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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

September 25, 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, Helmuth, Dolan , Frost. Absent: Bailey. *Staff Present: Village Manager Joseph Madore, Clerk/Treasurer/Recording Secretary Tere Onica, Police Chief Mike Solwold, Assistant Manager Drew Benson and DPW Supervisor Don Brantley.*
MOTION: by Helmuth/Dolan excusing Bailey. All in favor. Motion Carried.

- 4.) **APPROVAL OF AGENDA:** September 25, 2018
MOTION: by Dolan/Frost amended by Helmuth/Frost to the September 25th agenda adding item (10)(e.) Assistant Manager/Community Specialist, and to move the approval of the September 11, 2018 minutes under item (11). 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.) Oxford Band Boosters tag sale M-24 at Burdick.

ii. Letters, Reports, and Minutes

1.) Polly Ann Trail Management Council Minutes-September 19, 2018

MOTION: by Dolan/Frost to receive and file Consent Agenda items under(8)(a)(i)., and (ii). All in favor. Motion carried.

b.) Approval Items:

i. Approval of Minutes: September 11, 2018 regular meeting.

ii. Bills – \$113,109.14

iii. Monthly Budget Report and Budget Amendments

1.) Budget Amendment-Major Roads

MOTION: by Dolan/Helmuth, to approve Consent Agenda items under (8)(b)(ii), Bills in the amount of \$113,109.14, and item (iii) as presented. Agenda amendment to item (4) removes (8)(b)(i) *Approval of September 11, 2018 minutes* to item (11)- Items Removed from Consent Agenda.

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

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

a.) **Second Reading and Adoption of Proposed Ordinance Amendments regarding the enforceable edition of the International Property Maintenance Code and International Fire Code:**

MOTION: by Dolan/Frost to approve the second reading and adoption of ordinances 379-02.01 and Ordinance 379-03.01. All in favor. Motion carried. *It was noted that the assistant manager and clerk reviewed the ordinance numbering per council request. Prior ordinance amendments were made in 2012 and did not follow previous numbering assignments. The numbering (379-02.01 and 03.02) were changed to reflect the old numbering.*

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b.) **Consideration of a Special Event Application: Witches Night Out** -All open items from the September 11th meeting have been addressed and the application is complete.
MOTION: by Frost/Dolan to approve the Special Event Witch’s Night Out scheduled for Wednesday, October 26th from 4:00 -10:00 p.m. All in favor. Motion carried.

10.) **NEW BUSINESS:**

a.) **Consideration of Request-Junior Class Float in Police Garage:** Council discussed ongoing requests for permission to use the old fire hall garage now housing police vehicles. Other school activities have been approved to use the facility in the past. Robotics has been granted permission to use through the fall. The justification permitting public property for private use is not consistent with previous council action. Police cars are parked in the garage and some equipment is also present. The school insurance policy extends to the village when being used for school activities, but liability exposure is still there for the village. Adult supervision is a concern. The village manager is in the process of getting demolition quotes.

MOTION: by Helmuth/Frost granting permission for the Junior Class Float to work on their homecoming float in the old fire hall from September 26-October 13th with proof of insurance from the school district naming the village as additionally insured. Motion carried by voice vote with Dolan opposing.

b.) **Consideration of Well #3 Repair and Possible Cleaning.** Revised quotes were received from Northern Pump & Well and Peerless Midwest for the repair/maintenance of Well #3.

MOTION: by Dolan to approve the quote from Peerless in the amount of \$4,940.00 based on Option A for the minimally prescribed work. Motion withdrawn by Dolan following discussion. The options/cost submitted were to provide an “apples to apples” comparison and clarify differences in the original quote. Northern and Peerless each addressed the council regarding the variation in cleaning & options, material and construction. The council indicated they wanted the best value from a reputable and qualified vendor. Both companies have satisfactorily serviced the well in the past. It was specified by council that work was being performed for maintenance and cleaning, not bowl assembly or pump overhaul. Any additional work needed must come back to council for approval.

MOTION: by Dolan/Helmuth to approve the quote based on the original quotes received from Peerless for \$15,068, noting bid differences between vendors (Northern quote = \$15,702).

Roll Call Vote: Ayes: 3. Bossardet, Helmuth, Dolan. Nays: 1 Frost. Absent: 1, Bailey. Motion carried.

c.) **Consideration Resolution 2018-17 MDOT annual permit personnel-** DPW Superintendent receives an annual permit for ROW (Right of Way) maintenance.

