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**OXFORD VILLAGE COUNCIL
REGULAR MEETING MINUTES**
Amended September 25, 2018

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

22 West Burdick Street
Oxford, MI 48371

September 11, 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.** Remembrance of the attack on our nation 9-11-2001.
- 3.) **ROLL CALL** Attendance Members Present: Bossardet, Helmuth, Dolan. Absent: Bailey, Frost. *Staff Present: Village Manager Joseph Madore, Clerk/Treasurer/Recording Secretary Tere Onica, Police Chief Mike Solwold, Assistant Manager Drew Benson and Attorney, Bob Davis.*
MOTION: by Helmuth/Dolan excusing Frost and Bailey. Bailey was an expected late arrival. All in favor. Motion Carried.

4.) **APPROVAL OF AGENDA:** September 11, 2018

MOTION: by Helmuth/Dolan, to approve amending the September 11th agenda by moving the PUD status under Item 7.a.2, to Item 11.a., and adding Village Bidding Process under New Business as Item 10.e. All in favor. Motion Carried.

5.) **Call to Public for non-agenda items:**

- Chuck Schneider- Asked for outside sales to be permitted in all zoning districts, currently allowed only in C2. Asked council to direct the Planning Commission to evaluate.
- Bill Dunn, 14 Dennison- Mr. Dunn was asking on behalf of the township for consideration to allow developers to purchase additional sewer capacity from the village. The village has excess capacity and the question was asked if the village would work with developer/contractors to sell excess capacity.
- Chuck Schneider- Safety issue due to lack left turn lane on Glaspie. Truck traffic is problematic and dangerous. Mr. Schneider also asked about the proposed ordinance amendment.

- 6.) **Presentations:** Assistant Manager, Drew Benson presented the new Village and DDA web concept to council. Launch is expected by end of fall.

Council member Bailey arriving at 6:45 p.m.

7.) **CONSENT AGENDA:**

a.) Receive and File Items

i. Correspondence

- 1.) Letter of Engagement-Stevens, Kirnovic & Tucker P.C.
- 2.) PUD Status Update-E. Burdick & Stanton (*moved to Item 11.a.*)

ii. Letters, Reports, and Minutes

- 1.) Police Activity Report-august 2018
- 2.) Public Works Activity Report- August 2018
- 3.) Code Enforcement Report- August 2018

MOTION: by Dolan/Helmuth to receive and file Consent Agenda items under 7.a.i., and ii. All in favor. Motion carried.

b.) Approval Items:

- i. Approval of Minutes: August 28, 2018 regular meeting.
- ii. Bills – \$89,809.47
- iii. Monthly Budget Report and Budget Amendment

52 1.) Revenue expenditure report- August 31, 2018

53 **MOTION:** by Dolan/Helmuth, to ~~receive and file~~ *approve* Consent Agenda items under 8.b.i.,ii
54 *Bills in the amount of \$89,809.47, and iii as presented.*

55 **Roll Call Vote:** Ayes: 4. Bossardet, Dolan, Helmuth, Bailey. Nays: 0. Absent: Frost. Motion carried.
56

57 **8.) PUBLIC HEARINGS:**

58 a.) Proposed Ordinance amendments to Fire Code & Property Maintenance Code.

59 The International Code Council (ICC) published new versions of the IPMC and IFC in 2015 and
60 2018. Two minor adjustments in the language need to be made to our existing ordinance.

61 **MOTION:** by Dolan/Helmuth, to open the Public Hearing for the proposed ordinance amendments
62 at 6:59 pm.

63 **Roll Call Vote:** Ayes: 4. Bossardet, Dolan, Helmuth, Bailey. Nays: 0. Absent: Frost. Motion carried.
64

65 Building & Building Regulations Chapter 10, Article 3 and Chapter 34, article 2 of the Village's
66 Code of Ordinances specifically referencing to 2009 editions to the IPMC and IFC standards for
67 regulating and governing conditions, use, maintenance, materials and devices of all property,
68 buildings and premises were presented. Current codes are outdated. The language in the new
69 ordinance will cover a continuation of updates to eliminate periodical amendments due to updates
70 in the International code. Proposed amendments were recommended for a second reading at the
71 next village council meeting.

