



**Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, September 21, 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, Dorothy Johnston, Jonathan Nold, Pete Scholz, Justin Willcock.
Also in attendance: DDA Director Glenn Pape, Village Manager Joe Madore, Village Communications Liaison Nicole Edwards.
Absent: Sue Oles, Dora Rolando
4. Public Comment on non-agenda items: none
5. Consent Agenda:
 - a. Motion by Johnston to approve the proposed agenda; second by Scholz; vote 7-0.
 - b. Motion by Nold to approve the 8/17/2020 regular meeting minutes; second by Scholz; vote 7-0
 - c. Motion by Scholz to approve Police Report, Code Enforcement Report, and DPW Report; second by Nold; vote 7-0.
6. Financials: Motion by Nold to receive and file financial statements and revenue expenditure reports, and to pay the September bills in the amount of \$20,259.10; second by Scholz; roll call vote 7-0.
7. DDA Reports:
 - a. Executive Directors Report: No update available yet on Print Campaign that just went out. Thirty thousand views on Facebook retail videos. MEDC Redevelopment Ready Analysis will go to Economic Vitality Committee and a full report will be in next month's meeting. Working on having businesses sign up to use the MEDC Business Assistance Software. MEDC membership provides access to more rehabilitation grants. Jon Schallert meeting virtually in October so businesses can use the Destination Retail activities in November and December. DDA is receiving another \$2600 in grants from Main Street Oakland County to distribute to businesses.
 - b. Communications Report: Created Bingo cards and Facebook promo videos. Distributed Love Oxford grant checks to businesses.
 - c. Promotions Committee Report: Work has been more on promoting downtown businesses and not events. Bingo cards are going out. Soup & Sweet Stroll and Witches Night Out will probably be canceled. Push for Committee recruitment.
 - d. Design Committee Report: Has not met. No current grant applications. Working with Acheson Alley to attach Edison lights using grant money. Push for Committee recruitment.

- e. Economic Vitality Committee Report: Needs new chairperson (was Joe Frost). Pape will ask with Nicole Wrobel if is she interested.
 - f. Organization Committee Report: Updated TIF Plan should be ready to present at next meeting.

- 8. Unfinished/Old Business:
 - a. M-24 Update: Working on issues with cement and flatwork. Some light poles were not able to be refurbished and Joe Madore is working on credit from Dan’s Excavating for ones not replaced. New lights will look as close to refurbished lights as possible. Issues with irrigation on South Washington are being addressed.
 - b. Social District Update: Introduced to council at last board meeting. Fully formed plan to Council in October for application to Liquor Control Commission. Discussion on using Capital Improvement budget for concrete repairs, mostly on east side. Update on other Capital Improvement items: waiting on quote for audio system; benches will be powder coated when removed during construction. Request by Nold to add Capital Improvements to future agendas as old business.

- 9. New Business:
 - a. Board Reappointments: Members will retain their current appointments until new Village Council President can nominate and Council can approve. Currently still two vacancies on DDA board.
 - b. Board Elections: Johnston nominated Charles for Vice-Chairperson; Ellsworth, Willcock, and Oles to remain in current positions; Motion by Scholz to approve; second by Johnston; vote 7-0.
 - c. Strategic Planning Workshop: Pape requested ideas be submitted for new initiatives/projects for DDA to undertake in coming year. Will be discussed again next month.
 - d. Items moved from consent agenda: none

- 10. Board Member Comments:

Ellsworth: Congratulations to Covered Wagon on rehab plans, and welcome to Angie Green & Evergreens to downtown district.

- 11. Extended Public Comment:

Sue Bossardet: recommends people mute their microphones during meeting unless speaking.

- 12. Motion by Willcock to adjourn meeting at 8:25p.m; second by Charles; vote 7-0.

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