



**Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, September 16, 2019 at 6:30 p.m.
Council Chambers, Oxford Village Hall**

1. Meeting called to order at 6:30pm by Vice-Chair Ellsworth
2. Pledge of Allegiance
3. Roll Call: Rod Charles, Joe Frost, Nicole Ellsworth, Dorothy Johnston, Elgin Nichols, Sue Oles.
Absent: Pete Scholz (excused)
4. Public Comment on non-agenda items: none
5. Consent Agenda: Amendment to the Consent Agenda to add Michelle Klein's resignation to New Business (8c); motion by Nichols to approve (a) the proposed agenda, (b) the 8/18/2019 regular meeting minutes, (c) the Police report, Code Enforcement report, DPW report, Executive Director report, Revenue-Expense report and Financial Statement; second by Johnston; vote 6-0.
6. Payment of bills: September bills include some carried over from August (unable to approve due to lack of quorum). Administrative decision to pay those that were contractual and move forward those which required a vote. Motion by Nichols to pay September 2019 bills in the amount of \$7,844.95; second by Johnston; roll call 6-0.
7. Unfinished/Old Business
 - a. M-24 Update: Working on hardscape designs with property owners, relocation of signs, and with signs which will be non-compliant after moving. Working on information packets for specific target audiences (business owners, residents, commuters, etc). Earliest start date for construction is March 15, 2020. Village Council has approved extending the noise ordinance to 6am to 10pm to expedite construction.
 - b. Sign Grant 29 S Washington: Motion by Nichols to approve \$1500 sign grant to Hawaiian Shaved Ice; second by Frost; roll call 6-0.
 - c. Sign Grant 14 N Washington: Motion by Frost to approve \$953.10 sign grant to Gravel Capital Brewing; second by Nichols; roll call 6-0.
 - d. Farmers Market Update: Push by board to implement before M24 Construction Project. Motion by Nichols to receive and file Farmer's Market Update report until additional information is presented at next meeting; no second; motion denied.
 - e. Oakland County Tourism Website Update: No motion. Pape to continue working.
8. New Business
 - a. Election of Officers
Chair: Motion by Nichols to appoint Ellsworth; second by Charles; vote 6-0
Treasurer: Motion by Nichols to re-appoint Oles; second by Charles; vote 6-0
Vice-Chair: Motion by Frost to appoint Johnston; second by Nichols; vote 6-0
Secretary: Motion by Nichols to re-appoint himself; second by Charles; vote 6-0.

- b. Items moved from consent agenda: none
 - c. Michelle Klein's resignation: Motion by Frost to accept Klein's resignation; second by Nichols; vote 6-0. Pape to send nomination forms for the two vacant seats to Board members.

- 9. Board Member Comments
 - Frost: Village Council has changed their meeting time to 7pm. Suggests DDA does the same.
 - Johnston: Supports change of meeting time.
 - Nichols: Library now opened on Sundays.
 - Ellsworth: Suggests board members volunteer for the many upcoming Oxford events.
 - Oles: Supports change of meeting time. Suggests Larry Obrecht for DDA (Nichols supports).
 - Charles: Supports change of meeting time.

- 10. Extended Public Comment: none

- 11. Adjourn: Motion by Frost to adjourn at 7:20pm; second by Nichols; vote 6-0.

Next DDA Board regular meeting: **Monday, October 21st, 2019 at 6:00 p.m.**