

**OXFORD VILLAGE COUNCIL  
REGULAR MEETING MINUTES**

*Village Council Members: David Bailey, Maureen Helmuth, Joe Frost, Katie Logan*

<b>22 West Burdick Street Oxford, MI 48371</b>	<b>January 08, 2019</b>	<b>6:30 pm</b>
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1.) **CALL TO ORDER:** President Joe Frost called the meeting to order at 6:30 p.m.

2.) **PLEDGE OF ALLEGIANCE:** With Moment of Silence.

3.) **ROLL CALL** Attendance Members Present: Bailey, Frost, Helmuth, Logan.

*Staff Present: Village Manager Joseph Madore, Clerk/Treasurer/Recording Secretary Tere Onica, Police Chief Mike Solwold, DPW Supervisor Don Brantley, Attorney Bob Davis.*

4.) **APPROVAL OF AGENDA:** January 08, 2019.

**MOTION:** by Helmuth/Bailey to approve the January 08, 2019 meeting agenda. All present voting in favor. Motion Carried.

At this time in the meeting, Council President Joseph Frost recognized Sue Bossardet for her many years of service as Council member, Council President, Planning Commissioner, DDA member as well as her other voluntary service to the community. Council President, Joe Frost presented Ms. Bossardet with a Plaque of appreciation.

Mr. Bill Dunn, Village of Oxford resident and Supervisor of Oxford Township commended Ms. Bossardet for her accomplishments.

5.) **PRESENTATIONS:** Aaron Stevens of Maner Costerisan CPAs, formally SK&T presented the Financial Statements. Mr. Stevens commented on a marked improvement with only one on-site appearance as opposed to four (4) in the prior year. He complimented Village staff and encouraged continued efforts. The Village council has supported staff with accounting assistance of Kelly Hanna from Plante Moran with positive and exceptional results. Only three (3) areas of concern were reported and they were already addressed by village staff prior to audit time. The Statement of Net Position saw an increase of 2.45% for Governmental Activities and 5.4% increase in Enterprise Funds with an overall net increase in fund balance of \$63,162.00.

6.) **Public Hearing:** None.

7.) **PUBLIC COMMENTS:**

Bill Dunn, 14 Dennison- Welcomed Ms. Logan to the council. A traffic light on Pontiac Street is necessary. Mr. Dunn commented on council and appointed board member compensation.

Justin Willcock, 55 W. Burdick-Concerns over crosswalk/school crossings, specifically Pontiac and Mechanic Streets.

Police Chief Mike Solwold- Commented on crosswalks closer to the schools. Moyer & Pontiac being a better place to cross. The chief gave 2018 call stats mentioning citations, traffic violations

45 and accidents downtown.

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47 **8.) CONSENT AGENDA:**

48 **a.) Receive and File Items:**

- 49 i. Correspondence  
50 ii. Letters, Reports, and Minutes

51 **MOTION:** by Helmuth/Logan to receive and file item (a.)(i), (ii). All present voting in favor.  
52 Motion carried.

53 **b.) Approval Items:** (roll call vote with bill amount)

- 54 i. Approval of Minutes: December 08, 2018 regular meeting minutes.  
55 ii. Bills: \$ 194,454.67  
56 iii. Monthly Budget Report and Budget Amendments

57 **MOTION:** by Helmuth/Bailey, to approve Consent Agenda items under (8)(b)(i), (ii), and  
58 (iii); approval of the minutes, bills in the amount of \$194,454.67 and budget amendments in  
59 the amount of \$2,302.00 as presented.

60 **ROLL CALL VOTE:** Ayes: 4 Frost, Helmuth, Logan, Bailey. Nays: 0.  
61 Absent: 0. Motion carried.

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63 **9.) UNFINISHED / OLD BUSINESS:**

64 **a.) Doug Skylis of Rowe Engineering:** To present options for the rear parking lot project.

65 Rowe's proposal for engineering service to prepare concept plans to reconstruct the  
66 Village Hall parking lot and associated parking lots. Work done in multiple phases will  
67 mitigate cost. Rowe proposed a lump sum fee of \$6,700.00 to develop two  
68 conceptual layouts, review concepts and develop opinions by stakeholders or  
69 committee. Construction cost and plan will be presented for consideration.

70 **MOTION:** by Helmuth/Bailey approving \$6,700.00 for Rowe Engineering to develop a  
71 concept for pavement reconstruction of 22 W. Burdick rear parking and all connecting lots  
72 including 18 Hudson and 18 Burdick.

73 **ROLL CALL VOTE:** Ayes: 4. Logan, Helmuth, Bailey, Frost. Nays: 0. Absent: 0.  
74 Motion carried.

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76 **b.) Council Vacancy deliberation and appointment.** Four applications were submitted. The  
77 council interviewed each candidate's attributes and qualifications.

78 **MOTION:** by Frost/Bailey to table the decision to appoint a new council member and to  
79 take up as Item (i) under Old Business. All present voting in favor. Motion Carried.

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81 **c.) Marihuana Legislation Proposal follow up-** Additional information was provided. A  
82 seminar attended by the village manager. Council was asked to allow the manager and  
83 attorney to plot out the allowable areas as determined by law and see what, if any, areas  
84 qualify. There are six (6) parts to the recreational marihuana legislation, and not all  
85 restrictions apply the same to all parts. The information will be brought back to the  
86 council.

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88 **d.) Planning Commission Vacancy/Appointments.**

89 Justin Ballard, 61 Pontiac Street- addressed the council regarding his qualifications and

90 desire to serve on the Planning Commission.

91 **MOTION:** by Frost/Helmuth to appoint Justin Ballard to the Planning Commission for a  
92 three-year term. All present voting in favor. Motion carried.

