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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

August 28, 2018

6:30 pm

- 1.) **CALL TO ORDER:** President Bossardet called the meeting to order at 6:30 p.m.
- 2.) **Pledge of Allegiance & Moment of Silence.**
- 3.) **ROLL CALL** Attendance Members Present: Bossardet, Bailey, Frost, Helmuth. Absent: Dolan
Staff Present: Village Manager Joseph Madore, Clerk/Treasurer/Recording Secretary Tere Onica, Police Chief Mike Solwold, DPW Supervisor Don Brantley, Assistant Manager Drew Benson.
MOTION: by Helmuth/Frost excusing Dolan. All in favor. Motion Carried.
- 4.) **APPROVAL OF AGENDA** August 28, 2018
MOTION: by Helmuth/Frost, to approve the Tuesday August 28th agenda as presented. 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
- ii. Letters, Reports, and Minutes
- 1.) Polly Ann Trial Management-Minutes August 15, 2018
MOTION: by Frost/Helmuth to receive and file Consent Agenda items under 8.a. as amended by Bossardet moving August 14, 2018 council meeting minutes to Item 11.
- b.) Approval Items:
- i. Approval of Minutes: July 24, 2018 regular meeting.
- ii. Bills – \$101,630.35
- iii. Monthly Budget Report and Budget Amendments
1. Budget Amendment for Additional Cell Phone Line for Police Sergeant
2. Monthly Budget Report – July & August
MOTION: by Helmuth/Frost, to receive and file Consent Agenda items under 8.b.i.,ii,iii as presented.
Roll Call Vote: Ayes: 4, Bossardet, Frost, Bailey, Helmuth. Nays: 0. Absent: 1, Dolan. Motion carried.
- 9.) **UNFINISHED / OLD BUSINESS:**
- a) **Second Reading and Adoption of Proposed Snow Removal Ordinance.**
MOTION: by Helmuth/Bailey to approve Ordinance 408 – Snow and Ice Removal Ordinance.
Discussion: Regarding fee structure. Referring to Section 58-104, 105 Bailey stated the fines could be as high as \$2,500.00 in one day for each violation under subsection 105, A-E. Bossardet said that there was a practical application to ordinance violations and the ordinance should stand as is. Frost believed a fine of \$150 for first offense was extreme and did not give residents the ability to comply. Helmuth said it was like the old ordinance with minor changes. Disagreement/debate focused on the proposed fee schedule.
Amendment: by Helmuth to approve the second reading and adopt the proposed Snow Removal Ordinance #408 with the following amendments to the fee structure: first offense \$50.00 plus cost, second offense \$150.00 plus cost, third offense \$500.00 plus cost.

52 **Roll Call Vote:** Ayes: 4, Frost, Helmuth, Bossardet, Bailey. Nays: 0. Absent: 1, Dolan. Motion carried.
53

54 **10.) NEW BUSINESS:**

55 **a.) Consideration of a Request to Use the Village Garage-Middle School Robotics Team:**

56 Chief Solwold was approached by the Oxford Middle School robotics team for the use of the village garage
57 for training students. The garage would be used from mid-October through mid-December primarily in the
58 afternoon or evening. There would be no conflict for the space and insurance coverage would be the same as
59 the high school which is on file.

60 **MOTION:** by Frost/Helmuth to approve the request from the middle school to use the village garage from
61 mid-October through mid-December primarily afterschool. All in favor. Motion carried.
62

63 **b.) Consideration of Zoning Ordinance Amendment:** Request to change the number of members on
64 the ZBA.

65 **MOTION:** by Helmuth/Bailey, to amend the Zoning Ordinance No. 409, Number of Members on the Zoning
66 Board of Appeals amending Section 9.5.4.B of the Zoning Ordinance as presented reducing the number of
67 commissioners from 6 to 5, also amending the language of the By-Laws to reflect the change. Helmuth noted an
68 exception to the numbering of the ordinances asking for conditional approval based on review and correction of
69 the ordinance numbering.

70 **Roll Call Vote:** Ayes: 4, Helmuth, Bailey, Frost, Bossardet. Nays:0. Absent: 1, Dolan. Motion carried.
71

72 **c.) Consideration of the Zoning Board of Appeals by-laws:** Approved in motion 10.b.
73

74 **d.) Consideration of an amendment to Planning Commission By-Laws:** In November 2013, the
75 Village of Oxford approved an amendment to the Code of Ordinances changing the number of Planning
76 Commissioners from 9 to 7. The changes did not appear to be codified into the Planning Commission By-
77 Laws. Additional minor changes were cited including meeting schedule of 2 monthly meetings and Election
78 of Officers being held in November. All changes reflect the current operating standards of the P.C.

79 **MOTION:** by Helmuth/Frost to approve the amendments to the By-Laws as presented. All in favor. Motion
80 carried.
81

82 **e.) Consideration of Bids for storm Drain Replacement, Curb Replacement, and Parking Lot**
83 **Approach Replacement-Northeast Parking Lot:** Don Brantley presented bids for repair to the driveway
84 approach, curb, sidewalk and storm drain catch basin entering the northeast parking lot by John Burt's
85 Reality.

