

**OXFORD VILLAGE COUNCIL  
MEETING MINUTES**

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

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| <b>22 West Burdick Street<br/>Oxford, MI 48371</b> | <b>January 9, 2018</b> | <b>6:30 pm</b> |
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**CALL TO ORDER**

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

**ROLL CALL**

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

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

**MOTION**

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

Voice Vote  
In Favor: All. Opposed: None.  
Absent: Helmuth  
Motion Carried

**APPROVAL OF AGENDA**

**MOTION**

Motion by Bossardet, seconded by Bailey, to approve the agenda for Tuesday, January 9, 2018 with items 8(a)(ii)(1), 8(b)(i), and 8(b)(ii) moved to section 11: Items Removed from Consent Agenda.

Voice Vote.  
In Favor: All. Opposed: None.  
Absent: Helmuth  
Motion Carried.

## PRESENTATIONS

### **A. Fiscal Year 2016-2017 Audit Presentation: Stevens, Kirinovic, & Tucker P.C.**

Aaron Stevens from Stevens, Kirinovic, & Tucker P.C. rose to speak, and introduced the topic noting that he and his firm had completed the fiscal year 2016-2017 financial audit for the Village of Oxford and submitted it to the State of Michigan before the December 31<sup>st</sup> deadline. Mr. Stevens then outlined the process of completing this financial audit, as well as the findings of the audit, and the recommendations by his firm regarding those findings.

Mr. Stevens noted that their firm recommends the following changes to improve their financial record keeping:

- 1.) That the Village takes steps to assure that material journal entries are not necessary at the time future audit analysis is performed.
- 2.) That the Village implement appropriate internal controls and segregation of duties to prevent individuals from committing an act of fraud or abuse and being able to conceal it. In the absence of segregation of duties, greater review and supervision should be exercised.
- 3.) That the Village implement a required review by a responsible official to ensure that subsidiary ledgers are reconciled to the general ledger on a periodic basis
- 4.) That the Village Council authorize the fewest number of signers for the Village's bank accounts as possible to be able to continue to conduct business of the Village. Also, once an employee is terminated they should be removed from the bank accounts as an authorized signer.
- 5.) That the Village management comply with the internal control of reviewing and documenting approval of a responsible official to ensure that hours on employee timesheets are accurate.
- 6.) That the Village consider using one pooled cash account for the Village's operating cash instead of several (i.e one for each fund) savings accounts. This will add more simplicity to the accounting and reconciliation of the Village's cash, create the opportunity to leverage better interest rates on deposited cash, eliminate the use of due to/due from account transactions which must be manually prepared general ledger transactions, and finally may reduce the costs associated with bank fees in maintaining several bank accounts
- 7.) That the Village ensure that the Act 51 report is prepared within 120 days of year-end in accordance with the requirements of Public Act 51 of 1951

8.) That the Village monitor expenditures against adopted budgets in all applicable funds and make appropriate budget adjustments as needed.

Council Member Dolan asked if the overall condition of the Village's general fund was trending upward. Mr. Stevens noted that the general fund seems to be healthy at this time and has been increasing in size over the past few years.

Council Member Bailey asked about the irregular schedule that Mr. Steven noted during the process with the Village. Mr. Stevens noted that when they were regularly scheduled to come out in September, much of the pre-work had not been completed due to the significant turnover within the Village's administration. Mr. Stevens also noted that while it did take more time, and more field visits than normal, they were still able to gather all the information needed to complete the audit.

Council Member Bailey asked if all the documentation had been submitted on time to the State. Mr. Stevens noted that everything except the Act 51 report had been submitted on time for the State.

Village Attorney Davis asked what major recommendations that the auditors had any recommendations for the Village to improve their fiscal management. Mr. Stevens noted that the Village needs more staff members in place to have the proper separation of duties and better address the day to day management of finances.

Council Member Frost thanked Mr. Stevens and his staff, as well as the Village's staff and Ms. Fisher for their efforts to get this audit done under unusual circumstances. Council President Bossardet also thanked Ms. Fisher for all her work to straighten out the Village's finances and getting this audit completed.

