

**OXFORD VILLAGE COUNCIL
MEETING MINUTES**

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

22 West Burdick Street Oxford, MI 48371	February 13, 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, Dolan, Bailey, Frost

Members Absent: None.

Staff Present: Village Manager Joseph Madore, Police Chief Michael Solwold,
Assistant Manager Drew Benson, Village Attorney Robert Davis, Fire
Chief Pete Scholz

APPROVAL OF AGENDA

MOTION

Motion by Dolan, seconded by Bailey, to approve the agenda for Tuesday, February 13, 2018, with items 8(a)(ii)(4), 8(a)(iii)(1), and 8(b)(i) moved to Section 11: Items Removed from Consent Agenda.

Voice Vote.

In Favor: All. Opposed: None.

Motion Carried.

PRESENTATIONS

None.

PUBLIC HEARINGS:

None.

CALL TO PUBLIC – NON AGENDA ITEMS

None.

CONSENT AGENDA:

A. Receive and File Items

- i. Correspondence
None.

- ii. Letters, Reports, and Minutes
 - 1. Oxford Village Police Report
 - 2. Oxford Public Works Report
 - 3. Oxford Lions Club – Fundraiser Letter
 - 4. DDA Snow Removal Update (Moved to 11A)

- iii. Monthly Budget & Financial Reports
 - 1. Revenue and Expenditure Report Period Ending 1/31/2018 (Moved to 11B)
 - 2. Cash Summary by Bank Account for Village of Oxford

MOTION

Motion by Dolan, seconded by Frost, to receive and file the items under consent agenda section 8(A)(ii) as previously amended.

Voice Vote.

In Favor: All. Opposed: None.

Motion Carried.

B. Approval Items

- I. Approval of Minutes: Regular Meeting of January 9, 2018 (Moved to 11C);
January 23, 2018; & January 25, 2018
- II. Bills – Approval \$103,087.71

MOTION

Motion by Helmuth, seconded by Dolan to approve the items under consent agenda section 8(B)(i) & 8(B)(ii) as previously amended, including the bills in the amount of \$99,594.51.

Roll Call

In Favor: Bossardet, Helmuth, Dolan, Frost, Bailey. Opposed: None.

Motion Carried.

Council determined that they needed to go back and receive and file the item under section 8(A)(iii)(2).

MOTION

Motion by Dolan, seconded by Frost, to receive and file the items under consent agenda section 8(A)(iii)(2) as previously amended.

Voice Vote.

In Favor: All. Opposed: None.

Motion Carried.

UNFINISHED/OLD BUSINESS

A. Police Patrol Vehicle Acquisition Plan

Oxford Chief of Police Mike Solwold rose to introduce the topic, noting that he has brought back three written quotes for the proposed purchase of a 2018 Chevrolet Tahoe for use as a patrol vehicle for the Village Police fleet, as well as three written quotes for the outfitting of that vehicle for use as a patrol vehicle. Solwold added that the lowest bid for the vehicle came from Berger Chevrolet, and the lowest bid for outfitting was from Cynergy of Troy.

Oxford Fire Chief Pete Scholz rose to speak, noting that the Oxford Fire Department had procured both of its command vehicles from Berger Chevrolet as a part of Oakland County's pre-bid pricing, and has been very satisfied with what they received.

MOTION

Motion by Dolan, seconded by Frost, to approve the purchase of the 2018 Chevy Tahoe as presented from Berger Chevrolet in Grand Rapid for a cost of \$35,314.00, as well as the outfitting costs from Cynergy of Troy for a cost of \$11,990.45 at the first available opportunity.

Roll Call

In Favor: Bossardet, Helmuth, Bailey, Dolan, Frost. Opposed: None.

Motion Carries.

Council Member Dolan wanted to confirm that this topic was not intended to discuss the financing for the vehicle, or the overarching vehicle acquisition plan for the Oxford Police Department.

Village Manager Madore noted that this topic was to only discuss this purchase, and Council had already stated their financing preference at a previous Council meeting.

NEW BUSINESS

A. Council Consideration of a contract with Oakland County for Police Dispatch Services

Village Attorney Robert Davis introduced the topic, noting that back in 2016 the Village Council had made the decision to contract out its dispatch services to Oakland County to lower the

Village's costs. Davis added that this proposed contract extension has rate increases were expected when the Village decided to work with Oakland County for dispatch services.

