

Village of Oxford
Downtown Development Authority 248-628-9941
Board Meeting Agenda
November 21st, 2022 at 7:00 p.m.
Village Offices

Topic: DDA November Board meeting

1. Call meeting to order
2. Pledge of Allegiance
3. Roll Call: Dorothy Johnston, Pete Scholz, Rod Charles, Marie Powers, Ashley Ross, Catherine Colvin, Grace Carey, Bryce Clark
4. Public Comment on non-agenda items (3-minute limit)
5. Consent Agenda:
 - a. Approval of proposed agenda
 - b. Approval of October 2022 meeting minutes
 - c. Police report
 - d. Code enforcement report
6. Financials
 - a. Financial statements & revenue expenditure reports
 - b. Bills: October 2022
7. DDA reports
 - a. Executive directors report
 - b. Org Committee Report
 - c. EV Committee Report
 - d. Promo Committee Report
 - e. Design Committee Report
8. Unfinished/Old Business
 - a. Website update
9. New Business
 - a. Sign Grant Applications
 1. Paramount Building (\$1500)
10. Items moved from consent agenda
11. Board Member Comments

12. Extended Public Comment

13. Adjourn

Next DDA Board regular meeting: **December 19th, 2022 at 7:00 p.m.**

OXFORD VILLAGE POLICE DEPT. POLICE CHIEFS REPORT

2022-October

Micheal D. Solwold-Chief

MONTH		YEAR TO DATE				
	Oct. 2022	Oct. 2021	2022	2021	DIFF	
CALLS FOR SERVICE	641	657	-16	7103	6623	480
CITATION/WARNING	437	409	28	3997	4090	-93
ACCIDENTS	6	8	-2	73	48	25
POSITION	#					
CHIEF	1					
OFFICERS/FT	6					
OFFICERS/PT	3					
Service Aid	2					
Parking Enf	1					
Reserves	11					
TOTAL	24					

Below is designated for crime-specific stats:

DUI 3rd-Felony/DUI 2nd
Felony warrant-Resist/obstruct
MDOPx2/Fraudx2/Larceny
Domestic Violence

Oct. 22	Location										TOTALS	
	WASHINGTON	GLASPIE	E BURDICK	LAKEVILLE	OXFORDLAKES	PONTIAC	W BURDICK	W OF 24	E OF 24	N W LOT		N E LOT
speed	27	16	7	41	1		12		1			105
red light	95	3										98
stop sign		1			25	2		27				55
improper turns	7	2		1	1			3	1			15
seat belt	1											1
drivers licence violations	11	1	1		8	1						22
plate violations	16		2	4	2		2					26
insurance/registration	17	1	4	4	3		5	1				35
equipment	25	3	1	9	2		4	1	2			47
misc. violations	2					2						4
parking violations	2	3			1			2	1			9
fail to yield to emergency vehicle				1								1
commercial motor vehicle tickets	6	1		9	3							19
Location Totals	209	31	15	69	46	5	26	34	5			437

Grand Total for the Month **437**

Oct-22 CODE ENFORCEMENT ACTIVITY REPORT

Location / Address	Description	Date Opened	Date Revisited	Date Closed	Comments / Action Taken
76 Glaspie	long abandoned vacant recently sold	7/12/20	10/10/22		tarped roof, tagged house to advise owner to proceed no further without permits. He contacted office
1000 Industrial	vacant weed covered site	6/1/22	10/10/2022 10/13		finally tracked new owner. They were advised to contact office to determine what is needed. Issue has been addressed several times while trying to get proper info. Vast improvement 10/13. All work done except the leaning fence
224 Oxford lakes	improper rec. vehicle storage	10/10/22			annual correction letter sent. 11/5 performance
608 Thornhill	improper rec. vehicle storage	10/10/22			annual correction letter sent. 11/5 performance
29 Stanton	improper trash storage	9/15/22	10/10/22		notice sent to landlord 9/15, little to no improvement. Second notice and picture sent today 10/17 performance
26 Stanton	Truck parked across walk.	10/10/22			reminder notice sent
67 S. Wash.	Letter sent to owner last week	10/3/22	10/10/22		owner contacted 10/10 and we discussed what needs to happen
109 East	improper rec. vehicle storage	10/10/22			annual correction letter sent. 11/5 performance
30 Powell	improper rec. vehicle storage	10/10/22			annual correction letter sent. 11/5 performance
Gravel Capital Brewing	multiple complaints of noise from the roof.	10/13/22	10/17/22		third trip heard a loud intermittent shriek from roof suggesting a HVAC unit that needs attention. Left red tag asking them to contact us to discuss. Spoke with owner 10/17 stated that they had repair out previously and would do so again.

