



Village of Oxford
Downtown Development Authority 248-770-8587
Meeting Agenda
Monday September 21, 2020 at 7:00 p.m.

Online via Zoom
Topic: DDA September Board Meeting
Time: Sep 21, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/89974547899>

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1. Call meeting to order
2. Pledge of Allegiance
3. Roll Call: Nicole Ellsworth, Dorothy Johnston, Pete Scholz, Sue Oles, , Rod Charles, Dora Rolando, Justin Willcock, Laura Herfy, Jonathan Nold
4. Public Comment on non-agenda items (3-minute limit)
5. Consent Agenda:
 - a. Approval of proposed agenda
 - b. Approval of August 17, 2020 regular meeting minutes.
 - c. Village Reports
 1. Police Report
 2. Code enforcement report
 3. DPW report

6. Financials

The Oxford Downtown Development Authority is dedicated to the promotion, development, and historic preservation of downtown Oxford.



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- a. Financial statements & revenue expenditure reports
 - b. Bills: Sept 2020
7. DDA reports
- a. Executive directors report
 - b. Communications report
 - c. Promotions committee report
 - d. Design Committee report
 - e. Economic Vitality committee report
 - f. Organization committee report
8. Unfinished/Old Business
- a. M-24 update
 - b. Social District update
9. New Business
- a. Board reappointments
 - b. Board Elections
 - c. Strategic planning workshop
 - d. Items moved from consent agenda
10. Board Member Comments
11. Extended Public Comment
12. Adjourn

Next DDA Board regular meeting: **Monday Oct 19, 2020 at 7:00 p.m.**

Meeting Rules:

- 1. Please address all comments to the chair
- 2. Please limit comments to three (3) minutes
- 3. Public comment is not a dialogue with the DDA board
- 4. Please respect these rules and other participants

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**Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, August 17, 2020 at 7:00 p.m.
Online via Zoom**

1. Meeting called to order at 7:00pm by Chairperson Ellsworth
2. Pledge of Allegiance
3. Roll Call: Rod Charles, Nicole Ellsworth, Laura Herfy, Jonathan Nold, Sue Oles, Dora Rolando, Pete Scholz, Justin Willcock.
Absent: Dorothy Johnston and Joe Frost.
Staff in attendance: DDA Director Glenn Pape, Village Manager Joe Madore, Village Communications Liaison Nicole Edwards.
4. Public Comment on non-agenda items: none
5. Consent Agenda: Motion by Scholz to approve the proposed agenda, the June 15, 2020 regular meeting minutes, the June special meeting minutes and Village Reports (Police, Code Enforcement, and DPW); second by Nold; vote 8-0.
6. Financials: Discussion on possible reduction of DPW cost transfer due to no snow removal last winter and down time during Covid (down time was spent on downtown cleanup). Motion by Scholz to pay the August 2020 bills of \$26,118.11; second by Willcock; roll call vote 7-1.
7. DDA Reports: Scholz requested update on last year's budget and money remaining, which Pape will include in next month's meeting. Motion by Scholz to receive and file Executive Director's Report, Communications Report, Promotions Committee Report, Design Committee Report, Economic Vitality Committee Report, and Organization Committee Report; second by Nold; vote 8-0.
8. Unfinished/Old Business:
 - a. M-24 Update: Construction has moved into Phase 2C. Sign, information kiosk, and engineered soil samples are waiting Pape's approval. Construction update given by Madore.
 - b. Burdick Street PUD: Village Council extended PUD Agreement to July 1, 2021. Motion by Charles to extend the deadline to July 1, 2021; second by Nold; vote 8-0 (Required as DDA is signatory on PUD Agreement).
 - c. Board Member Recruitment: As amended, DDA board has 12 positions of which three are currently vacant. Applications need to be in by next Village Council meeting to go to the Village President.
9. New Business:
 - a. Social District designation: Governor approved creation of social districts in downtowns on July 1. Oxford can have 3 districts for consumption of alcohol outside of businesses.

