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**OXFORD VILLAGE COUNCIL
REGULAR MEETING MINUTES**

Village Council Members: David Bailey, Maureen Helmuth, Joe Frost, Allison Kemp, Kate Logan

22 West Burdick Street
Oxford, MI 48371

August 13, 2019

6:30 pm

- 1.) **CALL TO ORDER:** President Joe Frost called the meeting to order at 6:30 p.m.
- 2.) **PLEDGE OF ALLEGIANCE:** With Moment of Silence.
- 3.) **ROLL CALL** Attendance Members Present 5: Bailey (*arrived at 6:35 p.m.*), Frost, Helmuth, Kemp, Logan. Absent: 0.
Staff Present: Village Manager Joseph Madore, Clerk/Treasurer/Recording Secretary Tere Onica, Police Chief Mike Solwold.
- 4.) **APPROVAL OF AGENDA:** August 13, 2019.
MOTION: by Helmuth/Kemp to approve the agenda as presented. All in favor. Motion carried.
- 5.) **PRESENTATION:** M-24 Logo Award to Alia Lovely, Clear Lake Elementary-postponed.
- 6.) **PUBLIC HEARING:** None.
- 7.) **CALL TO PUBLIC:** No comments.
- 8.) **CONSENT AGENDA:**
MOTION: by Helmuth/Frost to approve Consent Agenda Item 8(a) as presented.
All in favor. Motion carried.
MOTION: by Helmuth/Logan to approve Agenda Item 8(b) with bills in the amount of \$239,386.76.
Roll Call Vote: Ayes: 5. Kemp, Helmuth, Logan, Frost, Bailey. Nays: 0. Absent: 0. Motion carried.
- 9.) **UNFINISHED BUSINESS:**
- a. **Ordinance No. 411: An Ordinance to Prohibit Marihuana Establishments** within the boundaries of the Village of Oxford pursuant to Initiated Law 1 of 2018, MCL 333.27951 et seq. Second reading and adoption.
MOTION: by Helmuth/Bailey to adopt Ordinance No. 411 to prohibit marihuana establishments within the boundaries of the Village of Oxford as presented, effective 30-days after publication.
Roll Call Vote: Ayes: 4. Helmuth, Frost, Bailey, Kemp. Nays: 1, Logan. Absent: 0. Motion carried.
- b. **Chicken Ordinance No. 412:** Attorney Davis presented a draft ordinance for the Keeping of Chickens. Mr. Davis canvased large and small communities and used State guidelines for coop management and set-back requirements. A wording change under Section 6.64 (a) was suggested by replacing *determined* violations with *investigated and verified* violations. Council suggested striking the requirement *...no closer than 100 ft. from any dwelling...* and replace it with 25, or 30 ft. A provision for feed storage is needed. The question of a "pilot

46 program” to limit the number of permits for a specific time period was discussed.
47 **MOTION:** by Frost/Helmuth to direct the village attorney to make corrections to the draft
48 ordinance as discussed and to schedule the first reading of Ord. No. 412, Keeping of
49 Chickens, on September 10, 2019. All in favor. Motion carried.
50

51 **10.) NEW BUSINESS:**

- 52 a. **Adopt Hours of Operation for M-24 Construction Project:** MDOT Contractors abide by
53 zoning ordinance restrictions on noise and vibrations. Contractor hours are 7:00 a.m.- 9:00
54 p.m. They are seeking relief to operate beyond local ordinance hours of activity, 7:00 a.m. –
55 7:00 p.m. The temporary extension of hours during the M-24 project will be help complete
56 work quicker and avoid unfavorable/untimely interruptions.
57

58 **Public Comments:** Matt Schuler, 81 Dayton- Is on M-24 Task Force, spoke in favor of
59 extended hours. Weather and shorter hours can affect progress.
60

61 **MOTION:** by Frost/Helmuth authorizing the Village Manager to officially notify the
62 MDOT project manager of exemptions granted to allow for noise and vibrations from 6:00
63 a.m. to 10:00 p.m. in the Village of Oxford project area for the duration of the project. All in
64 favor. Motion carried.
65

- 66 b. **Adopt M-24 Project Logo:** A contest was held to select a branding logo for the M-24, 2020
67 Project. The logo awarded to Alia Lovely, a fifth-grade student at Clear Lake Elementary.
68 The logo was given to the branding and marketing contractor provided by Oakland County
69 Main Street to come up with some logo variations. The M-24 task force met and selected a
70 logo to share with downtown merchants for print and marketing materials for business
71 promotion.

72 **MOTION:** by Helmuth/Logan to approve the M-24 Logo as presented for use in all print
73 and marketing materials for the M-24, 2020 project. All in favor. Motion carried.
74

- 75 c. **Clinton River Watershed Council (CRWC) contract renewal:** The CRWC is a
76 resource used by the village for a stormwater discharge permit required by the State
77 of Michigan. Valuable information is provided to share with the public on storm
78 water discharge and pollution awareness. This is a 5-year agreement with modest
79 annual increases. First year amount is \$630.00.

80 **MOTION:** by Frost/Helmuth to approve the village manager to sign the 5-year agreement
81 for services for stormwater education for MS4 Stormwater permit with the CRWC as
82 presented.

