: Bailey, Frost, Helmuth, Kemp, Logan
4. Approval of Agenda: November 25, 2019
5. Approval of Minutes: November 12, 2019
6. Call to Public
7. Old Business
  - A. Employee performance reviews: Village Manager, Clerk/Treasurer
  - B. Employee Policy Manual review
  - C. Council appointments for Boards and Commissions
8. New Business: None.
9. Public Comment
10. Council Comments
11. Closed Session per MCL 15.268(a)
12. Adjournment

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**OXFORD VILLAGE COUNCIL  
REGULAR MEETING MINUTES**

*Village Council Members: David Bailey, Maureen Helmuth, Joe Frost, Allison Kemp, Kate Logan*

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

**November 12, 2019**

**7:00 pm**

- 1.) **CALL TO ORDER:** President Pro-Tem, Dave Bailey called the meeting to order at 7:05 p.m.
- 2.) **PLEDGE OF ALLEGIANCE:** With Moment of Silence.
- 3.) **ROLL CALL** Attendance Members Present 4: Bailey, Helmuth, Kemp, Logan. Absent: 1, Joe Frost (delayed in traffic).  
*Staff Present: Village Manager Joseph Madore, Clerk/Treasurer/Recording Secretary Tere Onica. Police Chief, Mike Solwold.*
- 4.) **APPROVAL OF AGENDA:** November 12, 2019.  
**MOTION:** by Helmuth/Logan to amend the agenda as follows: move item five (5) to last item before item ten (10) New Business. Strike item 10(b), 11(g), 11(h), 11(i) and add new item 11(g) Schedule Special Meeting for Annual Evaluations. All present voting in favor. Motion carried.
- 5.) **PUBLIC HEARINGS:**  
**a. CDBG Program Year 2020**  
**MOTION:** by Helmuth/Kemp to open the Public Hearing at 7:08 p.m. All present voting in favor. Motion carried.  
**PUBLIC COMMENTS:**  
Randy Gower-Commented on CDBG Public Service funding being used for the Oxford Orion Food Bank and the benefit to the community.  
Patricia Duke-Commented on CDBG Public Service funds dedicated to Subsistence Payments and how the local organizations work together to the benefit of Village of Oxford residents.  
Shawna Solwold-Commented community support of public service programs for citizens in the community.  
**MOTION:** by Helmuth/Bailey to close the Public Hearing at 7:15 p.m. All present voting in favor. Motion carried.
- b. Consumers Energy Ordinance #413 Public Hearing**  
**MOTION:** by Helmuth/Kemp to open the Public Hearing at 7:16 p.m. All present voting in favor. Motion carried.  
**PUBLIC COMMENTS:** None.  
**MOTION:** by Helmuth/Bailey to close the Public Hearing at 7:17 p.m. All present voting in favor. Motion carried.
- 6.) **CALL TO PUBLIC:** No comment.
- 7.) **CONSENT AGENDA:**  
**MOTION:** by Helmuth/Kemp to approve Consent Agenda Item 8(ai) (a ii) as presented. All present voting in favor. Motion carried.  
**MOTION:** by Helmuth/Logan to approve Consent Agenda Item 8(bi), (b ii) bills in the amount of \$184,859.30, and (b iii) monthly budget report with budget amendments as presented.

**Roll Call Vote:** Ayes: 4. Kemp, Helmuth, Logan, Bailey. Nays: 0. Absent: 1, Frost. Motion carried.

**MOTION:** by Helmuth/Logan to adjourn amended agenda Item #5, Closed Session until Council member Frost arrived. All present voting in favor. Motion carried.

**8.) UNFINISHED BUSINESS:**

a. **Ordinance No. 412 Keeping of Chickens** Second Reading.

**MOTION:** by Helmuth/Kemp to approve the second reading of Keeping of Chickens Ordinance 412 as presented.

**Roll Call Vote:** Ayes 4: Helmuth, Logan, Bailey, Kemp. Nays: 0. Absent 1: Frost. Motion carried.

Council member Frost arrived at 7:26 p.m.

**9.) CLOSED SESSION- Litigation update (MCL15.268(e)).**

**MOTION:** by Logan/Bailey to enter Closed Session pursuant to MCL 15.268(e) Attorney Client privileged communications at 7:27 p.m. with council members Frost, Bailey, Kemp, Helmuth, Logan, Attorneys Davis and Young, Village Manager Madore and Clerk/Treasurer Onica.

**Roll Call Vote:** Ayes: 5. Logan, Frost, Bailey, Kemp, Helmuth. Nays: 0. Absent: 0. Motion carried.

**MOTION:** by Helmuth/Bailey to return to open session at 7:55 p.m. All in favor. Motion carried.

The public returned as open session reconvened.

**MOTION:** by Helmuth/Bailey to approve the terms of the settlement set forth by the insurance attorney in closed session and have the terms reduced to a controlling court document to be entered by the judge and to close the case.

**Roll Call Vote:** Ayes: 5. Logan, Helmuth, Kemp, Bailey, Frost. Nays: 0. Motion carried.

**10.) NEW BUSINESS:**

a. **Consumer Franchise Ordinance #413-First Reading;**

**MOTION:** by Helmuth/Logan to approve the First Reading of the Consumers Franchise Ordinance # 413.

**Roll Call Vote:** Ayes: 5. Logan, Frost, Bailey, Kemp, Helmuth. Nays: 0. Absent: 0. Motion carried.

b. **Communications Committee Renewal/Extension:**

**MOTION:** by Helmuth/Kemp to extend the communications committee for an additional 6 months to develop a communication plan and incorporate a social media policy. All in favor. Motion carried.

