

**OXFORD VILLAGE COUNCIL
MEETING MINUTES**

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

22 West Burdick Street Oxford, MI 48371	January 23, 2018	6:30 pm
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CALL TO ORDER

President Bossardet called the meeting to order at 6:30 p.m.

ROLL CALL

Members Present: Bossardet, Helmuth, Dolan
Members Absent: Frost, Bailey (Arrived at 6:32 p.m.)

Staff Present: Village Manager Joseph Madore, Police Chief Michael Solwold,
Assistant Manager Drew Benson, Village Attorney Robert Davis,
Public Works Superintendent Don Brantley

MOTION

Motion by Dolan, seconded by Helmuth to excuse Council Members Frost's absence.

Voice Vote
In Favor: All. Opposed: None.
Absent: Frost, Bailey
Motion Carried

APPROVAL OF AGENDA

MOTION

Motion by Helmuth, seconded by Dolan, to approve the agenda for Tuesday, January 23, 2018, with item 8(b)(i) moved to Section 11: Items Removed from Consent Agenda.

Voice Vote.
In Favor: All. Opposed: None.
Absent: Frost, Bailey
Motion Carried.

PRESENTATIONS

None.

PUBLIC HEARINGS:

None.

CALL TO PUBLIC – NON AGENDA ITEMS

None.

CONSENT AGENDA:

A. Receive and File Items

- i. Correspondence

None.

- ii. Letters, Reports, and Minutes

1. Northern Pump & Well Report

MOTION

Motion by Helmuth, seconded by Dolan, to receive and file consent agenda items A.

Voice Vote.

In Favor: All. Opposed: None.

Absent: Frost, Bailey

Motion Carried.

B. Approval Items

- II. Bills – Approval \$103,087.71

MOTION

Motion by Dolan, seconded by Helmuth to approve Approval Item B(II) as previously amended.

Roll Call

In Favor: Bossardet, Helmuth, Dolan. Opposed: None.

Absent: Frost, Bailey

Motion Carried.

Council Member Bailey arrived at 6:32 p.m.

UNFINISHED/OLD BUSINESS

A. Police Patrol Vehicle Acquisition Plan

Police Chief Solwold reintroduced the topic, noting that based on the conversation with Council last week, he has looked into the pricing for a Chevy Tahoe as a potential option for the proposed Police Patrol vehicle. Solwold described the quotes he had received for the vehicle, as well as for

the outfitting of the vehicle. Solwold noted that he is requesting Council to approve the purchase of the Chevy Tahoe for an amount not to exceed \$40,000.00.

Council Member Dolan asked if Solwold had reached out to larger vendors about the purchase of a Tahoe for this purpose, and noted that without having firm, written quotes for both the vehicle, and the outfitting, he would have difficulty voting to approve this purchase.

Council Member Helmuth commented that she also would like to see the quotes in writing, as there can be undue costs that are not always represented in verbal quotes.

Council Member Bailey asked how a delay in purchasing the vehicle would impact the Oxford Police Department. Solwold noted that if they did not purchase the vehicle he has presented tonight, the Oxford Police Department would likely need to order a vehicle, which would take 12-14 weeks.

Council Member Dolan noted that he does not have an issue with the increased proposed cost of the Tahoe compared the previously proposed options, rather, he would simply like to have the guaranteed quotes in writing in order to fully understand the cost of the purchases.

Village Manager Joseph Madore asked Solwold about the featured options on the proposed vehicle, and the costs associated with those features. Solwold elaborated on how the cost breakdown has been presented.

Council Member Dolan noted that he is also more concerned with the specific costs of outfitting the vehicle for duty, as opposed to the general cost of the vehicle.

Council Member Bailey noted that he would like to see Council be consistent in their requests for quotes and additional information from all departments of the Village to ensure equity in deliberation.

Council Member Helmuth noted that she would also like to take a deeper look into the Village's capital acquisitions plan, as it appears that the Village will need to purchase another vehicle soon based on the information provided.

Council Member Dolan noted that he would prefer that if/when the Village Council approves this purchase, that the Police Department should re-appropriate existing funds within the approved budget to purchase this vehicle, as opposed to using fund-balance withdrawals. This was listed as option 1 on the previously provided memo from the Village administration.

