



**Oxford Downtown Development Authority Meeting Agenda
Monday, January 18, 2021 at 7:00 p.m. via Zoom**

To participate in this meeting by telephone call: 1-312-626-6799 or 1-929-205-6099
Meeting ID: 876 8669 5908

Use the following link to join electronically by Zoom <https://us02web.zoom.us/j/87686695908>

Office Location: 22 W. Burdick Street, Oxford, MI 48371

This meeting is being held remotely per Michigan Public Act 228 of 2020 for safety reasons to mitigate the transfer risk of COVID-19

Board Member contact information: Nicole Ellsworth nik51diner@icloud.com; Rod Charles jcharles04@charter.net; Kelsey Cooke kcooke@thevillageofoxford.org; Dorothy Johnston johnstonphoto@me.com; Peter Scholz pscholz@oxfordfiredept.com; Laura Herfy herfyl@yahoo.com; Bill Dunn ranger810@yahoo.com; Justin Willcock justinwillcock@gmail.com; Marie Powers powers.marie@gmail.com

1. Call meeting to order
2. Pledge of Allegiance
3. Roll Call: Nicole Ellsworth, Dorothy Johnston, Pete Scholz, Rod Charles, Justin Willcock, Laura Herfy, Bill Dunn, Kelsey Cooke, Marie Powers
4. Public Comment (3-minute limit)
5. Consent Agenda:
 - a. Approval of proposed agenda
 - b. Approval of December 21st, 2020 meeting minutes.
6. Financials
 - a. Financial statements & revenue expenditure reports
 - b. Bills: Jan 2021
7. Unfinished/Old Business
 - a. Interim Exec. Director/Part-time employee position follow up discussion
 - b. M-24 update
 - c. Sound system for downtown
 - d. Downtown Dumpsters NE quad. Follow up.
8. New Business
 - a. Items moved from consent agenda
9. Board Member Comments
10. Public Comment
11. Adjourn

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

Meeting Rules:

1. Please address all comments to the chair
2. Please limit comments to three (3) minutes
3. Public comment is not a dialogue with the DDA board
4. Please respect these rules and other participants

**Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, December 21, 2020 at 7:30pm
Online via Zoom**

1. Meeting called to order at 7: 30pm by Chairperson Ellsworth.
2. Pledge of Allegiance
3. Board members present: Rod Charles, Kelsey Cooke, Nicole Ellsworth, Laura Herfy, Dorothy Johnston, Jonathan Nold, Pete Scholz, Justin Willcock.
Also, in attendance: DDA Director Glenn Pape, Village Manager Joe Madore, Communications Liaison Nicole Edwards, Village Council Member Allison Kemp.
4. Public Comment on non-agenda items: none
5. Consent Agenda: Motion by Nold to approve the proposed agenda and the November 23, 2020 meeting minutes; second by Charles; roll call vote 8-0. Motion by Scholz to receive and file the Director's report; second by Nold; roll call vote 8-0.
6. Financials: Motion by Scholz to approve financial statements, revenue/expenditure reports, and to pay December 2020 bills in the amount of \$22,071.02; second by Nold; roll call vote 8-0.
7. Unfinished/Old Business
 - a. M-24 update: Construction is done for the year. Landscaping will start approximately April 15th.
 - b. Sound system for downtown: Equipment should be ready early January; DPW to install speakers on light poles; outside vendor may be necessary to install antenna on Museum roof.
 - c. DDA projects update:
 1. Trash cans, planters, and benches will be redone in January.
 2. Social Districts: continue to work with county on easement issues.
8. New Business
 - a. Restaurant support grant: Motion by Scholz to authorize DDA Chairperson to sign agreement with Oakland County for restaurant support grant; second by Nold; roll call vote 8-0. Deadline is Tuesday, December 21 at 5pm.
 - b. Election of Treasurer: Motion by Charles to nominate Johnston for DDA Treasurer; second by Scholz; roll call vote 8-0.
 - c. Consideration of phasing out of Village contract, Dumpsters in NE quad on private property behind Home Grown Brewery: No action needed.
 - d. Director evaluation framework: Motion by Scholz to terminate Pape's contract effective 30 days from today; second by Cooke; roll call vote 8-0.
 - e. Items moved from consent agenda: none

