

Village of Oxford
Downtown Development Authority 248-628-9941
Board Meeting Agenda
October 18th , 2021 at 7:00 p.m.
Village Offices

Time: June 21st, 2021 @ 7:00 PM Eastern Time (US and Canada)

1. Call meeting to order
2. Pledge of Allegiance
3. Roll Call: Nicole Ellsworth, Dorothy Johnston, Pete Scholz, Rod Charles, Justin Willcock, Marie Powers, Ashley Ross, Bill Dunn
4. Public Comment on non-agenda items (3-minute limit)
5. Consent Agenda:
 - a. Approval of proposed agenda
 - b. Approval of Sept. 2021 meeting minutes
 - c. Police report
 - d. Code enforcement report
6. Financials
 - a. Financial statements & revenue expenditure reports
 - b. Bills: Oct. 2021
7. DDA reports
 - a. Executive directors report
 - b. Promotions committee report
 - c. Econ. committee report
 - d. Design committee report
8. Unfinished/Old Business
 - a. Speaker System
 1. Breakers
 - b. Follow up to previous grant
 1. Journey Lutheran Church
9. New Business

a. Design Grant Applications

1. 3 S Washington- Awning Approval (\$1,500)

b. Chair Appointment-

1. Nicole Ellsworth (2 year term exp. Sept 2021)

c. Items moved from consent agenda

10. Board Member Comments

11. Extended Public Comment

12. Adjourn

Next DDA Board regular meeting: **Monday November 15th 2021 at 7:00 p.m.**



Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, September 20th, 2021, at 7:00 pm
Village of Oxford Council Chambers: 22 W. Burdick St, Oxford, MI 48371

1. **Call to Order:** Board Member Pete Scholz called the meeting to order at 7:00pm.
2. **Pledge of Allegiance**
3. **Roll Call Attendance:** Members Present 6: Bill Dunn, Dorothy Johnston, Marie Powers, Ashley Ross, Pete Scholz, Justin Willcock.
Members Absent 2: Rod Charles, Nicole Ellsworth
Staff Present: DDA Director Kelly Westbrook, Village Manager Joseph Madore, and Recording Secretary Vicki Balongie.
4. **Public Comment on Non-Agenda Items:** none
5. **Consent Agenda:**
 - a. **Motion:** by Dunn/Johnston to approve the proposed agenda with the addition of Spring Flowers under New Business.
Vote: Ayes: 6. Nays: 0. Motion carried
 - b. **Motion:** by Johnston/Dunn to approve the August 2021 meeting minutes.
Vote: Ayes: 6. Nays: 0. Motion carried.
 - c. **Motion:** by Dunn/Ross to receive and file the Police and Code Enforcement reports.
Vote: Ayes: 6. Nays: 0. Motion carried.
6. **Financials:**

Motion: by Dunn/Willcock to receive and file the financial statements and revenue expenditures reports, and to pay the September 2021 bills in the amount of \$14,206.72.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
7. **DDA Committee Reports:** Director Westbrook presented the Executive Director, Promotions Committee, Organization Committee, and Design Committee reports.

Motion: by Dunn/Johnston to receive and file the Executive Director report.
Vote: Ayes: 6. Nays: 0. Motion carried.

Motion: by Dunn/Powers to receive and file the Promotions, Organization, and Design Committee reports.
Vote: Ayes: 6. Nays: 0. Motion carried.
8. **Unfinished Old Business:**
 - a. **Weckle PUD Agreement:** Director Westbrook updated the board on the progress of the modification of the PUD agreement which has been approved by Village Council. Masonry work should begin shortly and will take 3-4 weeks.



b. Theater Project:

Motion: by Scholz/Dunn to set aside project while Director Westbrook reevaluates quotes.

Vote: Ayes: 6. Nays: 0. Motion carried.

9. New Business:

a. Design Grant Applications

1. Movie Theater Sign Grant - \$905

Motion: by Johnston/Dunn to approve Movie Theater Sign Grant in the amount of \$905.

Roll call vote: Ayes: 6. Nays: 0. Motion carried.

2. Training – Oakland County Grant

Motion: by Scholz/Dunn to approve the use of \$1500 Oakland County grant for In Your Town training to include business managers in help with current staffing difficulties.

Roll Call Vote: Ayes: 6. Nays: 0. Motion carried.

b. Brick and Sidewalk capital improvement

Motion: by Dunn/Willcock to set aside in conjunction with item 8(b).