**MOTION:** by Frost/Helmuth to take a short 5-minute recess at 7:58 p.m. All in favor. Motion carried.

The meeting reconvened at 8:05 p.m.

**b. Resolution 2019-17 Consideration of CDBG 2020 Projects:** CDBG Project Year 2020.

Resolution 2019-17 is required to select an eligible project to be included in Oakland County's Annual Action Plan to the U.S. Department of Housing and Urban Development that allows the Village of Oxford Clerk/Treasurer to execute all documents, agreements, or contracts resulting in the application to Oakland County. The application deadline must be submitted to the county by the December deadline. Council reviewed past Public Service projects. Clerk/Treasurer met with CDBG representative Carla Spradlin at the village office to evaluate potential projects for eligibility under Removal of Architectural Barriers. The village office area has a barrier free public entrance, but just inside the door is another set of doors that is not barrier free. In addition, the public countertop is not ADA compliant and neither are the public bathrooms. All three items would qualify as eligible projects. Funding for existing programs, PY 18 Code Enforcement and PY 19 Sidewalk Replacement, could be re-programmed into Removal of Architectural Barriers. Council supported reprogramming PY18 and PY19 projects to Removal of Architectural Barriers to accomplish national objectives and become ADA compliant at the building entrance, to accommodate the disabled at the public service window countertop and to provide barrier free access to public bathrooms.

**MOTION:** by Frost/Logan to approve Removal of Architectural Barriers in the amount of \$11,121.00. Council member Logan wanted more time to review what other projects, specifically Public Service projects, could be eligible. The Clerk/Treasurer referred to the Application Guide and the excerpted information provided in council packets. Council member Helmuth thought it important to continue to rotate awards for public service projects that meet the needs of the village community. Council member Frost withdrew his motion designating 100% of funding to Removal of Architectural Barriers.

**MOTION:** by Frost/Helmuth to approve Resolution 2019-17 funding \$7,784.70 to Removal of Architectural Barriers and designate 30% to Public Service in the amount of \$3,336.30 to the local Food Bank, Orion/Oxford Fish, as recipient of the Public Service project for CDBG PY 2020 and, to re-program existing projects with unused funds into Removal of Architectural Barriers as proposed for automatic entrance doors, ADA compliance of the public window counter and as funding allows, remodel the bathrooms to be ADA compliant.

**Roll Call Vote:** Ayes: 5. Frost, Bailey, Kemp, Helmuth, Logan. Nays: 0. Absent: 0.  
Motion carried.

**c. Resolution 19-18 MERS Retiree Health Funding Vehicle:** This is required by OPEB (Other Post-Employment Benefits) to recognize future liability and set aside a trust fund for retiree health funding.

**MOTION:** by Helmuth/Logan to adopt Resolution 2019-18 establishing a RHFV Trust with MERS of Michigan in order to comply with State of Michigan P.A. 202 with the initial investment into the Trust in the amount of \$6,000.00.

**Roll Call Vote:** Ayes: 5. Bailey, Kemp, Helmuth, Logan, Frost. Nays: 0. Absent: 0. Motion carried.

**MOTION:** by Frost/Helmuth to amend the budget, GL# 101-301-716.000 from \$77,133.84 to \$85,133.84 to cover initial investment of \$6,000 and cover the \$2,000 cost of actuarial fees.

**Roll Call Vote:** Ayes: 5. Kemp, Helmuth, Logan, Frost, Bailey. Nays: 0. Absent: 0. All in



138 favor. Motion carried.

- 139 **d. Residential Rental Ordinance- Discussion:** There was a draft ordinance proposed in 2016  
140 with a Public Hearing held on 9.13.16. There is some concern from residential renters' that  
141 have had problems with building owners not being responsible for proper construction and  
142 poor or unsafe living conditions. Fire Chief Pete Sholz recommends properties be registered  
143 with a process in place for inspection for rental properties divided into multiple units for  
144 safety reasons. It was suggested that the village and township work together on a joint  
145 residential rental ordinance.

146 **MOTION:** by Logan/Kemp to hold a Public Hearing on a Residential Rental Ordinance at  
147 the December meeting. All in favor. Motion carried. The attorney will prepare language to  
148 present to council based on the 2016 ordinance.

- 149  
150 **e. Resolution 2019-19 Participation in the MEDC RRC program:**

151 **MOTION:** by Helmuth/Frost to approve the Resolution 2019-19 as presented.

152 **Roll Call Vote:** Ayes: 5. Helmuth, Logan, Frost, Bailey, Kemp. Nays: 0. Absent: 0.  
153 Motion carried.

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155 **f. Council Consideration to recommend PC investigate zoning of Tattoo**

156 **establishments.** In the last six (6) months, administration has been approached regarding  
157 an existing local tattoo business and whether it could relocate into vacant retail locations  
158 on Washington Street in the C-1 Central Business District. Council should have Planning  
159 Commission review to consider removing it from the Adult Business category.

160 **MOTION:** by Logan/Helmuth to direct the Planning Commission to review the zoning  
161 ordinance for tattoo parlors to consider removing it from the Adult Business category.  
162 Motion carried by voice vote with Frost voting No.

- 163  
164 **g. Schedule a Special Meeting for Employee Review:** It was the consensus of council to  
165 schedule a special meeting to cover employee reviews on Monday, November 25, 2019 at  
166 7:00 p.m. The Village Manager also suggested that the alternate appointment for the Polly  
167 Ann Trail Committee be a subject of that meeting as well.