- 72
- 73 • Chuck Schneider- Requested information on ordinance. Clarification-council is being asked
74 to consider adopting a relevant version of what already exists.
75

76 **MOTION:** by Helmuth/Bailey, to close the Public Hearing at 7:00 pm.

77 **Roll Call Vote:** Ayes: 4. Bossardet, Dolan, Helmuth, Bailey. Nays: 0. Absent: Frost. Motion carried.
78

79 **9.) UNFINISHED / OLD BUSINESS: None.**

80

81 **10.) NEW BUSINESS:**

82 a.) **First Reading of Proposed Ordinance Amendments regarding the enforceable edition of**
83 **the International Property Maintenance Code and International Fire Code:** The second
84 hearing will be at the next regular scheduled council meeting.

85 **MOTION:** by Helmuth/Dolan to schedule the second reading of the Proposed Ordinance
86 Amendments to Chapter 10-Article-Property maintenance Code and Chapter 34-Article II- Fire
87 Code. All in favor. Motion carried.
88

89 b.) **Consideration of a Special Event Application-Witch's Night Out:** Application requirements
90 were incomplete. The Village Manager is awaiting required paperwork.

91 **MOTION:** by Dolan/Bailey to set aside Item b: Special Event Witch's Night Out. All in favor. Motion
92 carried.
93

94 c.) **Consideration of Oxford Area Cable Communications Commission Joint Representation and**
95 **Confidentiality Agreement:** The village manager was asked to sign a Joint Representation and
96 Confidentiality Agreement giving Kitch, Drutchas, Wagner, Valitutti & Sherbrook the ability to jointly
97 represent those within the commission to recoup 2% PEG fees. Madore referred to Item 7 in the
98 "agreement" stating *each client has consulted with their individual municipal council to seek advice on*
99 *any potential conflict of interest or disclosures pursuant to the agreement.* Terry Styles, of the Cable
100 Communication Commission responded to Attorney Davis' recommendation to modify the language in
101 Paragraph 2, Page 2 to reflect the intended action on behalf of Addison, Leonard, Oxford Township and

102 the Village of Oxford. There was concern over autonomy, and the other communities who signed the
103 agreement without review by legal-council and without board approval in their given jurisdictions. Ms.
104 Styles agreed to the language changes in the document expressing a modified document would be
105 brought to the village manager tomorrow.

106 **MOTION:** by Dolan/Bailey to set aside the proposed agreement until the language is modified to reflect
107 the recommended changes noted by Attorney Davis with full review to be made by Davis and Madore
108 prior to executing.

109 **Roll Call Vote:** Ayes: 4. Helmuth, Bailey, Bossardet, Dolan. Nays:0. Absent: Frost. Motion carried.
110

111 **d.) Consideration of Boring/Core Samples Proposals for Burdick St. and Parking Lot:**

112 On the recommendation of the engineer, boring samples were taken to determine the thickness and
113 soil beneath Burdick St. and the Village parking lot area. Estimates were provided by three
114 companies. Following thorough review by Madore, the recommendation was to approve the bid
115 from Construction Testing Services for an amount not to exceed \$2,225.00.

116 **MOTION:** by Dolan/Helmuth to approve the proposal from Construction Testing Services not to
117 exceed \$2,225.00.