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Motion by Charles to establish subcommittee to work thru requirements for social districts; second by Herfy; vote 8-0.

- b. Covid 19 Recovery Grants: Reminder Oakland County is still accepting applications with average award over \$10,000.
- c. Design Committee membership: Currently only has 2 members; By-laws require a board member; Oles volunteered to serve.
- d. Items moved from consent agenda: none

10. Board Member Comments:

Oles: Asked if paint classes can be held on sidewalk outside her building (yes).

Rolando: Asked for contact information for MDOT daily vibrations report (no daily report; Madore will work to get information to concerned resident).

11. Extended Public Comment:

Bryan Cloutier (Chair of Design Committee and Oxford Library Director) looking forward to having board representation on committee. Regarding vibrations, library could feel vibrations from parking lot work at elementary school. Need to be prepared for significant vibration during road work.

12. Motion by Scholz to adjourn meeting at 8:42p.m.; second by Rolando; vote 8-0.

Next DDA Board regular meeting: **Monday, September 21, 2020 at 7:00 p.m.**

OXFORD VILLAGE POLICE DEPT. POLICE CHIEFS REPORT

2020-August

Micheal D. Solwold-Chief

MONTH		YEAR TO DATE				
	August 2020	Aug 2019	CHG	2020	2019	DIFF
CALLS FOR SERVICE	597	432	165	4039	3937	102
CITATION/WARNING	515	445	70	3176	3445	-269
ACCIDENTS	3	6	-3	42	53	-11
POSITION	#					
CHIEF	1					
OFFICERS/FT	3					
OFFICERS/PT	4					
Service Aid	1					
Cmv enf	1					
Parking Enf	1					
Reserves	13					
TOTAL	24					

August 2020	WASHINGTON	GLASPIE	E BURDICK	LAKEVILLE	OXFORD/LAKES	PONTIAC	W BURDICK	W OF 24	E OF 24	N W LOT	N E LOT	TOTALS
	speed	3	130	4	4	1	3	31				
red light	24	15										39
stop sign					30	10		1	5			46
improper turns	5	13	1				3					22
seat belt												0
drivers licence violations	1	19	3	1	3	1						28
plate violations	2	15	2		7	1	3		2			32
insurance/registration	10	31	2	1	5	3	3	1				56
equipment	1	16	1	3	1	2	1		2			27
misc. violations	8	11	1	1	1	1	1		1			25
parking violations	1	2			6		1	2	2			14
fail to yield to emergency vehicle		1										1
commercial motor vehicle tickets	7	21	1	2	3		12		3			49
Location Totals	62	274	15	12	57	21	55	4	15			515

Grand Total for the Month **515**

CODE ENFORCEMENT ACTIVITY REPORT

#1

Location / Address	Description	Date Opened	Date Revisited	Date Closed	Comments / Action Taken
49 Pearl	recheck of open IPMC case	8/15/20	9/2/20		good progress seen
23 Pearl	current political sign posted by resident in R.O.W.	9/2/20			because of sensitive nature of signs, notice sent to have resident move them onto private property
16 Pontiac	current political sign posted by resident in R.O.W.	9/2/20			because of sensitive nature of signs, notice sent to have resident move them onto private property
62 Park	removed 1 sign from ROW	9/2/20		9/2/20	
AREA 470 LAKES Lakes Edge	monitoring area due to neighborhood concern re: off leash dogs	8/1/20	9/8 9/2 9/15 9/16		have never seen dogs outside house.
11 1st	took photo of progress	years	9/2/20		front stairs now removed
748 Woodleigh Way	complaint received about branches protruding onto property	9/8/20		9/8/20	addressed this some time ago. Answer was the same then as now, a very minor issue as far as I can see and definitely a civil issue between the parties. Village has no standing
45 Lakes Edge	Long term abandoned house. It had reportedly changed hands	7/2/10	9/8/20		burst of progress made then nothing. Will try to determine ownership and start again
107 S. Wash.	political sign on private property	9/9/20			believe election over notice sent to remove
lakes Edge	report of general blight	9/14/20		9/14/20	noted boats and trailers in drives. Yearly letter to go out ASAP
Oxford Lakes Dr. Woodleigh Way at Abingdon	report of unidentified issues	9/14/20		9/14/20	unfounded
	house needing paint	9/14/20			notice sent this date outlining general cleanup
Duplex W. Burdick at Pleasant	escalation of some type of dispute	9/14/20			someone now placed garden statues to make offensive gestures towards people leaving funeral home. Took down statues left red tag stating tenant will be cited if they as seen again
9 Park	unlicensed vehicle	9/14/20			letter sent Oct. 1 performance date

