

**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

April 10, 2018

6:30 pm

CALL TO ORDER

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

ROLL CALL

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

Members Absent: None

Staff Present: Village Manager Joseph Madore, Assistant Manager Drew Benson, Village Attorney Robert Davis, Public Works Superintendent Don Brantley, Oxford Fire Chief Pete Scholz

APPROVAL OF AGENDA

MOTION

Motion by Dolan, seconded by Helmuth, to add the topic of Clerk/Treasurer to the agenda for the purpose of discussion only under Old Business.

Voice Vote

In Favor: Dolan, Helmuth, Bailey.

Opposed: Frost, Bossardet.

Motion Carried.

MOTION

Motion by Dolan, seconded by Frost, to approve the agenda for the Village Council Regular Meeting for Tuesday, April 10, 2018 as amended.

Voice Vote.

In Favor: All.

Opposed: None.

Motion Carried.

PRESENTATIONS

None.

PUBLIC HEARINGS:

None.

CALL TO PUBLIC – NON AGENDA ITEMS

Bryan Cloutier from the Oxford Public Library rose to speak. Cloutier discussed the recent business with the Library, including the recent new exhibits, and a new inter-library loan system with the Oxford Community School District, and some recent reconstruction within the Library building. Cloutier also discussed the business of the Oxford Rotary Club, including the designation of Bill Service for their highest citizen honor for his service to the Oxford

community.

CONSENT AGENDA:

A. Receive and File Items

- i. Correspondence
 - 1. Oakland County Proclamation of April as Fair Housing Month
- ii. Letters, Reports, and Minutes
 - 1. Public Works Activity Report – March 2018
 - 2. Police Activity Report – March 2018

Council President Bossardet commented that there is no Ordinance Code Officer report in this packet, and Manager Joe Madore indicated that the Ordinance Code Officer had been on vacation the previous week, and therefore had not submitted the report in time for the packet. Madore indicated he would distribute that report later this week.

MOTION

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

Voice Vote.

In Favor: All. Opposed: None.

Motion Carried.

B. Approval Items

- i. Approval of Minutes:
 - a. Regular Meeting Minutes of March 27, 2018 & Workshop Meeting Minutes from March 27, 2018
- ii. Bills – \$42,005.69
- iii. Monthly Cash Summary Report

Village Manager Madore indicated that there was a recording error on page 5 of the March 27th Regular Meeting minutes, and requested that be amended.

MOTION

Motion by Helmuth, seconded by Frost to approve Consent Agenda Items B as presented and amended, including the bills in the amount of \$42,005.69.

Roll Call

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

Opposed: None.

Motion Carried.

UNFINISHED / OLD BUSINESS

a. Discussion Regarding Snow Removal Ordinance

Village Attorney Robert Davis introduced the topic, discussing the research and considerations that he and the Village administration had taken into account when crafting the snow removal and snow emergency ordinances that are provided in draft form for Council at this meeting. Davis indicated that this information is for Council to review, and will be on the next agenda for Council to take action on.

MOTION

Motion by Dolan, seconded by Frost to receive and file the Snow Ordinance Process memorandum #1 provided by Village Attorney Robert Davis.

Voice Vote

In Favor: All.

Opposed: None.

Motion Carried.

b. Discussion regarding Clerk/Treasurer position

Council Member Dolan introduced the topic, noting that he had previously made a request to have this topic added to this meeting's agenda. Dolan commented that the Village has an obligation to fill this position per the Village's Charter, and wanted to have a discussion as to how the Village will go about filling this position on a permanent basis. Dolan outlined the current staffing of the position, and indicated his desire to have a discussion regarding Council's and Administration's plan to fill that position on a permanent basis.

Village Manager Madore discussed the status of the individual who is filling the Clerk/Treasurer position currently, and the financial implications of that individual, as well as the long-term budget impacts that filling the position would be. Madore indicated that he understands Council Member Dolan's concern, and noted that he would like to discuss the staffing of the Clerk/Treasurer position during the budgeting process that is scheduled for the next couple of meetings.

Council Member Dolan noted that the Village has funds budgeted for a full-time Clerk/Treasurer in the current budget, and would like to have a discussion that makes progress towards filling that position. Dolan also noted that he felt there was not enough consideration of his request to put this topic on the agenda, and wanted an explanation as to why that had not been done.

The Village Council, the Village Manager, and the Village Attorney discussed the process for placement of items on the agenda, as well the plan for moving forward with filling the Clerk/Treasurer position and the staffing of the Village administration as a whole.

Village Manager Madore discussed the planned timeline for Council to discuss the budget, and how this topic would be included in those discussions, and the conversations with staff that he has had in terms of their role with the Village.

Council Member Bailey asked if Mr. Madore felt that this topic had been "stifled" from being on the Agenda. Madore indicated the conversations he had previously had about this topic, and noted that because of conflicting direction from Council Members about the topic, he was not sure how to address the topic prior to the meeting.

Council discussed a time and date for a workshop to discuss the Clerk/Treasurer position. Council decided to set a meeting for Monday, April 23rd at 6:30 p.m.

NEW BUSINESS

A. Council Consideration of a Special Event Permit Application Form

Village Attorney Robert Davis introduced the topic, noting that the issue of Special Events within the Village has been noted as an issue, and discussed the proposed resolution, policy/procedure, and application that he and the Village administration had drafted to address those issues.