Village Attorney Davis noted that Council should be very specific in their motion in order to ensure that Solwold brings all of the information they want to the next meeting.

MOTION

Motion by Dolan, seconded by Helmuth, to set this matter aside, pending 3 hard, firm, written quotes on the purchase of a vehicle, and 3 hard, firm quotes on the outfitting of that vehicle.

Specifically as desired by the Chief, constructed in his own fashion, based upon the needs of the agency in the most cost effective manner. Those quotes should be brought to Council at a subsequent meeting. Council also exercised the proposed option 1 for the financing of the vehicle.

Council Member Helmuth asked about the possibility of purchasing a second vehicle to meet the impending needs to replace another vehicle in the Police fleet. Helmuth added that they may be able to get a better price if they buy two vehicles at the same time.

Police Chief Solwold noted that the Police Department is a year behind in their regular vehicle acquisition plan, and a second vehicle purchase will likely be a need in the near future.

Council Member Dolan noted that he would not like to consider the purchase of a second vehicle at this time, and would prefer to see that looked into for the next fiscal year.

Roll Call

In Favor: Bossardet, Helmuth, Bailey, Dolan. Opposed: None.

Absent: Frost

Motion Carries.

NEW BUSINESS

A. Council Consideration of a Resolution regarding adoption of MERS Defined Contribution Plan

Village Manager Madore introduced the topic, noting that this proposed resolution is a required follow up to the Village's decision to no longer enroll new employees in the Village's defined benefit retirement program with MERS. Madore stated that MERS requires a legislative resolution to formally open a defined contribution plan, which is now the retirement benefit strategy that the Village is providing to its full-time employees.

MOTION

Motion by Dolan seconded by Helmuth, to approve the resolution as presented to Council.

Roll Call

In Favor: Bossardet, Dolan, Bailey, Helmuth. Opposed: None.

Absent: Frost

Motion Carries.

ITEMS REMOVED FROM CONSENT AGENDA (FROM ITEM 7)

A. Approval of Minutes: Regular Meeting Minutes of January 9, 2018

Council President Bossardet noted that the only changes she would like to see on these minutes is that the recommendations provided by the auditors to be included, as well as additional detail about the personnel fund reimbursements that the Village had provided to Village Officials for purchases on behalf of the Village.

Assistant Manager Drew Benson noted that he will make those changes, and bring the minutes back for Council's consideration at the next meeting.

PUBLIC COMMENT

None.

MANAGER, STAFF, & ATTORNEY REPORTS

Village Attorney Davis noted that on the issue of the cross connections issue that was raised at the last meeting, he has brought additional information for Council in order to better understand the program and the requirements it entails.

Village Manager Madore noted that the Village is making progress on getting the Village systems in place for carry out the cross connections program. Madore also stated that one of the Village administrative assistants, Andrea Eastman, has put in her two-week notice, as she will be taking a new job elsewhere. Madore added that the Village administration will do what it can with its existing staff, and that many of Ms. Eastman's duties are being reassigned. Madore also noted that the new Ordinance Code Enforcement officer is set to start in the next week, and the Village's new building official has also started working this week. Madore added that all of the required documents from the financial audit have been sent to the State as well. Madore stated that MERS has informed him that the Village's pension liability is 63% funded, well within the legal requirements, although he would like to see that be more well-funded in the future.

Assistant Manager Benson noted that the Village recently held a blood drive, which was reasonably successful. Benson also stated that he and the administrative staff have been working on the resolutions provided by Council regarding a survey of the Village owned parcels, and that he expects to present that information to Council at their next meeting.

COUNCIL COMMENTS

Council Member Helmuth thanked the Public Works Superintendent on the work of his team on filling the potholes in town.

Council Member Bailey echoed Helmuth's sentiment.

CLOSED SESSION

None.

ADJOURN

MOTION

Motion by Helmuth, seconded by Dolan, to adjourn the meeting at 7:07 p.m.

Voice Vote

In Favor: All. Opposed: None.

Absent: Frost

Motion Carries.

Respectfully submitted,

Drew Benson
Recording Secretary

Recording Secretary

Village President