14 Maple	Boat/ Trailer letter	(9/15/2020				yearly letter outling parking issues Oct.15 performance
47 Dayton re: 57 Pleasant	Boat/ Trailer letter	9/15/20				yearly letter outling parking issues Oct.15 performance
39 Park	Boat/ Trailer letter	9/15/20				yearly letter outling parking issues Oct.15 performance
46 Melvyn J	Boat/ Trailer letter	9/15/20				yearly letter outling parking issues Oct.15 performance
453 Baldwin re:25 Lincoln	unlicensed cars, cars on grass	9/15/20				letter sent Oct 5 performance
49 Pontiac	Boat/ Trailer letter	9/15/20				yearly letter outling parking issues Oct.15 performance
23 Pearl	political sign in ROW.	9/15/20				appears to have been placed by resident. Notice asking him to move onto private property if he would like to continue
503 Thornhill	Boat/ Trailer letter	9/16/20				yearly letter outling parking issues Oct.15 performance
542 Thornhill	Boat/ Trailer letter	9/16/20				yearly letter outling parking issues Oct.15 performance
721 woodleigh	Boat/ Trailer letter	9/16/20				yearly letter outling parking issues Oct.15 performance
818 Leighton	Boat/ Trailer letter	9/16/20				yearly letter outling parking issues Oct.15 performance
824 Leighton	Boat/ Trailer letter	9/16/20				yearly letter outling parking issues Oct.15 performance
155 S,Washington	report of banner signs	9/16/20				due to construction, to help the businesses,we have taken a less aggressive approach. Letter sent to business operator outling basic issues and advising him to check zoning ordinance and contact us before spending money
811 Woodleigh	grass	9/21/20				tagged 72 hour performance
77 Glaspie	weeds, dirt piles, rocks	9/21/20				third tag this season for weeds. Notice sent for weeds, dirt piles and rocks 14 day performance
7 Scriptor	brush cut and tossed onto village land	9/21/20				
25 Crawford	Truck on grass	9/21/20			9/21/20	Oct 12 for total removal. reminder sent

Village of Oxford
Public Works Activity Report
January 1, 2020 to January 31, 2020

Major Activities:

Removed and Stored All Downtown Christmas Lights and Decorations
Removed All Banners and Banner Arms from Downtown Street Light Poles
Read All Village Water Meters and Completed No Read List
Treated and Jetted Sanitary Sewers (Problem Areas)
Removed Large Box Elder Tree in Scripter Park Field
Performed Monthly Bacteria Samples and Chlorine Samples on Water System
Cold Patched Village Office Parking Lot and All Village Streets
Performed Several Miss Dig Staking's for Downtown AT&T Upgrade Project
Cleaned and Organized DPW Garage #2
Moved Old Police Department Generator for DPW Garage to Police Garage
Replaced Exterior Light Fixture on Meter House at DPW Facility
Ordered and Picked Up (8) Sign Bases for New Parking Signs in Downtown Lots
Started Annual Maintenance on Elgin Street Sweeper
Installed Two New Water Meters and MXU Readers at Scripter Park Estates
Picked Up Two Light Poles and Secured Bases (damaged by contractors)
Repaired Fire Hydrant at Mill and East Burdick (hit by vehicle/insurance claim)
Took Santa Float from Police Garage to Stor-N-Lock
Installed New Sign and Post at Mill and East Burdick (insurance claim)
Met with AT&T Contractor for Directional Bore on Stanton & Washington St
Jetted Sanitary Sewer on Church Street, Hovey Street and East Burdick Street
Hauled Snow from Downtown Parking Lots and All Dead Ends
Met Express Plumbing at 55 E. Burdick for Sewer Line Issue
Trimmed Two Easement Tree Dennison Street (low limbs)
Repaired Exhaust Pipe and Replaced Muffler on 5 Yard Dump Truck
Picked Up 5 Tons of UPM Cold Patch from Cadillac Asphalt
Installed New Stop Signs on Dennison Street at Jersey Street (3 Way Stop)
Installed Two New No Parking Signs on Dennison just East of Pontiac Street
Plowed and Salted Streets, Parking Lots and Sidewalks
Cleaned Debris from Storm Drain Tops (Heavy Rain and Potential Ice)
Met with MDOT Regarding Old Conduit and Water Main on Washington St
Picked Up (6) 3# Galvanized Signposts from Sign Company

