

**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	March 13, 2018	6:30 pm
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CALL TO ORDER

President Bossardet called the meeting to order at 6:35 p.m.

ROLL CALL

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

Members Absent: None

Staff Present: Village Manager Joseph Madore, Assistant Manager Drew Benson, Public Works Superintendent Don Brantley, Police Chief Mike Solwold

APPROVAL OF AGENDA

Council President Bossardet requested the items 8.a.ii.3, 8.a.ii.4, be moved to section 11 (items removed from consent agenda), and also requested that item 10.a be switched in place with item 10.b.

Council Member Helmuth requested that items 8.b.iii.1, and 8.b.iii.2 be moved to section 11 (items removed from consent agenda)

MOTION

Motion by Helmuth, seconded by Frost, to approve the agenda for Tuesday, March 13, 2018 as amended and published prior to the meeting, and as amended by Council President Bossardet and Council Member Helmuth.

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
 - 1. American Legion Auxiliary Request to Solicit Donations in Oxford

MOTION

Motion by Helmuth, seconded by Dolan, to receive and file item 8.a.ii.1 as presented

Voice Vote.

In Favor: All. Opposed: None.

Motion Carried.

- ii. Letters, Reports, and Minutes
 - 1. OAYA Minutes January 23, 2018
 - 2. Public Works Activity Report – February 2018

MOTION

Motion by Helmuth, seconded by Dolan, to receive and file item 8.a.ii.1 & 8.a.ii.2 as presented

Voice Vote.

In Favor: All. Opposed: None.

Motion Carried.

B. Approval Items

- i. Approval of Minutes:
 - a. Regular Meeting Minutes of February 27, 2018
- ii. Bills – \$221,302.27

MOTION

Motion by Helmuth, seconded by Dolan to approve the items under consent agenda section 8.b.i.1 & 8.b.ii as presented, including the bills in the amount of \$221,302.27.

Roll Call

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

Motion Carried.

UNFINISHED/OLD BUSINESS

- a. Discussion Regarding Snow Emergency Ordinance

Village Manager Madore introduced the topic, noting that at Council's request, the Village administration and Village attorney worked together to produce a draft snow emergency ordinance for Council's consideration. Assistant Manager Benson discussed the details included within this draft ordinance, and invited Council to provide their feedback on the presented draft. Village Attorney Davis noted that the development of this ordinance is an on-going process.

Council Members provided questions and feedback for the Village administration in reference to snow management, specific community needs, and compliance with snow removal by property owners. Council also discussed the idea of redesigning all of the snow-related ordinances within the Village code of ordinances. Council also discussed exemptions from the proposed ordinance for specific streets, or specific individuals based on circumstances.

No motion was made

NEW BUSINESS

A. Council Consideration of a Resolution Authorizing Signatures for Banking and Investment Accounts, Including Account Access Privileges and Rights

Village Manager Madore introduced the topic, noting that this item is a necessary step for the Village to establish which officials can have the authorization to sign and perform business activities on behalf of the Village with their banking institutions. Madore added that two individuals from Oxford Bank had come to this meeting to answer any questions that Council had in regard to this topic.

Julie and Tina from Oxford Bank rose to speak, and provided a short presentation on the importance of such a resolution and the typical municipal official positions that are assigned the responsibility of account access privileges and rights.

Council discussed the topic, with feedback from the representatives from Oxford Bank, the Village Attorney, and the Village Manager.

MOTION

Motion by Dolan, seconded by Frost to adopt the resolution 2018-07 authorizing signatures for banking and investment accounts, including account access privileges and rights as presented.

Roll Call

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

Motion Carried.

B. Council Consideration of Public Service – Emergency Services contract for CDBG Program Year 2017 fund allocation

Assistant Manager Benson introduced the topic, noting that this topic is in front of Council for their consideration of a service provider for Community Development Block Grant (CDBG) funding through the Village's approved allocation. This proposed service contract is for \$3,000.00, which the Village will pay, and then be reimbursed by through the CDBG. Benson indicated that the Village had advertised a request for bids, and received submissions from two organizations from which Council should decide between.

Randy Gower of Oxford-Orion FISH rose to speak, and discussed their bid, as well as the services provided by Oxford-Orion FISH, and how the CDBG funds would be used if awarded to Oxford-Orion FISH.

Patricia Duke of Love INC rose to speak, and discussed their bid, as well as the services provided by Love INC, and how the CDBG funds would be used if awarded to Love INC.

MOTION

Motion by Dolan, seconded by Frost to approve a public services contract with Oxford-Orion FISH for the amount of \$3,000.00 for emergency services provision to Oxford residents, with the contract to be signed by the Village Manager, pending approval from the Village Attorney.

Roll Call

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

Motion Carried.