9. Board members comments: none

10. Extended public comment: none

11. Motion by Charles to adjourn at 8:30pm; second by Johnston; roll call vote 8-0.

Net DDA Board regular meeting: Monday, January 18, 2021 at 7:00pm

Draft

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2021 NORMAL (ABNORMAL)	MONTH 01/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 296 - DDA Operating						
Revenues						
Dept 000						
296-000-401.000	Township Operating	210,000.00	88,941.30	5,759.63	121,058.70	42.35
296-000-401.010	Village Revenue	183,000.00	160,726.14	0.00	22,273.86	87.83
296-000-401.020	STATE PERSONAL PROPERTY TAX	30,000.00	32,984.63	0.00	(2,984.63)	109.95
296-000-412.000	Delinquent Property Taxes	2,000.00	269.89	108.74	1,730.11	13.49
296-000-665.000	Interest Earnings	500.00	722.29	127.98	(222.29)	144.46
296-000-671.040	Scarecrow Festival	1,000.00	0.00	0.00	1,000.00	0.00
296-000-671.080	Concerts in the Park	2,000.00	0.00	0.00	2,000.00	0.00
296-000-677.000	Reimbursements	4,500.00	0.00	0.00	4,500.00	0.00
296-000-686.200	Donations	0.00	12,376.99	475.00	(12,376.99)	100.00
Total Dept 000		433,000.00	296,021.24	6,471.35	136,978.76	68.37
TOTAL REVENUES		433,000.00	296,021.24	6,471.35	136,978.76	68.37
Expenditures						
Dept 729 - Organization/Administration						
296-729-704.000	Wages	60,000.00	28,667.68	2,142.20	31,332.32	47.78
296-729-705.000	CLERICAL COMMUNICATIONS	8,000.00	2,581.42	252.00	5,418.58	32.27
296-729-715.000	FICA	4,600.00	2,193.04	163.88	2,406.96	47.67
296-729-715.001	FICA COMMUNICATIONS	0.00	197.57	19.29	(197.57)	100.00
296-729-716.000	Medical Insurance	18,094.00	9,122.27	0.00	8,971.73	50.42
296-729-716.001	LIFE, ST/LT DISABILITY	688.00	343.80	0.00	344.20	49.97
296-729-718.000	Retirement	6,000.00	2,749.76	0.00	3,250.24	45.83
296-729-723.000	Workers Compensation	566.00	277.60	0.00	288.40	49.05
296-729-727.000	Office Supplies	500.00	31.78	0.00	468.22	6.36
296-729-727.030	COMPUTERS	0.00	31.78	15.89	(31.78)	100.00
296-729-730.000	Postage	200.00	29.00	26.35	171.00	14.50
296-729-807.000	Audit	800.00	913.93	89.45	(113.93)	114.24
296-729-810.000	Contracted Services	688.00	1,072.70	700.00	(384.70)	155.92
296-729-810.011	Downtown Cleaning	50,000.00	25,000.02	4,166.67	24,999.98	50.00
296-729-810.111	Enforcement Transfer	25,000.00	12,580.02	2,096.67	12,419.98	50.32
296-729-810.140	Contracted Services - Website	1,200.00	1,200.00	0.00	0.00	100.00
296-729-830.000	Membership & Dues	1,000.00	0.00	0.00	1,000.00	0.00
296-729-856.040	Cellular Phone Fees	777.00	309.03	51.24	467.97	39.77
296-729-864.000	Workshops	200.00	75.00	0.00	125.00	37.50
296-729-864.010	Director - Conference	1,500.00	0.00	0.00	1,500.00	0.00
296-729-866.000	Mileage	100.00	0.00	0.00	100.00	0.00
296-729-867.000	Lodging	250.00	0.00	0.00	250.00	0.00
296-729-868.000	Meals	250.00	0.00	0.00	250.00	0.00
296-729-905.000	Printing & Publications	0.00	48.30	48.30	(48.30)	100.00
296-729-910.000	Insurance	3,474.00	3,909.20	0.00	(435.20)	112.53
296-729-920.000	Utilities	590.00	376.39	61.14	213.61	63.79
296-729-999.394	Transfer to Debt Service	62,017.00	0.00	0.00	62,017.00	0.00
Total Dept 729 - Organization/Administration		246,494.00	91,710.29	9,833.08	154,783.71	37.21
Dept 730 - Design						
296-730-740.230	Operating Supplies - Flowers	2,500.00	(2,250.00)	0.00	4,750.00	(90.00)
296-730-810.000	Contracted Services	20,000.00	2,134.77	20.00	17,865.23	10.67
296-730-970.000	Capital Improvements	100,000.00	9,532.68	1,000.00	90,467.32	9.53
296-730-996.050	Grant - Sign	20,000.00	0.00	0.00	20,000.00	0.00
296-730-996.060	Grant - Facade	20,000.00	0.00	0.00	20,000.00	0.00

