

**OXFORD VILLAGE COUNCIL  
REGULAR MEETING MINUTES**

*Village Council Members: David Bailey, D. Erik Dolan, Maureen Helmuth, Joe Frost, , Katie Logan*

<b>22 West Burdick Street Oxford, MI 48371</b>	<b>December 11, 2018</b>	<b>6:30 pm</b>
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- 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: Bailey, Frost, Helmuth, Logan. Absent: 1 Dolan.  
*Staff Present: Village Manager Joseph Madore, Clerk/Treasurer/Recording Secretary Tere Onica, Police Chief Mike Solwold, Attorney Bob Davis.*
- 4.) **APPROVAL OF AGENDA:** December 11, 2018.  
**MOTION:** by Frost/Bailey to approve the December 11, 2018 meeting agenda with the following amendments: Move the letter of resignation to Item (5) and strike New Business Item (10)(g) Council person Eric Dolan letter of resignation. Move snow correspondence to (9)(a) and resident correspondence regarding 94 Dennison to Item (11). All present voting in favor. Motion Carried.
- 5.) **PRESENTATIONS:** Council President read the letter of resignation from Council member Dolan.  
**MOTION:** by Helmuth/Bailey to accept the letter of resignation from Eric Dolan with regrets and calling for an ad to be placed in the Oxford Leader for interested parties to submit an application/resume to fill the vacancy at the next regular meeting of the council to be held on January 14<sup>th</sup> at 6:30 p.m.  
**ROLL CALL VOTE:** Ayes: 4. Logan, Helmuth, Bailey, Frost. Nays: 0. Motion carried.
- 6.) **Public Hearing:** None.
- 7.) **PUBLIC COMMENTS:**

Kevin Kadrach, 724 Woodleigh Way, objected to the 60 snow removal tickets issued.  
Gene Hampton from the Block Plant by the Post Office received a snow ordinance ticket. Mr. Hampton stated it takes him time to clear and he is against the ordinance. Consideration should be given for those who cannot be there when it snows asking for the ordinance to be rescinded.  
Wilkin Collins, 532 Thornhill Trail, is a senior citizen with a bad leg and cannot be out in the cold air too long. Received a ticket on Nov. 28<sup>th</sup>. He asked for leniency.  
Bryan Cloutier, Oxford Public Library, promoting library events and Rotary Club.  
Angela Profant, 4 Park Street, asked for grace be extended to the sick and elderly, and expectant mothers.
- 8.) **CONSENT AGENDA:**
  - a.) **Receive and File Items:**
    - i. Correspondence: Resident re: 94 Denison boat, Snow Ordinance emails.
    - ii. Letters, Reports, and Minutes

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**MOTION:** by Helmuth/Frost to receive and file item (a.) (ii). All present voting in favor.  
Motion carried.

b.) **Approval Items:** (roll call vote with bill amount)

i. Approval of Minutes: November 27, 2018 regular meeting minutes.

ii. Bills: \$ 130,789.51

iii. Monthly Budget Report and Budget Amendments

**MOTION:** by Helmuth/Bailey, to approve Consent Agenda items under (8)(b)(i), (ii), and (iii); approval of the minutes, bills in the amount of \$130,789.51 and budget amendments as presented.

**ROLL CALL VOTE:** Ayes: 4 Frost, Helmuth, Logan, Bailey. Nays: 0.  
Motion carried.

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

a.) **Update and Discussion of New Snow Ordinance:** Council members discussed public response to tickets issued. Opposition to enforcement and citations were heard and discussed by council. Letters from Paul and Connie Atallah asking for amounts of snowfall to be addressed and Mary Forte requesting a waiver for her fine were considered.

Lesser residential fines than commercial fines, refunds and mailing ordinance notification to every parcel in the village were suggested. It was pointed out that the village has had a snow ordinance for a very long time that has not been enforced. Chronic offenders cause safety issues and non-response/non-compliance to public complaints must be corrected. People need to clear their sidewalks in a relatively quick manner or make proper arrangements so that it gets done.