E Burdick across from embroidery shop	removed 5 signs from R.O.W.	10/13/22				10/13/22			contacted Village Mgr. for advice. Apparently no issues with Ord.
Marketplace	vegan food truck on site at Village Mgr. request stopped to speak to Jars regarding banner sign permit	10/13/22				10/13/22			
592 lakeville	trailer parking	10/13/22				10/13/22			sent annual correction letter 11/1 performance
533 Thornhille	boat parking	10/17/22				10/17/22			sent annual correction letter 11/1 performance
579 Baypoint	temp. A. C. unit gone	8/2/22				10/17/22			subject to complaint from 1 neighbor
USPO Dennison at Pontiac	issue with height of hedges	10/17/22				10/17/22			Spoke with Village Mgr. Took some pictures
3 S. Wash.	flashing open sign	10/17/22				10/17/22			stopped by, business closed for day, no action possible. Turned off 10/20
67 S. Wash.	Banner signs still up	10/3/22	10/17/22			10/20/22			hung red tag on business. It doesn't appear that the building is occupied
40 E. Burdick	excavation site of demo house	10/20/22							fence secure, hole more shallow than expected, hoping builder gets lot finished and inspected before freeze
29 Stanton	garbage bags along driveway	10/20/22				10/26/22			two warnings to landlord previously. Final notice to resodent this date, citation to follow.
37 Ensley	improper boat parking	10/20/22							sent annual correction letter 11/1 performance
77 N. Wash.	property previously cluttered with pallets etc. final round of photos prior to court date	6/1/22	10/22/22						good progress noted 10/22
70 E. Burdick	cleanup coming along	5/1/08	many						scheduled to testify district court 10/31
1000 Industrial	reported " blight" and parked boat	6/1/22	several						only item yet to be completed is the broken perimeter fence. Spoke to a rep. for the owner this date
95 N. Wash.		10/26/22							boat parked properly. No blight seen. One abandoned vehicle noted, correction letter this date