REVENUE AND EXPENDITURE REPORT FOR OXFORD VILLAGE

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	01/31/2021 NORMAL (ABNORMAL)	MONTH 01/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 296 - DDA Operating Expenditures						
Total Dept 730 - Design		162,500.00	9,417.45	1,020.00	153,082.55	5.80
Dept 731 - Economic Restructuring						
296-731-810.000	Contracted Services	4,000.00	8,500.00	0.00	(4,500.00)	212.50
Total Dept 731 - Economic Restructuring		4,000.00	8,500.00	0.00	(4,500.00)	212.50
Dept 961 - Promotions						
296-961-740.310	EVENTS	9,700.00	8,746.00	0.00	954.00	90.16
296-961-740.360	BUSINESS PROMOTION	4,000.00	4,139.08	2,310.08	(139.08)	103.48
296-961-810.310	IMAGE PROMO	4,000.00	0.00	0.00	4,000.00	0.00
Total Dept 961 - Promotions		17,700.00	12,885.08	2,310.08	4,814.92	72.80
TOTAL EXPENDITURES		430,694.00	122,512.82	13,163.16	308,181.18	28.45
Fund 296 - DDA Operating:						
TOTAL REVENUES		433,000.00	296,021.24	6,471.35	136,978.76	68.37
TOTAL EXPENDITURES		430,694.00	122,512.82	13,163.16	308,181.18	28.45
NET OF REVENUES & EXPENDITURES		2,306.00	173,508.42	(6,691.81)	(171,202.42)	7,524.22

REVENUE AND EXPENDITURE REPORT FOR OXFORD VILLAGE

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2021 NORMAL (ABNORMAL)	MONTH 01/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 394 - DDA Debt Service						
Revenues						
Dept 000						
394-000-699.296	Transfer In - DDA	62,017.00	0.00	0.00	62,017.00	0.00
Total Dept 000		62,017.00	0.00	0.00	62,017.00	0.00
TOTAL REVENUES		62,017.00	0.00	0.00	62,017.00	0.00
Expenditures						
Dept 906 - Debt Service						
394-906-991.000	Principal	54,556.00	0.00	0.00	54,556.00	0.00
394-906-995.000	Interest	7,460.00	7,460.25	0.00	(0.25)	100.00
Total Dept 906 - Debt Service		62,016.00	7,460.25	0.00	54,555.75	12.03
TOTAL EXPENDITURES		62,016.00	7,460.25	0.00	54,555.75	12.03
Fund 394 - DDA Debt Service:						
TOTAL REVENUES		62,017.00	0.00	0.00	62,017.00	0.00
TOTAL EXPENDITURES		62,016.00	7,460.25	0.00	54,555.75	12.03
NET OF REVENUES & EXPENDITURES		1.00	(7,460.25)	0.00	7,461.25	6,025.00