**MOTION**

Motion by Dolan, seconded by Frost, to receive and file the fiscal year 2016-2017 audit presentation information.

Voice Vote.

In Favor: All. Opposed: None.

Absent: Helmuth

Motion Carried.

**B. Water System Cross Connection Inspection Program: McKenna & Associates**

Jim Wright, the Senior Building Official from McKenna & Associates rose to speak. Mr. Wright introduced the topic, noting that the Water System Cross Connections Program is a program mandated by the State of Michigan's Department of Environmental Quality (DEQ) for commercial and residential sites that have water connections that have the potential to produce backflow that could contaminate the local water supply. To prevent this cross contamination, water connections that have the potential for having backflow are required to have backflow preventers, which are then due for inspection by their municipalities on an annual basis. Mr. Wright noted that last year, the Oxford Village Council had agreed to a contract with McKenna & Associates to assist with the inspections and compliance with this mandated program, but because of the significant administrative turnover in the past year, the Village has been unable to implement the Cross Connections program, and now need to do so as soon as possible to comply with the State of Michigan's regulations.

Council Member Dolan asked if any other communities in the State are not in compliance with this program, and what the penalties are for non-compliance. Mr. Wright noted that all communities are mandated to do these inspections, and all the communities he works with comply. He also noted that a lack of compliance can draw fines from the State, as well as a loss of authority over water supply services.

Council Member Dolan also asked about customer privacy concerns regarding these inspections within someone's home. Mr. Wright noted that most of cross connections and backflow preventers are located on the outside of people's homes and would not require inspections within a private building.

Council Member Frost asked how residents will know whether these inspections are applicable to them. Mr. Wright noted that a letter will be sent to each residence that asks if they have backflow preventers that need to be inspected, and if they do, that letter will outline what steps need to be taken after that.

Council Member Dolan asked when the last time that the Village's program was functioning. Mr. Wright noted that he was not sure, but the Village has had this requirement for many years and has had to have complied within the last few years.

Village Attorney Davis asked if the implementation of this program would get the Village back to where it is required to be by the State and would then be easier to deal with in the future. Mr. Wright noted that that is the goal.

Council Member Dolan asked if compliance with this program a highly-enforced program by the State is, and why is this issue now being pushed upon the citizens. Mr. Wright noted that this is a very serious mandate by the State, and compliance is required by all municipalities.

Mr. Wright outlined how McKenna & Associates will be involved with the creation and implementation, and upkeep of the Cross Connections program for the Village.

Council Member Frost commented that it appears that the Village Council had approved a contract to

do this work with McKenna in March of 2017 and asked what work had been done on this since that time. Mr. Wright noted that with all the turnover over the past year, there has been very little done with the Cross Connections program, hence why it is now an issue that must be addressed as soon as possible.

Mr. Wright, the Village Council, and Village Administration then discussed the program and different nuances of how it works and what is required.

Council Member Bailey asked if there is any information available on the Village's website about Cross Connections, and Mr. Wright noted that much of that information can be included in the letter that is sent to residents, and some information should be put on the Village's website as well.

Council President Bossardet commented that any inspectors for this program, or for the Village in general, should have identification and attire that highlights who they are and who they're working for. Council discussed how that identification should work.

#### **MOTION**

Motion by Frost, seconded by Bailey, to receive and file the Cross Flow Inspection Presentation from McKenna & Associates.

Voice Vote.

In Favor: Bossardet, Bailey, Frost Opposed: Dolan.

Absent: Helmuth

Motion Carried.

#### **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. Oxford Planning Commission Minutes December 5, 2017
2. Polly Ann Trail Meeting Minutes November 15, 2017
3. Oxford-Addison Youth Assistance Minutes November 18, 2017

**MOTION**

Motion by Dolan, seconded by Frost, to receive and file consent agenda items A with the amended changes which were stated earlier.

Voice Vote.

In Favor: All. Opposed: None.