REVENUE AND EXPENDITURE REPORT FOR OXFORD VILLAGE
 PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
		2020-21 AMENDED BUDGET	09/30/2020 NORMAL (ABNORMAL)	MONTH 09/30/2020 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
Fund 296 - DDA Operating								
Expenditures								
Dept 731 - Economic Restructuring	Contracted Services	4,000.00	8,500.00	8,500.00	(4,500.00)	212.50		
296-731-810.000								
Total Dept 731 - Economic Restructuring		4,000.00	8,500.00	8,500.00	(4,500.00)	212.50		
Dept 961 - Promotions								
296-961-740.310	EVENTS	9,700.00	750.00	0.00	8,950.00	7.73		
296-961-740.360	BUSINESS PROMOTION	4,000.00	20.00	20.00	3,980.00	0.50		
296-961-810.310	IMAGE PROMO	4,000.00	0.00	0.00	4,000.00	0.00		
Total Dept 961 - Promotions		17,700.00	770.00	20.00	16,930.00	4.35		
TOTAL EXPENDITURES		430,694.00	45,117.88	13,995.76	385,576.12	10.48		
Fund 296 - DDA Operating:								
TOTAL REVENUES		433,000.00	180,173.14	107,805.00	252,826.86	41.61		
TOTAL EXPENDITURES		430,694.00	45,117.88	13,995.76	385,576.12	10.48		
NET OF REVENUES & EXPENDITURES		2,306.00	135,055.26	93,809.24	(132,749.26)	5,856.69		

Fund 296 DDA Operating

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
Cash			
	Cash	0.00	0.00
Other Assets			
296-000-028.000	Taxes Rec Del Personal	25,981.28	25,981.28
296-000-028.100	Allowance for Del Taxes Rec	(8,283.00)	(8,283.00)
296-000-056.000	Interest Receivable	24.73	24.73
	Other Assets	17,723.01	17,723.01
Due From Other Funds			
296-000-001.000	CASH AND INVESTMENTS	38,528.09	161,766.83
	Due From Other Funds	38,528.09	161,766.83
	Total Assets	56,251.10	179,489.84
*** Liabilities ***			
Accounts Payable			
296-000-202.000	ACCOUNTS PAYABLE	10,184.24	0.00
	Accounts Payable	10,184.24	0.00
Liabilities-LT (under 1 year)			
296-000-257.000	Accrued Payroll	1,528.98	0.00
296-000-339.000	Deferred Revenue	17,698.28	17,698.28
	Liabilities-LT (under 1 year)	19,227.26	17,698.28
Due To Other Funds			
	Due To Other Funds	0.00	0.00
	Total Liabilities	29,411.50	17,698.28
*** Fund Balance ***			
Unassigned			
296-000-390.000	Fund Balance	253,878.66	253,878.66
296-000-394.000	Committed Fund Balance	110,000.00	110,000.00
	Unassigned	363,878.66	363,878.66
	Total Fund Balance	363,878.66	363,878.66
	Beginning Fund Balance - 19-20		363,878.66
	Net of Revenues VS Expenditures - 19-20		(337,039.06)
	*19-20 End FB/20-21 Beg FB	30,452.96	
	Net of Revenues VS Expenditures - Current Year		134,951.96
	Ending Fund Balance		161,791.56
	Total Liabilities And Fund Balance		179,489.84

