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**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

October 09, 2018

6:30 pm

- 1.) **CALL TO ORDER:** President Bossardet called the meeting to order at 6:30 p.m.
- 2.) **PLEDGE OF ALLEGIANCE:** With Moment of Silence.
- 3.) **ROLL CALL** Attendance Members Present: Bossardet, Helmuth, Dolan , Frost, Bailey. *Staff Present: Village Manager Joseph Madore, Clerk/Treasurer/Recording Secretary Tere Onica, Police Chief Mike Solwold, Attorney Bob Davis.*

4.) **APPROVAL OF AGENDA:** October 09, 2018.

**MOTION:** by Hellmuth/Dolan to amend the October 09<sup>th</sup> meeting agenda as follows: Remove Item 8(a)(ii) (1) Ordinance Code Enforcement Activity Report, and 8(ii)(4) Plant Moran Report, and place under item 11 -*Items Removed from the Consent Agenda*, also remove item 8(b)(iii)(1)Revenue & Expenditure Report to be placed under item 11 on the regular agenda. All in favor. Motion Carried.

5.) **Presentations:** None.

6.) **Public Hearings:** None.

7.) **Call to Public for non-agenda items:** None.

8.) **CONSENT AGENDA:**

a.) Receive and File Items

i. Correspondence

- 1.) NATOA Press Release-9/26/18.  
2.) Letter Peerless Midwest, Inc.

ii. Letters, Reports, and Minutes

- 1.) Ordinance Code Enforcement Activity Report-September 2018 (Moved to regular agenda item 11)  
2.) Police Activity Report-September 2018  
3.) Public Works activity Report-September 2018  
4.) Plante Moran Report – Accounting Status Update (Moved to regular agenda, item 11)

**MOTION:** by Helmuth/Frost to receive and file Consent Agenda item (8)(a)(i), and (ii)(2) and (3), removing items (ii)(1) and (4) from the consent agenda and placing them on the regular agenda under item 11 as noted above. All in favor. Motion carried.

b.) Approval Items:

- i. Approval of Minutes: September 25, 2018 regular meeting.  
ii. Bills – \$80,467.88  
iii. Monthly Budget Report and Budget Amendments

- 1.) Revenue and Expenditure Report-September 2018 (Moved to regular agenda, item 11)

**MOTION:** by Helmuth/Frost, to approve Consent Agenda items under (8)(b)(i) and (ii) Bills in the amount of \$80,467.88 and remove item 8(b)(iii)(1) from the Consent Agenda and placing it on the regular agenda under item 11.

48 **ROLL CALL VOTE:** Ayes: 5. Bossardet, Dolan, Helmuth, Frost, Bailey. Nays: 0. Absent:  
49 0. Motion carried.

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51 **9.) UNFINISHED / OLD BUSINESS:**

52 a.) **Consideration of a request from the Planning Commission to extend the moratorium**  
53 **on Code Enforcement of the Open-Air Business Ordinance.** The Planning Commission  
54 is addressing the language in the ordinance to amend the language that penalizes certain  
55 businesses in the commercial district who have been allowed to display products for sale  
56 outside the building. Helmuth said discussion with the planning commission was good and  
57 on track to have updates to present to the council for consideration at upcoming meetings.  
58 It was specified for the record that current violators would not be fined for activity not  
59 permitted under the current zoning ordinance, but that any new violators must be sent a  
60 letter informing them of the moratorium and state that they will be subject to the  
61 requirements of the amended ordinance when it takes effect.

62 **MOTION:** by Frost/Helmuth to approve the request for moratorium on Code  
63 Enforcement of the Open- Air Business Ordinance until January 1, 2019 with the  
64 stipulation that new violators will be notified in writing of the moratorium and be  
65 compliant with the amended ordinance upon adoption. All in favor. Motion carried.

66 **ROLL CALL VOTE:** Ayes: 4. Dolan, Helmuth, Frost, Bailey. Nay: Bossardet. Absent: 0.  
67 Motion carried.

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69 **10.) NEW BUSINESS:**

70 a.) **DISCUSSION-VILLAGE PROCUREMENT ORDINANCE:** Modifications to Division 2,  
71 Section 2-181 through 188, were presented by Attorney Davis for discussion and review.  
72 Feedback from council indicated areas of focus such as using multiple methods not to exclude  
73 contractors from having the opportunity to bid on projects or services. Davis suggested an  
74 approach using logic of process to determine bid type vs. cost. The Village Manager should  
75 have discretion in the process as determined by types of service, knowledge of infrastructure,  
76 previous work that impacts future decisions that can minimize cost, specialized and  
77 professional services, and sole sources or providers. Attorney Davis asked the council to  
78 thoughtfully consider the impact of a public process that allows for a competitive nature of  
79 varying degrees. There are some purchases that should not come before the council as they fall  
80 under State or Federal bidding processes that require no further due diligence and/or carry with  
81 it the authority to perform duties as directed by charter. Davis expects a draft could be acted on  
82 by the first November meeting. No action is required at this time.

83  
84 b.) **DISCUSSION -VILLAGE CONTRACTED ENGINEER:** The Village Manager  
85 discussed engineering bids for the parking lot project being troublesome to fairly seek bids  
86 at additional cost to the village that exceed reason for generating bid specs. Rowe  
87 Engineering is highly respected and does a lot of work in the village community. They  
88 know the infrastructure and often work with developers in the area. Madore thought it wise  
89 to select Rowe, recommending them as engineers of record for village projects.  
90 Professional services are not required to be bid out and the charter allows for the Village  
91 Manager to make the decision/recommend without bidding.

