

Village of Oxford
Downtown Development Authority 248-628-9941
Board Meeting Agenda
December 19th, 2022 at 7:00 p.m.
Village Offices

Topic: DDA December 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 November 2022 meeting minutes
 - c. Police report
 - d. Code enforcement report
6. Financials
 - a. Financial statements & revenue expenditure reports
 - b. Bills: November 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. None
9. New Business
 - a. Employee Evaluations- Kelly and Kimberly
 - b. 2022 Informational Meeting
 - c. Main Street America Conference
 - d. Sign Grant- Bike Shoppe
 - e. New board member application (Leigh Ann Knaus)

f. DDA Accreditation

1. Evaluation scheduled for Feb 6th
2. New standards for evaluation

10. Items moved from consent agenda

11. Board Member Comments

12. Extended Public Comment

13. Adjourn

Next DDA Board regular meeting: **January 17, 2022 at 7:00 p.m.**

Nov. 22	TOTALS										
	WASHINGTON	GLASPIE	E BURDICK	LAKEVILLE	OXFORDLAKES	PONTIAC	W BURDICK	W OF 24	E OF 24	N W LOT	N E LOT
speed	33	21	16	24		3	10				107
red light	57										57
stop sign		5			19	2		4			30
improper turns	13	3	8	3	2		2	2	5		38
seat belt		2			1	1	1				5
drivers licence violations	7	2	1		4	1	2				17
plate violations	14			2	2	1	2				22
insurance/registration	20	2	2	6	1	1		2	1		35
equipment	27	4	6	4	4	1	2		1		49
misc. violations	1	1	2	2		2					8
parking violations		3	1					1			5
fail to yield to emergency vehicle	1										1
commercial motor vehicle tickets	12										12
Location Totals	185	43	36	41	34	12	19	9	7		386

Grand Total for the Month

386

CODE ENFORCEMENT ACTIVITY REPORT

Nov-22	Description	Date Opened	Date Revisited	Date Closed	Comments / Action Taken
1000 Industrial	long term vacant parcel skid steer and dual axle dumpster type trailer on residential	8/1/02	often	11/7/22	fence temporarily repaired, cleanup done
14 Maple	jumble of belongings front of garage	11/7/22			letter sent this date
27 1st	complaint of junk in front and sides	11/7/22			sent notice asking for cooperation
64 Pleasant	disorganized items front and side yard	11/9/22			letter sent this date
58 Pleasant	disorganized items around garage and brush trimming needed	11/9/22			letter sent this date
57 Pleasant 81 N. Washington	tall weeds at rear	11/9/22			letter sent this date
68 Pleasant	complaint of junk in front and sides	11/9/22	11/16/22	11/28/22	letter sent this date. No action 10/16, new notice sent to resident and to out of town land lord
88 1st. Dennison at Pontiac	Truck on rear of property on grass	11/14/22			letter sent outlining ordinance requirements
near 55 Glaspie	removed 1 sign from R.O.W. complaint received re: leaves on trail property	11/14/22		11/14/22	went to site sent advisory letter to nearby property
Glaspie at Powell	removed 4 signs from ROW	11/16/22		11/16/22	
29 1st	truck parked on grass ROW second week of refrigerator at curb	11/16/22			notice sent explaining ordinance language
57 Broadway		11/16/22			notice sent explaining ordinance language
60 Glaspie	note # 14	11/16/22			notice sent explaining ordinance language

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	YTD BALANCE		2022-23 AMENDED BUDGET	YTD BALANCE	
		11/30/2021 NORMAL (ABNORMAL)			11/30/2022 NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
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	25,867.40		64,000.00		37,207.60
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	1,978.95		5,925.00		2,846.37
248-729-716.000	Medical Insurance	0.00		4,800.00		0.00
248-729-716.001	LIFE, ST/LT DISABILITY	209.04		688.00		328.12
248-729-718.000	Retirement	2,077.20		6,400.00		2,215.44
248-729-718.010	RETIREMENT MERS DC	0.00		0.00		492.32
248-729-723.000	WORKERS COMPENSATION	408.96		807.00		230.84
248-729-725.000	Unemployment	0.00		0.00		2,801.37
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
248-729-807.000	Audit	75.00		1,400.00		1,171.03
248-729-810.000	Contracted Services - Admin.	10,487.65		26,535.00		1,305.32
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	205.07		0.00		204.69
248-729-866.000	Mileage	40.77		100.00		0.00
248-729-900.000	Advertising	0.00		0.00		439.17
248-729-905.000	Printing & Publications	88.00		0.00		0.00
248-729-920.000	Utilities	275.27		590.00		269.89
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		62,260.94		257,878.00		79,493.33
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

