

**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	April 24, 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, Bailey, Frost, Dolan

Members Absent: None

Staff Present: Village Manager Joseph Madore, Assistant Manager Drew Benson, Village Attorney Robert Davis, Public Works Superintendent Don Brantley, Oxford Fire Chief Pete Scholz

APPROVAL OF AGENDA

MOTION

Motion by Dolan, seconded by Frost, to add the topic of Clerk/Treasurer to the agenda for the purpose of discussion only under Old Business.

Voice Vote

In Favor: All.

Opposed: None.

Motion Carried.

MOTION

Motion by Helmuth, seconded by Dolan, to approve the agenda for the Village Council Regular Meeting for Tuesday, April 24, 2018 as amended.

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. Staff Memo – Disposal of Village Property Ordinance
- ii. Letters, Reports, and Minutes
 1. Ordinance Code Enforcement Report

MOTION

Motion by Helmuth, seconded by Frost, to receive and file the items under 8.A as presented.

Voice Vote.

In Favor: All. Opposed: None.

Motion Carried.

B. Approval Items

- i. Approval of Minutes: Regular Meeting Minutes of April 10, 2018
- ii. Bills – \$80,835.60
- iii. Monthly Cash Summary Report – None.

MOTION

Motion by Dolan, seconded by Frost to approve Consent Agenda Items B as presented, including the minutes of April 10, 2018 and the bills in the amount of \$80,835.60.

Roll Call

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

Opposed: None.

Motion Carried.

UNFINISHED / OLD BUSINESS

- a. Discussion Regarding Snow Removal Ordinance

Village Manager Madore introduced the topic, noting that Village Attorney Davis had indicated that this was an opportunity for Council to provide feedback on the previously presented research for administration to take into account before presenting a draft for Council to Consider in the future.

Council Member Frost noted that he would like to see specific times that property owners should have removed by as opposed to 24 hours from a certain point. Council Member Dolan noted his agreement with Frost, and added that he would like to see a more significant fine for non-compliance.

Council Member Frost noted that some downtown's have one contractor to remove all snow for the businesses in the district as opposed to by individual property owners. Council discussed the topic.

Council Member Bailey commented about the authority to declare a snow emergency, and the various entities that are involved in the process.

Council discussed the placement of removed snow, outsourcing some of the snow removal work, and property owner

compliance with the proposed ordinances.

MOTION

Motion by Dolan, seconded by Bailey to set aside the Snow Removal Ordinance Process discussion.

Voice Vote

In Favor: All.

Opposed: None.

Motion Carried.

b. Discussion regarding Clerk/Treasurer position

Village Manager Madore introduced the topic and recapped the discussion from the Village Council workshop meeting the night before, and also noted that based on the timeline for posting the position, conducting interviews, and getting a candidate in place, the Village should need to extend Ms. Fisher's contract until that person is in place.

Council discussed a time and place to meet and take action on Ms. Fisher's contract.

MOTION

Motion by Helmuth, seconded by Dolan to schedule a special Village Council meeting for Thursday, April 26th at 5:00 p.m. to discuss an extension of the contract with Lori Fisher for Financial Services.

Roll Call

In Favor: Frost, Bossardet, Dolan, Bailey, Helmuth

Opposed: None.

Motion Carried

NEW BUSINESS

A. Council Consideration of a resolution to Sponsor an M-24 Pedestrian Mobility Audit with Oxford Township

Oxford Township Treasurer Joe Ferrari rose to speak, and introduced the topic. Ferrari noted that because Oxford Township is not an Act 51 sponsored community, they are looking for a sponsor for a grant application for funding a pedestrian safety audit for the corridor along M-24 in the Township and Village. Ferrari discussed the purpose and potential benefits of the proposed audit, and as well as a proposed contribution from the Village.

Council and Mr. Ferrari discussed the nuances of the proposed audit, and how the results could impact the impending reconstruction of M-24, and the Village's contribution to the project.

MOTION

Motion by Dolan, seconded by Helmuth to support a motion for Act 51 Community Sponsorship of the M-24 Pedestrian Mobility Audit for Oxford Township with no additional costs to the Village of Oxford.

Roll Call

In Favor: Frost, Bossardet, Dolan, Bailey, Helmuth

Opposed: None.

Motion Carried

B. Council Consideration of an Agreement with Oxford Township for Summer Tax Collections

Village Manager Madore introduced the topic, and invited Oxford Township Treasurer Joe Ferrari to speak on the topic. Ferrari discussed the services that the Township can provide and the expected costs, as well as the work that he and the Township have been doing for the Village over the past year.

