

**OXFORD VILLAGE COUNCIL
REGULAR MEETING MINUTES**

Village Council Members: David Bailey, Sue Bossardet, D. Erik Dolan, Maureen Helmuth, Joe Frost

22 West Burdick Street Oxford, MI 48371	June 12, 2018	6:30 pm
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CALL TO ORDER

President Bossardet called the meeting to order at 6:30 p.m.

ROLL CALL

Members Present: Bossardet, Helmuth, Bailey, Dolan, Frost

Members Absent: None.

Staff Present Village Manager Joseph Madore, Assistant Manager Drew Benson, Village Attorney Robert Davis, Public Works Superintendent Don Brantley, Oxford Police Sargant Clint Ascroft

APPROVAL OF AGENDA

MOTION

Motion by Helmuth, seconded by Frost, to approve the agenda for the Village Council Regular Meeting for Tuesday, June 12th, 2018 as presented.

Voice Vote.

In Favor: All.

Opposed: None.

Motion Carried.

PRESENTATIONS

- a. Presentation from the Energy Reduction Coalition

Village Manager Madore introduced the topic and the Energy Reduction Coalition representatives, Jack Lehman and Jim Lamerado. Lehman and Lamerado introduced the organization and it's mission, as well as their proposed services to the Village for replacing the light fixtures in the Village's facilities with energy efficient LED fixtures, and the cost savings that would come along with the change. .

Council and administration asked a variety of questions as to how the program works, and could be implemented by the Village.

PUBLIC HEARINGS:

None.

CALL TO PUBLIC – NON AGENDA ITEMS

None.

CONSENT AGENDA:

A. Receive and File Items

- i. Correspondence
 - 1. **Council Meeting Memo**
- ii. Letters, Reports, and Minutes
 - 1. **Police Report – May 2018**
 - 2. **Public Works Report – May 2018**
 - 3. **Code Enforcement Report – May 2018**

MOTION

Motion by Helmuth, seconded by Bailey, to receive and file the Consent Agenda items under 8.A as presented.

Voice Vote.

In Favor: All.

Opposed: None.

Motion Carried.

B. Approval Items

- a. Approval of Minutes: **May 15, 2018, May 22, 2018, June 4, 2018, and closed session on June 4, 2018**
- b. Bills – **\$109,549.83**
- c. Monthly Budget Report and Budget Amendments – **Revenue & Expenditures Report- Period Ending 5/31/18**

MOTION

Motion by Helmuth, seconded by Bossardet to approve the items under Consent Agenda B as presented, including the bills in the amount of \$109,549.83.

Roll Call

In Favor: Bossardet, Helmuth, Bailey, Dolan, Frost.

Opposed: None.

Motion Carried.

UNFINISHED / OLD BUSINESS

- a. Council Consideration of Snow Ordinances

Village Attorney Robert Davis introduced the topic, and discussed the changes made in the proposed snow ordinances as requested by Council.

Council and administration discussed the details of the proposed ordinance in regard to placement of snow by property owners, and the time of enforcement. Council then proposed a series of minor adjustments before being considered for adoption.

No motion was made.

NEW BUSINESS

a. Consideration of an agreement with the Energy Reduction Coalition

Village Manager Madore introduced the proposed agreement, and discussed the provisions within it.

Council and administration discussed the program, as well as the proposed scope for implementation in the Village's facilities.

MOTION

Motion by Helmuth, seconded by Bailey, to enter into an agreement with the Energy Reduction Coalition for the conversion of the light-fixtures to LED at 20 W. Burdick, 22 W. Burdick, and 150 S. Glaspie; with Don Brantley to oversee the process, upon final approval by the Village Attorney.

Roll Call

In Favor: Bossardet, Helmuth, Bailey, Dolan, Frost.

Opposed: None.

Motion Carried.

b. Consideration of Revised Special Assessments Resolution

Village Manager Madore introduced the topic, noting that these assessments had been approved by Council previously, but there have since been some adjustments in the amount due by the property owners based on payments after the previous resolution was approved. Madore noted that this resolution reflected those adjustments.

MOTION

Motion by Helmuth, seconded by Frost to approve resolution 2018-14 to rescind resolution 2018-13, and to approved the revised delinquent assessments to be placed on the 2018 tax roll.

Roll Call

In Favor: Bossardet, Helmuth, Bailey, Dolan, Frost.

Opposed: None.

Motion Carried.

c. Consideration of Clerk/Treasurer Candidates

MOTION

Motion by Bossardet, seconded by Bailey to set the Clerk/Treasurer topic aside until the second meeting in June and have the search committee re-look at the applicants or advertise the position again due to the concerns raised at the previous Council meeting.

Council and administration discussed the timeline that would be included with this motion, as well as the process of re-posting the position and gathering new applicants.

Roll Call

In Favor: Bossardet, Bailey

Opposed: Dolan, Helmuth, Frost

Motion Failed.

MOTION

Motion by Dolan, seconded by Frost to extend a contract offer to Teri Onica for the Clerk/Treasurer position.

Council discussed their preferred skill set and attributes for an individual in the clerk/treasurer position, as well as the timeline for getting a candidate in place.

Roll Call

In Favor: Bossardet, Bailey, Dolan, Frost.

Opposed: Helmuth

Motion Carried.

Council President Bossardet indicated her yes vote came with great reluctance.

Council Member Dolan indicated that his yes vote came with great confidence.

ITEMS REMOVED FROM CONSENT AGENDA (FROM ITEM 7)

None.

PUBLIC COMMENT

None.

MANAGER, STAFF, & ATTORNEY REPORTS

Village Manager Madore noted that the 2018 Water Quality report is now available, and had been posted around Village Hall, as well as on the Village's website, and in the Oxford Leader.

Madore also discussed the Village's new health insurance program, the summer staffing of the Village's public works department, the new code ordinance vehicle, and the distribution of dog licenses. Madore also mentioned a few special event applications received by administration.

Assistant Village Manager Benson discussed the website redesign project, as well as the status of the backflow prevention device inspection program, and the upcoming Downtown Concerts in the Park events hosted by the Oxford Downtown Development Authority.

Village Attorney Davis discussed the mounted police litigation.

COUNCIL COMMENTS

Council Member Dolan indicated his satisfaction with the website redesign committee's process. Dolan also noted that he is excited to see the Village fully staffed with the new Clerk/Treasurer.

CLOSED SESSION

None.

ADJOURNMENT

MOTION

Motion by Helmuth, seconded by Dolan, to adjourn the meeting at 7:36 p.m.

Voice Vote

In Favor: All.

Opposed: None.

Motion Carried.

Respectfully submitted,

Drew Benson
Recording Secretary

Recording Secretary

Village President