Assistant Village Manager Drew Benson commented that the Village administration was provided the exact cost figures for Council's consideration, and noted that this extension is for 3 years, ending in April of 2021.

MOTION

Motion by Dolan seconded by Frost, to approve the contract with Oakland County dispatch services for the 3-year term ending on March 31, 2021 as presented with a first-year increase of \$934.92, a second-year increase of \$960.00, and a third-year increase of \$990.00.

Roll Call

In Favor: Bossardet, Dolan, Bailey, Helmuth, Frost. Opposed: None.

Motion Carries.

B. Council Consideration of the Planning Commission 2017 Annual Report

Assistant Village Manager Drew Benson introduced the topic, noting that this report is an annual requirement as outlined in the State of Michigan's Zoning Enabling Act, and this report outlines the activity of the Planning Commission over the last year.

MOTION

Motion by Dolan, seconded by Helmuth, to receive and file the 2017 Planning Commission Annual Report that was approved by the Oxford Planning Commission on February 6, 2018 as presented, and to thank the Planning Commissioners for their work.

Voice Vote.

In Favor: All. Opposed: None.

Motion Carried.

C. Council Consideration of a Resolution to Establish the 2018 Goals, Objectives, and Duties of the Village Manager

MOTION

Motion by Dolan, seconded by Frost, to adopt the resolution to establish the 2018 goals, objectives, and duties of the Village Manager as presented.

Roll Call.

In Favor: Frost, Helmuth, Bailey, Dolan, Bossardet. Opposed: None.

Motion Carried.

Council Member Bailey commented that if anyone in the audience is interested to know what the Village Manager's official duties are now, they can get a copy of this resolution through the Village offices.

D. Discussion Regarding Village Owned Properties

Assistant Village Manager Benson introduced the topic, noting that Council had requested via a resolution for the Village administration to research and present to Council a report on the Village owned properties, and provide a discussion regarding the use of those Village owned properties.

Benson noted that much of the Village's property is in the form of easements, parking lots, and park space. Benson also highlighted that the most interesting properties are the ones on Dayton Street, of which two received voter approval to sell back in 2016, and the third did not, as it had not been placed on the ballot due to an assumed clerical error.

Council Member Frost thanked Mr. Benson for his work on this but noted that there is a numerical error on the map that does not match up to the numbering on the accompanying spreadsheet. Benson apologized for the error and stated that he would fix the error as soon as possible.

Council Member Frost asked if there is any time limit on the amount of time that the Village must sell property that it has received voter approval to sell. Village Attorney Davis indicated that there is no time limit, as the voters are approving to option to sell, but not mandating it.

Council Member Dolan noted that he would like to see this item as a topic for discussion at a dedicated work-session meeting, as this is a complex topic, and will require a great deal of discussion and planning to move forward with.

Council discussed the list and map of Village owned properties, as well as the processes for moving forward with make decisions regarding this topic.

MOTION

Motion by Dolan, seconded by Frost, to receive and file the report regarding Village owned properties as presented, and set a work session meeting at Council's pleasure with the recommendation of March 27th, 2018.

Council discussed the time and noted that they would like to hold this meeting immediately prior to the 2nd meeting in March.

Voice Vote.

In Favor: All. Opposed: None.

Motion Carried.

ITEMS REMOVED FROM CONSENT AGENDA (FROM ITEM 7)

A. DDA Snow Removal Update

Council and staff discussed the DDA snow removal update that was removed from the agenda and discussed the possibility to develop a snow emergency policy to govern situations of

substantial amounts of snowfall, and to provide more specific repercussions for citizens who do not comply with the snow clearing requirements within the Village.

MOTION

Motion by Dolan, seconded by Frost, to surrender the snow removal topic to administration and the Village Attorney to devise a strategy and a suitable ordinance for implementation in the forthcoming winter.

Voice Vote.

In Favor: All. Opposed: None.

Motion Carried.

B. Revenue and Expenditure Report for Period Ending 1/31/2018

Council Member Helmuth asked for clarification on the math provided in the revenue and expenditure report. Manager Madore responded to her inquiries.

MOTION

Motion by Helmuth, seconded by Dolan, to receive and file the Revenue and Expenditure Report for Period Ending 1/31/2018.

Voice Vote.