92 **MOTION:** by Frost/Helmuth to approve Rowe Engineering for professional engineering

93 services for the Village of Oxford. All in favor. Motion carried.  
94

- 95 c.) **RESOLUTION 2018-18 OAKLAND COUNTY HAZARD MITIGATION PLAN:**  
96 Oxford Fire Chief Pete Scholz addressed the council regarding the Hazard Mitigation Plan  
97 as it relates to the Oakland County Homeland Security Division (HSD) and the Local  
98 Emergency Planning Committee being adopted as the official plan of the Village of Oxford.  
99 The plan is updated every five (5) years.  
100 **MOTION:** by Frost/Helmuth to approve the request Resolution 2018-18, Oakland County  
101 Hazard Mitigation Plan. All in favor. Motion carried.  
102

103 11.) **ITEMS REMOVED FROM CONSENT AGENDA (Item 8)**

- 104 a.) **Code Enforcement Activity Report-**Taged recreational vehicles-letters have been sent  
105 notifying violators of the ordinance that the deadline for temporary parking of campers,  
106 trailers, etc. in driveways is October 15<sup>th</sup>. The Code Enforcement Officer will be ticketing  
107 offenders that are not in compliance after the 15<sup>th</sup>.  
108 b.) **REVENUE/EXPENDITURE REPORT:** The revenue in GF for taxes collected were  
109 noted as being below expectations at about 30%. The Clerk/treasurer followed prior year  
110 JE to record tax revenue. To avoid making multiple entries or adjustments, Onica thought  
111 it wiser to wait for direction from Plante on best practice. The current bank balance for tax  
112 revenue was reported at \$834,773.27.  
113  
114 c.) Discussion moved to the final item removed from the consent agenda: Plante Moran report.  
115 The Clerk/Treasurer reviewed the next steps recommended by Plante giving examples of  
116 procedures, training, pooled cash accounting, eliminating/consolidating bank accounts and  
117 adjusting the BS&A system to operate more efficiently and reduce errors. Accounting  
118 requirements have changed for municipalities in recent years, grant reporting, MDOT  
119 reporting and auditors' expectations at annual engagements are higher and more  
120 complicated. Procedures need to be established for daily, weekly, monthly, quarterly and  
121 annually duties. The basics we know: pay bills, receipt utility payments, run payroll, etc.,  
122 but what can we do to improve office efficiencies and level of professionalism and how  
123 and where can we improve and reduce errors in the manual process. The Village Manager  
124 commented that many of the same issues have been pointed out in past year audits. Some  
125 changes have been made, but we need to do what it takes to correct recurring issues and  
126 unchecked erroneous practices. With proper instruction and over sight we can resolve  
127 improve accuracy and streamline the process of daily business. Council supported the  
128 efforts of staff and committed to providing the resources to overhaul the system which  
129 involves everyone using BS&A software: water billing, accounts payable, cash receipting,  
130 general ledger, misc. receivables. Follow up was recommended once the transition is made  
131 to pooled cash accounting system with the consultant to monitor the transition and insure  
132 that the system is being utilized to the fullest and proper extent.  
133 **MOTION:** by Frost/Helmuth to approve extending the engagement with Plante Moran  
134 recognizing the need and appropriating \$10,000, with budget amendments to be  
135 forthcoming.  
136 **Roll Call Vote:** Ayes: 5. Helmuth, Frost, Bossardet, Dolan, Bailey. Nays: 0. Absent: 0.  
137 Motion carried.

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**12.) PUBLIC COMMENT:**

Tanya Heuser, 34 Lafayette St.-Commended Police Chief Solwold for call response. Tree replacement policy, parking lot lines, sign ordinance.

Dale Wolicki, 59 N. Washington-Asked for information on a commercial site plan adjacent to his property: Maxwell Phillip, 57 N. Washington. Wolicki claims outstanding issues over an easement and property access dating back to the original site plan approval.

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

- Village Manager- Commented on M-24 project, MDEQ-updating emergency response, Huntington Bank, ACH Payments, E-mailing Water Bills.

**14.) COUNCIL COMMENTS:**

- Bossardet- Scarecrow Festival a success. Estimated 300 children in attendance. Commented on M-24 project scheduled for March of 2020 that will affect North and Southbound M-24. Regional redirection of traffic. Schools have been alerted for future planning of alternate routes.
- Dolan- Commented on council seat turnover in November and continued council participation in meetings.
- Frost-Thanked staff and public for feedback and input.

**15.) CLOSED SESSION:**

**MOTION:** by Helmuth/Frost to enter in to Closed Session at 7:54 p.m. in accordance with MCL 15.268(e) to discuss pending litigation.

**Roll Call Vote:** Ayes: 5. Helmuth, Frost, Bossardet, Dolan, Bailey. Nays: 0. Absent: 0. Motion carried.

**MOTION:** by Frost/Helmuth to return to Open Session at 8:03 p.m. All in favor. Motion carried.

**16.) ADJOURNMENT**

**MOTION:** by Helmuth/Frost to adjourn. With no further business to discuss, meeting adjourned at 8:03 p.m. All in favor. Motion Carried.

Respectfully submitted,

Teresa L. Onica  
Recording Secretary

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Recording Secretary

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Village President