User: TONICA

PERIOD ENDING 10/31/2022

DB: Oxford

GL NUMBER	DESCRIPTION	YTD BALANCE		YTD BALANCE
		10/31/2021	2022-23	
		NORMAL (ABNORMAL)	AMENDED BUDGET	NORMAL (ABNORMAL)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY				
Revenues				
Function: Unclassified				
Dept 000				
248-000-402.010	Village Revenue	171,584.02	170,000.00	189,494.25
248-000-402.020	Township Operating	87,991.11	202,000.00	97,456.91
248-000-412.000	Delinquent Property Taxes	4,617.48	250.00	605.19
248-000-417.000	Unpaid Personal Taxes	0.00	0.00	0.00
248-000-445.000	Real Property Penalty	0.00	0.00	0.00
248-000-573.000	STATE PPT REIMBURSEMENT	0.00	30,000.00	0.00
248-000-581.000	LOCAL GRANT	2,957.99	7,000.00	0.00
248-000-581.020	LOCAL GRANT	0.00	0.00	0.00
248-000-581.030	SPONSORSHIPS	0.00	0.00	0.00
248-000-654.010	TROLLY	0.00	0.00	3,748.00
248-000-665.000	Interest Earnings	376.71	0.00	1,322.31
248-000-665.040	Loan Account Interest	0.00	0.00	0.00
248-000-667.010	COMMUNITY ROOM RENTAL	0.00	0.00	0.00
248-000-673.000	Sale of Fixed Assets	0.00	0.00	0.00
248-000-674.000	Donations	2,100.00	7,500.00	4,635.00
248-000-674.010	ICE FESTIVAL	0.00	0.00	0.00
248-000-675.000	GIFT CARD PROMO	453.00	0.00	(100.00)
248-000-676.000	Reimbursements	0.00	0.00	0.00
248-000-677.000	Miscellaneous	0.00	0.00	500.00
248-000-678.000	CORP GRANT	0.00	0.00	1,267.86
248-000-678.010	CORP GRANT CONSUMERS	0.00	0.00	250,000.00
248-000-678.020	CORP GRANT T-MOBILE	0.00	0.00	50,000.00
248-000-696.000	Proceeds Bonds and Notes	0.00	0.00	0.00
248-000-699.248	TRANSFER IN	0.00	282,128.00	0.00
248-000-699.999	Previous Year(Deficit) Surplu	0.00	0.00	0.00
Total Dept 000		270,080.31	698,878.00	598,929.52
Total - Function Unclassified		270,080.31	698,878.00	598,929.52
TOTAL REVENUES		270,080.31	698,878.00	598,929.52
Expenditures				
Function: Unclassified				
Dept 000				
248-000-995.494	Transfer Out - DDA Constructi	0.00	0.00	0.00
Total Dept 000		0.00	0.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT				
248-728-740.010	Copying	0.00	0.00	0.00
248-728-801.000	DDA COUNTY GRANTS	0.00	0.00	0.00
248-728-802.010	CONSUMERS GRANT EXPENDITURES	0.00	0.00	5,831.67
248-728-802.020	T-MOBILE GRANT EXPENDITURES	0.00	0.00	0.00
248-728-802.030	OTHER PRIVATE GRANTS AND DONATIONS	0.00	0.00	2,094.42
248-728-810.000	Contracted Services	0.00	15,000.00	0.00
248-728-810.112	DPW - Maintenance	0.00	0.00	0.00
248-728-885.000	Grant - Door	0.00	0.00	0.00
248-728-970.000	Capital Improvements	0.00	250,000.00	32.49
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00	265,000.00	7,958.58
Dept 729 - Organization/Administration				
248-729-704.000	Wages	20,776.40	64,000.00	30,603.40
248-729-704.010	ADMIN WAGES	0.00	0.00	0.00
248-729-705.000	CLERICAL	0.00	15,000.00	0.00
248-729-710.010	Leave Time Buyout	0.00	0.00	0.00
248-729-715.000	FICA DDA	1,589.47	5,925.00	2,341.15
248-729-716.000	Medical Insurance	0.00	4,800.00	0.00
248-729-716.001	LIFE, ST/LT DISABILITY	147.67	688.00	259.66
248-729-718.000	Retirement	2,077.20	6,400.00	1,723.12
248-729-718.010	RETIREMENT MERS DC	0.00	0.00	492.32
248-729-723.000	WORKERS COMPENSATION	192.28	807.00	165.72
248-729-725.000	Unemployment	0.00	0.00	0.00
248-729-727.000	Office Supplies	32.50	2,500.00	115.98
248-729-727.030	COMPUTERS	0.00	0.00	0.00
248-729-730.000	Postage - Newsletter	0.00	150.00	0.00
248-729-740.000	Operating Supplies	0.00	0.00	0.00
248-729-740.010	Copying	0.00	0.00	0.00
248-729-740.140	OPERATING SUPPLIES	0.00	0.00	6.63

