



**Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, January 17th, 2022, at 7:00 pm
Village of Oxford Council Chambers: 22 W. Burdick St, Oxford, MI 48371**

1. **Call to Order:** Chairperson Charles called the meeting to order at 7:00pm.
2. **Pledge of Allegiance**
3. **Roll Call Attendance:** Members Present 7: Rod Charles, Nicole Ellsworth, Dorothy Johnston, Marie Powers, Ashley Ross, Pete Scholz, Justin Willcock.
Members Absent: none
Staff Present: DDA Director Kelly Westbrook, Village Manager Joe Madore and Recording Secretary Vicki Balongie.
4. **Public Comment on Non-Agenda Items:**
5. **Consent Agenda:**
 - a. **Motion:** by Willcock/Ross to approve the proposed agenda with the addition of 9(g) Oxford Pregnancy Center sign grant.
Vote: Ayes: 7. Nays: 0. Motion carried
 - b. **Motion:** by Johnston/Powers to approve the December 2021 meeting minutes.
Vote: Ayes: 7. Nays: 0. Motion carried.
 - c. **Motion:** by Scholz/Ross to receive and file the Police and Code Enforcement reports.
Vote: Ayes: 7. Nays: 0. Motion carried.
6. **Financials:**
 - a. **Motion:** by Johnston/Scholz to receive and file the financial statements and revenue expenditures reports.
Roll call vote: Ayes: 7. Nays: 0. Motion carried.
 - b. **Motion:** by Scholz/Johnston to pay the January 2022 bills in the amount of \$11,102.55.
Roll call vote: Ayes: 7. Nays: 0. Motion carried
7. **DDA Committee Reports:**
 - a. Director Westbrook presented the Executive Director's report
 - b. Board Member Scholz presented the Organization Committee report
 - c. Director Westbrook presented the Design Committee report
8. **Unfinished Old Business:** none

9. New Business:

- a. Oxford DDA passed annual Oakland County/Mainstreet accreditation last week.
- b. Updated Bylaws: Organization Committee to review and update as necessary.
- c. Spring flowers
Motion: by Scholz/Powers to award contracts to Jos. Kutchey & Sons for M-24 hanging baskets (\$1,027.00), and Buds & Blooms Gardening for planters behind downtown buildings (\$1,880.52).
Roll call vote: Ayes: 7. Nays: 0. Motion carried.
- d. Shared trolley with Lake Orion
Motion: by Ross/Willcock for Director Westbrook to enter into a pilot program with Lake Orion not to exceed \$3,000 per month for two months.
Roll call vote: Ayes: 7. Nays: 0. Motion carried.
- e. 6 N. Washington grant approval (\$10,000 earmarked from 20-21 budget)
Motion: by Ross/Powers to approve \$10,000 façade grant for 6 N. Washington
Roll call vote: Ayes: 7. Nays: 0. Motion carried.
- f. 8 S. Washington façade grant approval (\$7,500 recommended)
Motion: by Johnston/Ross to approve \$7,500 façade grant for 8 S. Washington
Roll call vote: Ayes: 7. Nays: 0. Motion carried.
- g. 8 N. Washington sign grant for Oxford Pregnancy Center
Motion: by Powers/Willcock to approve \$1,012.50 sign grant for 8 N. Washington
Roll call vote: Ayes: 6. Nays: 0. Johnston abstained. Motion carried.
- h. Items moved from consent agenda: none.

10. **Board members comments:** All members congratulated Director Westbrook and their fellow board members on the Main Street accreditation.

11. **Extended public comment:** none

12. **Motion to adjourn** by Willcock/Scholz at 8:09pm.
Vote: Ayes: 7. Nays: 0. Motion carried.

