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**Village of Oxford  
Downtown Development Authority  
Meeting Minutes  
Monday, February 17, 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, Nicole Ellsworth, Dorothy Johnston, Elgin Nichols, Pete Scholz.  
Absent: Joe Frost, Sue Oles
4. Public Comment on non-agenda items: none
5. Consent Agenda: Motion by Nichols to approve proposed agenda and the 1/20/2020 regular meeting minutes, and to receive and file Police Report, Code Enforcement Report, DPW Report, Executive Director Report, Communications Report, Revenue-Expense Report and Financial Statement; second by Scholz; vote 5-0.
6. Payment of bills: Motion by Scholz to pay February bills in the amount of \$10,925.04; second by Nichols; roll call vote 5-0.
7. Unfinished/Old Business:
  - a. M-24 Update provided by Pape.
  - b. Discussed recruitment for new board members.
  - c. 15 E. Burdick façade grant approval/release of funds: Motion by Scholz to approve payment to John Burt Realty for façade grant (\$10,000) and Awning grant (\$1,500); second by Nichols; roll call vote 5-0.
8. New Business:
  - a. 40 N. Washington sign grant: Motion by Johnston to approve sign grant up to \$500 for Wood Chips LLC; second by Scholz; roll call vote 5-0.
  - b. 2019 National Main Street evaluation report: Tim Colbeck from Main Street Oakland County discussed Oxford DDA's 2019 annual evaluation report and accreditation.
  - c. In Your Town/Tech visit 2020: Motion by Scholz to hire Jon Schallert for this year's Tech Visit; second by Charles; roll call vote 5-0. Main Street Oakland County will pay \$6500. Oxford's visit will coincide with Lake Orion's and will share Schallert's travel expenses.
  - d. Resignation of Elgin Nichols: Motion by Scholz to accept resignation of Elgin Nichols effective March 13<sup>th</sup>; second by Johnston; vote 5-0.
  - e. Report from Effective Boards: Pape provided report on the January 22 MSOC board training.
  - f. Items moved from consent agenda: none
9. Board Member Comments: Board members expressed their appreciation for Nichols and his years of service. Chairperson Ellsworth encouraged board to take recruitment seriously.



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10. Extended Public Comment: none

11. Adjourn: Motion by Scholz to adjourn at 8:30 pm; second by Johnston; vote 5-0.

Next DDA Board regular meeting: **Monday, March 16, 2020 at 7:00 p.m.**