Vote: Ayes: 6. Nays: 0. Motion carried.

c. Spring Flowers for Downtown planters (\$500)

Board Member Dunn: this is included in Director Westbrook's discretionary spending.

d. Items moved from consent agenda: none.

10. Board members comments: All board members gave words of encouragement to Director Westbrook on the work she has done. Board Member Dunn congratulated Oxford football team on win over Lake Orion.

11. Extended public comment: none

12. Motion to adjourn by Dunn/Willcock at 7:40pm.

Vote: Ayes: 6. Nays: 0. Motion carried.

Next DDA Board regular meeting: Monday, October 18th, 2021, at 7:00pm

OXFORD VILLAGE POLICE DEPT. POLICE CHIEFS REPORT

2021-September

Micheal D. Solwold-Chief

		MONTH			YEAR TO DATE		
		Sept. 2021	Sept. 2020	CHG	2021	2020	DIFF
CALLS FOR SERVICE		658	616	42	5966	4655	1311
CITATION/WARNING		406	413	-7	3681	3589	92
ACCIDENTS		2	4	-2	40	46	-6
POSITION	#						
CHIEF	1						
OFFICERS/FT	5						
OFFICERS/PT	3						
Service Aid	2						
Cmv enf	1						
Parking Enf	2						
Reserves	12						
TOTAL		26					

Sept.	WASHINGTON	GLASPIE	E BURDICK	LAKEVILLE	OXFORDLAKES	PONTIAC	W BURDICK	W OF 24	E OF 24	N W LOT	N E LOT	TOTALS
	speed	71	27	15	21	5		12	2			
red light	55											55
stop sign					22	2		5	7			36
improper turns	3	1	2	1				1	2			10
seat belt												0
drivers licence violations	9	2	1	3	1		1	1	1			19
plate violations	9	1	2	1	3		1		1			18
insurance/registration	18	10	1	2	7		3	2	2			45
equipment	23	4	4	1	1		1					34
misc. violations	3		2		2		2					9
parking violations		4			2		1	5				12
fail to yield to emergency vehicle												0
commercial motor vehicle tickets	11			4								15
Location Totals	202	49	27	33	43	2	21	16	13			406

Grand Total for the Month	406
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CODE ENFORCEMENT ACTIVITY REPORT

Location / Address	Description	Date Opened	Date Revisited	Date Closed	Comments / Action Taken
259 Oxford Lakes	grass	9/1/21	9/9/2021 9/15 9/29		second notice sent. notices returned 9/8 as BS&A had wrong ownership info. Put new notice out 9/9. No action as of 9/15. Will send 1 more notice then issue citation notice sent
730 Woodleigh	grass	9/1/21			dead tree is on private property. Brush pile is on private property. I have spoken to both parties previously will send notice today and be a bit more aggressive
67 S. Wash.	pile of brush from dead tree between the above address and the church next door	7/1/21	9/1/21		will monitor
11 1 st	keeping grass cut but making no progress on major issues	6/30/08	9/7/21		progress noted will monitor
55 1 st.	letter sent recently on junk and brush	8/20/21	9/7/21		no progress will investigate further
45 Lakes Edge Court	grass	8/25/21	9/7/21		letter written signs to come down within 5 days of receipt.
150 S Wash	too many signs on south face		9/7/21	9/13/21	one piece of fence has to come down to open Polly Ann Trl. Prop. Will recheck 9/13 notice sent 9/9
15 Center 47 Park	fence is permitted and finalized. Brush at rear	8/30/21 9/7/21	9/9/21		spoke with employee who will retrieve sign
33 N. Wash.	A frame sign at Burdick St. jeep parked consistently on grass	9/9/21		9/9/21	notice sent
2 Pleasant	grass	9/13/21		9/27/21	cars use it to go off the end of Ensley across grass and onto Glaspie. Notice sent asking for it to be locked
85 S. Glaspie	gate to lot behind building open	9/13/21			resident called OPD x 2 on non emerg. #to report noise from TKMS. Went to site and spoke with supervisor and will contact resident
TKMS	noise complaint	9/15/21			

Hi all- We do not have a ton of new business to tackle, because I have been busy finishing up many of the projects we have already voted on and discussed.

We are launching our downtown gift card program this week and have already been getting calls to purchase! The businesses in town are very grateful for the program and feel that it will be very successful.

Although I am not a “party planner” I have enjoyed putting Scarecrow Fest together and assisting with Witches’ Night. Events give me an opportunity to touch base with all the businesses, and many of them have stopped in to drop off things for bags, so great face to face time.

