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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

February 11, 2020

7:00 pm

- 1.) **CALL TO ORDER:** President Joe Frost called the meeting to order at 7:00 p.m.
- 2.) **PLEDGE OF ALLEGIANCE:** With Moment of Silence.
- 3.) **ROLL CALL** Attendance Members Present: Frost, Helmuth, Kemp, Logan. Absent: Bailey. Staff Present: Village Manager Joseph Madore, Clerk/Treasurer/Recording Secretary Tere Onica, Attorney Robert Davis, Police Chief Mike Solwold.
- 4.) **APPROVAL OF AGENDA:** February 11, 2020.  
**MOTION:** by Helmuth/Kemp to approve the agenda. All present voting in favor. Motion carried.
- 5.) **PRESENTATIONS:** None.
- 6.) **PUBLIC HEARING:** None.
- 7.) **CALL TO PUBLIC-** Bryan Cloutier, Oxford Public Library- Gave information on cityhood impact to library funding.
- 8.) **CONSENT AGENDA:**  
**MOTION:** by Helmuth/Kemp to approve Consent Agenda items under 8(a) as presented. All present voting in favor. Motion carried.  
**MOTION:** by Helmuth/Kemp to approve Consent Agenda items under 8(b) with bills in the amount of \$176,941.22 as presented.  
**Roll Call Vote:** Ayes: 4. Kemp, Helmuth, Logan, Frost. Nays: 0. Absent: 1, Bailey. Motion carried.
- 9.) **UNFINISHED BUSINESS:**
- a. **Residential Rental Registration and Inspection Ordinance-** The village attorney reviewed the ordinance. The village manager presented a sample inspection checklist. There was discussion on inspection triggers in Section 6-105 page 4, changes in fees for an initial inspection and the ability of the village to complete the registration in 180-days by quadrant. There was a suggestion to have a McKenna representative at the March meeting to discuss how the inspections would be handled. The village manager will check if there would be a charge for McKenna's attendance.  
**MOTION:** by Logan/Helmuth to approve the first reading of the Rental Registration and Inspection Ordinance as presented.  
**Roll Call Vote:** Ayes 3: Helmuth, Logan, Kemp. Nays 1: Frost. Absent 1: Bailey. Motion carried.
- b. **Recreational Marijuana Ordinance-** The attorney discussed the zoning map indicating Recreational Marijuana Establishments permitted in the Industrial District and the pros and cons of requiring a Special Land Use permit as a property right that runs with the land. The attorney thought the better approach would be an application that requires zoning compliance. The attorney asked to meet with the planning commission to discuss changes and then bring back the draft ordinance to the council for consideration.  
**MOTION:** by Helmuth/Kemp to remand the Recreational Marijuana Draft Ordinance

47 back to the attorney for discussion with the planning commissioners regarding the Special  
48 Use language and consider replacing Special Land Use permit with a zoning compliance  
49 requirement and return to the council for consideration at a future meeting.

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

51 Motion carried.

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53 **10.) NEW BUSINESS:**

54 a. **Letter of Resignation-Kate Logan**

55 **MOTION:** by Frost/Helmuth to accept with regrets, the resignation of Kate Logan  
56 effective immediately.

57 **Roll Call Vote:** Ayes: 3. Logan, Kemp, Helmuth. Nays 1: Frost. Absent 1: Bailey.

58 Motion carried.

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60 b. **Resolution #20-04 MDOT Contract 19-5489, Job No. 121505CON; 121505PE**

61 The village manager presented Resolution #20-04 provided by MDOT for council  
62 approval regarding Contract 19-5489 for Part A, Federal and Village Participation in the  
63 Streetscape enhancement work and Part B, Village participation within the corporate  
64 limits of the Village with estimates in the project cost as presented in Contract.

65 **MOTION:** by Frost/Helmuth to adopt Resolution #20-04 MDOT Contract 19-5489; Job  
66 No. 121505CON; 121505PE as presented.

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

68 Motion carried.

69  
70 c. **Communications Committee Chair Appointment**

71 **MOTION:** by Frost/Logan to appoint Allison Kemp as the new Communications  
72 Committee Chair. All present voting in favor. Motion carried.

73  
74 d. **Polly Ann Trail**

75 i. Interlocal Agreement

76 **MOTION:** by Kemp/Helmuth to approve the Interlocal Agreement between the  
77 Townships of Orion, Oxford and Addison, and the Villages of Leonard and Oxford  
78 and the Polly Ann Trailways Management Council, Inc. as presented authorizing  
79 Village President Joe Frost to sign the Interlocal Agreement on behalf of the Village  
80 of Oxford.

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

82 Motion carried.

83 ii. By-Laws

84 **MOTION:** by Kemp/Helmuth to approve the Bylaws for the Interlocal Agreement  
85 between the Townships of Orion, Oxford, and Addison and the Villages of Oxford  
86 and Leonard and the Polly Ann Trailways Management Council, Inc. as presented.

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

88 Motion carried.

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90 iii. Funding Formula amended amounts

91 **MOTION:** by Kemp/Helmuth to approve the funding formula amended amounts as

92 presented.

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

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

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98 **12. PUBLIC COMMENT:**

99 Bryan Cloutier- Commented on Library events. The digitation project for the Oxford Leader  
100 has been completed. It contains newspapers from 1898-2014.

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

103 Communication Committee-K. Logan

104 Planning Commission-M. Helmuth, the PC has asked for funding consideration for the Master  
105 Plan review in 2021.

106 Cable Commission-M. Helmuth

107 NOTA – Dave Bailey.

108 DDA – Joe Frost, M-24 monthly town hall meetings, directional maps/signage.

109 M-24 Task Force-promotions and signage for businesses.

110 Polly Ann Trail- additional funding needed for matching grants.

111 Manager, Staff and Attorney Reports

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113 **14. COUNCIL COMMENTS**

114 **MOTION:** by Helmuth/Frost to enter closed session per MCL 15.2689(c) at 8:07 p.m.

115 With the following present: Council members Helmuth, Logan, Kemp Frost. Village Attorney,  
116 Davis, Village Manager Madore, and Clerk/Treasurer/Recording Secretary Onica. Passed by  
117 unanimous vote in favor. Motion carried.

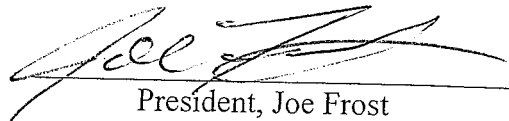
118 **MOTION:** by Helmuth/Frost to return to open session at 8:24 p.m. All present voting in favor.  
119 Motion carried.

120 **15. ADJOURNMENT:** With no further business to discuss, meeting adjourned at 8:25 p.m.

121 **MOTION:** by Helmuth/Logan to adjourn. All present voting in favor. Motion Carried.  
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125 Respectfully Submitted,  
126 Teresa L. Onica, Recording Secretary

  
President, Joe Frost