Next DDA Board regular meeting: Monday, February 21st, 2022, at 7:00pm



**Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, February 21st, 2022, at 7:00 pm
Village of Oxford Council Chambers: 22 W. Burdick St, Oxford, MI 48371**

1. **Call to Order:** Chairperson Charles called the meeting to order at 7:00pm.
2. **Pledge of Allegiance**
3. **Roll Call Attendance:** Members Present 5: Rod Charles, Marie Powers, Ashley Ross, Pete Scholz, Justin Willcock.
Members Absent 2: Dorothy Johnston, Nicole Ellsworth
Staff Present: DDA Director Kelly Westbrook, Village Manager Joe Madore and Recording Secretary Vicki Balongie.
4. **Public Comment on Non-Agenda Items:** none
5. **Consent Agenda:**
 - a. **Motion:** by Scholz/Ross to approve the proposed agenda.
Vote: Ayes: 5. Nays: 0. Motion carried
 - b. **Motion:** by Scholz/Powers to approve the January 2022 meeting minutes.
Vote: Ayes: 5. Nays: 0. Motion carried.
 - c. **Motion:** by Scholz/Ross to receive and file the Police and Code Enforcement reports.
Vote: Ayes: 5. Nays: 0. Motion carried.
6. **Financials:**
 - a. **Motion:** by Ross/Willcock to receive and file the financial statements and revenue expenditures reports, and to pay the February 2022 bills in the amount of \$20,669.42.
Roll call vote: Ayes: 5. Nays: 0. Motion carried
7. **DDA Committee Reports:**
 - a. Director Westbrook presented the Executive Director's report
 - b. Board Member Scholz presented the Organization Committee report. The Executive Director Evaluation will be presented at the March board meeting.
 - c. Board Member Ross presented the Economic Vitality Committee report.
 - d. Director Westbrook presented the Promotions Committee report. New board member Catherine Colvin was appointed to the Promotions Committee. Chairman Charles requested Director Westbrook to establish guidelines for DDA's responsibilities for new events. Promotions Committee to determine how events fit into DDA guidelines. Events to be presented at March board meeting.
8. **Unfinished Old Business:**
 - a. Administrative Assistant: Initial interviews are done. Director Westbrook will forward two to three applicants to Organization Committee with recommendation.
 - b. Bylaws: Continues in Organization Committee.
 - c. Trolley: Sponsorship has been extended thru June.

The Oxford Downtown Development Authority is dedicated to the promotion, development, and historic preservation of downtown Oxford.

- d. Stars of Hope Project: Presented by Director Westbrook for board's consideration. The board believes this project should be taken on by the Northeast Oakland Historical Museum. Ross to contact museum board member, Bryan Cloutier.
 - e. Weckle Property: Director Westbrook to continue monitoring progress and working with real estate agent to market property.
 - f. Snow Removal: Director Westbrook to get outside quotes and meet with DPW concerning downtown sidewalk snow removal before work begins on next year's budget. Also, to check with Rochester and Farmington Hills DDAs on how their communities handle downtown snow removal.
 - g. Speakers: Director Westbrook has changed times on downtown speakers to 3pm-8pm weekdays and 10am-8pm weekends.
9. **New Business:**
- a. Annual Review: moved to March.
 - b. Board Appointment: Catherine Colvin. Village Council appointed. No action required.
 - c. Oakland County Proposal: Director Westbrook presented the information from her meeting last week for a grant from Oakland County. Grant is pending approval.
 - d. Items moved from consent agenda: none.
10. **Board members comments:** Scholz, Powers, and Willcock expressed appreciation for the trolley program. Scholz requested "Sponsored by DDA" signs be posted on the trolley. Willcock thanked Lake Orion for partnering with Oxford on the program.
11. **Extended public comment:** none
12. **Motion to adjourn** by Scholz/Charles at 8:31pm.
Vote: Ayes: 5. Nays: 0. Motion carried.