Absent: Helmuth

Motion Carried.

**B. Approval Items**

I. Monthly Budget Report and Budget Amendments

a. Update on FYE 2017-2018 Budget

**MOTION**

Motion by Dolan, seconded by Bailey to approve item B(3) Monthly Budget Report and Budget Amendments.

Roll Call

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

Absent: Helmuth

Motion Carried.

**UNFINISHED/OLD BUSINESS**

**a. Discussion of Annual Goals of the Village Manager**

Council President Bossardet introduced the topic, noting that she has developed a list of priorities that she would like to see the Village Manager focus on. Bossardet added that some of the items on her list include topics that were approved via resolution or verbally from Village Council, and commented on the progress of those items.

Council Member Bailey commented on the difference between a priority and the first things that need to be addressed.

Council Member Dolan noted that he would prefer to see this topic be discussed in a dedicated work-session meeting as opposed to a regular business meeting. President Bossardet noted that Council had made the decision to not hold regular work-session meetings, and noted that she would be in support of a work-session for this topic.

Village Attorney Davis noted that Council should use resolutions as tool for expressing goals, objectives, and priorities for the Village Manager and their staff.

Council Member Dolan commented that the past 11 months have been very tumultuous for the Village administration, and Council should be cognizant of that and have realistic expectations

and timeframes for the incoming Village Manager. Dolan also noted that Council should not overstep their boundaries in regards to the day-to-day management by the Village Manager.

Council Member Bailey commented that he believes it is Council's responsibility to oversee what is going on in the Village offices, and that Council should have at least some small presence in the office to understand what is going on.

### **MOTION**

Motion by Dolan, seconded by Frost to set a work-session meeting for Thursday, January 25<sup>th</sup>, 2018 at 6:30 p.m. to discuss the responsibilities of the Manager to be held in the Community Room.

Roll Call

In Favor: Bailey, Frost, Dolan. Opposed: Bossardet.

Absent: Helmuth

Motion Carried.

### **NEW BUSINESS**

#### **A. Introduction of Police Patrol Vehicle Acquisition Plan**

Oxford Chief of Police Mike Solwold rose to speak, and introduced the topic. Solwold noted that he is proposing to acquire a new police vehicle, as the current fleet is due for a replacement per the historic replacement schedule. Solwold added that he would like to add an SUV to the fleet, as the Oxford Police Department has not had an SUV in many years, and such a vehicle would offer many benefits for the Village's officers. Solwold added that based on the research he has done, he is recommending purchasing a Ford Explorer based on both price, resale value, and utility ratings. Solwold then laid out the expected costs and potential funding mechanisms based on the current budget allocations.

Council Member Bailey asked for additional clarification on the proposed budget amendments necessary to make this purchase. Solwold elaborated on the necessity for this purchase at this time as opposed to next fiscal year.

Council Member Dolan noted that based on the age and mileage of the current vehicles within the Oxford Police's fleet, it is important to look at adding a replacement vehicle to the fleet. Dolan noted his opinions on which brand of vehicle should be considered for purchase, and noted his support for this purchase. Dolan also noted some of the over avenues of purchasing a police vehicle for the best possible price.

Village Manager Madore and Police Chief Solwold noted that they will look into the recommendations by Council Member Dolan.

### **MOTION**

Motion by Frost, seconded by Dolan to set aside this topic until the second meeting of the

month.

Voice Vote

In Favor: All. Opposed: None.

Absent: Helmuth

Motion Carried.

## **ITEMS REMOVED FROM CONSENT AGENDA (FROM ITEM 7)**

### a. December 2017 Ordinance Code Enforcement Report

Council Member Dolan introduced the topic, noting that he had this item pulled from the agenda to highlight another month of seemingly substandard ordinance code enforcement within the Village. Dolan noted that the report did not seem to identify much, if any, action taken by the Ordinance Code Enforcement officer.

Council President Bossardet voiced her agreement with Dolan.

