



Village Council Regular Meeting Agenda
Tuesday, March 27, 2018
6:30 PM – Council Chambers
22 W. Burdick Street, Oxford, MI 48371
248.628.2543

1. Call to Order
2. Pledge of Allegiance & Moment of Silence
3. Roll Call: Bailey, Bossardet, Dolan, Helmuth, Frost
4. Approval of Agenda
5. Presentations: None.
6. Public hearings: None.
7. Call to Public – non-agenda items
8. Consent Agenda:
 - a. Receive and File items:
 - i. Correspondence
 - ii. Letters, Reports and Minutes
 - b. Approval items: (roll call vote with bill amount)
 - i. Approval of Minutes: Regular Meeting of March 13, 2018
 - ii. Bills – \$32,765.33
 - iii. Monthly Budget Report and Budget Amendments – None.
9. Unfinished/Old Business:
 - a. Discussion Regarding Snow Removal Ordinance
10. New Business
 - a. Council Consideration of Susan Oles for Appointment to Oxford Downtown Development Authority Board of Directors
 - b. Council Consideration of Administrative Recommendations Regarding Employee Health Insurance Program
 - c. Discussion regarding Volunteers at Flower patch at Scriptor Park
11. Items removed from consent agenda (from item 7)
12. Public Comment
13. Manager, Staff, and Attorney Reports
14. Council Comments
15. Closed Session:
16. Adjournment

**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**

March 13, 2018

6:30 pm

CALL TO ORDER

President Bossardet called the meeting to order at 6:35 p.m.

ROLL CALL

Members Present: Bossardet, Helmuth, Bailey, Frost, Dolan

Members Absent: None

Staff Present: Village Manager Joseph Madore, Assistant Manager Drew Benson, Public Works Superintendent Don Brantley, Police Chief Mike Solwold

APPROVAL OF AGENDA

Council President Bossardet requested the items 8.a.ii.3, 8.a.ii.4, be moved to section 11 (items removed from consent agenda), and also requested that item 10.a be switched in place with item 10.b.

Council Member Helmuth requested that items 8.b.iii.1, and 8.b.iii.2 be moved to section 11 (items removed from consent agenda)

MOTION

Motion by Helmuth, seconded by Frost, to approve the agenda for Tuesday, March 13, 2018 as amended and published prior to the meeting, and as amended by Council President Bossardet and Council Member Helmuth.

Voice Vote.

In Favor: All. Opposed: None.

Motion Carried.

PRESENTATIONS

None.

PUBLIC HEARINGS:

None.

CALL TO PUBLIC – NON AGENDA ITEMS

None.

CONSENT AGENDA:

A. Receive and File Items

i. Correspondence

1. American Legion Auxiliary Request to Solicit Donations in Oxford

MOTION

Motion by Helmuth, seconded by Dolan, to receive and file item 8.a.ii.1 as presented

Voice Vote.

In Favor: All. Opposed: None.

Motion Carried.

- ii. Letters, Reports, and Minutes
 - 1. OAYA Minutes January 23, 2018
 - 2. Public Works Activity Report – February 2018

MOTION

Motion by Helmuth, seconded by Dolan, to receive and file item 8.a.ii.1 & 8.a.ii.2 as presented

Voice Vote.

In Favor: All. Opposed: None.

Motion Carried.

B. Approval Items

- i. Approval of Minutes:
 - a. Regular Meeting Minutes of February 27, 2018
- ii. Bills – \$221,302.27

MOTION

Motion by Helmuth, seconded by Dolan to approve the items under consent agenda section 8.b.i.1 & 8.b.ii as presented, including the bills in the amount of \$221,302.27.

Roll Call

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

Motion Carried.

UNFINISHED/OLD BUSINESS

- a. Discussion Regarding Snow Emergency Ordinance

Village Manager Madore introduced the topic, noting that at Council's request, the Village administration and Village attorney worked together to produce a draft snow emergency ordinance for Council's consideration. Assistant Manager Benson discussed the details included within this draft ordinance, and invited Council to provide their feedback on the presented draft. Village Attorney Davis noted that the development of this ordinance is an on-going process.

