

**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

June 26, 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, Dolan, Frost

Members Absent: None.

Staff Present Village Manager Joseph Madore, Assistant Manager Drew Benson, Village Attorney Robert Davis, Oxford Police Chief Mike Solwold

**APPROVAL OF AGENDA**

**MOTION**

Motion by Frost, seconded by Helmuth, to approve the agenda for the Village Council Regular Meeting for Tuesday, June 26th, 2018 as presented.

Voice Vote.

In Favor: All.

Opposed: None.

Motion Carried.

**CALL TO PUBLIC – NON AGENDA ITEMS**

Bryan Cloutier, the Oxford Public Library Director, rose to speak, and discussed the recent business of the Library, including digitizing newspaper archives.

**CONSENT AGENDA:**

**A. Receive and File Items**

- i. Correspondence
- ii. Letters, Reports, and Minutes
- iii. Monthly Budget Report and Budget Amendments

**MOTION**

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

Voice Vote.

In Favor: All.

Opposed: None.

Motion Carried.

**B. Approval Items**

- a. Approval of Minutes: **June 12, 2018**
- b. Bills – **\$43,183.76**

**MOTION**

Motion by Helmuth, seconded by Bailey to approve the items under Consent Agenda B as presented, including the bills in the amount of \$43,183.76.

Roll Call

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

Opposed: None.

Motion Carried.

**PRESENTATIONS**

None.

**PUBLIC HEARINGS:**

None.

**NEW BUSINESS**

**a. Consideration of a Resolution to Honor Joe Bullen**

Council Member Helmuth rose to speak, and read aloud a statement to honor Mr. Bullen for his years of service to the Oxford community.

**MOTION**

Motion by Dolan, seconded by Frost, to take a recess from the meeting at 6:44 p.m.

Voice Vote

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

Opposed: None.

Motion Carried.

The meeting resumed at 6:59 p.m.

**b. Discussion Regarding Potential Rotary Club Playground Donation**

Bryan Cloutier, President of the Oxford Rotary Club, rose to speak. Cloutier introduced the topic, noting that the Oxford Rotary Club has expressed an interest in sponsoring the construction of a park in the Village. Cloutier explained the conversations that have taken place thus far, the proposed location of the park, and the project's relationship to the Polly Ann Trail. Mike McDonald, the Chairperson of the Polly Ann Trail Management Council (PATMC) discussed the PATMC's perspective of a park adjacent to the Polly Ann Trail. Council discussed the topic with Cloutier, and the Village's contributions to such a project.

**MOTION**

Motion by Helmuth, seconded by Frost for the Village of Oxford to grant support to the Oxford Rotary Club to move ahead in the planning for the creation of two park areas in the northwest quadrant of the Village adjacent to the Polly Ann Trail.

Dolan noted his support for the park concept, but wanted to insure that all the proper legal actions be taken in its implementation.

Roll Call

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

Opposed: None.

Motion Carried.

**c. Consideration of FY 2017-2018 Year-End Budget Amendments**

Village Manager Madore introduced the topic, outlining the areas that the Village in which the Village overspent in certain budget categories, and underspent in others. Madore outlined the reasons for the discrepancies to the original budget, and noted that in total, the Village spent approximately \$20,000 less that it had budgeted in totality. Madore proposed a list of year-end amendments to correct these discrepancies.

**MOTION**

Motion by Dolan, seconded by Frost to Approve the budget amendments for FY 2017-2018 as presented.

Voice Vote

In Favor: All.

Opposed: None.

Motion Carried.

**d. Consideration of Resolution 2018-15 to Opposed the Proposed RTA Tax Levy**

Village Attorney Davis outlined the resolution requested by members of the Village Council, the statement made by that resolution, and its intended distribution should Council decide that it still opposed the proposed regional transit authority millage proposal for 2018.

Council discussed the costs and benefits of the proposed regional transit plan as presented by the Regional Transit Authority and how they relate to the Village of Oxford.

