

Downtown Development Authority
Meeting Minutes
Monday, December 17, 2018
Council Chambers, Oxford Village Hall

1. Call to Order: the meeting was called to order at 6:00 by Chairperson Scholz.
2. Pledge of Allegiance
3. Roll Call: Rod Charles, Nicole Ellsworth, Joe Frost, Elgin Nichols, Sue Oles, Pete Scholz, Susan Schurr
Absent: Dorothy Johnston
Others in attendance: Glenn Pape, Vicki Balongie, Sue Bossardet, Dora Rolando
4. Public Comment on non-agenda items: none
5. Consent Agenda: Motion by Nichols to approve the proposed agenda, the 11/19/2018 regular meeting minutes, the police, code enforcement, DPW, Executive Director and expense reports, and the bank statement. Second by Schurr. Vote 7-0.
6. Payment of Bills: Motion by Nichols to approve payment of bills in the amount of \$17,016.52. Second by Charles. Roll call vote 7-0.
7. Unfinished/Old Business
 - a. Blue Ivy sign grant: Motion by Charles to approve payment of sign grant in the amount of \$1500. Second by Frost. Roll call vote 7-0.
 - b. M24 project update: Pape gave update on M24 Project, including increase in cost of project to DDA (\$304,000), increase in TAP grant (\$617,000), increase in engineering and design costs for lighting in Village. Budgeted amount does not include improvement to backside of buildings. Village has allocated CDBG money for repairs and replacements on backside of buildings. Budget includes money for promoting the project. Design submissions are going to MDOT on 12/21. Frost suggested Joe Madore be included in task force meetings.
8. New Business
 - a. DDA applications for vacant board seat: Nancy Rosentrater resigned from DDA. Her seat expires in 2020. Two applications received for her position: Susan Bossardet and Michelle Klein. Motion by Nichols to set aside nomination to January so Michelle Klein can be in attendance. Second by Schurr. Roll call vote 2-5. Board discussed need to make recommendation now otherwise seat would remain vacant until February. Motion by Charles to recommend Klein to Village Council for vacant seat. Second by Schurr. Vote 7-0.
 - b. 2019 meeting schedule: Motion by Nichols to approve proposed 2019 meeting schedule. Second by Frost. Vote 7-0.
 - c. Executive Director annual review: Director's review was completed by Scholz, Bossardet, and Johnston. Motion by Ellsworth to receive and file. Second by Schurr. Vote 7-0.
 - d. Items moved from consent agenda: none
9. Board Member Comments: In addition to everyone thanking Sue Bossardet for her service with the DDA:
Oles: Thanked Glenn for moving 15 minute parking sign from behind her store.
Schurr: Announced she is moving from Oxford and this is her last DDA meeting.
Frost: Encouraged fostering all hands on deck during M24 Project

10. Extended Public Comment: none

11. Adjourn: Motion by Nichols to adjourn at 6:57pm. Second by Charles. Vote 7-0.

Minutes reviewed by _____ Date _____
Elgin Nichols

Minutes approved by _____ Date _____
Pete Scholz

Next DDA Board regular meeting will be Monday, January 21, 2019, at 6:00pm.