Council Members provided questions and feedback for the Village administration in reference to snow management, specific community needs, and compliance with snow removal by property owners. Council also discussed the idea of redesigning all of the snow-related ordinances within the Village code of ordinances. Council also discussed exemptions from the proposed ordinance for specific streets, or specific individuals based on circumstances.

No motion was made

NEW BUSINESS

A. Council Consideration of a Resolution Authorizing Signatures for Banking and Investment Accounts, Including Account Access Privileges and Rights

Village Manager Madore introduced the topic, noting that this item is a necessary step for the Village to establish which officials can have the authorization to sign and perform business activities on behalf of the Village with their banking institutions. Madore added that two individuals from Oxford Bank had come to this meeting to answer any questions that Council had in regard to this topic.

Julie and Tina from Oxford Bank rose to speak, and provided a short presentation on that importance of such a resolution and the typical municipal official positions that are assigned the responsibility of account access privileges and rights.

Council discussed the topic, with feedback from the representatives from Oxford Bank, the Village Attorney, and the Village Manager.

MOTION

Motion by Dolan, seconded by Frost to adopt the resolution 2018-07 authorizing signatures for banking and investment accounts, including account access privileges and rights as presented.

Roll Call

In Favor: Bossardet, Helmuth, Frost, Bailey, Dolan. Opposed: None.
Motion Carried.

B. Council Consideration of Public Service – Emergency Services contract for CDBG Program Year 2017 fund allocation

Assistant Manager Benson introduced the topic, noting that this topic is in front of Council for their consideration of a service provider for Community Development Block Grant (CDBG) funding through the Village's approved allocation. This proposed service contract is for \$3,000.00, which the Village will pay, and then be reimbursed by through the CDBG. Benson indicated that the Village had advertised a request for bids, and received submissions from two organizations from which Council should decide between.

Randy Gower of Oxford-Orion FISH rose to speak, and discussed their bid, as well as the services provided by Oxford-Orion FISH, and how the CDBG funds would be used if awarded to Oxford-Orion FISH.

Patricia Duke of Love INC rose to speak, and discussed their bid, as well as the services provided by Love INC, and how the CDBG funds would be used if awarded to Love INC.

MOTION

Motion by Dolan, seconded by Frost to approve a public services contract with Oxford-Orion FISH for the amount of \$3,000.00 for emergency services provision to Oxford residents, with the contract to be signed by the Village Manager, pending approval from the Village Attorney.

Roll Call

In Favor: Bossardet, Helmuth, Frost, Bailey, Dolan. Opposed: None.
Motion Carried.

C. Council Consideration of a Resolution Regarding the West Nile Virus Find Program in Oakland County

Public Works Superintendent Don Brantley introduced the topic, noting that the Village has been involved with the Oakland County west Nile virus program since 2002, which reimburses member communities for participation in activities to prevent the spread of the west Nile virus. Brantley indicated that this resolution is an annual requirement for participation, and Brantley also discussed what participation in the program involves for the Village.

MOTION

Motion by Helmuth, seconded by Frost to approve the resolution regarding west-Nile virus fund program through Oakland County.

Voice Vote

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

Motion Carried.

D. Discussion Regarding Employee Healthcare Plans

Village Manager Madore introduced the topic, noting that this topic is intended to inform Council about the recent discussions with the employee unions regarding healthcare insurance provision by the Village. Madore indicated the issues that employees have been facing, and noted that administration is in the process of acquiring bids for a new insurance provision system. Madore indicated that administration has had discussions with the unions all along in the process, and optimistic about the expected resolution to be brought to Council.

No motion was made.

E. Discussion Regarding Personal Property on Village Owned Property

Village Manager Madore indicated that it had come to his attention that various personal property not owned by the Village has been stored on Village Property. Through some investigation, administration has determined whose property is being stored on the Village property, the various circumstances behind why those pieces of property were on Village property, and Madore noted that he had informed the property owners to remove the property by April 30, 2018. Madore then invited Council to provide their thoughts on the topic.

Police Chief Solwold rose to speak, and discussed the involvement of Village police officers in the storage of personal property on Village property, as well as the remedies established by the Village administration.

Council Members discussed their preferences for the storage of personal property on Village-owned property.

MOTION

Motion by Frost, seconded by Helmuth to have all personal property owned by Village employees that is being stored at the Village offices to be removed by the owners of those pieces of property by March 31st, 2018, and the Village administration develop a written policy that prohibits the storage of private property on public property.

