

**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	May 22, 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, Dolan, Frost

Members Absent: None.

Staff Present Village Manager Joseph Madore, Assistant Manager Drew Benson, Village Attorney Robert Davis, Public Works Superintendent Don Brantley, Oxford Police Chief Mike Solwold, Oxford DDA Director Glenn Pape

APPROVAL OF AGENDA

MOTION

Motion by Dolan, seconded by Frost, to approve the agenda for the Village Council Regular Meeting for Tuesday, May 22th, 2018 as amended prior to the meeting and presented.

Voice Vote.

In Favor: All.

Opposed: None.

Motion Carried.

PRESENTATIONS

- a. Presentation of Main Street Accreditation award to the Village of Oxford

John Bry, the Program Coordinator from Main Street Oakland County introduced the topic, and gave a presentation on the award, the accolades achieved by the Oxford Downtown Development Authority, and the process behind the accreditation evaluation.

Brett Raskin, the Manager of the Planning Department for Oakland County rose to speak and congratulated the Village for what they achieved, and the direction of the Oxford DDA.

PUBLIC HEARINGS:

None.

CALL TO PUBLIC – NON AGENDA ITEMS

None.

CONSENT AGENDA:

A. Receive and File Items

- i. Correspondence
 1. Letter of Resignation – Joe Bullen
- ii. Letters, Reports, and Minutes - None.

MOTION

Motion by Helmuth, seconded by Dolan, to receive and file the items under 8.A.i.1, including the letter of resignation from Joe Bullen as presented with regrets.

Voice Vote.

In Favor: All.

Opposed: None.

Motion Carried.

B. Approval Items

- a. Approval of Minutes: **May 8, 2018 & May 15, 2018**
- b. Bills – **\$69,428.45**
- c. Monthly Budget Report and Budget Amendments – None.

MOTION

Motion by Dolan, seconded by Helmuth to approve Consent Agenda Item B as presented, including the minutes of May 8, 2018 and May 15, 2018; along with the bills in the amount of \$69,428.45.

Roll Call

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

Opposed: None.

Motion Carried.

UNFINISHED / OLD BUSINESS

- a. Consideration of PEG and Franchise Fee Allocations

Village Manager Joe Madore reintroduced the topic, and noted how he has the funds laid out in the proposed budget for 2018-2019.

MOTION

Motion by Dolan, seconded by Bossardet to keep the PEG and Franchise fees consistent at their current levels, and that the funds that would otherwise be sent to Oxford Community Television be earmarked for roads, sidewalks, bike path maintenance, and any other applicable projects which fit into the category as specified for their specific use.

Council Member Frost indicated that there are numerous Right-of-Way areas that these funds should be used for, and would be in favor of that use. Frost also stated he would like to see this topic revisited next year.

Council Member Dolan indicated the reasoning behind the ear-mark in his motion, and the justifications behind his view.

Council Member Helmuth indicated that she believes the funding should be given to OCTV.

Roll Call

In Favor: Bossardet, Dolan, Bailey, Frost.

Opposed: Helmuth.

Motion Carried.

b. Consideration of Village 2018-2019 Budget

Village Manager Madore reintroduced the topic, outlined the changes he had made in the budget after the last budget workshop, and presented the resolution to approve the budget.

MOTION

Motion by Dolan, seconded by Helmuth to approve the 2018-2019 Village budget as presented.

Roll Call

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

Opposed: None.

Motion Carried.

NEW BUSINESS

a. Consideration of a Resolution to Purchase Tax-Foreclosed Property at 17 Pleasant

Village Manager Madore introduced the topic, noting that Oakland County has informed the Village that it has the right of first refusal on tax-foreclosed properties located within the Village. Madore indicated that he does not see a public-interest reason for the Village to acquire this property, and recommended to decline the option to purchase the property at 17 Pleasant Street.

MOTION

Motion by Frost, seconded by Helmuth, to notify Oakland County that the Village of Oxford is not interested in purchasing the tax-foreclosed property at 17 Pleasant Street.

Council Member Frost requested that the Village Manager talk to Oakland County about the legitimacy of this tax-foreclosure, as this property appears to be well-maintained.

Voice Vote

In Favor: All.

Opposed: None.

Motion Carried.

b. Consideration of Tree Removal and Stump Grinding Estimates

Public Works Superintendent Don Brantley introduced the topic, noting that there are multiple trees within the right-of-way in the Village that need to be removed because they are diseased and pose a safety hazard. Brantley outlined the trees they want to remove, and the proposed quote for doing so.

Council Member Dolan thanked Mr. Brantley for the thorough presentation and information, and asked if there was

a need to acquire three bids for this. Brantley indicated that the Village had received multiple quotes last year for this service, and the proposed service provider was the low bidder at that time, and has been for the Village over the previous 10-12 years, and that this is a continuing service.

Council Member Frost asked if these trees are in the right-of-way. Brantley indicated that some of them are.