User: TONICA

DB: Oxford

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		11/30/2021 NORMAL (ABNORMAL)			11/30/2022 NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
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	7,491.08		61,000.00		9,093.39
248-734-810.160	CONTRACTED SERVICES-DOWNTOWN	8,272.50		0.00		1,699.90
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		3,762.33
248-734-885.000	Grant - Facade	13,332.33		77,500.00		10,155.50
248-734-900.000	HOLIDAY ADVERTISING	4,576.27		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	1,133.30		0.00		11,310.06
Total Dept 734 - BUSINESS & EVENTS		35,568.71		176,000.00		36,071.27
Total - Function Unclassified		97,829.65		698,878.00		123,523.18
TOTAL EXPENDITURES		97,829.65		698,878.00		123,523.18
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL EXPENDITURES		97,829.65		698,878.00		123,523.18

DECEMBER 2022 DDA BILL RUN

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
Events	248-734-810.000	Village of Oxford	\$1,000.00	Shed
Advertising	248-729-900.000	View Newspaper Group	\$205.00	Advertising SSS
Events	248-734-810.000	Anna Terenzi	\$30.00	Refund for Market Vendor
Events	248-734-810.000	Excel Cleaning Bros	\$7,782.00	Holiday Lights
Grant	248-734-885.000	Oakland Corners Realty	\$779.12	Sign Grant
Events	248-734-810.000	Downtown Businesses	\$6,700.00	Reimbursement for Soup & Sweet Stroll to businesses
Events	248-734-810.000	Kelly Westbrook	\$40.00	Event Item
Events	248-734-810.000	Lori's Pet Paradise	\$75.96	Lighting reimbursement
		Sub Total	\$7,468.34	
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	Amazon	\$59.34	SSS Materials
events	248-734-810.000	Little Ceasars	\$25.40	Volunteer Lunch for SSS Prep
events	248-734-810.000	Dollar Tree	\$11.85	SSS Materials
events	248-734-810.000	Meijer	\$13.50	SSS Materials
events	248-734-810.000	Dollar Tree	\$43.73	SSS Materials
events	248-734-810.000	Dollar Tree	\$48.65	SSS Materials
events	248-729-810.000	Walgreens	\$69.94	SSS Materials
events	248-734-810.000	Walgreens	\$54.25	SSS Materials
events	248-734-810.000	Amazon	\$122.76	SSS Materials
events	248-734-810.000	Amazon	\$169.56	SSS Materials
Contracted Services- Admin	248-729-810.000	Microsoft	\$8.75	Office Computer Service
events	248-734-810.000	TSC	\$61.93	Downtown Décor
events	248-734-810.000	Dollar Tree	\$6.63	Holiday Gifts for Board and Volunteers
events	248-734-810.000	Dollar Tree	\$70.65	Holiday Décor

events	248-734-810.000	Dollar Tree	\$19.88	Holiday Décor
events	248-734-810.000	Dollar Tree	\$55.65	Holiday Décor
events	248-734-810.000	Dollar Tree	\$119.25	Holiday Décor
Advertising	248-729-810.000	Smashballoon	\$49.00	Website
Executive Director	248-729-818.000	City of Rochester	\$1.25	Parking for meeting
Advertising	248-729-900.000	Facebook	\$4.44	Advertising
events	248-734-810.000	Walmart	\$235.01	Holiday Décor
events	248-734-810.000	Dollar Tree	\$6.25	Holiday Market
events	248-734-810.000	Rite Aid	\$3.81	Holiday Card
events	248-734-810.000	Meijer	\$99.50	Holiday Décor
events	248-734-810.000	Gas Station	\$2.08	Holiday Market
events	248-734-810.000	Home depot	\$212.41	Holiday Décor
Meals	248-729-955.010	Fork and Pint	\$18.30	Business Lunch
Meals	248-729-955.010	Evergreens Bake Shop	\$78.58	Visit Detroit Breakfast
Advertising	248-729-900.000	Facebook	\$35.00	Advertising SCF
Events	248-734-810.000	Amazon	\$122.76	Holiday Event Supplie
		Sub Total	\$1,830.11	
		Grand Total	\$13,790.80	