Roll Call

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

Motion Carried.

ITEMS REMOVED FROM CONSENT AGENDA (FROM ITEM 7)

a. Police Activity Report – February 2018

Village Manager Madore introduced the topic, noting that there had been an error on the previous submission that was in

the packet, and indicated that he had provided Council within an updated report prior to the meeting.

Council member Dolan asked about the limited number of tickets for commercial vehicle enforcement, considering Council's provision of a position specifically for that purpose. Police Chief Solwold addressed those concerns, and Council discussed the topic.

b. Ordinance Code Enforcement Activity Report – February 2018

Council Member Dolan indicated that he requested this item be removed for discussion because of a lack of enforcement activities in the ordinance code enforcement activity report. Dolan noted that there is an obvious increase in the number of incidents being reported, but not a commensurate number of punitive responses from the Village.

Village Manager Madore elaborated on a variety of the ordinance code enforcement activities indicated in the report, and discussed the individual context of the incidents in question. Madore also noted some of the enforcement limitations in the existing ordinances. Council discussed the topic and individual circumstances that are involved with enforcement.

c. Revenue & Expenditure Report for Period Ending 2/28/2018 & Cash Summary

Council Member Helmuth asked for clarification of the document provided by administration. Village Manager Madore addressed those questions. Council discussed various budget lines and bank account balances.

PUBLIC COMMENT

None.

MANAGER, STAFF, & ATTORNEY REPORTS

Village Manager Madore discussed his progress towards developing the budget, and managing the various topics that have arisen for the Village administration as of late.

Assistant Manager Benson indicated that he has been working on a variety of projects for Council's consideration in the future, and has spent a decent portion of time updating the Village's website.

COUNCIL COMMENTS

Council Member Frost thanked the Village's staff for their efforts in serving the Oxford community

Council Member Helmuth wished everyone a happy and safe St. Patrick's day.

Council Member Dolan thanked the Village Staff for the various issues they have had to address over the past few months, and expressed his satisfaction with the direction the Village appears to be headed in.

Council President Bossardet indicated that the Oxford Downtown Development Authority will be having its annual evaluation of March 15th, and encourage Council to attend if possible.

CLOSED SESSION

MOTION

Motion by Helmuth, seconded by Frost, to enter Closed Session Under MCL Section 15-268(e) to discuss pending litigation at 8:40 p.m.

Voice Vote

In Favor: All. Opposed: None.

Motion Carries.

MOTION

Motion by Helmuth, seconded by Frost, to exit Closed Session Under MCL Section 15-268(e) to discuss pending litigation at 8:46 p.m.

Voice Vote

In Favor: All. Opposed: None.

Motion Carries.

ADJOURNMENT

MOTION

Motion by Helmuth, seconded by Frost, to adjourn the meeting at 8:47 p.m.

Voice Vote

In Favor: All. Opposed: None.

Motion Carries.

