



**Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, April 20, 2020 at 7:00 p.m.
Online via Zoom**

1. Meeting called to order at 7:00pm by Chairperson Ellsworth
2. Pledge of Allegiance – omitted due to online meeting
3. Roll Call: Rod Charles, Joe Frost, Nicole Ellsworth, Laura Herfy, Dorothy Johnston, Sue Oles, Pete Scholz, Justin Willcock.
Also in attendance: DDA Director Glenn Pape, Village Manager Joe Madore and Village Communications Liaison Nicole Edwards.
Absent: Dora Rolando. Motion by Frost to excuse, second by Scholz, vote 8-0.
4. Public Comment on non-agenda items: none
5. Consent Agenda: Motion by Scholz to approve the proposed agenda and the 2/17/2020 regular meeting minutes, and to receive and file Police Report, Code Enforcement Report, DPW Report, Executive Director & Committee Reports, Communications Report, Revenue-Expense Report and Financial Statement; second by Frost; vote 8-0.
6. Payment of bills: Motion by Frost to set aside April bills pending additional documentation; second by Charles; roll call vote 8-0.
7. Unfinished/Old Business:
 - a. Introduction of New Board members Laura Herfy and Justin Willcock.
 - b. M-24 Update: Task Force meeting scheduled for April 22nd and Town Hall meeting for April 27th. Both meetings to be virtual. MDOT still on schedule and expects to be complete by November.
8. New Business:
 - a. Election of secretary: Motion by Charles to nominate Justin Willcock for secretary; second by Scholz; vote 8-0.
 - b. Business Assistance Update: Information on COVID assistance has been distributed to downtown businesses. Update given on grants awarded from Oakland County. Discussion on the need for Committees to begin strategizing to support businesses during COVID and M-24 construction. Several ideas discussed and turned over to Promotions Committee for implementation.
 - c. 2020/2021 Draft Budget: Discussion on the impact of COVID on projected revenues. Board requested to see budget draft again before submitting to Village Council. Budget will be on May 18th DDA meeting agenda before going to Village Council meeting on May 26th.
 - d. Items moved from consent agenda: none

9. Board Member Comments:

Charles: Organization Committee report should have included DDA Director bonus agreement. Pape was not able to include the bonus forms since he has been out of the office. It will be included for next meeting.

Oles: Welcome to new board members

Frost: (1) Welcome to new board members. (2) Committees need to send meeting schedules to Pape. (3) Temporary signage restrictions have been relaxed during COVID & M-24 construction. (4) Thanks to Johnston & Edwards for work on #OxfordStrong video. (5) Has spoken with parent company of Oxford theater to express Oxford's desire to keep a theater in town. (6) Vaughn Hockey has received the first PPE grant in Oakland County and is now manufacturing 540 medical gowns daily. (7) Is now working for the State of Michigan Main Street Program.

Scholz: Appreciates the Oxford restaurants that have remained open during COVID.

Johnston: Welcome to new board members. Looking forward to next project with Nicole Edwards.

Willcock: Ready to help.

Herfy: Asked what DDA has done to promote local businesses during COVID (Take Out Tuesday, Shelter at Home Bingo). Directed to Promotions Committee.

Ellsworth: 5-1 Diner has received \$4,000 from Farm Bureau Insurance for its First Responders meal voucher program. Sending information to Pape.

10. Extended Public Comment: none

11. Adjourn: Motion by Scholz to adjourn at 8:38 pm; second by Frost; vote 8-0.

Next DDA Board regular meeting: **Monday, May 18, 2020 at 7:00 p.m.**