MOTION: by Helmuth/frost to approve Resolution 2018-17 naming the village manager, DPW Supervisor and Village Police Chief as authorized parties for the application for necessary permits to work within the ROW on as required by MDOT on behalf of the Village of Oxford. All in favor. Motion carried.

d.) **Discussion regarding outdoor sales ordinance report:** The assistant manager delivered a report to the council on the history of the ordinance on outdoor displays and sales within the downtown commercial zoning districts. The Planning Commission addressed the issue in June 2009 followed by the village council meeting for same through December of 2010 where a joint meeting was held with no discussion of the proposed ordinance. Businesses in the C-1 Transitional District are being cited and penalized for activity that has been allowed and ongoing for several years. The council discussed special land use, use permits, and downtown zoning and lack of follow through on the problem identified and placed on village agendas in 2009. Local businessman Chuck Schneider

102 addressed the council on the display and outdoor sales ordinance pointing to the council for action.
103 **MOTION:** by Helmuth/Frost to place a moratorium on the enforcement of the outdoor storage
104 section of the zoning ordinance as it references the C-1 Transitional district with the understanding
105 that no new outdoor storage can occur that doesn't exist currently until October 15, 2018 so the
106 village attorney can review. All in favor. Motion carried.
107

108 Helmuth will put the issue on the October 2 Planning Commission agenda for discussion and report
109 back to the council at the October 9th meeting. The village manager will discuss problem with the
110 DDA. Council wants action with deadlines and objectives to provide resolution with consensus on
111 how the downtown area should look.
112

113 **e.) Letter of Resignation from Assistant Village Manager/Marketing and Communication**

114 **Specialist:** Drew Benson submitted a letter of resignation of resignation to the council as of October
115 4th. Drew has been offered employment at the City of Troy. Drew was commended for his many
116 efforts and accomplishments in the village being the right person for the job at a time when the right
117 person was most needed. He will be greatly missed.

118 **MOTION:** by Frost/Helmuth to reluctantly accept the resignation of Drew Benson, wishing him the
119 very best in his new endeavor. All in favor. Motion carried.
120

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

122 **a.) Amendment to September 11, 2018 regular meeting minutes.**

123 **MOTION:** by Helmuth/Dolan to amend the September 11, 2018 meeting minutes as follows: on
124 Page 2, line 52, strike *receive and file*, and insert *approve*. All in favor. Motion carried.
125

126 **12.) PUBLIC COMMENT-** None.
127

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

- 129 • Village Manager- Purchase Policy updates for professional services -looking for direction on a go-
130 forward with engineering and feedback on the bidding process that is not always the best approach
131 to accomplish directives. Business update on ERC report, new phone system, boring samples.
132 RCOG-Glaspie and Burdick green turn arrows and left turn lane extension, 51 S. Washington, DPW
133 brick pavers around trees, Driveway approach NE quad of parking lot and parking lot engineering.
- 134 • Clerk/Treasurer-Commended Drew on his contribution to the village. A report on the
135 accounting/financial work being done with Plante governmental services specialist will be given
136 October 9th.
- 137 • Assistant Manager- Commented on his departure and thanked the village for the opportunity.
138

139 **14.) Council Comments:**

- 140 • Bossardet- Scarecrow event is Saturday Oct. 6th, touching on business area parking problems. Polly
141 Ann Trail will be closed for sealcoating on Oct. 12th. Punch list of outstanding items.
- 142 • Dolan- Would like council to contemplate special meeting regarding running to-do list of items still
143 to be accomplished as mentioned by Bossardet. Short term priorities, code enforcement addressing
144 boats, campers, trailers parked in driveways beyond temporary summer conditions where these
145 things move regularly and do not sit for extended periods of time.
- 146 • Helmuth-Planning Commission list of topics including non-conforming use and solicitation permit
147 that will be coming to council.
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149 All board members and staff commented on the extraordinary job and accomplishments of the
150 Assistant Manager, Drew Benson. All have enjoyed working with him.

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15.) ADJOURNMENT

MOTION: by Helmuth/Frost to adjourn. With no further business to discuss, meeting adjourned at 8:12 p.m. All in favor. Motion Carried.

Respectfully submitted,

Teresa L. Onica
Recording Secretary

Recording Secretary

Village President