* Year Not Closed

Fund 494 DDA Construction Fund

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
Cash			
	Cash	0.00	0.00
Due From Other Funds			
494-000-001.000	CASH AND INVESTMENTS	356,700.45	340,615.09
	Due From Other Funds	356,700.45	340,615.09
Total Assets		356,700.45	340,615.09
*** Liabilities ***			
Accounts Payable			
494-000-202.000	ACCOUNTS PAYABLE	8,899.71	8,899.71
	Accounts Payable	8,899.71	8,899.71
Liabilities-LT (under 1 year)			
	Liabilities-LT (under 1 year)	0.00	0.00
Due To Other Funds			
	Due To Other Funds	0.00	0.00
Total Liabilities		8,899.71	8,899.71
*** Fund Balance ***			
Unassigned			
	Unassigned	0.00	0.00
Total Fund Balance		0.00	0.00
Beginning Fund Balance - 19-20			0.00
Net of Revenues VS Expenditures - 19-20			347,800.74
*19-20 End FB/20-21 Beg FB		347,800.74	
Net of Revenues VS Expenditures - Current Year			(16,085.36)
Ending Fund Balance			331,715.38
Total Liabilities And Fund Balance			340,615.09

* Year Not Closed



Small. Done right.

Date: Sep 21, 2020
To: DDA Board Members
From: Glenn Pape, *Executive Director*
Subject: Executive Director Report | Sept 2020

Activity report:

Started two advertising campaigns, one print and one social media. Social media consists of short business promotion videos highlighting the businesses in Oxford. Print is a general support our local businesses advert, shop local feel good stuff.

Shop Oxford Bingo is rolling out next week. Monthly give a ways through end of year.

Oxford gift cards should be rolling out soon. Custom Mastercard for businesses in Oxford. Stay tuned. Can be purchased by anyone as a gift for anyone. We will use them as contest awards.

Working with MEDC to get Redevelopment Ready Community status for us in Oxford. They have suggestions for us to undertake as well.

Working to bring Jon Schallert in virtually for our businesses through Main Street Oakland County.

We will be getting another grant for business assistance through Main Street as well.

Continuing to work split home/office while they balance out my medications



Date: Sept 21, 2020

To: Oxford Downtown Development Authority

From: Glenn Pape, DDA Executive Director

Subject: Promotions Committee report

Promotions committee met on Sept 14.

Scarecrow Festival is planned for Oct 10-24, 2020. Will be mostly virtual this year with contests and promotions.

Look for contests for best pet costume, best kids costumes, scarecrow contest and pumpkin carving contests.



Date: September 21, 2020
To: Oxford Downtown Development Authority
From: Glenn Pape, DDA Executive Director
Subject: **Design Committee report**

Design committee did not meet this month. Work continues revamping the façade grant guidelines.

We have several proposals in the pipeline for façade and awning projects with design assistance from Oakland County.



Date Sept 21, 2020

To: Oxford Downtown Development Authority

From: Glenn Pape, DDA Executive Director

Subject: Organization Committee report

Organization committee met on September 14, 2020. Continued work of drafting updated development plan for TIF plan rewrite. Completed draft of promotions section.



Date: Sept 21, 2020

To: Oxford Downtown Development Authority

From: Glenn Pape, DDA Executive Director

Subject: Economic Vitality Committee report

E.V. did not meet. Work continues on Redevelopment Ready Assessment report from MEDC.
Also Lining up businesses for training on new MEDC software.