The council worked on the snow ordinance amendments for several months. The Oxford Leader published 6-8 articles providing extra, area-wide public notice. There was a Public Hearing and a First and Second Reading of the ordinance to hear public comments. After several months the ordinance was finalized on August 28<sup>th</sup> and again published in the newspaper. On the first snow event, the Ordinance Officer did not write citations until nearly 24-hours later. Snow stopped @2:15 p.m. on Monday Nov. 26<sup>th</sup>. The Ordinance Officer did not go out until 11:30 a.m. Tuesday, concentrating on the parade route (to be cleared for the upcoming weekend event). On Wednesday, the Ordinance Officer issued violations to the remainder of the village giving people another full day to clear snow. Letters/Citations were sent to violators.

People need to help each other. Suggestions for reaching out to the boy scouts and high school students needing service hours were mentioned as a potential resource for the elderly, disabled, infirmed or out-of-towners. Many cities/villages have similar ordinances. No two communities are alike. Time, quantity and warning notice were suggested revisions to the existing ordinance, but amending an ordinance is a process. The council cannot arbitrarily make changes without following state and local statute which require Public Hearing and publication. Councilman Bailey suggested writing tickets for \$25.00. If the walk gets cleared, the citation is forgiven. If they do not, they are charged \$50.00.

90 **MOTION:** by Logan/Bailey to amend the ordinance and make provisions to include  
91 duration, amount, and warning and bring back to the council at next meeting. Motion  
92 carried with three yes votes and one dissenting vote by council member Helmuth.  
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94 **b.) Marihuana Legislation Discussion. Tabled from November 27<sup>th</sup>-** Council continued  
95 discussion regarding regulations for the sale of recreational marihuana. The State has until  
96 December 6, 2019 to put forth their regulations. The village council is at a crossroad.  
97 Action to prohibit, or action to develop an ordinance with regulations is required. Waiting  
98 may take away the ability for the village to prohibit activity once it has been established as  
99 a right. MCL 333.27953 Definitions, were provided with a legal analysis from Attorney  
100 Davis. There are many things to consider.

101 **MOTION:** by Frost/Bailey to set aside action on Recreational Marihuana Establishments  
102 until the next regular council meeting scheduled for January 8, 2019. All present voting in  
103 favor. Motion carried.  
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105 **c.) Purchase Policy Consideration Tabled from November 27<sup>th</sup>:** Discussion continued  
106 over supporting local business though bid procedure. Under Section 2-188 Local  
107 preference for purchasing, a percentage will be allocated only to qualified bidders. A bid  
108 would not automatically go to a local business, but there is built-in leeway to help level  
109 the bidding field by not excluding competitive bids from local companies.

110 **MOTION:** by Frost/Helmuth to approve the Purchase Policy, Division 2-Purchasing,  
111 Contracting and Selling Personal Property Section 2-181 through 2-188 as presented. All  
112 present voting in favor. Motion carried.  
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114 **10.) NEW BUSINESS:**

115 **a.) 2019 Committee and Commission Appointments:** Council President Frost presented the  
116 following Committee and Commission appointments for 2019:

117 **MML:** Delegates Frost and Logan

118 **SEMCOG:** Logan/Frost

119 **POLLY ANN TRAIL:** Frost/Helmuth

120 **NOTA:** Bailey/Logan

121 **CABLE COMMISSION:** Helmuth/Frost

122 **MOTION:** by Frost/Helmuth to approve the appointments as presented. All present voting in  
123 favor. Motion carried.  
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125 Public Comments were received from past Council President Susan Bossardet regarding the  
126 importance of attendance for meetings and meeting the obligations of appointments.  
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128 **b.) 2019 Meeting Schedule Approval:** Village Council By-Laws were referenced for setting  
129 the 2019 Council Meeting schedule. According to the by-laws, Council meets the second  
130 Tuesday monthly. It was necessary to meet twice monthly in the last year or two because  
131 of administrative problems. A second meeting can be called if/whenever needed.