Next DDA Board regular meeting: Monday, March 21st, 2022, at 7:00pm



**Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, March 21st, 2022, at 7:00 pm
Village of Oxford Council Chambers: 22 W. Burdick St, Oxford, MI 48371**

1. **Call to Order:** Chairperson Charles called the meeting to order at 7:08pm.
2. **Pledge of Allegiance**
3. **Roll Call Attendance:** Members Present 6: Rod Charles, Catherine Colvin, Marie Powers, Ashley Ross, Pete Scholz, Justin Willcock.
Members Absent 2: Nicole Ellsworth and Dorothy Johnston.
Staff Present: DDA Director Kelly Westbrook, Village Manager Joe Madore and Recording Secretary Vicki Balongie.
4. **Public Comment on Non-Agenda Items:** none
5. **Consent Agenda:**
 - a. **Motion:** by Scholz/Powers to approve the proposed agenda.
Vote: Ayes: 6. Nays: 0. Motion carried
 - b. **Motion:** by Scholz/Willcock to approve the February 2022 meeting minutes.
Vote: Ayes: 6. Nays: 0. Motion carried.
 - c. **Motion:** by Scholz/Colvin to receive and file the Police and Code Enforcement reports.
Vote: Ayes: 6. Nays: 0. Motion carried.
6. **Financials:**
 - a. **Motion:** by Scholz/Powers to receive and file the financial statements and revenue expenditures reports, and to pay the March 2022 bills in the amount of \$24,208.12.
Roll call vote: Ayes: 6. Nays: 0. Motion carried
7. **DDA Committee Reports:**
 - a. Director Westbrook presented the Executive Director's report.
 - b. Board Member Scholz presented the Organization Committee report.
 - c. Board Member Ross presented the Economic Vitality Committee report.
 - d. Director Westbrook presented the Promotions Committee report.
 - e. Director Westbrook presented the Design Committee report.
8. **Unfinished Old Business:**
 - a. Administrative Assistant:
Motion: by Scholz/Colvin to approve hiring Kimberly Smith for the DDA Administrative Assistant position.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
 - b. Bylaws update: Board Member Scholz requested the board review the bylaws this month and merge the proposed changes at the next board meeting. Updated bylaws will be added to the next Organization Committee meeting agenda.

-
- c. Trolley Sponsorship update: The trolley program has a new sponsorship for July through December. Chairperson Charles asked the board to consider how to fund the project after the sponsorship ends. Board member Ross will add to the Economic Vitality Committee agenda. Director Westbrook is tracking the number of passengers and the businesses' sales increase on trolley days.
9. **New Business:**
- a. Tech grant:
Motion: by Scholz/Powers to approve use of Tech Grant to create new website (\$3000) and to design/print 5,000 maps of Downtown Oxford for business and trolley use (\$2000). Use of the remaining balance of Tech Grant to be decided in next two months.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
- b. Power washing planters downtown: Village Manager to meet with MDOT regarding warranty on planters. Board member Scholz recommended this be put on hold until next month.
- c. Façade grant application: 20 S. Washington (Covered Wagon Saddlery)
Motion: by Scholz/Charles to approve \$4,075 façade grant for removal of awnings and painting of front and rear of building.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
- d. Sign grant application: 53 S. Washington (Defined Café)
Motion: by Powers/Willcock to approve \$1,500 sign grant.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
- e. Executive Director's Annual review:
Motion: by Charles/Scholz to approve the Organization Committee's recommendation to increase Director Westbrook's annual compensation to \$64,000 effective 3/29/2022.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
- f. The board accepted the resignation of Justin Willcock.
- g. Angie Green recommendation:
Motion: by Charles/Colvin to recommend to the Village Council the appointment of Angie Green to the DDA Board.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
- h. Items moved from consent agenda: none.
10. **Board members comments:**
Board members welcomed Catherine Colvin and Kimberly Smith to the DDA and thanked Justin Willcock for his service.
Ross: wrote letter to Lake Orion Village Council in support of their DDA. Stars of Hope is moving forward with the Four County Community Foundation and the Oxford Library.
Charles: Congratulated Ross and Westbrook on Oakland County's 40 Under 40 Award.
Businesses owners need to apply for county grants available for businesses who helped in the aftermath of the high school shooting.
11. **Extended public comment:** none
12. **Motion to adjourn** by Scholz/Willcock at 8:39pm.
Vote: Ayes: 6. Nays: 0. Motion carried.