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169 **11.) ITEMS REMOVED FROM CONSENT AGENDA (Item 8): None**

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171 **12.) PUBLIC COMMENT:**

172 Kallie Roesner-Commented on Closed Session and read a prepared statement related  
173 to a pending court decision.

174 Mike Neymanowski- Retired Village of Oxford Police Chief commented on events that  
175 occurred during his employment and commented on his retirement.

176 Tanya Heuser, Lafayette St.-commented on Public Comments, Building Inspector availability.  
177 Police Chief Solwold-Commented on the tenure of the former Police Chief, his service and  
178 other comments.

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180 **13.) MANAGER, STAFF, & ATTORNEY REPORTS and Committee Report Updates:**

181 Communication Committee-K. Logan

182 Planning Commission-M. Helmuth

183 Cable Commission-M. Helmuth

NOTA – Dave Bailey.  
DDA – Joe Frost  
M-24 Task Force-Joe Frost

**14.) COUNCIL COMMENTS**

**15.) ADJOURNMENT:** With no further business to discuss meeting adjourned at 9:23 p.m.  
**MOTION:** by Helmuth/Logan to adjourn. All in favor. Motion Carried.

Respectfully Submitted,  
Teresa L. Onica, Recording Secretary

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President, Joe Frost

# Kimberly Dawe

## General Office:

- Answer and direct incoming phone calls
- Assist Public with questions regarding trash, water bills, taxes, special assessments
- Process mail
- Filing
- Perform various other duties specific to the departments as needed

## Cash Receipts:

- Collect and Process payments: Utilities, Invoices, Taxes, Building Permits, etc.
- Process daily online payments
- Prepare daily deposits as needed

## Utility Billing:

- Process work orders
- Assist with monthly water bills
- Update customer information
- Assist with final meter readings

## Accounts Payable:

- Enter invoices and process checks bi-weekly for all departments: Police, DPW, DDA and Village
- Update and Enter Vendor information
- Assist with yearly Audit
- Maintain all files
- Process monthly Electronic Fund Transfers: DTE, Consumers, AT&T, Chase-Visa

## Account Receivables:

- Process monthly Invoices and statements
- Bill Customers when needed

## Building Department:

- Maintain all Department files and Applications
- Receive, process and issue Building Permits

- Schedule Inspections and email inspectors
- Update all applications
- Update website with revised applications
- Assist with Code enforcement tickets and enter invoices: Snow/Ice Removal, Mowing
- Assist with Plan Reviews and forward to Department Heads: Police, Fire Department, DPW, Building Official, Rowe Engineering, McKenna
- Assist with packet preparation for monthly Planning Commission, Council and ZBA Meetings
- Post agendas for Monthly Meetings
- Prepare monthly Revenue Reports for McKenna & Associates
- Prepare monthly Reports for Permits Issued
- Enter and Process Bond Returns: Accounts Payable
- Assist with and mail Violation Letters
- Prepare letters of Zoning Compliance and Certificates of Occupancy
- Prepare and mail letters for expired permits

## Vicki Balongie – Job Responsibilities

- 1) Answer phones/greet visitors
  - a) Initial point of contact; forward to proper person if needed
  - b) Answer inquiries from residents, title companies and mortgage companies concerning taxes and water accounts
  - c) Handle complaints regarding trash collection, meter reads, road concerns, etc
- 2) Cash Receipting and Village Taxes
  - a) Daily: Process payments for water bills, building permits, code violations, etc. (checks, credit cards, ACH). Process EFT payments from State of Michigan, Oakland County, and Oxford Schools.
  - b) Prepare, balance, and post deposits
  - c) Maintain deposit files
  - d) Maintain Village Tax files (Tax Season)
  - e) During Tax Season: Prepare, balance, and post tax deposits; make copies and submit to Township
  - f) After Village Manager's approval, deliver deposits to bank
- 3) Water/Sewer/Trash Billing
  - a) Assist with producing monthly bills; sort and mail
  - b) Collection of Past Due accounts
    - i) Produce and mail monthly past due notices
    - ii) Maintain past due list in preparation of water shut-offs
    - iii) Prepare Shut-Off door hangers for distribution by Code Enforcement Officer
    - iv) Prepare payment agreements for residents as needed
  - c) Produce and mail final bills as requested
  - d) Send monthly meter readings to Township for Village properties on Township sewer
  - e) Produce quarterly bill for Oxford Schools on Village sewer with Township water
- 4) Payroll
  - a) Bi-weekly:
    - i) Collect timecards, verify hours, and input to Paychex. Print & distribute paychecks.
    - ii) Bill Youth Assistance payroll
    - iii) Prepare Equipment Rental journal entries
    - iv) Prepare and post payroll journal entries
    - v) Balance G/L accounts for payroll deductions (union dues, pensions, etc)
  - b) Annually: calculate, verify, and pay to Union employees – longevity pay, sick/vacation/comp time buyouts, police holiday pay.
  - c) Bi-annually: complete Workers Comp Renewal (April) and Self-Audit (October).
  - d) Maintain personnel files
  - e) Prepare for end of year processing of 1099s and W-2s
- 5) General Office
  - a) Retrieve mail from post office and distribute
  - b) Maintain and order office supplies
  - c) General secretarial work for manager and clerk as needed (typing, filing, mailing, etc)
  - d) Maintain park reservations calendars
  - e) Process sale of dog licenses and remit to Oakland County

**VILLAGE OF OXFORD, OAKLAND COUNTY, MICHIGAN**

**PERSONNEL POLICY MANUAL**

**September 13, 2016**

**ADOPTED BY THE VILLAGE COUNCIL: September 13, 2016**

**EFFECTIVE DATE: September 13, 2016**

**VILLAGE OF OXFORD  
PERSONNEL POLICY MANUAL  
Adopted September 13, 2016**

**1.10 Purpose**

The purpose of this Personnel Policy Manual is to establish personnel policies and procedures pertaining to the orderly operation of the Village of Oxford. The policies and procedures contained in this manual are guidelines and, as such, do not constitute a contract of employment between any employee or employees and the Village of Oxford. The Village of Oxford is an at-will employer, and, as such, may terminate the employment of any employee at any time with or without cause and with or without prior notice.

