

**Village of Oxford  
Downtown Development Authority 248-770-8587  
Board Special Meeting Agenda  
April 29, 2021 at 7:00 p.m.  
Zoom**

Topic: DDA Special Board Meeting  
Time: Apr 29, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting  
<https://us02web.zoom.us/j/85241664771>

Meeting ID: 852 4166 4771  
One tap mobile  
+13017158592,,85241664771# US (Washington DC)  
+13126266799,,85241664771# US (Chicago)  
Meeting ID: 852 4166 4771  
Find your local number: <https://us02web.zoom.us/u/key4nNqNPZ>

1. Call meeting to order
2. Pledge of Allegiance
3. Roll Call: Nicole Ellsworth, Dorothy Johnston, Pete Scholz, Rod Charles, Justin Willcock, Marie Powers, Kelsey Cooke, Bill Dunn
4. Public Comment on non-agenda items (3-minute limit)
5. Consent Agenda:
  - a. Approval of proposed agenda
6. New Business
  - a. Purchase of Hose Reel Trailer for DPW
    1. \$2,500
  - b. Community Spring Clean-up Day
    1. \$1,500
  - c. Police Bikes
    1. Purchase 1 @ \$1,800
  - d. Items moved from consent agenda
7. Board Member Comments
8. Extended Public Comment
9. Adjourn

Next DDA Board regular meeting: **Monday May 17<sup>th</sup> 2021 at 7:00 p.m.**

Meeting Rules:

1. Please address all comments to the chair



# Spartan Distributors

**Phone:** 248-373-8800

**Fax:** 248-373-8899

**To:** Rudy

**Company:** VILLAGE OF OXFORD

**From:** Brent Peterson

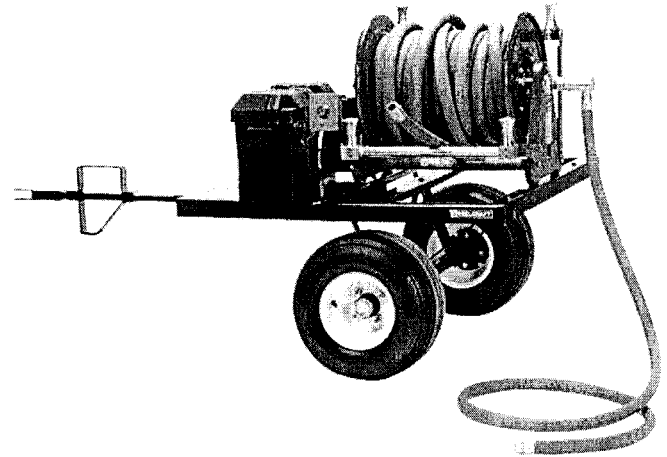
**Subject:** QUOTE 20541525

**Memo:**

# Operating Instructions

## Hose Reel Trailer

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### TRAILER SAFETY PRECAUTIONS:

In trailer towing, as in most driving situations, exposure to certain hazards occurs. Trailer towing is safe when proper precautions are taken. Read and follow all safety instructions. In addition, the end user must check and comply with all federal, state, and local laws before use.

**Have all installation, operation, maintenance and repair work performed only by a qualified technician.**

1. Do not use the trailer on highways, it is NOT to be used on any public roadway.
2. Do not exceed the 400 pound load limit.
3. The trailer is NOT for riders, NO passengers.
4. Use a towing vehicle prepared and capable of handling the load.
5. Uncontrolled tilting of the trailer can result in personal injury or equipment damage, be cautious when transversing steep banks, hills, and uneven surfaces.
6. Towing any trailer requires special awareness because of the changed driving situation.
7. When towing, it takes longer to start and stop, use training and practice to avoid accidents.
8. Turning and backing up present new problems, plan ahead.
9. Be sure trailer is fully prepared and connected to towing vehicle.
10. Observe a maximum speed of 10 mph when towing.
11. Use only genuine factory parts as replacements.
12. Periodically check and tighten all parts, bolts, nuts and mounted hardware.
13. Do not overload the trailer. Overloading can result in personal injury or equipment damage.
14. Check and repack wheel bearings once a year.
15. Maintain correct tire pressure according to sidewall data on tire.
16. Check tires for wear every 6 months.
17. Do not allow trailer to tip up without removing the battery.
18. Keep hands and feet away from trailer tongue when lowering to the ground.
19. Refer to the operating manual for the hose reel and for additional safety instructions.