Council discussed the removal and replacement of trees, the costs associated with tree overgrowth into public utilities, and the ascetics of having tree-lined streets. Council also discussed a potential tree-replacement program.

MOTION

Motion by Dolan, seconded by Helmuth to approve the tree removal and stump grinding request by Don Brantley without two-additional bids due to the fact that it is a continuing service with previous price comparisons and contractor is preferred, and has routinely proven to be a lower price-point, in the amount of \$17,625.00.

Roll Call

In Favor: Dolan, Bailey, Helmuth, Frost.

Opposed: Bossardet.

Motion Carried.

c. Consideration of American Legion Memorial Day Parade Special Event

Village Manager Madore introduced the topic, noting that the Memorial Day parade is an annual event in the Village, but due to the short time between Council's previous approval of a Special Event Application, and the Memorial Day Parade, the American Legion was not able to submit an application before to require 60 day notice.

MOTION

Motion by Helmuth, seconded by Frost to approve the American Legion Memorial Day Parade.

Voice Vote

In Favor: All.

Opposed: None.

Motion Carried.

d. Consideration of a Resolution to Amend the Village's Planning and Zoning Fees

Assistant Village Manager Benson introduced the topic, noting that administration has been reviewing the Village's fee schedules, and found a discrepancy between the approved fee schedules and the costs that the Village incurs for Planning and Zoning related reviews. Benson outlined the proposed changes for specific fees and payment collection processes, and indicated the justification for those changes.

Council and Administration discussed the use of escrows compared to pay-as-you-go for the desired method for payment of review fees, and showed favor for a hybrid system based on the nature of each project. Village Attorney Davis noted that he had reviewed the fee schedule for Bolt Compliance in terms of non-excessive charges.

Council Member Dolan indicated that the proposed resolution is not consistent with the discussion of having a hybrid system for collection of fees. Davis indicated that the resolution could be amended to include that provision.

MOTION

Motion by Dolan, seconded by Bossardet, to approve Resolution 2018-11 to establish fees for certain Planning and

Zoning actions, with amendments to be consistent with the discussions that have taken place at tonight's regular council meeting that would target "such fees shall not be refundable" as it applies to the use of escrow accounts and things of that nature.

Council Member Helmuth indicated that she has reservations about this because it seems very specific. Council Member Dolan stated that he supports this resolution because it is specific. Assistant Manager Benson indicated that this proposed fee schedule is not inclusive of all the Village's fees, rather it only applies to these specific reviews, and Council would have the opportunity to review other sets of fee schedule changes as administration compiles any proposed changes.

Council Member Frost indicated concern about the cost of pre-application meetings, and asked about the retainer fees that the Village pays for its consultants. Benson indicated that the pre-application meetings indicated in the fee schedule are for more formal meetings with various Village officials and consultants. The Village does provide feedback and informal meetings during the consultant's regular office hours at no charge.

Roll Call

In Favor: Bossardet, Dolan, Bailey, Frost.

Opposed: Helmuth.

Motion Carried.

e. Consideration of Lease Agreements for Police Garage

Village Manager Madore introduced the topic, noting that Village Council had requested to discuss this topic after it's previous budget workshop. Madore outlined the existing lease that the Village has with the Oxford Early Evening AA group to use that space, and indicated how to cancel the lease agreement.

MOTION

Motion by Dolan, seconded by Helmuth to terminate the lease agreement with the Oxford Early Evening AA group, and send the appropriate 90-day termination notice.

Roll Call

In Favor: Bossardet, Dolan, Helmuth.

Opposed: Bailey, Frost.

Motion Carried.

f. Consideration of a Resolution to Include Delinquent Special Assessments to be Placed on 2018 Tax Roll

Village Manager Madore introduced the topic, and noted the background behind the resolution and it's purpose.

MOTION

g. Motion by Helmuth, seconded by Dolan, to approve the Resolution to Include Delinquent Special Assessments to be Placed on 2018 Tax Roll

Voice Vote

In Favor: All.

Opposed: None.

Motion Carried.

h. Consideration of Rubbish Contract Rate Review

Village Manager Madore introduced the topic, and noted that the Village's trash hauler, Green For Life (GFL), had recently sent a bill to the Village for 6 months' worth of under-charged garbage fees. GFL had mistakenly not been charging the Village the correct fees per the fee schedule include in the approved contract, and the Village is obliged to pay those fees. Madore indicated that the Village had not passed those approved fees along the Village customers, and proposed a series of options for the Village to address this situation.

MOTION

Motion by Dolan, seconded by Helmuth, to approve a one-time charge of \$2.48 per residential trash service, to be applied on the next month's bill consistent with the approved contract language in order to recover the appropriate costs.

Village President Bossardet asked if administration has reviewed all of the Village's contracts for similar potential oversights. Madore indicated that administration is in the process of doing so.

Voice Vote

In Favor: All.

Opposed: None.