PERIOD ENDING 10/31/2022

GL NUMBER	DESCRIPTION	YTD BALANCE		2022-23 AMENDED BUDGET	YTD BALANCE	
		10/31/2021 NORMAL (ABNORMAL)			10/31/2022 NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-729-807.000	Audit	75.00		1,400.00		1,090.75
248-729-810.000	Contracted Services - Admin.	10,450.15		26,535.00		884.07
248-729-810.011	DDA CONT. DPW/PD SERVICES	16,666.68		50,000.00		25,053.36
248-729-813.000	Custodial Services	0.00		0.00		0.00
248-729-818.000	Executive Director	0.00		0.00		0.00
248-729-826.000	Legal: Litigation	0.00		0.00		0.00
248-729-826.114	Legal: Settlement	0.00		0.00		0.00
248-729-830.000	Membership & Dues	0.00		1,000.00		545.00
248-729-856.000	Telephone	0.00		540.00		0.00
248-729-856.040	Cellular Phone Fees	153.86		0.00		153.59
248-729-866.000	Mileage	40.77		100.00		0.00
248-729-900.000	Advertising	0.00		0.00		378.61
248-729-905.000	Printing & Publications	88.00		0.00		0.00
248-729-920.000	Utilities	210.28		590.00		207.99
248-729-920.100	Utilities - 32 E. Burdick	0.00		0.00		0.00
248-729-920.200	Utilities - 36 E. Burdick	0.00		0.00		0.00
248-729-933.000	Equipment Maintenance	0.00		0.00		0.00
248-729-941.000	Copier Lease	0.00		0.00		0.00
248-729-955.000	WORKSHOPS	0.00		1,700.00		0.00
248-729-955.010	Meals	0.00		200.00		19.95
248-729-955.020	Lodging	0.00		200.00		0.00
248-729-956.000	Volunteer Development	0.00		0.00		0.00
248-729-957.000	Contingency: Year End	0.00		0.00		0.00
248-729-961.000	Taxes: Errors in Roll	0.00		0.00		0.00
248-729-962.000	Insurance	3,848.45		4,162.00		4,240.25
248-729-970.000	Capital Improvements	0.00		0.00		0.00
248-729-991.000	Principal	0.00		0.00		0.00
248-729-992.000	Fees	0.00		0.00		0.00
248-729-993.000	Interest	0.00		0.00		0.00
248-729-995.394	Transfer to Debt Service	0.00		71,181.00		0.00
248-729-995.494	Transfer Out - DDA Constructi	0.00		0.00		0.00
Total Dept 729 - Organization/Administration		56,348.71		257,878.00		68,281.55
Dept 734 - BUSINESS & EVENTS						
248-734-727.000	Office Supplies	55.00		0.00		13.00
248-734-730.000	Postage	0.00		0.00		0.00
248-734-740.000	DOWNTOWN PROMO	708.23		27,500.00		0.00
248-734-740.010	Copying	0.00		0.00		0.00
248-734-787.000	Materials	0.00		0.00		37.09
248-734-810.000	CONTRACTED SERVICES -EVENTS	6,706.08		61,000.00		6,616.48
248-734-810.160	CONTRACTED SERVICES-DOWNTOWN	8,272.50		0.00		1,681.95
248-734-810.340	ICE FESTVAL	0.00		0.00		0.00
248-734-817.000	Planning Consult - FBZ	0.00		0.00		0.00
248-734-826.000	Legal Fees	0.00		0.00		0.00
248-734-882.000	TROLLY	0.00		0.00		3,748.38
248-734-885.000	Grant - Facade	10,891.58		77,500.00		10,155.50
248-734-900.000	HOLIDAY ADVERTISING	4,376.27		10,000.00		0.00
248-734-905.000	Printing - Celebrate Oxford	0.00		0.00		0.00
248-734-942.000	Parking Lot Rental	0.00		0.00		0.00
248-734-943.000	EQUIP RENTAL	0.00		0.00		0.00
248-734-956.000	Miscellaneous	0.00		0.00		0.00
248-734-962.000	Insurance - Celebrate Oxford	0.00		0.00		0.00
248-734-970.000	Capital Improvements	1,115.35		0.00		83.56
Total Dept 734 - BUSINESS & EVENTS		32,125.01		176,000.00		22,335.96
Total - Function Unclassified		88,473.72		698,878.00		98,576.09
TOTAL EXPENDITURES		88,473.72		698,878.00		98,576.09
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		270,080.31		698,878.00		598,929.52
TOTAL EXPENDITURES		88,473.72		698,878.00		98,576.09
NET OF REVENUES & EXPENDITURES		181,606.59		0.00		500,353.43