Signature from Village _____

Signature from DDA _____

Executive Director Report- December 2022

First off, I just want to thank all of you for a fantastic year! It feels so good to be on a powerhouse team, where we all work so well together! I am so proud of everything we have accomplished this year.

This month was filled with joy as we hosted the largest Soup and Sweet to date. We sold out of tickets at a 1300 cap. We were able to provide \$400 dollars back to each business that served soup and a \$100 check back to the businesses that serve sweets.

The trolley looked so festive as we ran it in the Oxford and Lake Orion Christmas Parade!

We have hosted a wonder holiday market on Sundays and have had a great response from business owners about an increase in sales. Vendors have also done very well and we are still getting asked when we will have sign ups ready for next year.

Kimberly and I had a working lunch with the Lake Orion DD Director and Events planner to recap 2022 and start planning our Stronger Together approach for 2023.

Our social media numbers are at an all time high, and we are getting great feedback on the new website.

Molly (Lake Orion DDA) and I are excited to announce we have been chosen to speak at the National level about the Trolley program and the stronger together platform initiative.

Looking forward to the following in Dec. Jan and Feb.

Renewal sponsorship meeting with LIV (Last week in December, still choosing between 2 dates)
Financial workshop from Oakland County that LO and Ox will partner on together (trying for the last week in January)
County meeting for ARPA funding (Early January)
National Accreditation (February 6th)
Restaurant week- January 2023
IceFest- February 2023

Looking forward to a great 2023!

Kelly

Org Committee – December 12th, 2022

Executive Director Review

In Attendance

Rod Charles

Pete Scholz

Brad Jacobsen

Not in Attendance

Dorothy Johnston

Attendees: Ashley Ross, Rod Charles, Kelly Westbrook, Marie Powers

Economic Vitality Committee Agenda

12.14.22 Agenda

Noon @ OVA Community Room

Oxford Marketplace Strip Mall

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
- Project Updates (Kelly)
- Grants
 - Opportunities
 - Updates
 - T-Mobile, Consumers Energy, GM, others?
- Trolley (Rod)
- 2023 Goal Setting Activity
 - Set the stage (Ashley)
 - Review Goals and Committee Charge.
 - List and prioritize goals.
 - Select first project(s) to begin working towards. Set timeframes.

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. large events? How do we measure this?
- Uniquely Oxford

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

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

Dialogue & Measurement

By Judy Brown

“How do you know it works?” He asked
Of dialogue. I said I didn’t know.
Like asking if a kiss worked
Or if a hug had done its job.

They say it does.
The listening helps, they say.
But then again, how do they know?
What can you measure of a glance?

If you can’t measure it, they say,
Forget it.
Here’s what I say to you,
Toss out the yardstick,
And let’s value what is true.

As we go start this...

- Shift from knowing to wondering.
- Shift from certainty to curiosity.
- Speak only for yourself and only from your perspective.
- Start with the notion that everything is possible.
- This is a time when feelings matter. There is no judgment.
- We will allow for silence. We will give each other time to think and process.

This is a dialogue that will hopefully result in us setting goals for the upcoming calendar year. Our focus should be on what this Economic Vitality Committee should focus on in the coming year. It might require support from others but the main gist is what us, here in this space, need to focus on.

As a reminder...

Per Main street American, Economic Vitality committees focus on capital, incentives, and other economic and financial tools that assist new and existing businesses in our district. Our committee can catalyze/accelerate/cause property development. We should create a supportive environment for entrepreneurs and innovators that will drive our local economy.

Earlier this year we articulated 2 main goals of our committee based on our unique district.

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

Let's reflect on those for a bit.

- How have we fostered or developed relationships in our district?
- Can you name anything that has created a cohesiveness throughout the district?

How do these goals feel going into 2023?