We have gained more committee members this month in Economic Vitality and Promotions. I have secured someone to take over the volunteer program, which will help for future events.

We did order spring bulbs from a local Oxford company and will be gathering volunteers to plant the end of October. Yay for Spring Flowers!

I met with Excel and went over all Christmas Décor and budgeting and placed the orders. I also met with DPW, since Excel will be doing the streetscape this year, DPW will be able to help in the backs of the buildings so we can have lights in the front and back. We will also be going above and beyond at the park this year. We will be all decorated the week of November 15th.

We hit 6k in followers on Facebook this month and have had so much positive feedback in the community.

Thank you as always for being an awesome team and letting me run with all my ideas!

Kelly

Promo Committee – 10-11-21

- Scarecrow Festival 10-17-21
 - Sponsors
 - Volunteers
 - Activities
 - Timing
 - Set up areas
- Witches Night
- Soup & Sweet
 - Santa

Organization Committee – Did not meet

Economic Vitality – 10-13-12

- Weckle's Property
- Businesses looking for space
- Pickle Ball

Design Committee – 10-14-21

- 6 N Washington
 - Sign Grant -\$1,225 (50% grant)

DDA Director

From: Schuitema, Rick <rick.schuitema@aecom.com>
Sent: Wednesday, September 22, 2021 8:46 AM
To: Oxford Village Manager; DDA Director
Cc: Van Orman, Troy
Subject: RE: Street lights and power supply needs

Good Morning Joe,

You are welcome. A lower wattage for the Christmas lighting should help little with the overall voltage drop on the receptacle circuits. It also sounds like you're all set with the fusing too. Regarding your questions, the receptacle feeder circuit (wiring from the panel circuit breaker to each light standard ahead of fuse) is sized appropriately to handle a 40 amp circuit already. For a 20 amp circuit you need #12 AWG size wire. Per the design, these circuit feeders were upsized to #4 AWG and #6 AWG to handle the voltage drop due to the long feeder run. Both of these wire sizes are rated to handle more than 40 amps. The only reason to increase the size would be for the additional voltage drop created with the speaker loads added to the circuit. A larger wire has more surface area and less resistance, resulting in voltage drop values. For the existing receptacle contractors, the amperage rating of these will need to be verified prior to changing the size of the receptacle circuit breakers. They might only be rated and UL Listed to handle up to 30 amps. If this is the case, you will need to replace them if you plan on running a circuit rated for larger than 30 amps through them.

Hope this helped clear up your questions. Have a good day.

Regards,

Rick Schuitema, LEED @AP
Electrical Engineer, US West B+P
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From: Oxford Village Manager <Manager@thevillageofoxford.org>
Sent: Tuesday, September 21, 2021 4:04 PM
To: Schuitema, Rick <rick.schuitema@aecom.com>; DDA Director <dda@thevillageofoxford.org>
Cc: Van Orman, Troy <troy.van.orman@aecom.com>
Subject: [EXTERNAL] RE: Street lights and power supply needs

Rick,

Thank you for the update and detailed information. We are going to be getting some usage information from our Christmas light contractor in the next day or two. We might find that we are looking at a lower wattage, such as 50 watt. We can look at those loads and see where we stand. I like the idea of upsizing CB's in the panel. After meeting onsite with Kevin Petz of Dan's Excavating, we have already upsized the local fusing at the light poles where speakers are mounted to a 10 amp fuse, but we left the others still at 1 amp.

Can you help me understand the following? "Upsizing the receptacle feeder conductors is another option. Second, the existing receptacle contactor controls may need to be replaced to ensure there ratings meet or exceed the new receptacle circuit breaker ratings". Is this something that would need to be done only if we went to 40 amp for all for circuits?

Are the receptacle feeders the wire feeding the receptacles?

Joseph M. Madore

Joseph M. Madore
Village Manager



The Village of Oxford, Michigan
22 W. Burdick Street, Oxford, MI 48371
(248) 628-2543
Manager@thevillageofoxford.org

From: Schuitema, Rick <rick.schuitema@aecom.com>

Sent: Tuesday, September 21, 2021 3:33 PM

To: DDA Director <dda@thevillageofoxford.org>; Oxford Village Manager <Manager@thevillageofoxford.org>

Cc: Van Orman, Troy <troy.van.orman@aecom.com>

Subject: RE: Street lights and power supply needs

Afternoon Joe and Kelly,

I was just finishing up the review and do have some updates for you regarding the lighting system receptacle circuits. I reviewed the lighting system receptacle circuits for including the additional downtown speaker loads combined with the Christmas lighting and have the following suggestions that may allow you to safely operate both items at the same time. The lighting receptacle circuits are divided into four quadrants in the downtown area centered at M-24 & Burdick St. These are the "SW", "NW", "SE", and the "NE" receptacles circuits. The NE & SE circuits are fed from the East Burdick Control Cabinet and the NW & SW circuits are fed from the West Burdick Control Cabinet. These receptacles circuits are currently protected with 20A circuit breakers and local fusing at the light standards. As previously stated, these receptacle circuits were designed with the intention of only providing power for Christmas lighting or a similar small load (100 watts) at each light standard location.