Account Name	Account Numbers	Vendor	Amount	Description
Contr Services - DOWNTOWN	248-729-810.011	Village of Oxford	\$4,166.67	DPW - monthly
Enforcement Transfer	248-729-810.011	Village of Oxford	\$2,096.67	Police - monthly
Grant	248-734-885.000	Twinkle Toes	\$515.18	Sign Grant
Décor	248-734-810.000	Oxford Women's Club	\$432.00	Holiday Decoration Downtown
Advertising	248-729-900.000	View Newspaper Group	\$205.00	Witches Night Ad
Grant	248-734-885.000	Nash Flanders Law	\$1,500.00	Sign Grant
Grant	248-734-885.000	Nash Flanders Law	\$616.00	Facade Grant
Downtown Improvement	248-734-970.000	Great Lakes Leveling	\$11,825.00	Sidewalk Leveling
		Sub Total	\$7,210.52	
Village of Oxford - Prepaid Bills				
Wages	248-729-704.000	Village of Oxford - wages	\$2,732.34	
FICA	248-729-715.000	Village of Oxford - FICA	\$0.00	
Retirement	248-729-718.000	Village of Oxford - 457 plan	\$115.40	
Life, ST/LT Disability	248-729-716.001	Village of Oxford - Life, ST/LT Disability	\$0.00	Life and Disability Insurance - Dearborn National (Ascend)
Medical Insurance	248-729-716.000	Village of Oxford	\$0.00	
Admin Wages	248-729-704.010	Village of Oxford- Wages	\$1,440.00	Kim's Wages
		Sub Total	\$4,287.74	
Prepaid Bills -				
Cell Phone Fees	248-729-856.040	Verizon	\$51.24	Monthly - Cell Phone
contracted services	248-729-810.000	Multitech	\$37.50	IT services
contracted services	248-729-810.000	Credit Card	\$20.00	Constant Contact
utilities	248-729-920.000	DTE	\$63.97	Electricity
Downtown Contracted Ser.	248-734-810.160	Cloud Cover Music	\$17.95	Cloud Cover- Music
Downtown Contracted Ser.	248-734-882.000	GPS Trackit Trolley	\$13.95	GPS
		Sub Total	\$204.61	
Credit Card Bills				
events	248-734-810.000	Oxford Chamber of Commerce	\$30.00	Parade Registration
events	248-734-810.000	Build a Sign	\$287.33	Scarecrow Fest Lawn Signs
events	248-734-810.000	Build a Sign	\$39.01	SCF Banners
events	248-734-810.000	Amazon	\$88.24	Scarecrow Fest
events	248-734-810.000	Amazon	\$31.00	Scarecrow Fest
events	248-734-810.000	Amazon	\$12.50	Scarecrow Fest
Office Supplies	248-729-810.000	Microsoft	\$8.75	Microsoft Office
events	248-734-810.000	Amazon	\$82.40	Scarecrow Fest
		Sub Total	\$579.23	
		Grand Total	\$12,282.10	

Signature from Village _____

Signature from DDA _____

November Executive Director Report

It was another great month for the Oxford DDA! So much happened this month, that I just wanted to bullet some highlights below!

- Visit Detroit came to Lake Orion and Oxford on **November 10th** to film on their social media. Oxford and Lake Orion DDAs were excited that we will be featured on the Visitor and Convention Bureau site, reaching over 1M followers.
- On **November 15th** we hosted an open house with Lake Orion to introduce our businesses to the Business Forward team.
- Thursday **November 17th** we had a great time decorating downtown for the holidays. We enjoyed getting to know some new volunteers and of course working with our regulars!
- We are gearing up for a busy few week with Small Business Saturday, November 26th, Soup and Sweet Stroll, December 2nd, running the Trolley in the Parade (Ox and LO) on December 3rd and running our first holiday market on December 4th.
- Good news! Molly Lalone and I spoke at the MDA conference this past month, speaking to directors from the entire state of Michigan. We are excited to announce we came home with a state award from the MDA, highlighting our awesome partnership!
- We continue to meet and communicate with business owners daily and are working with potential business owners and the MEDC, to bring their vision to the community.
- We attended a ribbon cutting for Oakland Corners and were excited to celebrate them as they are loving our community.

As always thanks for being an awesome team!

Kelly

DOWNTOWN LAKE ORION
& OXFORD

Downtown Trolley Express

#STRONGERTOGETHER

December 2nd	Friday	4pm-9pm
December 3rd	Saturday	11am-10pm
December 4th	Sunday	noon-5pm
December 9th	Friday	4-9pm
December 10th	Saturday	noon-9pm
December 11th	Sunday	noon-5pm
December 16th	Friday	4-9pm
December 17th	Saturday	noon-9pm
December 18th	Sunday	noon-5pm
December 23rd	Friday	4pm-9pm



Oxford Village DDA Org Committee

November 14, 2022

Old Business –

1. North East Lot – tests
2. Planters

New Business-

1. Directors Evaluation
2. TIFA Plan

- Pete Scholz
- Kelly Westbrook
- Rod Charles
- Brad Jacobsen
- Dorothy Johnston

Economic Vitality Committee Agenda

11.2.22 Agenda

Noon @ Re/Max Defined Cafe

Andrea-(248) 229-5233

ECONOMIC VITALITY focuses on capital, incentives, and other economic and financial tools to assist new and existing businesses, catalyze property development, and create a supportive environment for entrepreneurs and innovators that drive local economies.