- Is there any space to change?
- Should we continue or pivot?

What goals should we set for 2023?

- How will we accomplish said goals?

**Promo Committee
December 12, 2022**

- Soup & Sweet Stroll Recap
- December Holiday Markets
- Year in Review
- Looking forward into 2023

Attendees:

Kelly Westbrook
Kimberly Smith
Chris Zitney
Angie Green
Leigh Ann Knaus
Bryce Clark

Not in Attendance:

Matthew Long
Melisa Counelis

Design Committee – December 15th, 2022

Oxford Bike Shop
Sign Grant

In Attendance

Catherine Colvin

Sue Oles

Nicolette Shagena

Kelly Westbrook

Not in Attendance

Debbie Mick

Sue Bossardet

2022 DDA Informational Meeting

- Bi Laws updated- Oct
- Website updated- Tech Grant of \$3000 approved in March, site launched in Oct
- Grants provided- \$40,532.24- 15 businesses
 - New Back Entrance Facade Grant Program kicked off- May
- Planters upgraded- Oct
- Business Forward Partnership- Sept
- Mural work around town- Grants of \$6331.71- June and October
- Trolley partnership with Lake Orion
- Stronger Together Partnership with Lake Orion
- Partnership with Real Men of Oxford
- Stars of Hope installation- July- Dec
- Grants Received
 - Consumers Energy 250k- Sept
 - T Mobile 50k- June
 - Four County Community Foundation- Stars of Hope- 1k- March
- Capital Improvements
 - Sidewalks by theatre- May- \$17,434.90
 - Q1 and Q2 Sidewalk Leveling- April- \$11,825
 - Washington Square redevelopment
- Main Street Oakland County Award- Westbrook and Charles- May
- Rebranding/New Logo for DDA- April
- Hired and Administrative Assistant- March
- Westbrook 40 under 40 Award- March
- DDA passed Oakland County/Main Street Accreditation- January

Travel Per Diem	Date	Per diem/Kelly Breakfast	Lunch	Dinner	Per diem/Kimberly Breakfast	Lunch	Dinner		
	Monday- March 27th	\$10	\$20	\$30	\$10	\$20	\$30		
	Monday- March 28th	\$10	\$20	\$30	\$10	\$20	\$30		
	Monday- March 29th	\$10	\$20	\$30	\$10	\$20	\$30		
	Monday- March 30th	\$10	\$20	\$30	\$10	\$20	\$30		
		\$40	\$80	\$120	\$40	\$80	\$120	\$240	
Hotel								\$855	
Conference								\$0	
Taxi from airport and back								\$40	
Flight								\$290	
Total					\$1,425			\$1,425	\$2,850
Reimbursement by County	\$500								Reimbursement by County \$500
									Total after reimbursement \$2,350

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.

12-14-2022
Date of Application

Oxford Bike Shoppe
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.

18 N. Washington
Address

suite B

248-572-4558 248-568-7769 N/A
Work Phone Home Phone Fax Number

1211 Bellwood Ct. Oxford MI 92-0492168
Property Address Tax I.D. Number

N/A

Property Owner (if applicable)

Lawrence Buss

Name of Business at this Address

N/A.

Primary Contact (if different than above)

Is this property/business listed on the State Historic Registration or the National Register of Historic Place? No

Sorry :-)

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: ≈ 4 weeks from approval

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

Estimated Project Budget: _____

Project Funding Source(s): _____

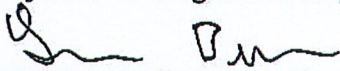
Required Supplemental Information: Applicant is required to submit Ten (10) copies of this form with the following information:

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.



12-14-2022

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



5875 New King Ct
Troy, MI 48098
(248) 585-6880

ESTIMATE

ESTS-43217

The way to grow your business!