Date: Sep 21, 2020

To: Oxford Downtown Development Authority

From: Glenn Pape, DDA Executive Director

Subject: M-24 Update

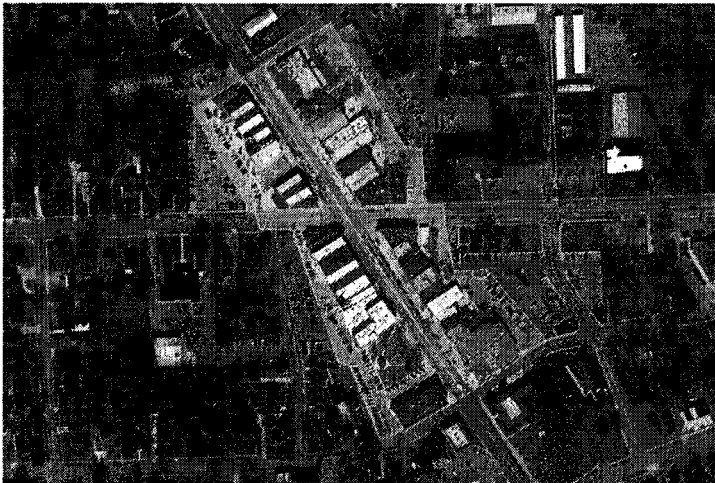
The freshly paved northbound lane will be opening up this Saturday for motorists heading southbound on M-24, and we will be in the full swing of Stage 3 of the project. All southbound traffic will now use the northbound lanes and the construction zone will extend from Drahner to Harriet from now until November 15th.

All the light poles have been installed, and wiring is complete for the east side of M-24. The light poles on the west side will start to come down soon. All of the tree boxes have been placed and the fencing around them along with the trees will be going in next spring. All water main installation has been completed. Lots of digging, removal of pavement and sidewalks, and sanitary sewer work in the coming weeks.



Date: Sept 21, 2020
To: Oxford Downtown Development Authority
From: Glenn Pape, DDA Executive Director
Subject: Social District designation

Village council has received a briefing on our intent to create two districts, east and west in the downtown. Work continues to be done on maintenance plan, hours and signage.





Oxford Downtown Development Authority
 Agenda Item #9.a

Date: September 21, 2020
To: Oxford Downtown Development Authority
From: Glenn Pape, DDA Executive Director
Subject: Board recruitment

Background: Three terms expire at end of month.

DDA	4 YEAR TERM	EXPIRES END OF	
VACANT as of 9-8 Frost resignation	COUNCIL PRES.	2022	
PETE SCHOLZ	FIRE CHIEF	2021	Interest in property in district
JUSTIN WILCOCK	Member At-Large	2022	secretary
NICOLE ELLSWORTH	BUSINESS REP.	2020	Interest in property in district Chair Sept. 2019
ROD CHARLES	BUILDING OWNER	2020	Interest in property in district
SUE OLES	BUSINESS REP.	2020	Interest in property in district Treasurer
DOROTHY ROBERTS-JOHNSTON	BUSINESS REP.	2022	Interest in property in district Vice Chair Sept 2019
LAURA HERFY	DDA RESIDENT	2022	Interest in property in district
DORA ROLANDO	BUSINESS REP.	2021	Interest in property in district
JONATHON NOLDE	OXFORD TWP REP	Nov-20	
VACANT		2023	
VACANT		2023	

Main Street Program - Implementation Plan

ECONOMIC STRATEGY	ORGANIZATION	PROMOTION	DESIGN	ECONOMIC VITALITY
<p>Strategy:</p> <p>Objectives/ Measurable Goals:</p> <p>Overall:</p> <p>Organization:</p> <p>Promotions:</p> <p>Design:</p> <p>Economic Vitality:</p>	<p>Action: Current Initiatives:</p> <p>Partner Initiatives: 1.</p> <p>New Initiatives: 1.</p>	<p>Action: Current Initiatives:</p> <p>Partner Initiatives: 1.</p> <p>New Initiatives: 1.</p>	<p>Action: Current Initiatives:</p> <p>Partner Initiatives: 1.</p> <p>New Initiatives: 1.</p>	<p>Action: Current Initiatives:</p> <p>Partner Initiatives: 1.</p> <p>New Initiatives: 1.</p>