OXFORD GOALS: (adapted July 2022)

- Foster and develop relationships that encourage a diverse economic base.
- Create cohesiveness throughout the entire district. This should be visual, physical, auditory, obvious and include things like signs, social districts, and art projects.

AGENDA ITEMS

- Welcome
- Meet with Andrea-Owner of Cafe
- Project Updates
 - Marketplace (look up shop Iowa)
- Grant Opportunities
 - MEDC-workbook
- Trolley
 - What role will our committee take moving forward?
 - Data? Collect or bless and release?
- Discussion on goals and cohesiveness.
 - 2023 Goal setting
 - Purchase a trolley
 - Capital improvements
 - Residential properties?
 - Grantmaking
 - Select first project(s) to begin working towards.

ITEMS IN THE HOPPER

- E/V awards
 - Can the committee spearhead an awards project? Would this be an incentive for businesses (new and existing)?
- Goals of E/V committee going forward
 - What would we like to see? How does this fit with current DDA goals? What are the DDA goals? What do we want to be known for as a community?
 - What does success look like?
What is the right balance
between continual traffic vs.

Build a diverse economic
base | Catalyze smart new
investment | Cultivate a strong
entrepreneurship ecosystem

large events? How do we measure this?

- Uniquely Oxford
 - Things Oxford has that other surrounding communities might not
- In-district blight and vacant areas
 - How to address

**Promo Committee
November 14, 2022**

- Soup & Sweet Stroll
- December Holiday Markets
- Small Business Saturday 11/26
- Decorating Downtown 11/17

Attendees:

Kelly Westbrook
Kimberly Smith
Chris Zitney
Melisa Counelis
Matthew Long
Angie Green
Leigh Ann Knaus
Bryce Clark

**Design Committee
November 17, 2022**

- Sign Grant- Paramount Building
 - \$1500 match

Attendees:

Debbie Mick

Sue Bossardet

Nicolette Shagena

Kelly Westbrook

Kimberly Smith

Not in Attendance:

Catherine Colvin

Sue Oles

Village of Oxford
DDA Sign Grant Application

Please read the eligibility procedures sections prior to completing this application. To be eligible for a grant from the Village of Oxford DDA, Applicants must complete the following form and provide the required information/documentation.

If you have any questions, please contact the DDA Director at 248-770-8587.

10-26-22
Date of Application

Paramount Building Inc
Name

Tenant Property Owner

(If tenant – must have written letter of permission from property owner and provide a lease for the premises for a period of not less than two (2) years.

17 S. Washington
Address

Oxford, MI 48371

586-690-0227
Work Phone Home Phone Fax Number

101 South Main St. 30-0766717
Property Address Tax I.D. Number

Eric Reno
Property Owner (if applicable)

Paramount Building Inc.
Name of Business at this Address

Tyler Bustraman
Primary Contact (if different than above)

Is this property/business listed on the State Historic Registration or the National Register of Historic Place? yes

Proposed Sign: Please attach official quotes for the proposed sign (material and labor listed separately). To ensure competitive bidding, you must submit a minimum of three quotes for the proposed sign.

Estimated project completion date: 1/1/2023

Project Financial Description: Please attach additional information about project funding source(s) if needed.

Estimated Project Budget: \$11,000

Project Funding Source(s): Funding it ourselves (in-house)

Required Supplemental Information: Applicant is required to submit Ten (10) copies of this form with the following information:

1. Current photographs of the property indicating the proposed sign location.
2. Detailed drawings of proposed sign
3. Written description of sign, including materials and colors. Samples of materials and colors being used in the sign
4. Material information brochures should also be included
5. Proof of project funding sources
6. Letter of Approval by the property owner -- if applicable

I have read and understand the conditions of the DDA Sign Grant Program and agree to abide by its conditions and guidelines.