Form# 1146-403 Rev: 3/2020

\*\* Quotation \*\*

O91500  
 VILLAGE OF OXFORD  
 22 W BURDICK  
 PO BOX 94  
 OXFORD, MI 48371

Ship To:  
 VILLAGE OF OXFORD  
 22 W BURDICK  
 PO BOX 94  
 OXFORD, MI 48371

Quote# :20541525    Written :Brent Peterson    Page :1 of 1  
 Prt Date:04/23/21    Ship-Via:Customer PickUp    Loc# :02  
 Qte Date:04/21/21    CustP/O :REELCRAFT TRAILER    Terms:Net 10th  
 Exp Date:05/21/21    Contact :Rudy    Reps :61 /69

Product/Description	Quantity	U/M	Price/Extn
600910 TRAILER PKG W/1" ELE HOSE REEL W/10' LEAD ONLY NO ***** ***** Does not include battery or discharge hose	1	EA	1988.2895 1988.29

Merchandise	Handling	Misc.	Tax	Freight	Net Quote Total
1,988.29	0.00	0.00	0.00	0.00	1,988.29

Accepted By:

Date:



Oxford DPW &lt;oxfordvillagedpw@gmail.com&gt;

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## Hose reel

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**Mohr, Melissa** <MMohr@siteone.com>  
To: Oxford DPW <oxfordvillagedpw@gmail.com>

Thu, Apr 22, 2021 at 4:39 PM

RC600910 – \$2,070  
RC600911 - \$1,379 |

Top price is for Electric, the next one is the Manual.

**From:** Oxford DPW <oxfordvillagedpw@gmail.com>  
**Sent:** Thursday, April 22, 2021 2:13 PM  
**To:** Mohr, Melissa <MMohr@siteone.com>  
**Subject:** [EXTERNAL] Re: Hose reel

**Reelcraft Hose Reel And Trailer - Electric Rewind [rrproducts.com]**

**Reelcraft Hose Reel And Trailer - Manual Rewind [rrproducts.com]**

These would be the 2 that we would interested in.

Thanks,

Rudy

On Thu 22 Apr 2021, 2:03 PM Mohr, Melissa, <MMohr@siteone.com> wrote:

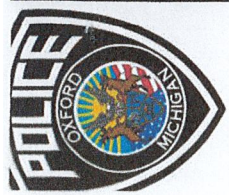
Hi Rudy,

Take a look at this link and let me know which part number you would like and I will get a quote back to you for that unit.

Thank you,

<https://www.rrproducts.com/C2402/Grounds-Maintenance/Sprayers/Hose-Reel-Carts> [rrproducts.com]

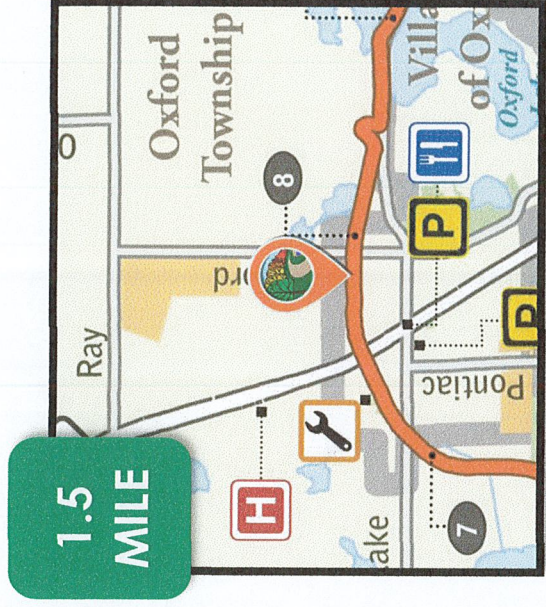
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# Oxford Police Bicycle Program - Proposal