REVENUE AND EXPENDITURE REPORT FOR OXFORD VILLAGE

PERIOD ENDING 01/31/2021

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	01/31/2021	MONTH 01/31/2021	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 494 - DDA Construction Fund								
Revenues								
Dept 000								
494-000-665.000	Interest Earnings	0.00	960.90	39.76		(960.90)		100.00
Total Dept 000		0.00	960.90	39.76		(960.90)		100.00
TOTAL REVENUES		0.00	960.90	39.76		(960.90)		100.00
Expenditures								
Dept 455 - Construction								
494-455-970.000	Capital Improvements	0.00	293,282.84	261.51		(293,282.84)		100.00
Total Dept 455 - Construction		0.00	293,282.84	261.51		(293,282.84)		100.00
TOTAL EXPENDITURES		0.00	293,282.84	261.51		(293,282.84)		100.00
Fund 494 - DDA Construction Fund:								
TOTAL REVENUES		0.00	960.90	39.76		(960.90)		100.00
TOTAL EXPENDITURES		0.00	293,282.84	261.51		(293,282.84)		100.00
NET OF REVENUES & EXPENDITURES		0.00	(292,321.94)	(221.75)		292,321.94		100.00
TOTAL REVENUES - ALL FUNDS								
		495,017.00	296,982.14	6,511.11		198,034.86		59.99
TOTAL EXPENDITURES - ALL FUNDS								
		492,710.00	423,255.91	13,424.67		69,454.09		85.90
NET OF REVENUES & EXPENDITURES		2,307.00	(126,273.77)	(6,913.56)		128,580.77		5,473.51

JAN 2021 DDA BILL RUN

Account Name	Account #	Vendor	Amount	Description
Contr Services - Downtown	296-729-810.011	Village of Oxford	\$4,166.67	DPW - monthly
Enforcement Transfer	296-729-810.111	Village of Oxford	\$2,096.67	Police - monthly
Business promotions	296-961-740-360	Sherman Publications	\$1,369.00	Print ads
Contracted Services	296-729-810-000	MFCI, LLC	\$700.00	Annual Filing Fee
Capital Improvements	494-455-970-000	Grissim Metz	\$2,559.80	Project consultant
		Sub Total	\$10,892.14	
Village of Oxford - Prepaid Bills				
Wages	296-729-704.000	Village of Oxford - wages	\$4,230.40	
FICA	296-729-715.000	Village of Oxford - FICA	\$323.63	
Retirement	296-729-718.000	Village of Oxford - Pape 457 plan	\$455.40	
Life, ST/LT Disability	269-729-716.001	Village of Oxford - Pape Life, ST/LT Disability	\$57.30	Life and Disability Insurance - Standard Insurance Co.
Medical Insurance	296-729-716.000	Village of Oxford	\$1,520.38	
communications	296-729-705.000	Village of Oxford	\$169.56	
Prepaid Bills -				
Cell Phone Fees	296-729-856.040	Verizon	\$51.24	Monthly - Cell Phone -
contracted services	296-731-810.000	Multitech	\$37.50	IT services
contracted services	296.731.810.000	Credit Card	\$20.00	Constant Contact
Business Promotion	296-961-740-360	Credit Card	\$132.08	Facebook
computers	296-729-727-030	Credit Card	\$15.89	Zoom
capital improvements	494-455-970-000	Credit Card	\$204.00	Restore M-24
audit	296-729-807.000	Plante Moran/Maner Costerisan	\$943.95	
utilities	296-729-920.000	DTE/Consumers	\$56.81	
		Sub Total - Prepaid	\$8,218.14	

Grand Total

\$19,110.28

Signature from Village _____

Signature from DDA _____

Village of Oxford DDA

Executive Director Job Description

Designated Main Street Community

Job Summary

The Oxford Downtown Development Authority (a TIF District) is part of Main Street, a Nationally Accredited program, and is dedicated to the promotion, development, and historic preservation of Downtown Oxford.

