



**Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, January 20, 2020 at 7:00 p.m.
Council Chambers, Oxford Village Hall**

1. Meeting called to order at 7:00pm by Chairperson Ellsworth
2. Pledge of Allegiance
3. Roll Call: Rod Charles, Joe Frost, Nicole Ellsworth, Dorothy Johnston, Elgin Nichols, Sue Oles, Pete Scholz
4. Public Comment on non-agenda items: none
5. Consent Agenda:
 - a. Motion by Johnston to approve proposed agenda; second by Frost; vote 7-0.
 - b. Motion by Nichols to approve 12/16/2019 regular meeting minutes as amended; second by Scholz; vote 7-0.
 - c. Motion by Nichols to receive and file Police Report, Code Enforcement Report, DPW Report, Executive Director Report, Communications Report, Revenue-Expense Report and Financial Statement; second by Frost; vote 7-0.
6. Payment of bills: Motion by Scholz to pay January bills in the amount of \$11,978.33; second by Frost; roll call vote 7-0.
7. Unfinished/Old Business
 - a. M-24 Update: Updates were given on action plan, media campaign, marketing plan, and promotional events.
 - b. Capital Improvement Plan Update: The Organization Committee's list of proposed projects was presented to the Board. An explanation was given to the audience of the purpose of the CIP and how money has been spent.
 - c. Transformational Strategies committee: Further explanation of National Main Street's Transformational Strategies was provided. Recommendation by Frost to replace with Economic Vitality Committee as this was noted lacking during National Main Street accreditation. Motion by Scholz to dissolve the newly formed Transformational Strategies Committee and replace with the Economic Vitality Committee; second by Johnston; vote 7-0. Committee members will be Frost (Chair), Nichols, Oles and Charles.
8. New Business
 - a. Board Training, performance & assessment: Main Street Performance Guidebook, published by Michigan Main Street, was distributed to each board member.
 - b. Items moved from consent agenda: none

9. Board Member Comments

Frost: Joe Madore is now attending DDA meetings as an ex officio member.

Scholz: Reminder that construction begins in less than 80 days and to support local businesses.

Nichols, Johnston, & Charles: commended Madore and Pape on M24 Town Hall meeting.

Charles: Encouraged DDA board members to attend the Chamber of Commerce community breakfast on 2/20.

Ellsworth: Reminder of DDA training Wednesday 1/22.

10. Extended Public Comment: Previous week's National Main Street accreditation 9:30 am meeting was difficult for business owners to attend if their store opened at 10:00. Board recommended that a request be made to Main Street liaison to have next year's meeting on Monday, as many downtown businesses are closed that day.

11. Adjourn: Motion by Frost to adjourn at 7:35 pm; second by Scholz; vote 7-0.

Next DDA Board regular meeting: **Monday, February 17, 2020 at 7:00 p.m.**