



**Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, December 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, Pete Scholz.
Absent: Sue Oles (excused)
4. Public Comment on non-agenda items: Sue Bossardet suggested the 11/18/19 meeting minutes be corrected to include the board's comments at the end of the meeting.
5. Consent Agenda: Motion by Scholz to add the Executive Director's annual review to new business as item 8b; second by Nichols; vote 6-0. Motion by Frost to set aside the approval of 11/18/19 meeting minutes; second by Nichols; vote 6-0. Motion by Scholz to receive and file the Police report, Code Enforcement report, DPW report, Executive Director report, Revenue-Expense report and Financial Statement; second by Charles; vote 6-0.
6. Payment of bills: Motion by Nichols to pay December 2019 bills in the amount of \$12,902.16; second by Frost; roll call 6-0.
7. Unfinished/Old Business
 - a. M-24 Update: Pape provided update of the Communication Plan and the Restore M-24 website. Scholz stressed the need for the fire department to have first access to construction lane closings and barricades.
 - b. Board Member Recruitment: Of the three applications that have been received, none are business owners in the downtown district. Frost set January 31st deadline for decision. Board member training at Oakland County is January 22nd.
 - c. Capital Improvement Plan update: Pape presented a current list of proposed CIP projects. Additional recommendations will be taken back to the committee. Discussion regarding if items 9, 10 and 11 are Village responsibility or shared cost. Pape plans to have estimates for all listed items at January meeting.
 - d. Form TIF Plan committee: Major component of the current TIF plan was the M-24 Project. Pape's request is to form a TIF plan working committee that includes more business owners. Suggestions were made to combine the new committee with the Organization or Transformation committee. Pape agreed with combining with Organization committee when they are done with current projects. Transformation committee was started at last meeting. Frost asked for the Transformation committee to be added to next month's agenda to explain the strategy and expectations. Transformation strategy training is in April. Sue Bossardet recommended waiting for training.

8. New Business

- a. 2020 Schedule of meetings: Motion by Johnston to adopt proposed 2020 meeting schedule; second by Nichols; vote 6-0. (later correction: October meeting is October 19, 2020). Meeting start time will be 7:00pm.
- b. Executive Director Annual Review: Motion by Scholz to adopt evaluation and attach to employment contract; second by Nichols; roll call vote 6-0.
- c. Items moved from consent agenda: none

9. Board Member Comments

Johnston: Thanks to NHS for lighting luminaries at Soup & Sweet Stroll

Scholz: Evaluation process was daunting; looking forward to new TIF plan

Charles: Elaborated on Scholz's comments

Nichols: Need to support local businesses

Frost: Suggested sending reminders if committees do not meet

Ellsworth: Be involved if on the board.

10. Extended Public Comment: Marie Powers, owner of HomeGrown Brewing, asked DDA to communicate more with businesses regarding the M-24 Project. Also asked if other businesses had experienced downturn in business. Acknowledged that the streetlights out in front of their building had been handled by Joe Madore.

11. Adjourn: Motion by Scholz to adjourn at 8:00pm; second by Frost; vote 6-0.

Next DDA Board regular meeting: **Monday, January 20, 2020 at 7:00 p.m.**