Payment Terms: 50/COD

Created Date: 11/11/2022

DESCRIPTION: Internally Illuminated Capsule

Bill To: Oxford Bike Shop
18 North Washington St
Oxford, MI 48371
US

Installed: Oxford Bike Shop
Lawrence Buss
18 North Washington St
Oxford, MI 48371
US

Requested By: Lawrence Buss
Email: oxfordbikeshoppe@gmail.com
Work Phone: (248) 568-3769

Salesperson: Paul Ferguson
Email: paul@michigansignshops.com
Entered By: Paul Ferguson

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Internally Illuminated Capsule Custom fabricated capsule, Front-Lit - Overall Size: 50.5" x 72" - 25.5 sq ft - Return Color: Blue - Edgcap Color: Blue - 3.5" deep Letter - Standard Vinyl Included (premium vinyl available for additional fee) - Flush Mounted - Illuminated with high-efficiency low-voltage LED's - UL listed - Proudly Built in our shop, in Metro Detroit!	1	\$2,150.00	\$2,150.00
1.1	Custom Capsule -			
1.2	Optum - Patch, Paint & Repair -			
2	Vinyl for Front Door & Rear Door RTA graphics -Size: 1.375" x 21.4" -Color: White -Mount: 1st surface -Copy: Oxford Bike Shoppe ----- Includes Installation	2	\$100.00	\$200.00
2.1	RTA Graphics -			
2.2	1 Man Non-Electric Install (In House) -			
3	Blade Sign - Main St Elevation Blade Sign on Main St elevation -Size: 14" tall x 30" wide	1	\$305.00	\$305.00

	-Material: .125" Aluminum -Graphics: Printed - two sides -Mount: to existing bracket			
	Installation Included			
3.1	Aluminum .125 Sheet Stock -			
3.2	1 Man Non-Electric Install (In House) -			
4	Local Electric Sign Install	1	\$1,000.00	\$1,000.00
	Price Includes Complete Installation of Signage - Use of bucket truck and (2) men for install - Includes drive time, labor, and materials - Signarama will connect to any existing electrical within 8' of the sign location - If electrical is not run to the sign location, the customer is responsible for contracting an electrician to run power for the sign			
4.1	2 Man Electric Install (In House) -			
5	Local Sign Permits, City of Oxford	1	\$650.00	\$650.00
	Process and application of Sign Permit in Oxford - Permit Procurement Fee: \$300, Sign/Electric Connection Permits: \$350estimate) * The Electrical Connection permit fee only covers connecting the signs to the existing electrical. A separate electrical permit must be pulled by a licensed contractor if new electrical lines will need to be run for the sign. **Final permit fees will be added once permit has been pulled			
5.1	Permit - Local Locations -			

Orders less than \$500 must be paid in full at the time the order is placed. Orders over \$500 require a 50% deposit (minimum) at the time the order is placed and before any work can begin, including the design. Credit cards will be securely stored on file and will be charged upon completion. Production will not begin until we have received approval of the proof from the Customer. All signs remain the property of Signarama Troy/National Branding until paid in full. Signarama Troy/National Branding reserves the right to remove signage from Customer's location at Customer's expense for failure to pay in full. Orders cannot be cancelled or edited without written consent from Signarama Troy/National Branding. Restocking fees apply. Accepting delivery and/or installation of the work is Customer affirmation that the work substantially conforms to all expectations. Customer shall be liable for all costs related to collection balances. Within 24 hours of completion of a project-the final invoice will be sent & the credit card on file will be run for the final invoice amount.

Subtotal:	\$4,305.00
Taxes:	\$120.30
Grand Total:	\$4,425.30

(4425.30
\$ 1,500

This estimate is valid for 30 days from created date.

Signature: _____ Date: _____

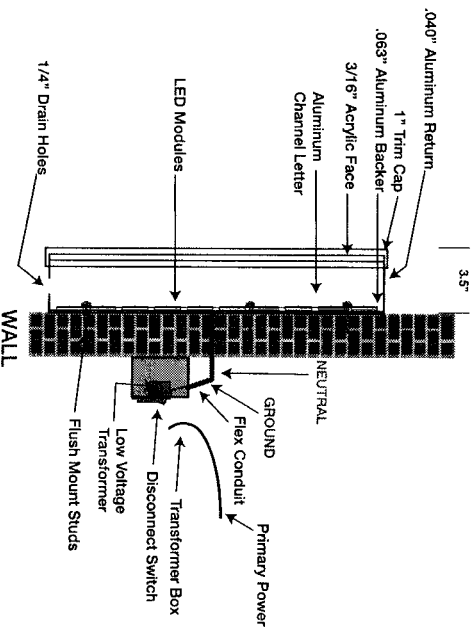
BIG NEWS! We just moved to 5875 New King Ct. Troy, MI 48098

