

Downtown Development Authority 248-770-8587
Meeting Minutes
Monday, August 20, 2018 at 6:00 P.M.
Council Chambers, Oxford Village Hall

1. **Call to Order** – meeting called to order at 6:00 by Chairperson Scholz.
2. **Pledge of Allegiance.**
3. **Roll Call:** Sue Bossardet, Dorothy Johnston, Rod Charles, Nicole Ellsworth, Elgin Nichols, Susan Oles, Nancy Rosentrater, Pete Scholz, Susan Schurr.
Other in attendance: Glenn Pape, Drew Benson
4. **Public Comment on non-agenda items:** None.
5. **Consent Agenda:**
 - a. Approval of proposed agenda: Motion by Bossardet to approve as listed, support by Johnston, vote 8-1. Charles stated he would like to get agenda earlier before meeting.
 - b. Approval of 7/16/2018 regular meeting minutes: Motion by Bossardet to approve as written, support by Johnston, vote 8-1.
 - c. Reports:
 1. **Treasurer’s report:** no comment
 2. **Police Report:** no comment
 3. **Executive Director Report:**
Motion by Nichols to approve the bills totaling \$7,713.01 and to receive and file revenue & expense reports for July, as well as Police Report and Executive Director Report, support by Johnston, roll call vote 8-1 with Charles dissenting.
6. **Unfinished/Old Business**
 - a. **Budget 2017-2018 summary** - Discussion on year-end 2017-2018 budget figures and variations from budgeted amounts. Pape indicated a surplus for the fiscal year.
 - b. **Holy cross sign grant** – Discussion regarding progress of Holy Cross sign grant. Motion by Johnston to approve reimbursement of \$1,500.00 to Holy Cross Church for approved sign grant, supported by Rosentrater, roll call vote 9-0.
 - c. **Business boot camp summary** – discussion regarding four-week business boot camp, and follow up programs for downtown business owners.
 - d. **M-24 TAP grant update** – Pape gave an update on the status of the TAP grant application and expected timeline. Discussion regarding plans for M-24 streetscape project as it relates to TAP grant.
Motion by Johnston to receive and file the tap grant update, supported by Nichols, voice vote 9-0.
 - e. **MSOC Tech visit summary** – discussion regarding the Main Street Oakland County tech visit for downtown businesses to survive and thrive during construction and its reception by the community, as well as the concepts discussed during it.

Motion by Johnston to received and file the MSOC tech visit summary, supported by Shurr, voice vote 9-0.

- f. **Website Redesign Update** – Pape and Benson discussed the progress with the website redesign and the proposed schedule for its complete. Discussion regarding project. Motion by Johnston to received and file the website redesign update, supported by Rosentrater, voice vote 9-0.
7. **New Business**
- a. **Parking Lot approach repair funding** – Pape introduced the topic, noting that the Village’s Works Department has requested the DDA be involved with a proposed repair to a parking lot approach and storm basin in one of the downtown parking lots. Discussion regarding the proposed bids, costs sharing structure, and repair specifications. Motion by Johnston to allocate \$7,500.00 from the Capital Improvements line item number 296-731-970.000 to contribute to the parking lot approach and storm basin repair, supported by Bossardet, roll call vote 9-0.
 - b. **Communications update** – Benson discussed the recent communications and marketing activities that the DDA administration has been working on, including a downtown business directory, downtown business survey, and advertising campaigns for downtown events, and social media activities. Discussion regarding communications strategies for M-24 project and other communications goals and objectives.
 - c. **MSOC Flagstar Placemaking Grant** – Pape discussed the MSOC and Flagstar Bank partnership for placemaking grants, and the Design Committee’s recommendation to apply for improvements to the pedestrian alleys in the downtown district for the potential grant funding. Discussion regarding Design Committee’s recommendation, and the impact that project would have. Motion by Bossardet to receive and file the MSOC Flagstar Placemaking Grant Report, supported by Nichols, voice vote 9-0.
 - d. **Relocation of DDA office** – Pape noted that the DDA and the Oxford Chamber of Commerce will be trading spaces in the Village Hall next month, as the Chamber could use more space, and the DDA has less of a need for space. Oxford Village Council approved a lease renewal with the Chamber at their last meeting. Discussion regarding the impact of the traded space. Motion by Johnston to receive and file the Relocation of the DDA offices report, supported by Bossardet, roll call vote 9-0.
 - e. **Items moved from consent agenda** – None.
8. **Professional Development:** None.
9. **Board Member comments:**
Bossardet: Indicated that she would like to see a copy of the Ordinance Code Enforcement Report in the DDA agenda packet
Charles: Requested a DPW report be included in the DDA agenda packet.

Ellsworth: Indicated her satisfaction with the progress of the new DDA & Village websites.
Nichols: Noted that 5-1 Diner contributes a lot to the Village and the Downtown, and he appreciates it.

Oles: Asked if the Witches Night Out event was a DDA event, Pape indicated that it is not.

Rosentrater: None.

Sholz: Thanked Glenn for his work on the M-24 Project and the MSOC Tech Visit.

Schurr: None.

Johnston: None.

10. **Extended Public Comment** – Benson rose and reported on the Village’s recent ordinance code enforcement activities around the downtown district. Benson also reported on the recent business of the Planning Commission, including discussions of the Michigan Economic Development Corporation’s (MEDC) Redevelopment Ready Communities (RRC) program, and a proposal for a physical version of the Village/DDA newsletter that may be coming before the DDA in the coming months.

11. **Adjourn** at 7:03. Motion to adjourn by Bossardet, support by Johnston, vote 8-0.

Minutes reviewed by _____ Date _____
Susan Schurr

Minutes approved by _____ Date _____
Pete Scholz

The next regular DDA Meeting will be on Monday, September 17, 2018, at 6:00pm in the Council Chambers.