C. Council Consideration of a Resolution Regarding the West Nile Virus Fund Program in Oakland County

Public Works Superintendent Don Brantley introduced the topic, noting that the Village has been involved with the Oakland County west nile virus program since 2002, which reimburses member communities for participation in activities to prevent the spread of the west nile virus. Brantley indicated that this resolution is an annual requirement for participation, and Brantley also discussed what participation in the program involves for the Village.

MOTION

Motion by Helmuth, seconded by Frost to approve the resolution regarding west-nile virus fund program through Oakland County.

Voice Vote

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

Motion Carried.

D. Discussion Regarding Employee Healthcare Plans

Village Manager Madore introduced the topic, noting that this topic is intended to inform Council about the recent discussions with the employee unions regarding healthcare insurance provision by the Village. Madore indicated the issues that employees have been facing, and noted that administration is in the process of acquiring bids for a new insurance provision system. Madore indicated that administration has had discussions with the unions all along in the process, and optimistic about the expected resolution to be brought to Council.

No motion was made.

E. Discussion Regarding Personal Property on Village Owned Property

Village Manager Madore indicated that it had come to his attention that various personal property not owned by the Village has been stored on Village property. Through some investigation, administration has determined whose property is being stored on the Village property, the various circumstances behind why those pieces of property were on Village property, and Madore noted that he had informed the property owners to remove the property by April 30, 2018. Madore then invited Council to provide their thoughts on the topic.

Police Chief Solwold rose to speak, and discussed the involvement of Village police officers in the storage of personal property on Village property, as well as the remedies established by the Village administration.

Council Members discussed their preferences for the storage of personal property on Village-owned property.

MOTION

Motion by Frost, seconded by Helmuth to have all personal property owned by Village employees that is being stored at the Village offices to be removed by the owners of those pieces of property by March 31st, 2018, and the Village administration develop a written policy that prohibits the storage of private property on public property.

Roll Call

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

Motion Carried.

ITEMS REMOVED FROM CONSENT AGENDA (FROM ITEM 7)

- a. Police Activity Report – February 2018

Village Manager Madore introduced the topic, noting that there had been an error on the previous submission that was in the packet, and indicated that he had provided Council within an updated report prior to the meeting.

Council member Dolan asked about the limited number of tickets for commercial vehicle enforcement, considering Council's provision of a position specifically for that purpose. Police Chief Solwold addressed those concerns, and Council discussed the topic.

b. Ordinance Code Enforcement Activity Report – February 2018

Council Member Dolan indicated that he requested this item be removed for discussion because of a lack of enforcement activities in the ordinance code enforcement activity report. Dolan noted that there is an obvious increase in the number of incidents being reported, but not a commensurate number of punitive responses from the Village.

Village Manager Madore elaborated on a variety of the ordinance code enforcement activities indicated in the report, and discussed the individual context of the incidents in question. Madore also noted some of the enforcement limitations in the existing ordinances. Council discussed the topic and individual circumstances that are involved with enforcement.

c. Revenue & Expenditure Report for Period Ending 2/28/2018 & Cash Summary

Council Member Helmuth asked for clarification of the document provided by administration. Village Manager Madore addressed those questions. Council discussed various budget lines and bank account balances.

PUBLIC COMMENT

None.

MANAGER, STAFF, & ATTORNEY REPORTS

Village Manager Madore discussed his progress towards developing the budget, and managing the various topics that have arisen for the Village administration as of late.

Assistant Manager Benson indicated that he has been working on a variety of projects for Council's consideration in the future, and has spent a decent portion of time updating the Village's website.

COUNCIL COMMENTS

Council Member Frost thanked the Village's staff for their efforts in serving the Oxford community

Council Member Helmuth wished everyone a happy and safe St. Patrick's day.

Council Member Dolan thanked the Village Staff for the various issues they have had to address over the past few months, and expressed his satisfaction with the direction the Village appears to be headed in.

Council President Bossardet indicated that the Oxford Downtown Development Authority will be having its annual evaluation of March 15th, and encourage Council to attend if possible.

CLOSED SESSION

MOTION

Motion by Helmuth, seconded by Frost, to enter Closed Session Under MCL Section 15-268(e) to discuss pending litigation at 8:40 p.m.

Voice Vote

In Favor: All. Opposed: None.

Motion Carries.

MOTION

Motion by Helmuth, seconded by Frost, to exit Closed Session Under MCL Section 15-268(e) to discuss pending litigation at 8:46 p.m.

Voice Vote

In Favor: All. Opposed: None.

Motion Carries.

ADJOURNMENT

MOTION

Motion by Helmuth, seconded by Frost, to adjourn the meeting at 8:47 p.m.

Voice Vote

In Favor: All. Opposed: None.

Motion Carries.

Respectfully submitted,

Drew Benson
Recording Secretary

Recording Secretary

Village President