Next DDA Board regular meeting: Monday, April 18th, 2022, at 7:00pm



**Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, April 18th, 2022, at 7:00 pm
Village of Oxford Council Chambers: 22 W. Burdick St, Oxford, MI 48371**

1. **Call to Order:** Chairperson Charles called the meeting to order at 7:03pm.
2. **Pledge of Allegiance**
3. **Roll Call Attendance:** Members Present 6: Rod Charles, Catherine Colvin, Angie Green, Dorothy Johnston, Marie Powers, Ashley Ross.
Members Absent 1: Pete Scholz
Staff Present: DDA Director Kelly Westbrook, Village Manager Joe Madore and Recording Secretary Vicki Balongie.
4. **Public Comment on Non-Agenda Items:** none
5. **Consent Agenda:**
 - a. **Motion:** by Johnston/Powers to approve the proposed agenda.
Roll call vote: Ayes: 6. Nays: 0. Motion carried
 - b. **Motion:** by Ross/Johnston to approve the March 2022 meeting minutes, and to receive and file the Police and Code Enforcement reports.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
6. **Financials:**
 - a. **Motion:** by Ross/Colvin to receive and file the financial statements and revenue expenditures reports, and to pay the April 2022 bills in the amount of \$16,625.02.
Roll call vote: Ayes: 6. Nays: 0. Motion carried
7. **DDA Committee Reports:**
 - a. Director Westbrook presented the Executive Director's report.
 - b. Board Member Johnston presented the Organization Committee report.
 - c. Board Member Ross presented the Economic Vitality Committee report.
 - d. Board Member Green presented the Promotions Committee report.
 - e. Director Westbrook presented the Design Committee report.
8. **Unfinished Old Business:**
 - a. Bylaws update:
 1. **Motion:** by Ross/Powers to submit the proposed changes of Articles III and IX of the DDA Bylaws to the Village Council.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
 2. Reminder of attendance policy for Board and Committee members.

9. New Business:

- a. Budget amendment to add additional funds to the Façade and Signage Fund:
Motion: by Ross/Powers to move \$15,000 from Capital Improvement budget to Façade and Signage budget.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
- b. Façade grant application: 17 S. Washington (formerly BDT Smokeshop)
Motion: by Johnston/Colvin to approve \$7,500 façade grant for 17 S. Washington.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
- c. Sign grant application: Oxford Mural
Motion: by Ross/Colvin to approve \$1,500 sign grant for downtown mural at 19 N. Washington with stipulation it be completed by June 30, 2022.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
- d. Logo/Branding: Bridging Home and History
Motion: by Johnston/Green to approve logo option #2.
Vote: Ayes: 0. Nays: 6. Motion failed.
Motion: by Ross/Powers for Director Westbrook to move forward with logo change with Board feedback.
Vote: Ayes: 6. Nays: 0. Motion carried.
- e. Sidewalk Capital Improvement Projects: Quadrant 1 & 2
Motion: by Johnston/Colvin to approve payment of \$7,200 (Quad 1) and \$4,625 (Quad 2) for leveling of sidewalks.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
Motion: by Ross/Colvin to release remaining \$110,000 from M24 Project to General Fund.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
Director Westbrook to present ideas for this money to Organization Committee (i.e. Quad 2 parking lot, theater planters)
- f. Add additional Promo Committee event: Downtown Oxford Fun 5k
Motion: by Ross/Green for Promotion Committee to move forward with Oxford Fun 5K and return full proposal with cost to next DDA Board meeting.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
- g. Items moved from consent agenda: none.