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94 Leslie Pielack was re-appointed to the Planning Commission.

95 **MOTION:** by Frost/Helmuth to re-appoint Leslie Pielack to the Planning Commission for  
96 a three-year term. All present voting in favor. Motion carried.

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98 e.) **DDA Vacancy Appointment:** Michelle Klein was recommended to serve on the DDA  
99 to fill the vacancy left by Nancy Rosenstrater.

100 **MOTION:** by Frost/Helmuth to appoint Michelle Klein to the DDA for a 4-year term.  
101 All present voting in favor. Motion carried.

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103 f.) **Resolution 2019-02 Manager Goals & Objectives:**

104 **MOTION:** by Helmuth/Logan to approve Resolution 2019-02 Manager Goals and  
105 Objectives for 2019.

106 **ROLL CALL VOTE:** Ayes:4 Helmuth, Logan, Bailey, Frost. Nays: 0.  
107 Absent: 0. Motion carried.

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109 g.) **Resolution 2019-03 Clerk/Treasurer Goals & Objectives:**

110 **MOTION:** by Helmuth/Logan to approve Resolution 2019-03 Clerk/Treasurer Goals and  
111 Objectives.

112 **ROLL CALL VOTE:** Ayes: 4 Frost, Helmuth, Logan, Bailey. Nays: 0.  
113 Absent: 0. Motion carried.

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115 h.) **Snow Ordinance Amendment Discussion:** Discussion continued over fines, stricter  
116 regulations for commercial vs. residential clearing and warning notices. The village manager  
117 suggested a global notice sent to all residents prior to snow season. Attorney Davis discussed  
118 defining “snow season” in the ordinance as October through the last snow fall. There was  
119 consensus to change the fine structure to \$25.00 for first offense, \$50.00 for second offence  
120 and \$100.00 for third offense. The Village Manager and Village attorney will work on the  
121 amendment to come before the council for a First Reading at the next meeting in February.

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123 President Joe Frost called for a slight recess beginning at 8:37 p.m. to reconvene at or around  
124 8:42 p.m.

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126 i) **Council reviewed all candidates who interviewed for village council:** All candidates were  
127 qualified with very different backgrounds. All candidates were open to other board  
128 appointments should they not be selected for the village council position.

129 **MOTION:** by Helmuth/Bailey to appoint Allison Kemp the Village of Oxford Council  
130 with the term to expire November 2020.

131 **ROLL CALL VOTE:** Ayes: Helmuth, Bailey, Logan. Nays: Frost. Absent: 0. Motion  
132 carried by a majority of those present and voting.

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134 10.) **NEW BUSINESS:**

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- a.) DDA/Village contract consideration with Grissim Metz for Streetscape 2020 Project:**  
The proposal for professional design services for M24/Washington Streetscape Improvements within the R.O.W. (Road Right of Way) of M24/Washington Street between Church Street and Minnetonka Drive and as identified in the MDOT TAP grant submission.  
**MOTION:** by Frost/Bailey to approve the proposal from Grissim, Metz and Riese for professional design services including design development through preparation of the construction document and services for the streetscape improvements not to exceed \$129,300.00 to be executed by Village Manager Joe Madore and DDA Director Glenn Pape.  
**ROLL CALL VOTE:** Ayes: 4, Logan, Helmuth, Bailey, Frost. Nays: 0. Absent: 0. Motion carried.
- b.) Franchise Agreement from Comcast Cable:** The Village received a letter requesting a Local Franchise Agreement with Comcast for cable service within the village limits. The agreement includes a maximum percentage charge for franchise fees at 5% of gross revenues. P.E.G. fees are capped at a maximum of 2% and go entirely to the P.E.G. provider/operator. 50% of the village fees go to OCTV.  
**MOTION:** by Helmuth/Bailey authorizing the Village Manager to sign the Uniform Video Service Local Franchise Agreement with Comcast with a 5% franchise fee and 2% P.E.G. fee.  
**ROLL CALL VOTE:** Ayes: 4 Helmuth, Bailey Frost, Logan. Nays: 0. Absent: 0. Motion carried.
- c.) Resolution 2019-01 Michigan Senate Bill 7 Health Care Opt-Out:** PA 152 of 2011. The law imposes a maximum that public employers may contribute to employee health care costs but provides the mechanism for local units of government to OPT OUT of the Act's Requirements for a one-year period with a 2/3 vote of the council.  
**MOTION:** by Frost/Helmuth to OPT OUT of Publicly Funded Health Insurance Contribution Public Act 152 of 2011 by approving Resolution 2019-1.  
**ROLL CALL VOTE:** Ayes: 4. Bailey, Frost, Logan, Helmuth. Nays: 0. Absent: 0. Motion carried.
- d.) Special Events Cost information for Parades:** The Village is allowed by Charter to recoup cost for public service up to a certain amount was carried forward to the next meeting.
- 11.) ITEMS REMOVED FROM CONSENT AGENDA (Item 8):** None.
- 12.) PUBLIC COMMENT:** None.
- 13.) MANAGER, STAFF, & ATTORNEY REPORTS:**
- Clerk/Treasurer- F-65, Act-51, Qualifying Statement reports have all been filed, and received by the State Treasury.
- 14.) COUNCIL COMMENTS**
- Helmuth- Commented on recommendations from Police Chief regarding Stop signs

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and traffic lights. Signage on M-24, and domino effect on traffic lights at intersections.

- Frost- Commented on the positive Audit report, thanking DPW and Police Dept. for their hard work.

**15.) ADJOURNMENT:** With no further business to discuss meeting adjourned at 9:12 p.m.  
**MOTION:** by Helmuth/Logan to adjourn. All present voting in favor. Motion Carried.

Respectfully Submitted,  
Teresa L. Onica, Recording Secretary

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President