I understand that if this application is approved any changes, alterations or modifications to the approved sign design must be authorized in writing by the DDA Director, Design Committee and DDA Board. If unauthorized changes are made I understand that the DDA may withdraw its funding commitment.

I understand that if the project is not completed within the timetable of 90 days, the DDA can withdraw its funding commitment. I understand that I can reapply and that all applications are subject to funding availability at the time of reapplication.

[Signature] 10/26/22
Applicant's signature Date

Submit application with attachments and/or questions to:
Oxford DDA
22 W. Burdick St.
P.O. Box 94
Oxford, MI 48371
(248) 628-2543

OFFICE USE ONLY:

Date application sent/given to applicant: _____

Date completed application was received: _____

Total Project Cost: _____

Total Eligible Cost: _____

DDA Executive Director's Signature and Date: _____

All taxes, water, sewer and trash bills current and any code violations corrected? _____

Date this application reviewed by the Building Inspector: _____

Date received by Design Committee: _____

Date on Design Committee Agenda: _____

Date Design Committee recommends approval to DDA Board: _____

Date on DDA Board Agenda: _____

Date approved/denied by DDA Board: _____

If approved, Total grant amount approved: _____

Date letter sent to the applicant: _____

Date of project completion: _____

Date of Design Committee verification: _____

Date financial expenses submitted: _____

Date to DDA Board for authorization of disbursement of funds: _____

Date funds disbursed: _____

Revised/approved by DDA Board 4/20/2015

Business Name: Paramount Building	Address: 17 S Washington Oxford	Contact: Tyler
Phone #: 586.201.2382	Fax #:	Email: tyler.paramountbuilding@gmail.com
		Date of Proposal: 10.13.22

Artwork Proposal


NORTHERN SIGN CO. INC.
 2181 E. Walton Auburn Hills, MI 48326
 248.333.7733
 www.northernsign.com

Northern Sign Representative:

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NICK	DION	JUSTIN

Designer: **Justin**

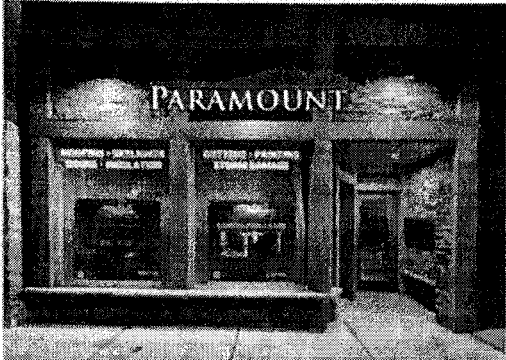
<input type="checkbox"/>	EXISTING
<input checked="" type="checkbox"/>	PROPOSED

Signature

Please Print Name

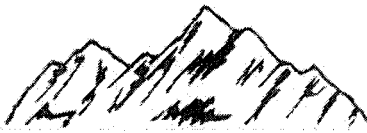
Date

Our company and its employees are not responsible for any damage to property or injury to persons that may occur as a result of the use of our products. We warrant that our products are free from defects in material and workmanship under normal use and conditions. This warranty does not cover damage caused by fire, flood, theft, vandalism, or other causes beyond our control. The warranty is limited to the replacement of defective parts and does not include labor charges. The warranty is void if the product is not installed according to the instructions. For more information, please contact us at 248.333.7733 or www.northernsign.com.



Front elevation
 (1) 20 ft² illuminated channel letters
 Vinyl door & window lettering

Proposal



Northern Sign Co Inc.

2181 E. Walton Blvd., Auburn Hills, MI 48326

P: 248.333.7733 www.northernsign.com F: 248.333.7684

Company Name: PARAMOUNT BUILDING		Contact Name: TYLER	
Address: 17 S WASHINGTON		City: OXFORD	State: MI Zip Code:
Job Name: CHANNEL LETTERS - DOOR & WINDOW VINYL		Job Location: SAME	
Office:	Fax:	Cell: 586.201.2382	
Email: TYLER.PARAMOUNTBUILDING@GMAIL.COM		Date of Proposal: 10/13/22	
We propose hereby to furnish material and labor, in accordance with the specifications below, for the sum of: \$ 10,755.80*		Authorized Signature: <i>Justin Morr</i>	
<small>Payment to be made as follows: 50% down with balance due upon completion. All materials will remain the property of Northern Sign Co Inc., and may be reclaimed if terms are not met. All materials are guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above proposal. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance.</small>			