10. Board members comments: All members welcomed Angie Green to the board.

11. Extended public comment: none

12. Meeting adjourned at 8:35pm. No motion.

Next DDA Board regular meeting: Monday, May 16th, 2022, at 7:00pm



**Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, May 9th, 2022, at 7:00 pm
Village of Oxford Council Chambers: 22 W. Burdick St, Oxford, MI 48371**

1. **Call to Order:** Chairperson Charles called the meeting to order at 7:05pm.
2. **Pledge of Allegiance**
3. **Roll Call Attendance:** Members Present 5: Rod Charles, Catherine Colvin, Angie Green, Marie Powers, Pete Scholz.
Members Absent 2: Dorothy Johnston and Ashley Ross
Staff Present: DDA Director Kelly Westbrook and Recording Secretary Vicki Balongie.
4. **Public Comment on Non-Agenda Items:** none
5. **Consent Agenda:**
 - a. **Motion:** by Scholz/Powers to approve the proposed agenda with the removal of item 8b (Oxford Fun Run) and the move of item 9e (Car event) to the first item of new business.
Vote: Ayes: 5. Nays: 0. Motion carried.
 - b. **Motion:** by Scholz/Green to approve the April 2022 meeting minutes
Vote: Ayes: 5. Nays: 0. Motion carried.
 - c. **Motion:** by Scholz/Powers to receive and file the Police and Code Enforcement reports.
Vote: Ayes: 5. Nays: 0. Motion carried.
6. **Financials:**
 - a. **Motion:** by Scholz/Colvin to receive and file the financial statements and revenue expenditures reports, and to pay the May 2022 bills in the amount of \$12,400.85.
Roll call vote: Ayes: 5. Nays: 0. Motion carried
7. **DDA Committee Reports:**
 - a. Director Westbrook presented the Executive Director's report.
 - b. Board Member Scholz presented the Organization Committee report.
 - c. The Economic Vitality Committee will be meeting Wednesday, May 11th.
 - d. Board Member Green presented the Promotions Committee report.
 - e. Board Member Colvin presented the Design Committee report.
8. **Unfinished Old Business:**
 - a. Theatre Sidewalk Project:
Motion: by Scholz/Green to award the Theatre Sidewalk Project to Birmingham Sealcoat in the amount of \$17,434.90.
Roll call vote: Ayes: 5. Nays: 0. Motion carried.

9. New Business:

- a. Car event Wednesday nights:
Scott Taylor from Sick Pizza presented his idea of a Wednesday night car event in the northwest quadrant. The board gave approval to proceed with planning.
- b. Façade grant application: 9 N. Washington (Healthy Smile Center):
Motion: by Scholz/Green to approve \$500 façade grant for 9 N. Washington.
Roll call vote: Ayes: 5. Nays: 0. Motion carried.
- c. Sign grant application: 53 S. Washington, Suite C (Remax):
Motion: by Powers/Colvin to approve \$1500 façade grant for 53 S. Washington, Suite C.
Roll call vote: Ayes: 5. Nays: 0. Motion carried.
- d. Back façade program:
Motion: by Scholz/Green to approve the addition of a back façade grant program to the budget in the amount of \$15,000, to be awarded as fifteen \$1000 grants.
Roll call vote: Ayes: 5. Nays: 0. Motion carried.
- e. Empty lot lighting:
Motion: by Powers/Scholz to award the lighting project for 15 N. Washington to Excel Brothers not to exceed \$2500.
Roll call vote: Ayes: 5. Nays: 0. Motion carried.
- f. Budget approval:
Motion: by Scholz/Colvin to recommend the proposed 2022-2023 budget to Village Council for approval.
Roll call vote: Ayes: 5. Nays: 0. Motion carried.
- g. Items moved from consent agenda: none.

10. Board members comments:

Board members congratulated Charles and Westbrook for their Main Street Oakland County awards on May 5th.