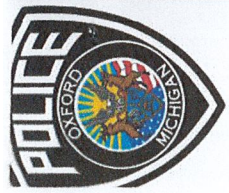
## Benefits of the Program:

- **Ambassador** to the Polly Ann Trail System
- **Improved positive contacts** with community
- **Heightened visibility on the Polly-Ann Trail System** – Provides a sense of safety for trail goers
- **Improved Policing senses:** Hearing and Visual improves while patrolling on bicycle v.s. vehicle
- **Improved response time** to response areas
- **Silent approach** – Having the ability to silently approach day or night puts criminal behavior in check.



## Village of Oxford – Patrol Areas: (Approx. 1.5 Miles of Trail)

- Pocket Park by M24 Bridge Downtown
- Larry Obrecht Bridge – Merge Art Studio
- Frosty Boy and Shane's Bench
- Martha's Bench
- Powell Lake Lookout



# Oxford Police Bicycle Program - Proposal

## Meet the Team:

### Bicycle Team Leader:

#### **Keith Redlin**

- 13+ Year's experience with Oxford Police
- Initiated Bike program in 2008
- Completed 2019 Police Unity Tour (Philly - DC) 300 Miles
- Completed Michigan Police Unity Shore Line Ride 2020 355 Miles
- Active Peloton and cycle enthusiast

#### **John Drake**

- 10+ Years serving the Village of Oxford
- Lives in the community, uses the trails with his family

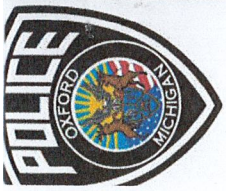
#### **Dan Uhlman**

- 1 year with Oxford and eager to get out on the bike's summer of 2021

#### **Gene Faremark**

- 15+ serving years with Oxford Police
- Avid cyclist and community member





# Oxford Police Bicycle Program - Proposal

## State of the Bicycle Team:

### Team:

- 4 Committed Bike Officers – Trained and Ready
- 2 Addition Officers Ready to train

### Gear and State of Readiness:

- 1 15+ year old basic Mtn. Bike – Old and Compromised frame and mechanics

### Asking for:

- 2 New Outfitted Trek/Specialized Bicycle – Designed for Law Enforcement Use 29” Wheels w/ Reinforced Frames (\$5,021.98) 2 bikes offers us a team riding and backup in case bike 1 goes down for repair
- High Visibility lighting and siren for alerting traffic
- High Visibility / Reflective Uniform Options
- Helmets for each cyclist



**Initial Cost:** Estimated cost based on two complete patrol ready bicycles to meet standards for patrol use.

Qty.	Item Description	Individual Cost	Total
2	29” TREX Police Edition Mtn. Bike	\$1,800.00	\$3,600.00
2	Rear Wheel Rack – Bag Mount	\$69.00	\$138.00
2	Water Bottle Cages	\$14.99	\$29.98
2	Cycle Siren Complete Systems (Lights and Siren – Front and Rear)	\$450.00	\$900.00
2	Topek “Police” Bicycle read storage bags	\$59.00	\$118.00
4	Specialized Bicycle Helmets	\$59.00	\$236.00
<b>TOTAL:</b>		<b>\$2,451.99</b>	<b>\$5,021.98</b>

**Annual Expected Budget:** Estimated budget to keep bicycle maintained, includes extra tires and inner-tubes, necessary bike chain oil and annual tune-up.

Qty.	Item Description	Individual Cost	Total
2	Annual Maintenance	\$129.00	\$258.00
<b>TOTAL:</b>			<b>\$258.00</b>

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**PROPOSED VENDORS:**

KLM Bicycles Rochester Michigan – Sales Service and Maintenance

Main Street Bicycles – Shelby Township, MI