132 **MOTION:** by Helmuth/Bailey to approve all board meeting schedules as presented. All  
133 present voting in favor. Motion carried.  
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- c.) **Rodent Control Information:** Council member Helmuth presented information regarding natural rodent control used by other communities. There are several things people can and should do in and around their homes. There are village regulations for using traps or poison. It was suggested residents contact the Ordinance Officer for those regulations. Helmuth asked village residents to consider Owl Houses as owls have proven to be effective in eradicating rodent problems.
- d.) **DDA PUD Agreement Extension-** In 2009 surveys of Mill St. were sent to Oakland County Register of Deeds but were never recorded. The Village received documentation from Oakland County equalization and mapping that the issues with the survey done in 2009 have been addressed and completed as of December 3rd. The DDA recommends the timeline for the PUD agreements for the development of Burdick and Mull Streets be extended by six (6) months. DDA Director Glenn Pape provided a draft of the proposed amendment to the DDA PUD agreement showing the new deadlines for specific actions. **MOTION:** by Frost/Helmuth to approve the DDA PUD agreement extension as presented. All present voting in favor. Motion carried.
- e.) **Planning Commission Recommendation to extend enforcement moratorium for outside sales in the C-1 Transitional Zoning District.** Planning Commissioner Helmuth informed the council that the Planning Commission is on track for presenting a recommendation to council for Outdoor Display Sales Ordinance. A Public Hearing is scheduled for January 15, 2019. An extension is needed until the end of April to finalize the ordinance and present it to council for adoption. **MOTION:** by Helmuth/Frost to grant the extension requested by the Planning Commission regarding the Outdoor Display Sales Ordinance. All present voting in favor. Motion carried.
- f.) **Manager & Clerk 2019 Goals and Objectives-** Attorney Davis explained that both the Manager and Clerk have statutory duties that direct their daily activity. In addition to their normal workload, goals and objectives can be added. The following items were suggested for resolution of goals and objectives for the January Council Meeting:  
Village Manager: Capital Improvement Plan-Sewer, water, roads. M-24 project. Business Sustainability (DDA is working on). Marketing, website, Facebook, volunteers and communication were listed. Locating Water Main Service Leads, newsletter, plan for village office building and a social media policy were mentioned.  
Clerk- Update ordinances, Muni-code on-line. Website postings. Written SOP's for office staff.  
**MOTION:** by Frost/Helmuth to finalize the goals and objectives for the Village Manager and Clerk based on discussion. All present voting in favor. Motion carried.

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- 11.) **ITEMS REMOVED FROM CONSENT AGENDA (Item 8):**  
**94 Dennison-** Communication, pictures and village ordinance was reviewed. The boat is legally stored in its' current location. The planning and zoning consultant reviewed the complaint finding the property owner in compliance.

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**12.) PUBLIC COMMENT:**

Rose Bejma- Questioned appointment process. ZBA alternate needed.  
Bryan Cloutier-Rotary Club, special education, park concept, playscapes. Asked for parties to begin thinking what an agreement with the village might look like.  
Kevin Kadrich,- Appreciates council.  
Ken Dudak represents business commenting on snow ordinance violations.  
Arthur Baldwin,123 East St.- residents recognize neighbors that can and cannot shovel snow.

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

- Village Manager- Will be attending meeting on Recreational Marihuana. Rowe parking lot proposal. Plan to do in phases to defray cost. Burdick St. mill and fill. BS&A point and pay update.
- Clerk/Treasurer- Chart of Accounts deadline for update extended to January 2020.

**14.) COUNCIL COMMENTS:**

- Logan-Expressed disappointment in the Snow Ordinance citations.
- Frost-Thanked the public for their participation and input to making amendments to the snow ordinance.

**15.) ADJOURNMENT:** With no further business to discuss meeting adjourned at 8:52 p.m.

**MOTION:** by Helmuth/Bailey. All present voting in favor. Motion Carried.

Respectfully submitted,  
Teresa L. Onica, Recording Secretary

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President