11. Extended public comment: none

12. Meeting adjourned at 8:19pm. No motion.

Next DDA Board regular meeting: Monday, June 20th, 2022, at 7:00pm



**Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, June 20th, 2022, at 7:00 pm
Village of Oxford Council Chambers: 22 W. Burdick St, Oxford, MI 48371**

1. **Call to Order:** Chairperson Charles called the meeting to order at 7:00pm.
2. **Pledge of Allegiance**
3. **Roll Call Attendance:** Members Present 5: Rod Charles, Catherine Colvin, Angie Green, Marie Powers, Pete Scholz.
Members Absent 2: Dorothy Johnston and Ashley Ross
Staff Present: DDA Director Kelly Westbrook, Village Manager Joe Madore, and Recording Secretary Vicki Balongie.
4. **Public Comment on Non-Agenda Items:** Jamie Ayers, director of the Oxford Resiliency Center, and Karen Whitefoot announced the August opening of the Center at 1370 S. Lapeer Road. Currently they are open virtually and available to everyone in the community.
5. **Consent Agenda:**
 - a. **Motion:** by Scholz/Charles to approve the proposed agenda.
Roll call vote: Ayes: 5. Nays: 0. Motion carried.
 - b. **Motion:** by Scholz/Colvin to approve the May 2022 meeting minutes
Roll call vote: Ayes: 5. Nays: 0. Motion carried.
 - c. **Motion:** by Scholz/Charles to receive and file the Police report.
Roll call vote: Ayes: 5. Nays: 0. Motion carried.
6. **Financials:**
 - a. **Motion:** by Scholz/Powers to receive and file the financial statements and revenue expenditures reports, and to pay the June 2022 bills in the amount of \$42,657.74.
Roll call vote: Ayes: 5. Nays: 0. Motion carried
7. **DDA Committee Reports:**
 - a. Director Westbrook presented the Executive Director's report.
 - b. Board Member Scholz presented the Organization Committee report.
 - c. The Economic Vitality Committee's meeting has been postponed.
 - d. Board Member Green presented the Promotions Committee report.
 - e. Board Member Colvin presented the Design Committee report.
8. **Unfinished Old Business:** none
9. **New Business:**
 - a. Row Engineering Proposal for NE parking lot:
Motion: by Charles/Scholz to authorize up to \$12,500 for engineering work on NE parking lot.
Roll call vote: Ayes: 5. Nays: 0. Motion carried.

b. Grant Applications:

1. Excel Cleaning Brothers – sign grant

Motion: by Powers/Charles to approve \$1,500 sign grant to Excel Cleaning Brothers at 75 N. Washington.

Roll call vote: Ayes: 5. Nays: 0. Motion carried.

2. Dunlap Collision – façade grant

Motion: by Powers/Green to approve \$2,000 façade grant to Chuck Schneider for 75 N. Washington.

Roll call vote: Ayes: 4. Nays: 1. Motion carried.

3. Johnston Photography – sign grant

Motion: by Charles/Scholz to approve \$391 façade grant to Johnston Photography at 28 S. Washington.

Roll call vote: Ayes: 5. Nays: 0. Motion carried.

c. Items moved from consent agenda: none.

10. **Board members comments:** Board members had positive comments on downtown projects.

11. **Extended public comment:** none

12. **Meeting adjourned at 8:03pm.** No motion.