**MOTION**

Motion by Dolan, seconded by Bossardet to support and adopt resolution 2018-15 to oppose the proposed regional transit tax levy.

Roll Call

In Favor: Bossardet, Dolan, Bailey.

Opposed: Helmuth, Frost.

Motion carried.

## **UNFINISHED / OLD BUSINESS**

### **a. Discussion of Revised Snow Removal Ordinance**

Village Attorney Davis introduced the topic, noting the changes made in this draft as requested by Council during its previous meeting. Davis also discussed the questions that had been raised outside of the meeting in regard to proposed ordinance.

Council discussed those changes, as well as the questions presented by Mr. Davis.

#### **MOTION**

Motion by Dolan, seconded by Frost to move forward with the first reading of the snow removal ordinance at the next available Council meeting with the changes outlined during the meeting.

Roll Call

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

Opposed: None.

Motion carried.

### **b. Consideration of Website Redesign Proposals**

Assistant Village Manager Benson introduced the topic, outlining the bids received for the proposed website redesign. Benson noted that the Website Redesign Committee had recommended the proposal from Revize, and the Downtown Development Authority approved the contract with Revize at their meeting on June 16<sup>th</sup>. Benson also noted that the cost-sharing is proposed to be a 50/50 split between the two organizations.

#### **MOTION**

Motion by Frost, seconded by Dolan to accept the proposal from Revize, and enter into an agreement with the year-one amount not to exceed \$12,984.00, and give authority to the Village Manager to execute said contract.

Roll Call

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

Opposed: None.

Motion carried.

### **c. Consideration of an Employment Agreement for the Clerk/Treasurer Position**

Village Attorney Davis indicated that this item should be moved to Section 15: Closed Session to discuss the contract.

#### **MOTION**

Motion by Dolan, seconded by Frost to move item 10.C Consideration of an Employment Agreement for the Clerk/Treasurer Position to Section 15: Closed Session.

Voice Vote

In Favor: All.

Opposed: None.

Motion carried.

## **ITEMS REMOVED FROM CONSENT AGENDA (FROM ITEM 7)**

None.

## **PUBLIC COMMENT**

Mike Solwold, the Village Chief of Police, indicated that he had successfully completed the Staff and Command training, and thanked his staff for their support during this difficult and time consuming process.

Bryan Cloutier noted that he has enjoyed working with the Village's staff over the last few months, and is encouraged to work on this park project.

## **MANAGER, STAFF, & ATTORNEY REPORTS**

Assistant Village Manager Benson indicated that he has completed his Masters of Public Administration coursework at Oakland University.

## **COUNCIL COMMENTS**

Council Member Frost congratulated Mr. Solwold, Mr. Benson, and the Oxford Fire Department for their respective graduations.

Council Member Dolan congratulated Mr. Benson on his graduation, and thanked Benson and Madore for their contributions to the Village over the last year.

Council President Bossardet noted her pleasure with the progress of the Village's staff.

## **CLOSED SESSION**

- a. Consideration of an Employment Agreement for the Clerk/Treasurer Position

### **MOTION**

Motion by Helmuth, seconded by Frost to enter into closed session under MCL 15.268(h) at 7:50 p.m.

### Roll Call

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

Opposed: None.

Motion carried.

### **MOTION**

Motion by Frost, seconded by Helmuth to re-enter into open session at 8:01 p.m.

### Voice Vote

In Favor: All.

Opposed: None.

Motion carried.

### **MOTION**

Motion by Dolan, seconded by Frost to authorize the contract with Teresa Onica for the Clerk/Treasurer with the

specified modifications, pending approval from the Village Attorney.

**Roll Call**

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

Opposed: None.

Motion carried.

**ADJOURNMENT**

**MOTION**

Motion by Helmuth, seconded by Dolan, to adjourn the meeting at 8:04 p.m.

**Voice Vote**

In Favor: All.

Opposed: None.

Motion Carried.

Respectfully submitted,

Drew Benson  
Recording Secretary

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Recording Secretary

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Village President