The Village Council, acting as a body at a scheduled meeting of the Council, reserves the right to amend, change, alter, add to, delete from, or to completely abolish any or all of the provisions contained in this Personnel Policy Manual.

**1.20 Authority**

The policies and procedures contained in this manual shall take effect immediately upon their formal adoption by the Village Council. Changes in these policies and procedures may only be made by the Village Council after input from the Village Manager.

The Village Manager, as Chief Administrative Officer of the Village, shall be responsible for implementing the personnel policies of the Village. The Village Manager shall also have the authority to establish additional administrative policies as he or she may deem necessary for the proper management and operation of the village insofar as those policies do not conflict with the policies contained herein or Local, State, or Federal Law.

Any personnel policy or individual employment contractual agreement involving the expenditure of Village funds must have the prior approval of the Village Council acting as a body at a scheduled meeting of the Council.

**1.30 Scope**

This Personnel Policy Manual shall apply to all employees of the Village who are not subject to the terms and provision of a labor agreement in effect between the Village and a labor union or labor organization. (May want to amend to state that individual employment agreements are not subject to this policy manual as well)

**1.40 Revision**

The policies contained within this manual shall only be changed by resolution of the Village Council.



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full-time employees as of July 1, 2016 shall be thirty-two (32) hours a week. The work day and week schedule for regular full-time Council appointees, Village Clerk and Manager, may be altered as approved by the Village Council. Employees regularly scheduled to work less than thirty (30) (Amend to 32) hours a week are considered part-time. The Village Manager reserves the right to alter the starting and quitting times of employees and the hours of work per day and per week at any time. This provision shall not be construed by any person or persons as a guarantee of any number of hours or work per day, per week, per month, or per year.

#### 4.20 Recording of Hours Worked

Hourly employees shall record their hours worked by using the time cards provided by the Village. Employees shall record their time on the cards and return the time cards to their respective department heads not later than 11:00 a. m. on the next regular work day after the last day of the pay period covered by the time card. The department head shall review the time cards for accuracy and shall forward the time cards to the Village Treasurer or the Village Clerk not later than 12:00 noon of the same day.

Salaried employees shall only be required to record any hours worked in excess of forty (40) hours per week for the purpose of calculating compensatory leave time earned and to record any compensatory general leave time used, vacation time, personal time, or other leave time used. Compensatory Leisure leave time is preferred to be used during the same pay period but must be used within than two weeks from when the compensatory time was earned otherwise the leisure leave time is lost after two weeks of accumulating it.

#### 4.30 Lunch Breaks

Employees shall be provided an unpaid lunch break during each six consecutive hour day in the amount of at least one-half (1/2) but not more than one (1) hour. Lunch breaks shall be taken at the time scheduled by the department head. Lunch breaks shall be staggered between employees in such a manner as not to curtail services to the public.

#### 4.40 Rest Breaks - one break during no more than every four hours worked.

Each employee shall be allowed two (2) fifteen minute rest periods (morning and afternoon, one break during no more than every four hours worked daily as scheduled by the department head. Rest breaks shall be staggered between employees by the department head so as not to curtail services to the public. Rest periods shall be considered working time and shall not be added to the lunch period or accumulated in any manner.



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#### **4.50 Absence**

Employees are expected to be conscientious about reporting for work as scheduled and using personal leave days. An employee is considered to be absent if the employee is not present for work during the employee's regularly scheduled work hours.

An employee who is absent or who expects to be absent for any reason is required to notify his/her department head within fifteen (15) minutes after the start of the employee's scheduled work time.

An absence may be excused or unexcused. If the Village Manager determines that the employee's absence or tardiness is due to illness, injury, or some other reasonable cause, the employee's time of absence or tardiness may be charged to an appropriate leave at the discretion of the Village Manager. If the Village Manager determines that the employee's absence or tardiness is unexcused, the employee shall not be paid for the time missed from work, and the employee may be subject to disciplinary action up to and including dismissal.

If an employee is absent without authorization for three (3) consecutive days, the absence shall be considered a voluntary resignation on the part of the employee with loss of benefits, unless the absence is the result of extenuating circumstances beyond the control of the employee. Such extenuating circumstances must constitute a valid reason for failure to notify which is acceptable to the Village Manager.

#### **4.60 Tardiness**

Tardiness is strongly discouraged. An employee is considered tardy if the employee does not report to work, or is not ready to begin work, immediately at the employee's scheduled work time.

Employees reporting to work late or returning from a break or lunch period late shall be docked for time lost in reporting to work. Tardiness is not acceptable and may subject an employee to dismissal.

