

**OXFORD VILLAGE COUNCIL
SPECIAL MEETING MINUTES**

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

**22 West Burdick Street
Oxford, MI 48371**

April 23, 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, Dolan

Members Absent: Frost, Bailey

Staff Present: Village Manager Joseph Madore, Assistant Village Manager Drew Benson

MOTION

Motion by Helmuth, seconded by Dolan to excuse Frost from meeting.

Voice Vote

In favor: Dolan, Bossardet, Helmuth.

Opposed: None

Motion carried

APPROVAL OF AGENDA

MOTION

Motion by Helmuth, seconded by Dolan, to approve the agenda.

Voice Vote.

In Favor: Dolan, Bossardet, Helmuth.

Opposed: None.

Motion Carried.

CALL TO PUBLIC – NON AGENDA ITEMS:

None.

NEW BUSINESS

A. Discussion Regarding the Clerk/Treasurer Position

Village Manager Madore introduced the topic, noting the current status of the Clerk/Treasurer position in terms of who is fulfilling those duties, the budgetary impact, and his recommendation for filling the position long-term.

Council discussed their preferences for filling the position full-time or part-time, the desired qualifications for that person, and the expected salary/benefits range. Council also discussed the expected tasks of the Clerk/Treasurer as they relate to the overall staffing of the Village Administration.

No motion was made.

PUBLIC COMMENT:

None.

MANAGER, STAFF, & ATTORNEY REPORTS:

None.

COUNCIL COMMENTS:

None.

ADJOURNMENT

MOTION

Motion by Helmuth, seconded by Dolan, to adjourn the meeting at 7:06 p.m.

Voice Vote

In Favor: Dolan, Bossardet, Helmuth.

Opposed: None.

Motion Carries.

Respectfully submitted,

Drew Benson

Recording Secretary

Village President