### b. Bills – approval \$115,981.27

Council Member Dolan congratulated Police Chief Solwold on his acceptance to the Police Chief education program at Michigan State. Dolan also asked why individuals were using personal funds to purchase Village resources and then being reimbursed via check, as opposed to using a Village authorized credit card. Dolan noting that while he understands that these checks are reimbursements, he would expect the Village to have a credit card for such purchases.

Village Manager Madore noted that these purchases were by individuals on behalf of the Village's Soup 'N Sweet Stroll event that took place downtown over a weekend, and the individuals did not have access to a Village authorized credit card to purchase the necessary supplies. Therefore, they used their own funds, and submitted the receipts to the Village for reimbursement, which came in the form of the checks. Madore commented that sometimes circumstances necessitate the use of person funds for small petty-cash expenses that are then approved and reimbursed by the Village Manager. Madore also noted that the Village is currently working on acquiring new credit cards for the new DDA Director and the new Village Manager to minimize instances when people would need to be reimbursed for Village-related expenses. Madore also commented that the Village is looking at the possibility of including a credit card for the Chief of Police for incurred expenses as well.

## **MOTION**

Motion by Dolan, seconded by Bailey to approve the bills totaling \$115,981.27.

Roll Call

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

Absent: Helmuth

Motion Carried.

c. Approval of Minutes: Regular Meeting of December 12, 2017

Council President Bossardet noted that there is a typo on page 4 of the December 12<sup>th</sup> meeting minutes. Assistant Manager Benson noted that he would make that change.

**MOTION**

Motion by Bossardet, seconded by Frost to approve the meeting minutes from December 12, 2017 as amended.

Voice Vote

In Favor: All. Opposed: None.

Absent: Helmuth

Motion Carried.

**PUBLIC COMMENT**

None.

**MANAGER, STAFF, & ATTORNEY REPORTS**

Village Manager Madore noted that he has been working in the employee retirement plan management, noting that there is a difference between the approved employee manual and what MERS has on file for the Village, so he will be bringing a resolution to that issue to Council soon. Madore also highlighted that the Village's Defined Benefit plan is currently 63% funded. Council Member Dolan noted that he would like to have an extended conversation about the status of the defined benefit plans before the budgeting for the next fiscal year.

Manager Madore also noted that he has been working on reevaluating the Village's employee healthcare and hopes to have more information for Council soon.

Madore also noted that he has made a lot of progress in meeting people in and around the Village.

Madore also noted that he has been working on filling the currently vacant ordinance code officer position.

Assistant Manager Benson noted that the Program year 2017 CDBG funds have been dispersed, and Council should expect some action on that for their consideration in the coming weeks.

**COUNCIL COMMENTS**

Council Member Frost noted that he is looking forward to the progress that the Village will be working towards in the coming months. Frost also noted that residents should remember to shovel their sidewalks within 24 hours of any snowfall.

Council Member Dolan noted that he is extremely proud of the Village for the progress it has made during the previous year, especially that they have managed to remain fiscally sound even with significant contractual expenses related to the administrative transitions.

Dolan also noted that he is proud of the work that the Department of Public Works has done during the winter season. Dolan thanked Mr. Teich for his work as Interim Manager and thank Mr. Benson for everything that he does behind the scenes that does not always get recognition. Dolan also thanked Mr. Madore for his work so far.

Council President Bossardet asked the Village Attorney Davis about the status of a case. Mr. Davis noted that there is no considerable progress to this point yet.

Bossardet also thanked the Village Police and Public Works staff for their efforts over the past few months. Bossardet also thanked Mr. Teich for his professional demeanor and contributions to the Village while he was here. Bossardet also thanked Mr. Benson for helping with the significant transition over the past few months.

## **ADJOURN**

### **MOTION**

Motion by Dolan, seconded by Bossardet, to adjourn the meeting at 8:35 p.m.

Voice Vote

In Favor: All. Opposed: None.

Absent: Helmuth

Motion Carries.

Respectfully submitted,

Drew Benson  
Recording Secretary

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Recording Secretary

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Village President