#### **4.70 Overtime Work and Pay**

It is the policy of the Village that employees who are not exempt from coverage under appropriate State and/or federal wage and hour laws and regulations shall not normally work in excess of forty (40) hours within a weekly pay period or more than eight (8)(9)

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hours a day. If work in excess of forty (40) hours in a weekly pay period or more than eight (8)(9) hours a day is necessary, the non-exempt employee must have prior authorization from the Village Manager, or his/her designee, to work said overtime hours, provided that employees responding to an emergency situation shall not need prior authorization but shall receive subsequent confirmation.

“Non-exempt” or hourly employees shall be paid at the rate of one and one-half (1.5) times their regular hourly wage for each hour of overtime worked.

The calculation of overtime wages shall not include idle time not worked (e.g. sick, personal, lunch, rest, funeral, or other similar leaves).

As of December 1, 2016 pursuant to Federal Law, employees whose compensation is under the legal amount, initially \$47,000 will be entitled to overtime pay at one and one-half times the currently hourly rate. Employees may adjust their scheduled hours upon notification approval of management or appointing body, in lieu of receiving overtime pay.

#### **4.80 Severe Weather**

If the Village’s operations are officially closed by the Village Manager due to severe weather or other hazardous situation, full-time regular employees scheduled to work shall be paid for the time not worked. Part-time employees scheduled to work shall not be eligible for severe weather pay.

If the Village’s operations remain open for business and employees are prevented by severe weather from reporting to work, they will not be paid for the time missed from work unless they choose to charge the work time missed to general leave, vacation time or personal time.

### **5.00 COMPENSATION**

#### **5.10 Compensation of Employees**

Employees exempt from overtime pay shall receive time off on a hour and a half per hour basis for hours worked over their normal eight (nine) hour daily schedule. This time may be taken off with due regards to staffing and scheduling of Village business at the option of the employee with approval of the Village Manager.

The Manager and Village Clerk shall likewise be allowed to use earned compensation time at his/her option in accordance with his/her contract but with due regard of scheduling around or not to interfere with pressing Village business in which his/her presence would



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transportation, and other attendant expenses shall be allowed. Under no circumstances, however, shall expenses of a personal nature be included in a charge against public funds.

The reimbursement for the use of taxis or other forms of public transportation shall be limited to trips necessary for the conduct of official Village business.

**10.60 Travel Vouchers**

Travel vouchers, available from the Village Treasurer, shall be completed to include the following information:

1. Date and time of departure from the Village.
2. Date and time of return to the Village.
3. Purpose to trip.
4. Total distance traveled in miles, if driven.
5. Amount of travel advance, if any.

**10.70 Travel Advance**

Employees may request a travel advance from the Village Manager to cover anticipated travel expenses, and the Manager may, at his/her discretion, approve the request. The employee shall be required to fully complete and submit the travel voucher upon return from the trip. The amount of the advance shall be noted on the travel voucher. Any monies received in excess of actual expenses must be returned to the Village.

**10.80 Reimbursement for Spouses or Other Relatives**

Expenses of husbands, wives, or other relatives of Village employees who attend conferences or conventions with employees shall not be paid with public funds.

**11.00 EMPLOYEE BENEFITS**

**11.10 Vacation Leave**

1. RATE OF ACCRUAL: Each regular full-time employee shall accrue vacation

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leave with pay in accordance with the schedule published below:

- After one (1) year of continuous service, the employee shall receive five (5) (4) days of vacation leave with pay.
  - After two (2) years of continuous service but less than five (5) years, the employee shall receive ten (10) (8) days of vacation leave with pay per year.
  - After five (5) years of continuous service but less than fifteen (15) years, the employee shall receive fifteen (15) (12) days of vacation leave with pay per year.
  - After fifteen (15) years of continuous service but less than twenty-five (25) years, the employee shall receive twenty (20) (16) days of vacation leave with pay per year.
  - After twenty-five (25) years of continuous service, the employee shall receive twenty-five days (20) of vacation leave with pay per year.
2. CREDIT OF VACATION LEAVE: Vacation time shall be credited as of July 1, of each calendar year.
  3. VACATION PREFERENCE: Preference for vacation time shall be given on a first-come, first-served basis with no more than one employee within a department to be on vacation leave at any given time.
  4. APPROVAL OF VACATION SCHEDULES: All vacation schedules must be approved in advance by the Village Manager at least two (2) weeks prior to the proposed vacation leave date. D.P.W. Employee vacations will be approved by the Director of Public Works or in his absence by the Village Manager.
  5. INCREMENTAL USE OF VACATION TIME: Vacation leave should be taken in eight-hour increments, if possible, unless circumstances require the use of vacation time in smaller increments, and this may be approved, in advance of use, by the Village Manager. The Director of Public Works may approve smaller increments of vacation time for D.P.W. Employees.
  6. ACCUMULATION OF VACATION TIME: Accumulation of vacation leave time shall not be allowed unless authorized by the Village Manager. The employee shall forfeit any vacation time not used within the fiscal year such time is earned.



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7. TEMPORARY AND PART-TIME EMPLOYEES: Temporary and part-time employees shall not be entitled to vacation leave or pay.
7. VACATION PAY-OUT UPON SEPARATION: Upon separation from Village employment, an employee shall be paid for the employee's unused vacation time. Terminal vacation leave shall not be allowed. Compensation for unused vacation shall be paid at the employee's rate of pay prevailing on the employee's last day of work.
8. VACATION LEAVE AND HOLIDAYS: If a holiday, as defined in this manual, falls within an employee's vacation leave period, the holiday shall not be counted as a vacation day unless the employee was scheduled to work on the holiday.
9. LEAVE OF ABSENCE: Vacation leave shall not be accrued during an employee's leave of absence.