MOTION

Motion by Frost, seconded by Helmuth to approve the agreement with Oxford Township for Summer Tax Collections.

Roll Call

In Favor: Frost, Bossardet, Dolan, Bailey, Helmuth

Opposed: None.

Motion Carried.

C. Consideration of Allocations for Cable Franchise and PEG Fees

Village Manager Madore introduced the topic, and then invited Teri Stiles and Bill Service of Oxford Community Television (OCTV) to speak on the topic. Stiles outlined that OCTV would like the Village Council to confer all of the PEG and Franchise fees it collects from AT&T and Charter. Stiles outlined the history of the Village's contributions to OCTV, as well as how OCTV uses the funds it receives.

Council Member Dolan asked about the amount of OCTV programming that is directly related to the Village and how the funds that are generated are being provided as a service to the community they live in. Stiles discussed how the fees work, and the programs provided by OCTV to the Village, and the quantifiable viewership numbers for those programs.

Council Member Frost indicated his support for providing the full funding to OCTV, as the collected fees are not a tax, and are collected to provide such services to the community.

MOTION

Motion by Helmuth, seconded by Dolan to set this topic aside until the budget workshop.

Roll Call

In Favor: Helmuth, Bailey, Dolan, Bossardet, Frost

Opposed: None.

Motion Carried.

Stiles also noted in reference to the Snow Emergency discussion, OCTV can post notices of such emergencies on their programming as needed.

D. Consideration of a Contract Extension with Stevens, Kirinovic, & Tucker, P.C. for Financial Auditing Services.

Village Manager Madore introduced the topic, noting that the proposed contract with Stevens, Kirinovic, & Tucker, P.C. (SKT) is for financial auditing, and would be an extension of services for one or three years, depending on Council's preference.

Council Member Dolan indicated that while he would not mind seeing quotes from other service providers, SKT did an admirable job working with the Village during its time of flux last year, and would not be opposed to extending the proposed agreement.

MOTION

Motion by Helmuth, seconded by Bailey to enter into a new contractual agreement with Stevens, Kirinovic, & Tucker, P.C. for Financial Auditing Services for 2018, 2019, and 2020 at the costs provided.

Roll Call

In Favor: Dolan, Frost, Helmuth, Bailey, Bossardet

Opposed: None.

Motion Carried.

E. Presentation of Draft Budget FY 2018-2019

Village Manager Madore introduced the topic, noting that the draft budget is being provided for Council to review, and will be discussed at a Council Workshop in the next few weeks. Madore also outlined the changes in format that he has made to the budget, and discussed some of the notable changes in this budget compared to previous budgets.

Council commended Madore for his efforts, and discussed the plan for reviewing the budget.

MOTION

Motion by Helmuth, seconded by Frost to Receive and File the FY 2018-2019 Draft Budget

Voice Vote

In Favor: Dolan, Frost, Helmuth, Bailey, Bossardet

Opposed: None.

Motion Carried.

F. Consideration of a FY 2018-2019 Budget Workshop and Adoption Schedule

MOTION

Motion by Helmuth, seconded by Dolan to schedule a Village Council Budget Workshop on Tuesday, May 1st at 6:30 p.m. to discuss the FY 2018-2019 Draft Budget.

Voice Vote

In Favor: Dolan, Frost, Helmuth, Bailey, Bossardet

Opposed: None.

Motion Carried.

ITEMS REMOVED FROM CONSENT AGENDA (FROM ITEM 7)

None.

PUBLIC COMMENT

None.

MANAGER, STAFF, & ATTORNEY REPORTS

Assistant Manager Benson noted that the Village has been working with McKenna and the Plumbing Inspection contractor on the backflow prevention device inspections for Cross Connections, and inspections should be starting in May.

COUNCIL COMMENTS

Council Member Dolan asked if the new Police Tahoe is in service yet, and Manager Madore indicated that it is still being prepared.

Council Member Frost indicated that he had received the Michigan Municipal League's Tim Doyle scholarship to attend the elected official academy in May.

Council Member Bailey noted that he is looking forward to the budget sessions.

Council Member Dolan thanked the staff for their hard work in getting the Village back on track, and noted his optimism in the direction of the Village.

CLOSED SESSION

None.

ADJOURNMENT

MOTION

Motion by Helmuth, seconded by Frost, to adjourn the meeting at 7:36 p.m.

Voice Vote

In Favor: All. Opposed: None.

Motion Carries.

Respectfully submitted,

Drew Benson
Recording Secretary

Recording Secretary

Village President