Upon review of these circuits with the addition of the speaker loads, the current 20A circuit breaker capacity is exceeded on all 4 receptacle circuits. A potential solution would be to replace the existing 20A 2-pole receptacle circuit breakers with larger capacity circuit breakers as follows:

- NW circuit – 35A 2-pole CB
- SW circuit – 40A 2-pole CB
- NE circuit – 30A 2-pole CB
- SE circuit – 30A 2-pole CB

You may also change them all out for 40A 2-pole CB's if you'd prefer them to be the same size. This change should provide enough electrical capacity in each of the receptacle circuits to cover the additional speaker loads. The existing receptacle circuit feeders installed (per design) are already oversized and able to safely handle this change from an ampacity standpoint. Local fusing at the poles is crucial now with this change. The installed receptacle at each pole is rated for 20 amp and is currently protected by both the 20A circuit breaker back at the panel and the local fuse at the pole. If a larger circuit breaker is installed back at the panel, then the receptacle is only protected by the local fusing at the pole. Recommend the fuse size at the light poles where the speakers are installed shouldn't exceed 10 amps and the 1 amp fuses remain at the poles with no speakers.

A couple items of concern with this potential change. First, the additional load placed on the circuits with the speakers results in a larger voltage drop across each of these receptacles circuits. Based on my understanding of the speaker placement and specifications, the potential voltage drop on the NW & NE circuits is 3% or less. The SE circuit is just over 3.5% and the SW circuit is now over 6%. I generally try not to exceed 3% voltage drop during design. The NEC recommends not exceeding 5% to provide reasonable efficiency of operation. Reducing the Christmas lighting load (50W instead of 100W) is the easiest way to reduce the overall voltage drop in the circuit. Upsizing the receptacle feeder conductors is another option. Second, the existing receptacle contactor controls may need to be replaced to ensure their ratings meet or exceed the new receptacle circuit breaker ratings. Third, the existing electrical capacity at the West Burdick Control cabinet appears limited per the panel schedule loading information. Recommend verifying existing cabinet loads to ensure the addition of the speaker loads along with the Christmas lighting doesn't potentially overload the main circuit breaker in the cabinet.

Regarding the idea of splitting the service area in half and installing a new power supply and cabinet to feed the street lights on the southern half of the downtown would address the additional load concerns, especially on the SW receptacle circuit. Depending on how heavily loaded the existing West Burdick Control cabinet already is, this may be the best long term solution.

Please let me know if you have any questions.

Regards,

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From: DDA Director <dda@thevillageofoxford.org>
Sent: Tuesday, September 21, 2021 1:56 PM
To: Schuitema, Rick <rick.schuitema@aecom.com>; Oxford Village Manager <Manager@thevillageofoxford.org>
Cc: Van Orman, Troy <troy.van.orman@aecom.com>
Subject: [EXTERNAL] RE: Street lights and power supply needs

Hi Rick- We are getting ready to place an order for christmas lights, but I wanted to make sure we have enough power. Any updates for us? 😊

Thank you!

Kelly

Kelly Westbrook

Executive Director

Oxford DDA

c- 248-770-8578

o- 248-628-9941



From: DDA Director

Sent: Thursday, September 2, 2021 11:16 AM

To: Schuitema, Rick <rick.schuitema@aecom.com>; Oxford Village Manager <Manager@thevillageofoxford.org>

Cc: Van Orman, Troy <troy.van.orman@aecom.com>

Subject: RE: Street lights and power supply needs

Thank you!

Kelly Westbrook

Executive Director

Oxford DDA

c- 248-770-8578

o- 248-628-9941



From: Schuitema, Rick <rick.schuitema@aecom.com>

Sent: Thursday, September 2, 2021 10:23 AM

To: DDA Director <dda@thevillageofoxford.org>; Oxford Village Manager <Manager@thevillageofoxford.org>

Cc: Van Orman, Troy <troy.van.orman@aecom.com>

Subject: RE: Street lights and power supply needs

Morning Kelly,

Thanks for sending the speaker locations. I'll review and let you know if I have any questions.