VACATION SCHEDULING: Vacation schedules for employees shall be scheduled over as wide a period as possible in order to obviate the need for temporary increases in personnel

#### **11.15 Holidays**

Part-time regular (not seasonal) employees working at least twenty (20) hours per week shall be eligible for holiday pay for the hours they would have been normally scheduled to work.

Part-time employees working less than twenty (20) hours per week and temporary employees shall not be paid for holidays not worked.

Full-time employees shall receive a regular day's pay at their regular rate of pay for all full recognized holidays that fall on their normal work days. ~~If a recognized full holiday falls on a Saturday, then full time employees shall receive the regular work day immediately preceding the holiday off with appropriate full day pay. If the holiday falls on a Sunday, then full time employees shall receive the next regular work day off with appropriate full day pay.~~

To be eligible for holiday pay, the employee must have worked the regularly scheduled work days immediately before and immediately after the holiday unless on approved vacation leave. Employees on leave of absence will not be eligible for vacation leave.

The following holidays are recognized by the Village of Oxford office staff:



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Adopted September 13, 2016**

New Year's Day  
~~Good Friday~~  
Memorial Day  
Independence Day  
Labor Day

Thanksgiving Day  
~~Day after Thanksgiving~~  
Christmas Eve  
Christmas Day  
New Year's Eve

### **11.20 Personal Leave Days**

Full-time regular employees shall be entitled to 24 (18) Hours of personal leave time with pay per year. Employees scheduled to work less than forty hours a week shall be provided benefits on a pro-rata basis for no less than thirty hours a week.. The personal leave time should be scheduled with the Village Manager or his/her designee in advance of the leave date, if possible. Personal leave time shall be used in the year in which they are accrued or shall be forfeited by the employee. Personal leave time shall be used in increments of not less than one (1-Hr) hour.

### **11.25 Sick Leave Days** (Maybe not provide, but instead just provide personal leave)

Employees shall earn sick leave days with pay at the rate of 16 hours per year after one year of non-part-time employment. ~~eight (8) hours for each full month of service per year~~ and shall be used in increments of not less than 1 hour.

~~An existing employee shall be able to accumulate and bank a maximum of one hundred ninety two (192) hours plus the balance of any unpaid hours of sick leave time, after which maximum the employee shall either use any additional earned sick leave time or receive a pay-out of their sick time in excess of 192 hours plus the balance of any unpaid hours from the previous year at the rate of 100% of value up to forty eight (48) hours with the first last pay period in July of each year effective as of July 1, 2010. Pay-out of sick leave time shall be at the employee's then current rate of pay subject to withholding. All Sick Leave payouts will not be included in the calculation for Final Average Compensation (FAC) for retirement.~~

In the case of illness or injury resulting in the need to use sick leave time, the employee shall promptly notify the Village Manager or his/her designee within a reasonable time of the employee's intended absence. At the discretion of the Village Manager or his/her designee, the Village may require the employee to provide a certificate from a physician to verify an illness or injury prior to the Village providing sick leave compensation for the period of illness or injury. Sick Leave shall not be taken by an employee at his/her discretion, but shall be allowed only in case of actual need due to the personal illness or



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disability of the employee or a member of the immediate family. (Spouse, Child or Parent) Sick Leave may be taken in half or full day increments, however the D.P.W. Director for D.P.W. Employees or Village Manager may permit hourly use of sick general leave.

If an active full-time employee of the Village should retire or die, the Village will pay 100% of the employee's unused general sick leave credits to the employee or the employee's designated beneficiary up to the maximum in Paragraph 11.25, or, in the event of no designated beneficiary, the Village shall pay the same to the employee's estate.

### **11.30 Bereavement Leave**

In the event of the death of an employee's immediate family member, the employee shall be granted a leave of absence with pay for a period not to exceed three (3) days.

An immediate family member shall be defined as the employee's father, mother, sister, brother, spouse, child, grandparent, or domestic partner. Immediate family shall also include aforementioned relationship which were established by marriage. Domestic partner shall include an employee's spouse through common law marriage or permanent companion living with the employee.

### **11.35 Jury Duty**

In the event an employee is summoned for jury duty, the employee shall be paid the difference between the jury duty stipend and the employee's regular rate of pay unless the employee deposits the jury duty check with the Village.

## **Insurance Benefits**

### **11.40 Group Health Insurance**

~~The Village shall pay the balance of premium costs for providing each full-time employee and the employee's eligible dependents with health insurance with the employee contribution twenty-five dollars (\$125.00) per month for health insurance effective July 1, 2010.~~

~~Existing employees health insurance contribution of \$25.00 monthly will increase by \$25.00 monthly each year beginning October 1, 2016 and each July 1 thereafter until employee contributions are \$50.00 for single coverage, \$100 for two person coverage (July 2018) and \$150 for family coverage (July 2020).~~

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For employees hired after July 1, 2016 the Village shall pay the balance of the premium costs for providing each full-time employee ~~and the employee's eligible dependents~~ for health insurance with the employee contribution of one hundred dollars ( \$100.00) per month. ~~for single/one person coverage, two hundred (\$200.00) for two person coverage and three hundred dollars (\$300.00) for family coverage.~~

The Village makes no representations as to type, amount, or level of coverage.