(2) 20 FT ² ILLUMINATED CHANNEL LETTER SETS ON RACEWAY	\$ 7,750.00
DOOR & WINDOW VINYL LETTERING	\$ 180.00
INSTALLATION	\$ 1,950.00
SURVEY	\$ 200.00
PERMIT SECURING	\$ 200.00
- ACTUAL PERMIT FEES BILLED AT COST	
- THE VILLAGE OF OXFORD REQUIRES PLANNING COMMISSION APPROVAL FOR ILLUMINATED SIGNS. ADDITIONAL FEES REQUIRED TO ATTEND PLANNING MEETINGS.	
TAX	\$ 475.80
*TOTAL	\$ 10,755.80

* ACTUAL BILLED TOTAL WILL DEPEND ON PERMIT COSTS & ADDITIONAL COSTS TO ATTEND MEETING(S)

- CHANNEL LETTERS WILL REQUIRE DEDICATED CIRCUITS TO, INSTALLED BY OTHERS, TO EACH SIGN LOCATION.
- INSTALLATION ASSUMES WE ARE ABLE TO MOUNT TO WOOD ON FRONT ELEVATION AND STONE ON REAR IS MOUNTABLE

Sign permits & securing of permits are additional if not noted. Additional cost will be applied for Engineered Drawings, attendance of Plan Review/ZBA Meetings. Freight is additional if applicable. Cost in developing a concept is included in this proposal. Northern Sign's sketch cannot be duplicated. There is a sketch charge if proposal is not accepted. A rate of 1.50% will be charged every month after 30 days, consumer agrees to pay all costs of collection in the event of payment default, including reasonable attorney fees. Electric to sign shall be supplied by customer. Consumer is responsible for electrical contractor and costs to hook up sign if required.

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date: 10/20/22

Name: *Tyler BUSTMAN* Signature: *[Handwritten Signature]*

This proposal is valid for 30 days.

Northern Sign Co Inc. is a Licensed Sign Specialty Contractor.

Michigan Custom Signs

26600 Heyn Dr, Novi, MI 48374



PROFESSIONAL GRADE COMMERCIAL SIGNAGE

Quote for

Customer Name *Stacy Schultes*

Details *Paramount channel letters*

Address 17 S Washington St., Oxford, MI 48371

Phone : 586-690-0227

Email: Stacy Schultes <stacy@paramountbuildinginc>

Quote date 27-Oct-22

Mfg Lead time 25 business days

Terms: 50% Balance Due Prior to Manufacturing

#	Description	Unit	Price	Total
1	12"Channel letters signs will be 4" returns raceway mounted with a black painted raceway and letters sides. The front lit letters will be white.	1	\$ 4,500.00	\$ 4,500.00
2	14"Channel letters signs will be 4" returns raceway mounted with a black painted raceway and letters sides. The front lit letters will be white.	1	\$ 4,500.00	\$ 4,500.00
3	Permitting	1	\$ 500.00	\$ 500.00
4	Installation	1	\$ 3,500.00	\$ 3,500.00
Sub total				\$ 13,000.00
Sales Tax (%)			6.00%	\$ 780.00
Total				\$ 13,780.00

All products will be installed in one visit..

Terms & Conditions

Prices are subject to change. Michigan Custom Signs is not responsible for breakage or damage due to acts of God, vandalism, improper care, cleaning, painting, handling or installation. Before shipping from Michigan Custom Signs all signage is carefully crated. Please examine your signage immediately upon receipt. All damages must be noted with the freight company. We do not accept responsibility for damages but will assist you in preparing freight claims. All claims for defective products must be made within 48 hours. Sign and Logo remain the property of Michigan Custom Signs until paid in full. All fees related to Permits & Installations will be reconciled with the Final Invoice, above mentioned prices are estimates. Installation charges may vary at the time of install, you will be notified about the changes in cost and approval will be required for change of cost prior to install. Electrical service entrance must be supplied within 5ft of the signage by the customer.

Customer Signature: _____

Date: _____

Website www.michigancustomsigns.com

Phone # (812) 447 5679

E-mail: Bill@michigancustomsigns.com

Michigan registered, Minority Business Enterprise