Respectfully submitted,

Drew Benson
Recording Secretary

Recording Secretary

Village President

03/22/2018 05:21 PM
 User: kdawe
 DB: Oxford

CHECK REGISTER FOR VILLAGE OF OXFORD
 CHECK DATE FROM 03/12/2018 - 03/22/2018

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank CKG01 GENERAL CHECKING					
03/22/2018	CKG01	58061	ACE	ACE HARDWARE STONES	12.98
03/22/2018	CKG01	58062	AFLAC	AFLAC	260.74
03/22/2018	CKG01	58063	ALS AUTO	AL'S AUTO WASH	96.00
03/22/2018	CKG01	58064	AWWA	AWWA	83.00
03/22/2018	CKG01	58065	BEST	BEST LIFE & HEALTH	106.84
03/22/2018	CKG01	58066	VISA	CARDMEMBER SERVICE	1,074.35
03/22/2018	CKG01	58067	COPS HEALT	COPS HEALTH TRUST	12,523.43
03/22/2018	CKG01	58068	DETROIT SA	DETROIT SALT CO	1,551.20
03/22/2018	CKG01	58069	GOVPAYNET	GOVPAYNET	100.00
03/22/2018	CKG01	58070	KUSH	KUSHNER & COMPANY, INC	105.25
03/22/2018	CKG01	58071	MC KENNA A	MC KENNA ASSOCIATES INC	3,500.15
03/22/2018	CKG01	58072	MULTITECH	MULTI-TECH SOLUTIONS LLC	700.00
03/22/2018	CKG01	58073	MUNICI COD	MUNICIPAL CODE CORPORATION	400.00
03/22/2018	CKG01	58074	OPTI	OPTIMED	3,828.56
03/22/2018	CKG01	58075	OPTI	VOID	0.00 V
03/22/2018	CKG01	58076	OX OVR HD	OXFORD OVERHEAD DOOR	292.00
03/22/2018	CKG01	58077	STANDARD I	STANDARD INSURANCE COMPANY	537.31
03/22/2018	CKG01	58078	STARRS	STARRS ROOFING	889.00
03/22/2018	CKG01	58079	STEVES OX	STEVE'S OXFORD AUTOMOTIVE	111.60
03/22/2018	CKG01	58080	SUPPLY	SUPPLY DEN	58.28
03/22/2018	CKG01	58081	VILLAGE	VILLAGE OF OXFORD	6,270.75
03/22/2018	CKG01	58082	XEROX	XEROX CORPORATION	263.89

CKG01 TOTALS:

Total of 22 Checks:	32,765.33
Less 1 Void Checks:	0.00
Total of 21 Disbursements:	32,765.33

Interoffice
Memorandum

THE VILLAGE OF



To: Honorable Mayor, Sue Bossardet
Council Members
From: Drew Benson, Assistant Village Manager

Date: 3/22/2018

Re: Draft Snow Ordinance Amendment & Addition

Background

The Oxford Village Council has identified snow removal as a priority for the Oxford Community. In an effort to support the Ordinance Code Enforcement efforts of the Village, Council has requested an ordinance that better allows the Village to maintain the appearance and safety of our sidewalks, while also promoting compliance from property owners.

To that end, administration has devised a draft ordinance amendment (Attached) to the Section 58 of the Code of Ordinances - Snow & Ice Removal portion of the Village's code of ordinances. This amendment provides for additional options for the Village to remove snow from uncompliant properties, and offers the ability to recoup the costs of such efforts. This draft was developed to maintain very similar processes and procedures as the yard maintenance section of the Village ordinances.

This draft amendment is a separate ordinance than the previously proposed "snow emergency" ordinance, and is more directly related to removal of snow and the Village's ability to promote compliance.

Recommendation

Administration requests that Council review this draft ordinance, and provide feedback for administration as how to proceed.

Current Ordinance

Sec. 58-101. - Duty of adjacent property owner or occupant.

(a)

Whenever snow has fallen or ice has formed on the sidewalk adjacent to any house, premises, building, or lot, the owner, occupant or person in control thereof shall, within 24 hours after the snow has fallen or ice has formed, remove such snow or ice in such a manner as to render the sidewalk safe to persons or property traveling thereon.

(b)

No person shall permit any snow or ice to remain on the sidewalk adjacent to any house, premises, building or lot owned, occupied or controlled by him longer than 24 hours after the snow has fallen or ice has formed thereon.

(c)

For the purpose of this section, the phrase "sidewalk adjacent to any house, premises, building or lot" shall be construed to mean that sidewalk forming a part of the public street.

(Ord. No. 192, § 1, 2-13-1968)

- **Sec. 58-102. - Issuance of citation.**

Any person who fails to clear the snow or ice by the time required by this article shall be issued a ticket requiring him to pay a fine of \$15.00.

(Ord. No. 253.01, § 1, 12-17-1985)

- **Sec. 58-103. - Penalty for violation.**

Any person issued a citation as set forth in section 58-102 who fails to pay the fine imposed thereby or who violates this article shall, upon conviction thereof, be punished by a fine not to exceed \$100.00 and costs of prosecution by a court of competent jurisdiction.