In Favor: All. Opposed: None.

Motion Carried.

C. Approval of Minutes: Regular Meeting Minutes of January 9, 2018

Council President Bossardet noted that the only changes she would like to see on these minutes is that the recommendations provided by the auditors to be included, as well as additional detail about the personnel fund reimbursements that the Village had provided to Village Officials for purchases on behalf of the Village.

Assistant Manager Drew Benson noted that he will make those changes and bring the minutes back for Council's consideration at the next meeting.

PUBLIC COMMENT

Village Resident Tammy Heuser (34 Lafayette) rose to speak. Heuser noted that there is a blind resident in the Village and asked about the procedure for getting a caution sign installed for that resident. Heuser also commented on the parking situation on Lafayette Street. Heuser also noted that the street light in the parking lot on Lafayette needs a light shield as was agreed upon when the parking lot was built. Heuser also commented on the shrubs in the parking lot on Lafayette.

MANAGER, STAFF, & ATTORNEY REPORTS

Village Manager Madore commented on the Village staffing, water billing and delinquent payments, employee health insurance, and other recent topics going on for the Village staff.

Assistant Manager Benson noted that a local cub scout pack is in attendance at the meeting tonight and welcomed them to the event. Benson also noted that he has updated the minutes and agendas posted on the Village's website and will periodically be doing updates as time allows. Benson also noted that he has created a Backflow Prevention/Cross Connections information page on the Village's website and encouraged members of the public to view that page for additional information about the program.

COUNCIL COMMENTS

Council Member Frost thanked the cub scouts for coming to the meeting tonight, as well as Ms. Heuser for speaking. Frost also commended the work of the Public Works employees during all the recent snow events.

Council Member Helmuth also commended the Public Works employees for their work to keep the streets clear.

Council Member Dolan noted that he is happy to see the new Ordinance Code Enforcement officer is in place and is working hard to respond to the issues in the community. Dolan also stated that he would like to see improved communications between all Village officials regarding the actions and topics addressed by the Village.

Council President thanked Ms. Heuser for coming out to the meeting to share her perspective on those issues and echoed her agreement with much of what she brought up. Bossardet also asked about the status of the cross connections program, as well as the new building, planning, and zoning forms. Manager Madore noted that they are both in progress. Bossardet also asked if policies and procedures are being developed for implementing these new programs. Manager Madore noted that building a policy and procedures book is in progress.

Council President Bossardet also asked about some recent ordinance code violations such as grease spills and unauthorized dumping of waste in the sewer system. Manager Madore addressed the progress on addressing those issues.

Council President Bossardet also commented on the issues regarding a special land use, as well as short-term parking signs in the downtown that were raised by the Planning Commission at their last meeting. Council Member Helmuth, and Assistant Manager Benson addressed those concerns.

Council President Bossardet also commented on the presence of trailers in the Village's parking lot, and asked whose they were, and if they were permitted to be there. Manager Madore indicated that the Village has identified whose trailers they are and indicated that it appears those

individuals were given permission to store those trailers at the Village offices in the past by the previous administration. Council Member Dolan indicated that the Village offices are not a storage facility and would like to have personal items removed from the premise.

Council President Bossardet also mentioned that there is a parking issue on Dennison street that makes it challenging for traffic to navigate. Police Chief Solwold indicated that he would investigate the matter.

CLOSED SESSION

MOTION

Motion by Helmuth, seconded by Dolan, to enter Closed Session Under mcl 15.268(e) to Discuss Legal Opinion Regarding Pending Litigation with the full Village Council, the Village Manager, the Village Attorney, and the Assistant Village Manager at 8:12 p.m.

Roll Call

In Favor: Bossardet, Dolan, Bailey, Helmuth, Frost. Opposed: None.

Motion Carried.

MOTION

Motion by Helmuth, seconded by Dolan, to exit Closed Session at 8:27 p.m.

Roll Call

In Favor: Bossardet, Dolan, Bailey, Helmuth, Frost. Opposed: None.

Motion Carried.

ADJOURN

MOTION

Motion by Helmuth, seconded by Dolan, to adjourn the meeting at 8:28 p.m.

Voice Vote

In Favor: All. Opposed: None.

Absent: Frost

Motion Carries.

Respectfully submitted,

Drew Benson
Recording Secretary

Recording Secretary

Village President