83 **Roll Call Vote:** Ayes: 5. Logan, Helmuth, Frost, Bailey, Kemp. Nays: 0. Absent: 0. Motion
84 carried.
85

- 86 d. **Tree Replacement Committee:** A plan for tree replacement was discussed at the
87 July Council meeting. Currently, in the 2019/20 budget, \$500.00 is allocated for tree
88 replacement.
89

90 **Public Comments:** Emily Warnke, 62 W. Burdick- Volunteered for tree replacement
91 committee. Ms. Warnke researched indigenous trees and consulted MSU for
92 information on urban trees. A local citizen group could act as a selection committee
93 for location and type. President Frost was contacted by individuals interested in
94 getting involved in this area. A citizen committee could meet and report back to the
95 council. The Village Manager clarified DPW oversight in this area. Compliance with
96 village ordinance, tree replacement in the Road Right of Way (ROW) and public
97 areas is the responsibility of the DPW. Purchases need council approval. \$500.00
98 would purchase 4-5 trees.

99 **MOTION:** by Helmuth/Frost to direct the DPW Supervisor and Village Manager to
100 purchase up to \$500 in trees to be planted in Scripser and Centennial Park during the 2019
101 fall planting season.

102 **Roll Call Vote:** Ayes: 5. Bailey, Kemp, Logan, Helmuth, Frost. Nays: 0. Absent: 0.
103 Motion carried.

- 104
105 e. **Child Care for Council Meetings:** Council member Logan said the objective is to
106 give parents of small children the opportunity to attend meetings. Goddard School
107 has a program/staff that could be used, or the village could partner with the local
108 preschool, Oxford Early Learning Center (OELC). Pizza could be provided. It was
109 stated that council members agreed to surrender compensation to cover cost. The
110 Village Manager presented information from the insurance company. Two sitters
111 must always be present, proof of insurance must be supplied, a background and
112 criminal check must be performed on all sitters and the village needs a formal written
113 agreement. Logan expected to have a Memorandum of Understanding (MOU) to
114 present for approval by the September meeting.

- 115
116 f. **Special Event Application 2019-4 Oxtoberfest:** Pastor Matt Schuler, 81, Dayton
117 spoke on behalf of organizing a community focused, fun event. He is working on the
118 required approvals from the County Health Department and State of Michigan Liquor
119 Control to serve alcohol and beverages in the park area. If that is not possible, tickets
120 may be sold at the event to be used in local establishments. Set up would take place
121 during regular DPW hours. Post event breakdown is estimated at \$300.00 in overtime
122 for DPW staff. Insurance is being pursued, but not yet obtained.

123 **MOTION:** by Frost/Helmuth to approve the special event application with the following
124 conditions:

- 125 1. All food and beverage permits are obtained prior to serving food or alcoholic beverage
126 at the event.
- 127 2. Insurance rider is supplied no later than Wednesday September 18th.
- 128 3. Applicant agrees to reimburse the Village for actual employee cost to remove tent and
129 remove trash from event on Saturday.
- 130 4. Applicant agrees to pay for any needed building department inspections the day of the
131 event.

132 All in favor. Motion carried.

133 g. **Fireworks Permit:** ACR Pyro, LLC is hired by the Oxford Lake Association for a
134 commercial fireworks display annual event.

135 **MOTION:** by Logan/Helmuth to approve the fireworks display permit for Ace Pyro for
136 9/1/19 with an alternate rain date of 9/2/19 as all required permitting and licensing
137 documents have been provided. All in favor. Motion carried.

138
139 h. **MDOT R.O.W. Proposal Village Parking Lot Drive:** Part of the 2020 M-24 project
140 includes an expansion of the R.O.W. in certain sections. MDOT provided an appraisal
141 to acquire a Highway Easement with ‘Consent to Grade Drive’ on a portion of
142 property located between 37 and 39 Washington Street, Oxford, MI. The market value
143 has been determined to be \$4,000.00. MDOT is offering to pay the Village based on
144 the appraised value. A good faith written offer has been made.

145 **MOTION:** by Frost/Helmuth approving the Village Manager sign and accept the good faith
146 offer and consent to grade drive for the portion of property located between 37 and 39
147 Washington Street, Oxford, MI. referred to as CS: 63112, JN: 121505 Parcel 864 in the letter
148 dated August 5, 2019 from the State of Michigan Department of Transportation.

149 **Roll Call Vote:** Ayes: 5. Bailey, Kemp, Logan, Helmuth, Frost. Nays: 0. Absent: 0.
150 Motion carried.

151
152 i. **Social Media Policy:** Discussion to amend policy for future adoption. Attorney Davis
153 and Councilmember Kemp will work on the policy and bring back to council.

154
155 **11.) ITEMS REMOVED FROM CONSENT AGENDA (Item 8):** None

156
157 **12.) PUBLIC COMMENT:**

- 158 • Tanya Hauser, 34 Lafayette- Suggested a meeting time change to 7 p.m. to compensate
159 for extra commute during the M-24 project. May also help people with children. Asked
160 for update on Dayton Street cut through and ‘No Parking’ signs on Pleasant St.
- 161 • Rose Bejma, Village resident- Commented on childcare and the legality of donating
162 salaries to cover cost.
- 163 • Julie Kinney, 40 Dennison St.- Commented on moving the meeting time and the
164 slaughtering of chickens.

165
166 **13.) MANAGER, STAFF, & ATTORNEY REPORTS:**

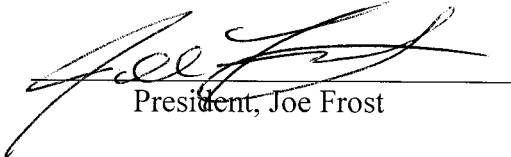
167 Village Manager- Activity report.

168
169 **14.) COUNCIL COMMENTS**

170
171 **15.) ADJOURNMENT:** With no further business to discuss meeting adjourned at 8:15 p.m.

172 **MOTION:** by Helmuth/Kemp to adjourn. All in favor. Motion Carried.

173
174
175 Respectfully Submitted,
176 Teresa L. Onica, Recording Secretary


President, Joe Frost