Council discussed the topic of charging event sponsors to recover the Village's costs for facilitating those events for Police, Public Works, and Administration as provided in the proposed policy/procedure and application. Village Attorney Davis outlined his opinions regarding cost recovery for services provided for special events. Council President Bossardet noted that any procedure for charging for reimbursements should be applied equally to all applicants. Council discussed how the proposed policy/procedure, application, and fees would play out in practice.

Oxford Fire Chief Scholz rose to speak, and discussed the Fire Department's involvement with the proposed special event application, and the costs that the Fire Department incurs and should be reimbursed for.

Oxford Township Supervisor Bill Dunn rose to speak, and indicated that Oxford Township charges special event organizers for all costs incurred by the Township for events, and also indicated that he believes that all entities, whether non-profit or for-profit, should be charged equally for the cost of having a special event.

Council and administration continued to discuss the proposed policy/procedure and application. Council also discussed the Downtown Development Authority's events, as well as events that the Village should consider whether to take more responsibility for funding or not. Council and administration also discussed the review processes by department heads such as Fire, Public Works, and Police.

MOTION

Motion by Dolan, seconded by Bailey to adopt the resolution, policy, and application as presented, with implementation to begin on January 1, 2019.

Roll Call

In Favor: Dolan, Bailey

Opposed: Bossardet, Helmuth, Frost

Motion Failed.

Council Member Frost indicated that if the Village is going to do it, it should be implemented immediately, and not wait until 2019.

MOTION

Motion by Dolan, seconded by Frost to adopt the policy/procedure and application for implementation immediately, and set aside the cost recovery contemplation until January 1, 2019.

Roll Call

In Favor: Frost, Bailey, Dolan

Opposed: Bossardet, Helmuth

Motion Carried.

B. Council Consideration of AT&T Franchise Agreement Renewal

Village Manager Madore introduced the topic, noting that this franchise agreement is a similar one to what the Village has signed previously with AT&T. Madore discussed this specific agreement, and the fees that the Village would recoup as a result of this agreement. Madore also recommended that Council consider setting the fees in a similar fashion as other local communities.

MOTION

Motion by Dolan, seconded by Frost to renew the AT&T franchise agreement with the franchise fees set at 5% and the modification of the PEG fee at 2% in order to keep the Village of Oxford in line with other local communities.

Council discussed how franchise and PEG fees work. Teri Stiles of Oxford Community Television rose to further elaborate on the topic, and discuss how those fees are intended to be allocated.

Roll Call

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

Opposed: None.

Motion Carried.

C. Discussion Regarding Ordinance Code Enforcement Policy

Village Attorney Robert Davis introduced the topic, noting that Council had requested that a formal policy for Ordinance Code Enforcement be developed at their previous meeting. Mr. Davis then outlined the drafted policy before Council, and the considerations that went into its development.

Council Member Dolan asked for clarification as to the standards set forth in the proposed policy, and how this policy would manifest itself in practice.

MOTION

Motion by Dolan, seconded by Frost to adopt the code enforcement policy for the Village of Oxford dated April 10, 2018.

Roll Call

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

Opposed: None.

Motion Carried.

D. Discussion Regarding Disposal of Police Vehicle

Village Manager Madore introduced the topic, noting that the Council had previously approved the purchase of a new Tahoe for the Police department, allowing the phasing out of the oldest Crown Victoria in the fleet. Madore asked Council if they would be interested in keeping that vehicle for Village use by staff, specifically the ordinance code enforcement officer, but also others as needed. Madore also outlined the costs for keeping the car.

Council discussed the topic, including where the vehicle would be stored, who would use it, the costs of the vehicle, and how the car would be marked to identify it as a Village vehicle.

MOTION

Motion by Frost, seconded by Bailey to reuse the 2009 Ford Crown Victoria former Police vehicle for Code Enforcement, with the Village Manager to provide recommendations for re-marking the vehicle at the next

Village Council meeting.

Roll Call

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

Opposed: None.

Motion Carried.

ITEMS REMOVED FROM CONSENT AGENDA (FROM ITEM 7)

None.

PUBLIC COMMENT

Teri Stiles of Oxford Community Television rose to speak, and requested to be on a future Village Council agenda to discuss the allocation of franchise fees.

Bill Dunn, the Oxford Township Supervisor rose to speak and discussed ordinance code violations in the Township.

MANAGER, STAFF, & ATTORNEY REPORTS

Village Manager Madore discussed his progress with building the budget.

COUNCIL COMMENTS

Council Member Dolan noted that he would like to congratulate the Oxford Leader newspaper for their nomination for the Michigan Press Association's Newspaper of the Year, and indicated his appreciation for the service that the Oxford Leader provides to the community.

Council Member Dolan also indicated that he has seen legislative bodies all around the United States passing legislation that, in his opinion, infringe on the constitutional rights of individuals in a variety of ways, including gun possession, assault rifle possession, and concealed carrying. Dolan noted that he abhors what is happening across the country, and that he personally supports the rights to legally own and use firearms.

Council Member Bailey stated that he whole-heartedly supports Council Member Dolan's stance.

CLOSED SESSION

None.

ADJOURNMENT

MOTION

Motion by Helmuth, seconded by Dolan, to adjourn the meeting at 8:22 p.m.

Voice Vote

In Favor: All. Opposed: None.

Motion Carries.

Respectfully submitted,

Drew Benson
Recording Secretary

Recording Secretary

Village President