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**OXFORD VILLAGE COUNCIL
BUDGET WORK SESSION MEETING MINUTES**

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

22 West Burdick Street Oxford, MI 48371 Community Room	April 16, 2019	7:00 am
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- 1.) **CALL TO ORDER:** President Joe Frost called the meeting to order at 7:00 a.m.
 - 2.) **PLEDGE OF ALLEGIANCE:** With Moment of Silence.
 - 3.) **ROLL CALL** Attendance Members Present 3: Helmuth, Kemp, Frost. Absent: 2, Bailey, Logan.
Staff Present: Village Manager Joseph Madore, Clerk/Treasurer/Recording Secretary Tere Onica, Police Chief Mike Solwold, DPW Director Don Brantley.
 - 4.) **APPROVAL OF AGENDA:** April 16, 2019.
MOTION: by Helmuth/Kemp to approve the agenda as presented. All present voting in favor.
Motion Carried.

Logan arrived at 7:05 a.m.
 - 5.) **PUBLIC COMMENTS:** None.
 - 6.) **BUSINESS:**
 - A. **ADMINISTRATIVE OFFICE LOCATION**
MOTION: by Frost/Helmuth to move administrative offices to former parks office and allow the Police Department to move into the vacated office area with the understanding the council continue to pursue future renovations to the building. All present voting in favor. Motion carried.
 - B. **MEMORIAL DAY PARADE-**Council discussed the application process and proof of insurance requirement. The village will absorb additional cost for police and DPW. The Village Manager will follow up with the parade organizer.
 - C. **BUDGET AMENDMENT-DPW SUMMER HELP:** The DPW did not have summer help last year. There is nothing in the current budget for a part time DPW position. The DPW Supervisor would like to put an ad in the paper for Part Time summer help M-F 7:00 a.m.-3:00 p.m. May-August. The rate of \$12.00-\$12.50 per hour was discussed and thought reasonable by consensus.
MOTION: by Frost/Helmuth to approve hiring DPW summer help with a budget amendment to allow for the expense. All present voting in favor. Motion carried.
Roll Call Vote: Ayes: 4. Logan, Kemp, Frost, Helmuth. Nays: 0. Absent: 1. Bailey. Motion carried.
 - D. **2019/2020-** Medical Insurance expense will be reduced by about \$6K this year. March 2020 will be final Bond Payment for the Capital Improvement Bond with Oxford Bank Series

44 2005. The New Police vehicle was budgeted for \$45,000 on page 7 line 252. Cable
45 Franchise Fees were discussed. The Village Manager was tracking expenses for work done
46 on the Road Right of Way (ROW). Franchise fees are intended to cover these costs. The
47 Village Manager indicated about \$18,000 was used for repairs and maintenance directly
48 related to collected fees. We do not get PEG fees. Addison Oaks, and Village of Lennon all
49 donate half of their franchise fees to Oxford Area Cable Commission. To give the cable
50 commission the entire 5% franchise fee paid to the village by the cable company would be a
51 \$33,000 loss to budget revenue that would require dipping into fund balance to cover cost.

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53 There was discussion on the Polly Ann Trial crossing on Burdick Street by the Frosty Boy.
54 Additional signage and lights were suggested.

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56 Police Department is asking for another full-time police officer that will save the village
57 money in the long run in training cost and staffing turnover.

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59 The Capital Improvement Bond final payment on March 1, 2020 will provide financial
60 relief.

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62 **7.) PUBLIC COMMENT:** None.

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64 **8.) MANAGER, STAFF, & ATTORNEY REPORTS:** Employee Litigation payout there will
65 be a final settlement in the amount of \$40,250.00. See budget (page 9).

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67 **9.) COUNCIL COMMENTS**
68 Communications intern and/or marketing specialist for public relations regarding the MDOT
69 2020 project to engage the community and promote local business during the construction period
70 was discussed.

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72 The next budget work session was scheduled for April 23rd at 7:00 a.m. Council
73 to have the budget prepared and ready for adoption by the May 14th meeting.

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75 **10.) ADJOURNMENT:** With no further business to discuss meeting adjourned at 8:08 a.m.
76 **MOTION:** by Helmuth/Frost to adjourn. All present voting in favor. Motion Carried.

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81 Respectfully Submitted,
82 Teresa L. Onica, Recording Secretary

President, Joe Frost