The Executive Director is responsible for managing and implementing the organization's objectives. The Executive Director is an advocate for the DDA District (TIF) by promoting public awareness of the Main Street Program, and acting as a liaison to business and property owners, governmental officials and staff, community organizations, and others. The Director also will represent the community at local, state, and national levels.

Range of Duties

- • Serve as the contact person for the DDA and Main Street Program. Be knowledgeable about the Main Street four-point approach and Main Street Refresh approach to downtown development.
- • Work with the Board Chair, Board of Directors, and committees to define goals, objectives, and work plans on an annual basis. These goals and objectives should be focused on the TIF District Plan and the Main Street four point approach. Guide and direct the implementation of activities as they pertain to these goals and objectives.
- • Manage the administrative aspects of the DDA: record keeping, budget development and reconciliation, bills and purchasing, answering emails and phone calls, preparing meeting agendas and packets, manage websites and social media, produce press releases and informational flyers, etc. Ensure compliance with all applicable federal, state, and local laws and regulations.
- • With the Board of Directors and Committees, raise on-going public awareness and appreciation for the district's assets.
- • Raise awareness of existing programs, including business resources, design and technical assistance, historical preservation planning, and other workshops available through Oakland County. Administer Façade Grant Program.
- • Direct business recruitment, retention, and expansion efforts. Market the District to potential business. Work with developers and building owners. Identify and recruit potential retailers and/or restaurants. Promote the downtown to increase visitors to the district and the downtown businesses.
- Strive to attend Village Council, Planning Commission, ZBA meetings or arrange to have a board member attend in your absence.
- • Build strong and productive relationships with public agencies, non-profits, and other community groups. Implement a program of regular communication with new and

existing businesses and people with the DDA District to foster support and participation in the program.

- • Help coordinate promotional events to attract people to the downtown district. Work with local media to promote and cover special events. Encourage excellent design of all promotional items to advance the district's image.
- • Maintain data systems to track the progress of the Main Street Program, including net job creation, public and private investment, volunteer hours, new construction projects and building rehabilitations, special events, and sponsorship amounts.
- • Identify volunteer tasks and responsibilities, recruit new volunteers and manage existing volunteers.
- • Maintain National Main Street Accreditation standards. Maintain a positive relationship with Main Street Oakland County and the other participating Main Street communities.

The duties listed above are intended only as an illustration of the types of work to be performed. Other duties will be necessary and assigned.

Desired Qualifications

- • A bachelor's degree in urban planning, business or public administration, economic or community development, marketing, historic preservation, or a related field or experience in a related field.
 - • Three to five years of experience in Main Street, commercial district management, economic/community or small business development, public relations, land use planning, business, public, volunteer, or non-profit administration, real estate development, architecture, and/or historic preservation.
 - • Streetscape improvement experience preferred.
-
- Sensitive to design and preservation issues and standards. Understand the issues confronting downtown businesses, property owners, and community organizations.
 - Must be well organized, capable of functioning independently, energetic and enthusiastic, and able to multi-task in a stressful environment. Possess excellent verbal and written communication skills.
 - Knowledge of economic and community development tools available for downtown revitalization.
 - Must have general computer skills and use of social media applications, email, list-serves, website maintenance, and others.

Hours and Compensation

Salary Range: \$50,000 - \$60,000 depending on qualifications. Compensation based on 80 hours bi-weekly. Flexible schedule with evening meetings and extended or weekend hours for special events. The Oxford DDA offers a competitive compensation package. Anticipated start date is May 17, 2021.

