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**Village of Oxford  
Downtown Development Authority  
Meeting Minutes  
Monday, May 20, 2019 at 6:00 p.m.  
Council Chambers, Oxford Village Hall**

1. Meeting called to order at 6:00pm by Chairperson Scholz
2. Pledge of Allegiance
3. Roll Call: Rod Charles, Joe Frost, Nicole Ellsworth, Michelle Klein, Elgin Nichols, Pete Scholz.  
Absent (excused): Dorothy Johnston, Sue Oles
4. Public Comment on non-agenda items (3-minute limit): none
5. Consent Agenda:
  - a. Approval of proposed agenda: motion by Nichols; second by Charles; vote 6-0.
  - b. Approval of 4/15/2019 regular meeting minutes: motion by Klein; second by Nichols; vote 6-0.
  - c. Reports: motion by Frost to receive and file Police report, Code Enforcement report, DPW report, Executive Director report, and Revenue-Expense report & Financial Statement; second by Nichols; vote 6-0.
6. Payment of bills
  - a. Motion by Frost to pay May 2019 bills in the amount of \$37,433.04; second by Charles; roll call 6-0.
7. Unfinished/Old Business
  - a. DDA Volunteer Initiative: DDA requests on-going commitment from board to recruit volunteers from within their networks for DDA committees.
  - b. M-24 Update: On schedule for next phase of grant and design submittals (June 7<sup>th</sup>); website is up to date with plans; next M24 task force meeting is June 3<sup>rd</sup>. Motion by Nichols to receive and file the report; second by Charles; vote 6-0.
8. New Business
  - a. Sign Grant 14 N Washington: Design presented by Teresa Wrobel for Gravel Capital Brewery. Discussion on process of sign permit approval from Village and DDA's sign grant approval. Motion by Frost to approve sign grant for \$953.10; second by Charles; roll call vote 6-0.
  - b. Historic Preservation recommendations: Board was given recommendations from Michigan Historical Preservation Network for steps to strengthen historic preservation. Pape plans to present to design committee to incorporate into their work plan. Motion by Charles to receive & file; second by Ellsworth; vote 6-0.
  - c. Professional Development, promotions: Material from Main Street Oakland County with suggestions for Promotions Committee was provided to board. Motion by Nichols to receive & file; second by Klein; vote 6-0.

9. Board Member Comments

Frost: Village Council has established a Communications Committee; thanked those who attended Main Event; reminder of town hall meeting tonight regarding recreational marijuana.

Nichols: Acknowledged the ladies who do a good job maintaining the park gardens.

Charles: none

Ellsworth: Thanked those who came out for Clean Up Day

Klein: Looks forward to working on Communication Committee with M24 construction project.

Scholz: Thanked everyone in attendance.

10. Extended Public Comment: none

11. Adjourn: Motion by Nichols to adjourn at 6:35pm; second by Charles; vote 6-0.

Next DDA Board regular meeting: **Monday, June 17th, 2019 at 6:00 p.m.**