An employee may elect to waive health coverage under the Village's health insurance program, provided that the employee can provide proof of coverage under an alternative health insurance program. ~~Pursuant to the Amended and Restated Health Care Benefit Plan of the Village of Oxford, in the event of a waiver of coverage, as of July 1, 2016, the Village shall pay to the employee monthly four hundred dollars \$400.00. Copies of the health insurance plan and summary are available from the Office of the Village Clerk.~~

#### **11.45 Group Dental Insurance**

The Village shall pay all premium costs for providing each full-time employee ~~and the employee's eligible dependents~~ with dental insurance. The Village makes no representations as to type, amount, or level of coverage.

#### **11.50 Life Insurance**

The Village shall pay all premium costs for providing each full-time employee with term life insurance in the amount of \$50,000 with double indemnity value for accidental death.

#### **11.55 Disability Insurance**

The Village shall pay all premium costs for providing each full-time employee with short-term ~~and long term~~ disability insurance coverage after six month's of continuous service. The Village makes no representations as to type, amounts, or level of coverage. Vacation, sick, personal, holiday, and other paid leave time shall not be earned and accrued during an employee's disability.

#### **11.60 Vision Insurance**



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The Village shall pay all premium costs for providing each full-time employee with vision insurance. The Village makes no representations as to type, amounts, or level of coverage. If the Village program provides coverage only on a bi-annual basis, the Village shall pay for the normal coverage during non-covered years.

**11.65 Continuation of Premium Payments**

The Village shall continue the payment of all the balance of premium costs net of employee contribution in sections 11.40 thru 11.60 for employee insurances while an employee is on any permitted or authorized leave of absence including disability leave but not while the employee is on a voluntary leave of absence or family leave.

If an employee is laid off, the Village shall continue to pay group health insurance premiums net of employee contribution in section 11.40 thru 11.60 for the employee for a period of thirty (30) days or until the next billing period for the premium, whichever is the least amount of time. Thereafter, continuation under group health insurance for the employee shall be provided in accordance with COBRA regulations.

If the employee voluntarily resigns, retires, is terminated or otherwise separated from employment, continuation under group health insurance for the employee shall be provided in accordance with COBRA regulations.

**11.70 Workers' Compensation Insurance**

The Village acquires Workers' Compensation Insurance for disability or death as a result of accidental injuries or occupational diseases suffered in the course of employment. All injuries, even those considered to be minor, must be immediately reported to the employee's immediate supervisor and an injury report submitted in writing to the Village Manager. Vacation, sick, personal, holiday and other paid leave time shall not be earned and accrued while an employee is on a Workers' Compensation leave of absence.

**11.75 Retirement/Pension**

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The Village of Oxford shall maintain a retirement program for existing full-time regular Village employees, and all regular full-time employees shall be required to become members of the Village's MERS defined benefit program. The Village makes no representations as to the type, amounts, or level of retirement/pension benefits.

In addition to the regular contribution to the pension program on behalf of each employee, Department Heads of the Village shall receive an additional lump sum payment annually in August equal to two (2%) percent of their base pay. Effective July 1, 2010, the additional lump sum payment will be reduced to one percent (1%) for the Public Works Superintendent (and remain at two percent for the other department heads (Clerk/Treasurer)).

Effective July 1, 2016, the additional lump sum payment will be rolled into the base annual salary rate and eliminated for the Public Works Superintendent and the Village Clerk with the final lump sum payment in August 2016.

Effective July 1, 2016, the existing employees shall be required to make increased annual monetary contributions to the pension program of one-half percent (0.5%) until the total employee contribution is at maximum of five percent (5%). The effective employee contribution rate schedule will be:

July 1, 2015 current	0.5%
July (October) 1, 2016	1.0%
July 1, 2017	1.5%
July 1, 2018	2.0%
July 1, 2019	2.5%
July 1, 2020	3.0%
July 1, 2021	3.5%
July 1, 2022	4.0%
July 1, 2023	4.5%
July 1, 2024	5.0%

For employees hired after July 1, 2012, the employee shall be required to make monetary contributions to the program of five percent (5%) effective the first pay day after July 1, 2012.

For employees hired after July 1, 2016 the Village will provide retirement benefits under a defined contribution plan for 403 (b) or 457 deferred compensation program or a SEP/IRA plan, replacing the MERS defined benefit retirement program, with contributions from the Village being limited to ten percent (10%) of the Employee's base hourly rate on a monthly basis. The current deferred compensation retirement plans

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available for the employee to choose one are ICMARC, AXA Equitable or MERS defined contribution plan.

The employee may voluntarily contribute to the 403 (b) or 457 deferred compensation programs to the limits as provided by law but in no case exceed ten percent (10%) of the Employee's base hourly rate on a monthly basis.

**11.80 Uniforms**

When an employee is required to wear specialized clothing or uniforms as a condition of work, the Village shall provide such special clothing or uniforms and shall pay all expenses related to cleaning said clothing.

**11.85 Publications**

The Village shall pay for subscriptions to periodicals and for the purchase of books and other publications related to the employee's work if it is determined that such publications will contribute to the employee's knowledge and ability to perform the job. Requests for subscriptions must be submitted in writing to the Village Manager.

**11.90 Training**

The Village may, at its discretion, pay for workshops, seminars, and other training that is determined to contribute to the employee's knowledge and ability to perform the job. This will be at the discretion of the Village Manager. Requests for training must be submitted in writing to the Village Manager.

**11.95 Part-Time and Temporary Employees**

Part-time and temporary employees shall receive no fringe benefits, with the following exceptions:

1. Part-time regular employees working at least twenty (20) hours per week shall receive prorated holiday pay as outlined in paragraph 11.15.
2. All employees are covered by Workers' Compensation Insurance.

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Resolved by the Village Council to amend the Personnel Policies on September 13, 2016 becoming effective on September 13, 2016 and authorize the Council President to sign same.