To Apply

Please submit cover letter, resume, and references digitally by end of day Monday March 15, 2021

to:

Nicole Ellsworth
DDA Board Chairperson
DDAChair@thevillageofoxford.org

The Village of Oxford and the Oxford DDA do not discriminate on the basis of race, color, national origin, gender, sexual preference, religion, age, or disability in employment or the provision of services.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change

The Oxford DDA is dedicated to the promotion, development, and historic preservation of downtown Oxford

Oxford DDA | 22 W. Burdick St., Oxford, MI 48371 dda@thevillageofoxford.org 248-770-8587 | www.downtownoxford.org

DDA Director/Main Street Manager Village of Oxford
Full time

The Oxford Downtown Development Authority (TIF) (Oxford, Michigan – population 3,634) located in Northeast Oakland County, is seeking an Executive Director for the historic Victorian downtown and district. The DDA operates under a TIF Plan and is a designated Main Street Community under Oakland County, MI

An undergraduate degree in a related field is preferred; and/or experience, substantial related field experience in lieu of a graduate degree will be considered; Main Street experience preferred. The successful candidate must have knowledge of the principles and accepted practices of urban planning, redevelopment, marketing, promotion, budgeting, accounting and the Main Street Four Point Approach. The individual must have an understanding of issues confronting businesses, property owners, public agencies and community organizations in a small village and an understanding of the affinity for local customs, traditions and virtues of small town life with rapid surrounding growth.

Candidate must have a proven record of being able to work well with a wide range of personalities, be entrepreneurial, highly motivated, energetic, creative, and capable of functioning independently in an independent situation.

Résumé and cover letter may be submitted to: Nicole Ellsworth, Chairperson, Oxford Downtown Development Authority, 22 W. Burdick, P.O. Box 94, Oxford, MI 48371. Or email to DDAChair@thevillageofoxford.org Applications accepted through March 15, 2021. Further details and information available upon request via email to DDAChair@thevillageofoxford.org or web site www.downtownoxford.org..

Sec. 50-4. - Central business district collection.

- (a) The village shall provide collection service to premises located within the central business district, beginning at the intersection of East and Washington Streets, running west 200 feet, then south parallel with Washington Street to a point opposite the intersection of Washington Street and Dennison Street, then east along that intersection to a point on the centerline of Broadway 400 feet east of the centerline of Washington Street, then north parallel with Washington Street to the centerline of East Street, then west along the centerline of East Street to point of beginning.
- (b) Dumpsters shall be placed in accordance with a plan adopted by the village council and the downtown development authority. It shall be unlawful for any party to place unauthorized dumpsters on any public property, street, parking lot or premises. Dumpsters shall be for the exclusive use of premises in the central business district quadrant in which they are located. Rules governing the use of dumpsters and subsequent collection service shall be adopted from time to time by the village council and the community development authority.
- (c) Any premises in the central business district occupied by a nonconforming use which generates refuse incompatible or impractical to be included in the dumpster service in use at the time may be required by the village manager to provide for such refuse removal; provided however, that such removal shall be approved by the village manager.

(Ord. No. 298, art. III, 6-9-1987)



Memorandum

To: DDA Chairperson, Nicole Elsworth
DDA Board Members

From: Joseph M. Madore, Village Manager

Date: January 18, 2021

Re: Interim Executive Director employment agreement

Background: The DDA signed an employment agreement with the former DDA Executive Director in August 2017. The salary was described in exhibit #1 of the agreement which is part of your meeting packet.

Analysis: The DDA Executive Director position was based on 40 hours per week and had a starting salary of \$50,000 annually or \$24.04/hour based on 2080 hours per year. With the steps in salary exhibit #1 the salary went to \$55,000 annually or \$26.44/hour based on 2080 hours per year.

Recommendation: Recommendation of the Village Legal Counsel is to have the Interim Director position to be a part-time hourly position and has provided an employment agreement for the interim position with some sections left blank for DDA consideration. It is up to the DDA Board to decide what an hourly rate should be for the interim position and the Board may want to consider the previous hourly rate comparison of the previous Director.

Please contact me with any questions.

Joseph M. Madore
Village Manager

EXHIBIT 1
SALARY SCHEDULE

Effective date of employment - \$50,000

Additional \$2500 after year one based on Performance Review

Additional \$2500 after year 2, based on Performance Review