Joe, I will have time to review the street lighting system layout next week and will get back to you then.

Have a great Labor weekend.

Regards,

Rick Schuitema, LEED @AP

Electrical Engineer, US West B+P

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rick.schuitema@aecom.com

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DDA Director

From: Matt Schuler <pastormatt@journeylutheran.church>
Sent: Thursday, October 14, 2021 12:27 PM
To: DDA Director
Subject: Aesthetic Grant Receipt Submission and Funds Disperment Request
Attachments: Journey - Gutter Invoice.pdf; Door Invoice - Journey Lutheran.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hey Kelly,

We are ready to submit receipts for our aesthetic grant request to request funds be dispersed. We were originally approved for a grant of 25% of the total project cost. We had submitted four proposals for doors, gutters, awnings and masonry work. That project had a projected cost of \$15,298, which would make the grant \$3,824.50. Ultimately, we were not able to complete the masonry work (for a lack of availability on additional bids) and chose not to move forward with the awning work at this time. In lieu of those two projects, we completed a \$10,000 repair to our parking lot (which aesthetically looks a lot nicer, but isn't included in the grant).

Our total project cost for the two completed projects which qualified (doors and gutters) is \$9,763 (the two invoices attached are paid in full). While I'd love to receive the original \$3,824.50 we were approved for, I understand that the approval of the grant called for 25% of actual expenses for projects completed, which would be \$2,440.75.

Thanks so much for all you do! I'm looking forward to the Scarecrow Festival this weekend!

+Pastor Matt

RPM Construction Inc.

608 Highland Dr.
Oxford, Michigan 48371
PHONE (586) 219-0733

From: Randy May

Date: 9/18/2021

Journey Lutheran Church
Doors

Proposal for Aluminum and Steel door replacement	\$7,500.00
Paid on Contact	\$5,800.00
Balance due	\$1,700.00
Add for extra material only	\$5,000.00 365.00
Extra labor by RPM	

Invoice Total	\$7,500.00 7,865.00
Amount Paid	\$5,800.00
Amount Due	\$1,700.00 2,065.00



Quote #18661 **10/13/2021**

Prepared For:
 Norah's Bridal
 Karen Weaver
 6 N. Washington St.
 Oxford, MI

Phone: 586-531-2891 **Fax:** 248-652-1667
Alt. Phone: 248-652-2750
Email: graphics@rochestersignshop.com

Prepared By:
 Mo Sayed
 Rochester Sign Shop
 714 N. Main Street
 Suite 102
 Rochester, MI 48307 USA
Phone: 248-652-2750 **Fax:** 248-652-1667
Alt. Phone: 248-652-2750
Email: graphics@rochestersignshop.com

Description: Main / Back Sign

Estimated Time For Production: 21 working days

Quantity	Description	Each	Total	Taxable
1	Non Illuminated 3/4" Thick Dimensional Letters In Black Reading Norah's Bridal Installed On Building Per Customer Specs.	1,700.00	\$1,700.00	\$1,700.00
1	Back Sign With Dimensional Letters Installed.	750.00	\$750.00	\$750.00
1	**Turn Around Time Is 21 Days From City Approval	0.00	\$0.00	\$0.00
1	**Permit and Permit Acquisition Fee Are Extra	0.00	\$0.00	\$0.00
			Subtotal	\$2,450.00
			Total	\$2,450.00

Terms: 50% due at signing and balance due when sign is installed and completed.
 Add 3% If Using A Credit Card

By my signature, I authorize work to begin and agree to pay the above amount in full according to the terms on this agreement.

Signed by _____ Date _____ Amt. Paid Today _____

DDA	4 YEAR TERM	EXPIRES END OF
KELSEY COOKE - Temp. utilizing Pres Designee	COUNCIL PRES. COUNCIL	2022
ASHLEY ROSS	MEMBER	2022
PETE SCHOLZ	FIRE CHIEF	2021
JUSTIN WILCOCK	Member At-Large	2022
NICOLE ELLSWORTH	BUSINESS REP. Chair Sept. 2019	2024
ROD CHARLES	BUILDING OWNER	2024
MARIE POWERS	BUSINESS REP.	2024
DOROTHY ROBERTS-JOHNSTON	BUSINESS REP.	2022
VACANT	DDA RESIDENT	2022
BILL DUNN	OXFORD TWP REP	2024