86 **MOTION:** by Frost/Bailey to approve Sitework Services, LLC to remove and replace the existing catch basin,
87 remove and replace the existing curb, approach and sidewalk and repair asphalt in work areas not to exceed
88 \$14,575.00.

89 Bossardet asked about the stop bar and striping being done. Village Manager Madore commented on the size of
90 the project not big enough in scope or cost to necessitate hiring an engineering firm for project specs for a
91 uniform quote from vendors. The project will be funded by Major Streets with DDA contributing \$7,500.00.

92 **Roll Call Vote:** Ayes: Bossardet, Bailey, Helmuth, Frost. Nays: 0. Absent: 1, Dolan. Motion
93 carried.
94

95 **f.) Consideration of Contract Renewal for Sentinel Well Monitoring: Northern Well & Pump:**
96 Madore reported that Northern Well & Pump proposed to continue the work at the current rate. They are
97 familiar with the village wells, reporting requirements, well-sampling, including sewer and storm drains in
98 the event of or confirmed discharge of hazardous chemicals for an additional charge.

99 **MOTION:** by Frost/Helmuth to approve the contract extension for a three-year period for Environmental
100 Technical Support & Laboratory Services with Northern Well & Pump. All in favor. Motion carried.
101

102 **g.) Consideration of Bids for Temporary Contracted Accounting Services:** Madore spoke on the
103 need for the village to overhaul/update the village accounting process. SKT recommended contacting
104 independent accounting firms to reconcile outstanding issues prior to the audit engagement. Onica reported
105 the annual audit has been moved ahead to October 2nd due to auditor's scheduling conflicts. Three bids were
106 presented. The firms will review and assist in reconciliation of prior year issues before the audit. Accounting
107 practices will be evaluated with expected improvements to procedures and use of the BS&A accounting
108 software system. This is an effort streamline the accounting process and prepare for the upcoming change to
109 the new chart of accounts mandated by the State Treasury. Madore reported \$7,500 available in the budget
110 without amending. Onica was also willing to apply \$1,500 of department budgeted training. References were
111 contacted to validate the value of said service.

112
113 Helmuth objected to the cost of professional services referring to past expense and worry over cost beyond
114 the initial engagement. Further discussion deemed it necessary. Bossardet thought it was not right to
115 continue operating from a disadvantage because of what was done or not done in the past. Onica responded
116 to concerns recognizing the cost but acknowledging the highly specialized service with proven results.

117 **MOTION:** by Helmuth/Frost to engage Plante Moran for the purpose of improving accounting practices and
118 use of software in an amount not to exceed \$7,500.00.

119 **Roll Call Vote:** Ayes: Bossardet, Bailey, Helmuth, Frost. Nays: 0. Absent: 1, Dolan. Motion carried.

120
121 **h.) Consideration of Tree Removal Services:**

122 **MOTION:** by Helmuth/Frost to approve 4-tree removals including stumps by Active Tree Experts, not to exceed
123 \$4,000.00.

124 **Roll Call Vote:** Ayes: Bossardet, Bailey, Helmuth, Frost. Nays: 0. Absent: 1, Dolan. Motion
125 carried.

126
127 **11.) ITEMS REMOVED FROM CONSENT AGENDA (Item 8).**

128 Item 8.b Approval of August 14, 2018 minutes: Madore reported that Mr. Dolan had asked to amend Page 2,
129 line 71: *Strike 25 to 50 changing the order by inserting: 50 to 25.*

130 **MOTION:** by Helmuth/Bailey, to amend the August 14, 2018 meeting minutes as presented. All in favor.
131 Motion Carried.

132
133 **12.) PUBLIC COMMENT-** None.

134
135 **13.) MANAGER, STAFF, & ATTORNEY REPORTS**

- 136 • Village Manager - Reported on Chamber moving September 1st. Letters have been sent to Glaspie
137 St. residents. Gave update on 3 insurance claims- 2 closed, one open.
- 138 • Clerk/Treasurer – Thanked council for supporting proposal for making changes to the accounting
139 system.
- 140 • Assistant Manager- Reported on web site development and launch date. Will present preview at
141 upcoming council meeting on the projector screen. Reported on Back-flow. Goal to have
142 information on all parcels.

143
144 **14.) COUNCIL COMMENTS:**

145 Frost – Go Oxford Wildcats with start of new school year! Thanked staff for hard-work. Offered
146 condolences recognizing the service of John McCain and his recent passing.

147 Helmuth reported on Planning Commission meeting. Plan to be proactive, not reactive. Commented on new
148 cable office, new contract with Charter and PEG fees. Water sampling.

149 Bailly commented on Village of Oxford water quality.

150 Bossardet complimented summer Concerts in the Park. Gave update on Polly Ann Trail approving 8 4x4
151 size maps and completion of wood trail. Application to be recognized by Pure Michigan.

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15.) ADJOURNMENT

MOTION: by Helmuth/Frost to adjourn. With no further business to discuss meeting adjourned at 7:57 p.m. All in favor. Motion Carried.

Respectfully submitted,

Teresa L. Onica
Recording Secretary

Recording Secretary

Village President