



**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.

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

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.**

Minutes reviewed by _____ Date _____
Justin Willcock

Minutes approved by _____ Date _____
Nicole Ellsworth

The next regular DDA Meeting will be on Monday, August 20, 2018, at 6:00pm in the Council Chambers.