(Ord. No. 253, § 3, 1-25-1977)

Proposed Amendment

- **Sec. 58-104. - Removal by village; expenses.**

If any person shall fail to comply with the provisions of Section 58-101 within the time specified, the village manager shall, through the proper department or agency of the village, cause all such snow or ice to be removed from the property of the person not complying with the provisions thereof in such a manner as to render the sidewalk safe to persons or property traveling thereon. The village manager shall keep an accurate account of all expense incurred with respect to each parcel of land entered upon in carrying out the provisions of this article and shall make a sworn statement of such account and present the same to the village council. The council shall audit and allow such account and order such account paid from the proper funds of the village treasury not otherwise appropriated.

- **Sec. 58-105. - Recovery of village costs for removal; assessments.**

A copy of the sworn statement provided for under section 58-104, including an account of the costs incurred on each of the several descriptions of parcels of property, shall be transmitted to the village treasurer. The village treasurer shall add to all such accounts so audited and allowed, ten percent of the amount of all such expenditures to cover the costs of publication, overhead and other expense, and such total charges shall immediately constitute a lien and tax upon the land upon which such snow and ice were removed. Within ten days after receipt of such report the village treasurer shall forward a statement of the total charges assessed on each parcel of property to the owner as shown by the last current assessment or tax roll and such assessment shall be payable within 30 days without additional costs. If such assessments are not paid within 30 days, a penalty of five percent shall be added and the total amount of the assessments and penalty will be transferred or reassessed upon the next village tax roll. The village treasurer shall on or before May 15 of such year prepare a report of all parcels of property upon which such assessments have not been paid, and such unpaid assessments shall be reassessed upon the next village tax roll in a column headed "Snow and Ice ordinance assessment," together with the penalty of five percent to cover the cost thereof. Such assessments when reassessed upon the village tax roll shall be collected and paid in all respects as provided for the collection of county taxes. When these assessments are collected they shall be paid into the village treasury to reimburse the outlay therefrom as provided in this article.

- **Sec. 58-106. - Declaration of nuisance; duty to abate.**

All snow and ice which are seemed in such a manner as to render the sidewalk safe to persons or property traveling thereon unsafe, or lying upon any property in the village, are hereby declared to be public nuisances, and it shall be the duty of every owner, possessor, or occupier of land, or of every person in charge of lands in the village upon which any of such snow or ice is permitted to remain to cause the same to be removed in the same manner and within the time as provided in Section 58-101, except snow or ice which must be removed at any time upon 24 hours notice as required by section 58-101. In the event of their failure to do so, the village manager through the proper department or agency of the village shall cause the same to be removed in the same manner as provided in section 58-104, and the village treasurer shall collect such sums of money covering the cost thereof as provided in section 58-105.

- **Sec. 58-107. - Notice requirements; responsibility for noncompliance.**

(a)

Publication of notice; contents. The village clerk shall on or before October 15 of each year give notice of the requirements and provisions of this article by causing notice thereof to be published once a week for two successive weeks in the official newspaper of general circulation in the village on or before October, except in the case of snow or ice which may be ordered removed at any time during the year. Such notice shall be in substantially the following form:

VILLAGE OF OXFORD
NOTICE OF PROVISIONS OF
SNOW AND ICE ORDINANCE
TO ALL OWNERS, OCCUPANTS OR POSSESSORS OF
VACANT PROPERTY

Notice is hereby given that in accordance with the Village of Oxford Code of Ordinances, All snow and ice which are seemed in such a manner as to render the sidewalk safe to persons or property traveling thereon unsafe, or lying upon any property in the village shall be removed as may be necessary.

(b)

Refusal of owner or occupant to comply; expense of removal by village constitutes lien. In case any owner, occupant or possessor shall fail or refuse to comply with this article, the village manager shall, through the proper department or agency of the village, cause such snow or ice to be removed. The expense incurred by the village in the removal thereof, together with a ten-percent overhead charge, will constitute a lien against such property and will be enforced as provided by law.

• **Sec. 58-108. - Penalty for violation of article.**

(a)

Any person who violates the provisions of this article shall be deemed guilty of a misdemeanor and, upon conviction thereof before any court of competent jurisdiction, shall be punished by a fine of not more than \$500.00 and the costs of prosecution, to the extent allowed by law, or by imprisonment in the county jail for a period not to exceed 90 days, or both such fine and imprisonment, in the discretion of the court.

(b)

An additional penalty fine of \$100.00 for the first offense, \$200.00 for the second offense and \$300.00 for the third offense and offenses thereafter shall be added to the fees and charges.