Motion Carried.

i. Consideration of Permission to Sell Used Downtown Light Fixtures

Assistant Village Manager Benson introduced the topic, and noted that the Village has a series of used light fixtures sitting in the Police garage from a previous incarnation of the downtown street scape. These fixtures are old, are no longer needed by the Village, and are taking up a significant amount of space. While the value of these items are unknown, administration decided to formally request permission to try and sell these items, and outlined a variety of ways of doing so.

Council Member Helmuth asked if the light fixtures are the Downtown Development Authority's (DDA). Benson indicated that Glenn Pape, the DDA Director, had indicated that they were not.

MOTION

Motion by Dolan, seconded by Frost, to approve the sale of the retired downtown light fixtures by means presented, or other means as deemed appropriate by Village Management including the appropriate registration fees to use those services as needed.

Voice Vote

In Favor: All.

Opposed: None.

Motion Carried.

j. Discussion Regarding Redesign of the Village's Municipal Website

Assistant Village Manager Benson introduced the topic, noting that administration has had on-going discussions with Council members and the Downtown Development Authority administration regarding the potential procurement of a redesigned website. Benson indicated the DDA's standing on the topic, and the proposed methodology for partnering with the DDA to procure this service for a lower cost. Benson stated that funds for this project have been included in the 2018-2019 Village budget, and at this point administration is looking for formal

support of the project, and for volunteers to serve on a joint Village-DDA work committee for the website redesign project.

Council Members Frost and Dolan indicated their interest on serving on the Website Redesign Committee.

MOTION

Motion by Dolan, seconded by Frost, to formally direct administration to pursue the gathering of quotes for a website redevelopment with the Oxford DDA, with these quotes to be presented to the Oxford Village Council when appropriate, and encompassing all sources or needs for information within the Village, excluding contracts and services provided by individuals affiliated with the Village.

Council Member Helmuth asked about how the Village and DDA will manage this project together after it is completed. Village Attorney Davis indicated that there would be an interlocal agreement in place for Council to consider when looking at bids.

Voice Vote
In Favor: All.
Opposed: None.

Motion Carried.

ITEMS REMOVED FROM CONSENT AGENDA (FROM ITEM 7)

None.

PUBLIC COMMENT

Mike Solwold, the Oxford Chief of Police rose to speak, and addressed an alleged drug deal that was reported at the previous Council meeting.

Rose Bejma, 73 Pearl, rose to speak, and asked about the approved budget's allocations for engineering local roads to be fixed in upcoming years. Manager Madore indicated that beyond the previously discussed Burdick Street and Village Hall parking lot, there were not. Council also indicated that the Franchise fees collected by the Village are allocated to right-of-way repairs as well.

Bejma also asked about the collection of Public Hearing fees, and an official Council Resolution to honor Joe Bullen's service to the Village.

MANAGER, STAFF, & ATTORNEY REPORTS

Manager Madore discussed the Clerk/Treasurer search, and noted that he would like to schedule a special Village Council meeting for Council to interview the search committee's recommended candidates. Council discussed potential meeting times.

Madore also discussed the Village's general fund balance, as well as the projected balanced going forward with the already ear-marked future expenditures.

COUNCIL COMMENTS

Council Member Frost provided the Council with a letter from himself that addressed a verbal conflict that had occurred at the May 15th budget workshop, and discussed his service on the Council, and the decorum of the Village

Council as a whole. Frost also noted that he had attended the Michigan Municipal League's Elected Official's academy over the past weekend, and noted that it was a very valuable experience.

Council Member Helmuth noted that she would like Council to draft a resolution to honor Joe Bullen's many years of service to the Village. Helmuth also stated that each member of Council has a unique perspective, and that those perspective should always be respected.

Council Member Bailey indicated his perceptions of the May 15th Council budget workshop, and noted how he would have reacted were he in that situation. Bailey also noted that he values Mr. Frost's contributions to the community.

Council Member Dolan discussed his perceptions of the verbal conflict at the previous Council meeting. Dolan also discussed his purpose for serving on the Village Council, and his desire to provide increased levels of service to the Village residents. Dolan also discussed the attendance of Council Members at Council meetings, and his desired decorum of Village Council meetings.

Council President Bossardet thanked Mr. Brantley for the Public Works' efforts to get the flowers planted in downtown. Bossardet also asked about the number of Zoning Board of Appeals members. Assistant Village Manager Benson discussed the Village's progress with having the Planning Commission address it. Bossardet also asked about the high level of detail in the Village Council minutes, and Village Attorney Davis addressed that topic. Bossardet wished everyone a good Memorial Day weekend, and apologized for allowing the previous Village Council budget workshop to get out of hand.

CLOSED SESSION

None.

ADJOURNMENT

MOTION

Motion by Helmuth, seconded by Dolan, to adjourn the meeting at 7:55 p.m.

Voice Vote

In Favor: All.

Opposed: None.

Motion Carried.

Respectfully submitted,

Drew Benson
Recording Secretary

Recording Secretary

Village President