OXFORD BIKE SHOP

S-43217

248-585-6880 | michigansignshops.com | 5875 New King Ct. Troy, MI 48098

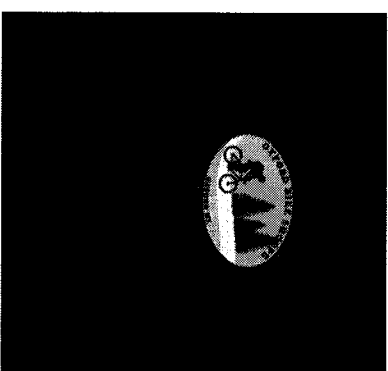
Troy / Metro Detroit
Signarama
 The way to grow your business.



AN ARTIST REPRESENTATION - Image is for illustration purposes only. Objects in reality may be larger or smaller than depicted.



ARTWORK ERROR
 Logo file provided is not vector & will print with low resolution



DETAILS

- Internally Illuminated Capsule
- Size: 50.5" tall x 72" wide
- Depth: 3.5"
- Face: 3/16" white lexan with digital print
- Trim Cap: Blue
- Returns: Blue

MOUNTING TBD

QTY: (1)

25.5 SF

SALES: Paul F. | paul@michigansignshops.com
 DRAWING: Max L.
 CREATED: 11/16/2022 REVISED:

CLIENT APPROVAL: By signing this proof I approve the size, quantity, spelling, color(s), & overall design. I understand that I am 100% responsible for any additional changes to my order after the date indicated on my approval.

Created Date: 12/6/2022

DESCRIPTION: Exterior Signage Proposal

Bill To: Oxford Bike Shoppe
18 n Washington
Oxford, MI 48371
US

Pickup At: FASTSIGNS
3957 Baldwin Rd
Auburn Hills, MI 48326
US

Requested By: lawrence buss
Email: oxfordbikeshoppe@gmail.com
Work Phone: (248) 568-3769

Salesperson: Fadi Gulla

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Internally Illuminated Custom Oval Store Front Sign	1	\$3,692.50	\$3,692.50
1.1	Channel Letters - Custom - - Retail Price: \$2362.50			
1.2	VARIOUS - Part Qty: 1 Text: custom fabrication of a channel letters sign "Oxford Bike Shoppe." Overall sign square footage is 17.5 sq. Ft. 3" Black Deep Coil Return 3/4" Black Trim-Cap (Jewelite). White transparent Acrylic Face 100% Front Illumination. Translucent high-performance vinyl overlay film. *UL listed high-power LED lighting models. *UL listed power supply. *UL Listed low voltage wiring components *UL listed disconnect switch Custom build 0.80 aluminum raceway - 2" lip fastener mount. Raceway color-custom paint color to match the facade color. Letters/raceway weep holes. 2 YEARS WARRANTY!			
1.3	VARIOUS - Double Sided None Illuminated Blade Sign Part Qty: 1			
2	Sign & Electrical Permit - Oxford	1	\$250.00	\$250.00

2.1	Permit Acquisitions - - Retail Price: \$250.00			
2.2	VARIOUS - Part Qty: 1 Text: Process and application of Sign Permit in Oxford. - Application Fee: \$250, Sign/Electric Connection Permits: ???(estimate) * The Electrical Connection permit fee only covers connecting the signs to the existing electrical. A the separate electrical permit must be pulled by a licensed contractor if new electrical lines will need to be run for the sign. **Final permit fees will be added once the permit has been pulled.			
3	Installation -	1	\$880.00	\$880.00
3.1	Installation - Text: - Price is to install signs on flat standard surface (brick, metal) - FASTSIGNS is NOT responsible for condition of electrical service run to sign location - If there is no existing electrical a licensed electrician will need to be responsible for running the line and procuring the electrical permit. Client is responsible for hiring and working directly with the electrician. FASTSIGNS will connect the sign to existing electrical providing the following conditions are met: 1) Power is run to the sign location is available, adequate, and functioning 2) Junction box for the sign is mounted on outside of the wall surface 3) Junction box is within 4' of where the sign is going to be installed			

Subtotal:	\$4,822.50
Taxes:	\$221.55
Grand Total:	\$5,044.05

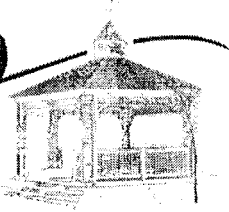
Thank you for considering FASTSIGNS of Auburn Hills. A 50% deposit is required before any proofs or fabrication work can commence. All finished projects must be picked up within 90 days of completion.