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Susan Bossardet  
Council President

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Robert Davis  
Village Attorney

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K. Joseph Young  
Village Manager



# VILLAGE OFFICIALS AND PERSONNEL 2018-2019

COUNCIL MEMBERS		4 YEAR TERM	ELECTED	EXPIRES	
JOE FROST-President			2018	2022	
DAVE BAILEY-Pro-tem			2016	2020	
MAUREEN HELMUTH			2018	2022	
KATIE LOGAN			2018	2022	
ALLISON KEMP		appointed 1-8-19		2020	
ZONING BOARD		3 YEAR TERM		EXPIRES END OF	
ROSE BEJMA	PC REP.		CHAIR	2020	
ADAM RANDELS			Appt. 4/9/19	2020	Benner vacancy Resigned 4/2/19
MARILEYN-BENNER				<del>2020</del>	
DAVE BAILEY	COUNCIL REP			2020	Term of office
SUE BOSSARDET			VICE CHAIR	2019	Bullen vacancy
DAVE GERBER			Appt. 6/12/19	2019	Nichols vacancy
TANYA HEUSER	ALTERNATE		Appt. 6/11/19	2021	
PLANNING COMMISSION		3 YEAR TERM		EXPIRES END OF	
GARY DOUGLAS			CHAIR	2019	
JACK CURTIS	TWP REP.			2020	
KELSEY COOKE				2020	
MAUREEN HELMUTH	COUNCIL REP.			2022	Term of office
ROSE BEJMA	ZBA REP.			2020	
LESLIE PIELACK				2021	
JUSTIN BALLARD			VICE-CHAIR	2021	
IMML		ANNUAL APPT.		EXPIRES END OF	
JOE FROST	Delegate			2019	
KATE LOGAN	Alternate			2019	
SEMGOG		ANNUAL APPT.		EXPIRES END OF	
KATE LOGAN	Delegate			2019	
JOE FROST	Alternate			2019	
BEAUTIFICATION COMMISSION		3 YEAR TERM		EXPIRES END OF	
KATHY HUMMEL				2021	appointed 2-12-19

MICHELLE KLEIN

appointed 2-12-19

JAN BURR

2021

Resigned Sept 2019

DOLORIS LUDWIG

2019

KAREN ETHELTON

2019

2020

**Per Charter:**

5 members, at least 3 must be Village residents, must have by-laws approved by Council if adopted

Must meet no less than once per quarter, elects chairperson for 3 years

Secretary/Treasurer appointed by Chairperson, approved by majority of members

Minutes to be kept by Village Clerk, shall serve w/o compensation

**POLLY ANN TRAIL MGMT COUNCIL**

BI-ANNUAL CERTIFICATION

CERTIFICATION ENDS 12-31-20

JOE FROST

MEMBER

2019

MAUREEN HELMUTH

ALTERNATE

2019

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

**NOTA**

3 YEAR TERM

EXPIRES END OF

DAVE BAILEY

MEMBER

2021

KATE LOGAN

ALTERNATE

2021

**CABLE COMMISSION**

2 YEAR TERM MIN.

EXPIRES END OF

MAUREEN HELMUTH

MEMBER

2019

JOHN DUVAL

ALTERNATE

2019

**DDA**

4 YEAR TERM

EXPIRES END OF

JOE FROST

COUNCIL PRES.

2022

PETE SCHOLZ

2021

ELGIN NICHOLS

Secretary

2019

NICOLE ELSWORTH

BUSINESS REP.

Chair Sept. 2019

2020

ROD CHARLES

BUILDING OWNER

2020

SUE OLES

BUSINESS REP.

Treasurer

2020

DOROTHY ROBERTS-JOHNSTON

BUSINESS REP.

Vice Chair Sept 2019

2019

**VACANCY (SUSAN SCHURR)**

DDA RESIDENT

2019

MICHELLE KLEIN

BUSINESS REP.

2021

resigned Sept 2019

# INTEREST REVENUE REPORT FOR OXFORD VILLAGE

GL NUMBER	DESCRIPTION	BALANCE AS OF 06/30/2017	BALANCE AS OF 06/30/2018	BALANCE AS OF 06/30/2019	BALANCE AS OF 11/25/2019
<b>Fund 101 - General Fund</b>					
101-000-665.000	Interest Earnings	626.31	386.81	3,601.96	5,047.05
<b>Fund 202 - Major Street Fund</b>					
202-000-665.000	Interest Earnings	493.08	726.02	2,415.39	2,203.90
<b>Fund 203 - Local Street Fund</b>					
203-000-665.000	Interest Earnings	93.55	39.98	330.53	469.89
<b>Fund 253 - Drug Forfeiture Fund</b>					
253-000-665.000	Interest Earnings	3.10	3.11	28.48	36.92
<b>Fund 296 - DDA Operating</b>					
296-000-665.000	Interest Earnings	1,123.46	2,629.52	4,228.70	2,798.95
<b>Fund 590 - Sewer Fund</b>					
590-000-665.000	Interest Earnings	1,883.89	3,007.01	5,968.52	5,555.32
<b>Fund 591 - Water Fund</b>					
591-000-665.000	Interest Earnings	4,543.38	4,528.86	5,077.26	2,606.63
<b>Fund 661 - Motor Equipment - DPW</b>					
661-000-665.000	Interest Earnings	2,114.83	3,352.33	3,707.65	1,922.18
TOTAL REVENUES - ALL FUNDS		10,881.60	14,678.84	25,357.45	20,640.84