118 **Roll Call Vote:** Ayes: 4. Bossardet, Bailey, Helmuth, Frost, Dolan. Nays: 0. Absent: Frost. Motion
119 carried.
120

- 121 **e.) Policy & Procedures for Bidding Process:** The bid approval policy is antiquated and in need of
122 updating. Dolan suggested the council needs to evaluate how bids are solicited, determine what the
123 proper number of bids is, when to use the sealed bid process, selection of the lowest quality bid and
124 adhering to village policy. There was concern over using familiar firms and comparing quotes that
125 do not contain the same work specifications. There are exceptions to highly specialized products or
126 services that fall outside the normal bidding process. Lower cost projects would add unnecessary
127 expense to secure engineered specs, and cumbersome or non-productive to require a sealed bid
128 process for purchases under a certain threshold. Attorney Davis will bring a modified version of the
129 village policy to the first October meeting for the council to analyze, review and update.
130

131 **11.) ITEMS REMOVED FROM CONSENT AGENDA (Item 7).**

- 132 **a.) PUD Status Update-E Burdick & Stanton:** D. Weckle has been working on this project for several
133 years. It was approved in 2016, amended in 2017 with a third story addition. In November 2017, an
134 extension was granted. Prior to beginning building it was discovered that the property needed a new
135 legal description due to the catch basin and road being owned by the village. There is also an issue
136 of property splits being issued from the county. All the changes and idiosyncrasies of the PUD
137 Agreement need to be ironed out. Mr. Weckle anticipates the parking lot being completed this year.
138 The council being very supportive of the project asked what the village can do to help expedite the
139 project. There were concerns over approaching deadlines. Council asked to be kept informed on the
140 progress expressing that communication lets them know that work is in process.
141

142 **12.) PUBLIC COMMENT-**

- 143 • Burdick Landscaping Equipment -received a code enforcement violation ticket for outside sales.
144 Activity they have conducted for the last 8-years without violation. They want to continue to do
145 business and said they had an agreement with the village. Attorney Davis asked if they had the
146 document. They did not know its present location. Davis will investigate.
- 147 • Chuck Schneider- Doing business outside.
- 148 • Steve- Burdick Landscaping Equipment commented on transitional zoning that allowing for outside
149 sales.
150

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

- 152 • Village Manager- Gave business update. Phone system install scheduled for 9/21/18. Request for
153 homecoming float using police garage. Witch's Night Out event tabled, request for small cell
154 wireless -information, attention to grease traps/spills in parking lot and hauling companies, summer
155 sewer credit concept not being best determiner for use, separate meter installation, outside sales
156 display, MDOT patchwork.
- 157 • Clerk/Treasurer- Plante Moran was out to assess system and identified outstanding accounting
158 issues. They confirmed what was previously reported: accounting inefficiencies, manual practices
159 and fixing the system. There is a lot of audit prep to do. Recommendations forthcoming.
- 160 • Assistant Manager-Has background and information regarding outdoor display and sales ordinance.
161 Can provide report to council. Attended workshop on brownfields, being proactive, economically
162 and developmentally friendly.

163
164 **14.) Council Comments:**

- 165 • Bossardet- Wants report on Lone Ranger cost. Recognized 9-11 as solemn occasion we should never
166 forget. The threat remains real. Troubled by other communities signing a contract without attorney
167 review or board oversight. The need to address grease problem is seriously overdue.
- 168 • Dolan- 9-11 significant dates 2001, 2012- the threat remains for attacks on our country. Support for
169 public safety-police, fire is a priority. Prevention is key. Village has a responsibility to support
170 business outside sales and display of products in a reasonable way.
- 171 • Bailey-supported patriotic remarks and loyalty to our county.
- 172 • Helmuth-Corrections still needed to ordinance format and adopted changes.

173
174 **15.) ADJOURNMENT**

175 **MOTION:** by Helmuth/Dolan to adjourn. With no further business to discuss, meeting adjourned at
176 8:07 p.m. All in favor. Motion Carried.

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178
179
180 Respectfully submitted,

181
182
183 Teresa L. Onica
184 Recording Secretary

185
186 _____
187 Recording Secretary

185
186 _____
187 Village President