This estimate is good for 30 days.

Signature: _____ **Date:** _____

THE VILLAGE OF

Oxford
MICHIGAN



22 W. Burdick St., Oxford, Michigan 48371 ~ Phone 248/628-2543

BOARD AND COMMISSION APPLICATION

Thank you for considering volunteering your time and efforts to serve your community!

To assist the Council in making the best match between boards and members, please complete this brief application telling us a little more about yourself and your interests. Please note you must be a registered voter to be eligible for some positions, and that completion of this application does not guarantee an appointment.

Should you have any questions, please feel free to contact the Village Clerk or Manager at 248-628-2543.

Applicant's Name: Leigh Ann Knaus

- Planning Commission** reviews plans, studies and makes recommendations to Council on planning and zoning matters. Meetings: First and third Tuesday of the month, 7:00 p.m.
- Zoning Board of Appeals** considers appeals to zoning regulations. Meetings: First Monday of the month, 7:00 p.m. as needed.
- Oxford Beautification** promotes landscaping and flowering through an awards program and other activities. Meetings: Third Monday of the month, 8:30 a.m. as needed.
- Oxford Downtown Development Authority (DDA)** promotes economic development in the Village including business attraction, retention, and expansion. Meetings: Third Monday of the month, 7:00 p.m.

There are also four committees serving under the DDA

- | | |
|---|--|
| <input type="checkbox"/> Economic Vitality | <input type="checkbox"/> Design |
| <input checked="" type="checkbox"/> Promotion - already a member | <input type="checkbox"/> Organization |

How long have you lived in the Village or within the Oxford area?

We built our home in Willow Lake in 2012.

Why do you want to serve and what do you feel you have to offer the board(s), or boards for which you have indicated an interest?

I have a deep affection for the history and community aspect of the village and feel a desire to be part of its growth. To keep new and interesting, sustainable businesses in town that bring joy + needed services to both residents + visitors.

Please give a summary of your educational and work background as well as any previous civic or service club involvement.

4 year Bachelors from MSU. For the last 18 years I have worked in corporate events focused on travel, logistics, attendee experience. For the last year I have volunteered on Promo committee in various ways + spear headed initiating the 1st 5K/1mile as part of Scarecrow Fest.

Applicant's Name: LEIGH ANN KNAUS

Address: 150 STATE ST MOBILE Telephone: 2) 709 6810

OXFORD, MI 48371 Telephone: _____

Email Address: HINDELLA@HOTMAIL.COM

Signature: Leigh Ann Knaws Date: 12/12/22

Please Return This Form To:
Village of Oxford President
22 W. Burdick St., Oxford, Michigan 48371



Main Street Oakland County Evaluation Checklist

Please supply the following items as digital files to Main Street Oakland County no later than two weeks prior to evaluation date to allow for a review process of the evaluation team. This documentation could include links to information.

Requested Materials:

- Community self-evaluation completed by the Executive Director and reviewed by Board Chair
- Evaluation schedule and location(s) address

Organizational:

- Organization's vision and mission statements
- Organization bylaws
- Proof of MSOC and MSA branding
- Board Member roster with members' position and terms
- Project or Committee Member roster with position
- 2022 Board meeting schedules

Financial:

- Proof of Annual Review process for the Main Street Executive Director (could include letter from board chair stating when process was done)
- Annual Budget for 2022
- Annual salary and benefits information for Main Street Executive Director
- Last 2022 monthly financial report as presented to the board

Strategy/Workplans:

- Transformation Strategy or Economic Statement
- Market Study (if applicable)
- Board and Committee project workplans from prior year and current year
- Downtown Development Plan and or Strategic Plan (and related plans)
- Map of the downtown district