Next DDA Board regular meeting: Monday, July 18th, 2022, at 7:00pm



**Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, July 18th, 2022, at 7:00 pm
Village of Oxford Council Chambers: 22 W. Burdick St, Oxford MI 48371**

1. **Call to Order:** Chairperson Charles called the meeting to order at 7:00pm.
2. **Pledge of Allegiance**
3. **Roll Call Attendance:** Members Present 6: Rod Charles, Catherine Colvin, Dorothy Johnston, Marie Powers, Ashley Ross, and Pete Scholz.
Staff Present: DDA Director Kelly Westbrook and Village Manager Joseph Madore.
4. **Public Comment on Non-Agenda Items:** Brad Jacobson, Oxford Township resident, introduced himself and expressed his interest in becoming involved with the Oxford DDA. He previously served on the Lake Orion DDA. Chairperson Charles recommended him for the Organization Committee.
5. **Consent Agenda:**
 - Motion:** by Johnston/Powers to receive and file the proposed agenda, the June 2022 meeting minutes, and the Police report.
 - Roll call vote:** Ayes: 6. Nays: 0. Motion carried.
6. **Financials:**
 - Motion:** by Scholz/Colvin to receive and file the financial statements and the revenue expenditure reports, and to pay the July bills in the amount of \$21,238.02.
 - Roll call vote:** Ayes: 6. Nays: 0. Motion carried.
7. **DDA Reports:**
 - a. Director Westbrook presented the Executive Director's report.
 - b. Board Member Scholz presented the Organization Committee report.
 - c. Board Member Ross presented the Economic Vitality Committee report.
 - d. Director Westbrook presented the Promotions committee report and included the possible expansion of the Scarecrow Festival (October 1st) to include a Pontiac Street parade on October 1st.
 - e. Design Committee – no report
8. **Unfinished/Old Business:**
 - a. Update on Stars of Hope completed project and discussion on signage acknowledging all donations for the Washington Square project.
 - b. Update on bylaws. Board Member Ross is working on editing document before submitting to Board for approval.
 - c. Update on Consumers Energy Grant. Director Westbrook is organizing presentation event with Consumers Energy, possibly in the spring. Approximately \$150,000-\$175,000 will go to establish a community space in the northeast quadrant. Other projects will include the southwest quadrant and Centennial Park.

The Oxford Downtown Development Authority is dedicated to the promotion, development, and historic preservation of downtown Oxford.

9. New Business:

- a. The board accepted the resignation of Angie Green.
- b. DDA Board recommendations. Chairperson Charles to meet with two prospective candidates for the DDA Board, both who live in the district. The Board requested more information and their attendance at the next meeting, before making a decision.
- c. Items moved from consent agenda: none

10. Board members comments:

Powers, Scholz and Charles thanked Westbrook and Ross for their work done on the grants.

11. Extended public comment: none

12. Motion to adjourn by Scholz/Powers at 8:07pm.

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

Next DDA Board regular meeting: Monday, August 15th, 2022, at 7:00pm



Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, August 15th, 2022, at 7:00 pm
Village of Oxford Council Chambers: 22 W. Burdick St, Oxford MI 48371

1. **Call to Order:** Chairperson Charles called the meeting to order at 7:00pm.
2. **Pledge of Allegiance**
3. **Roll Call Attendance:** Members Present 6: Rod Charles, Catherine Colvin, Dorothy Johnston, Marie Powers, Ashley Ross, and Pete Scholz.
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 Scholz/Johnston approve the proposed agenda with the addition of 9i (Real Men of Oxford event)
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
 - b. **Motion:** by Ross/Charles to receive and file the July 2022 meeting minutes, the Police report, and the Code Enforcement report.
Vote: Ayes: 6. Nays: 0. Motion carried.
6. **Financials:**

Motion: by Scholz/Powers to receive and file the financial statements and the revenue expenditure reports, and to pay the August bills in the amount of \$13,867.40.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
7. **DDA Reports:** Chairperson Charles requested the committees take attendance at meetings.
 - a. Director Westbrook presented the Executive Director's report.
 - b. Board Member Scholz presented the Organization Committee report.
 - c. Board Member Ross presented the Economic Vitality Committee report.
 - d. Director Westbrook presented the Promotions committee report.
 - e. Board Member Colvin presented the Design Committee report.
8. **Unfinished/Old Business:**
 - a. Village Manager Madore discussed the two options being considered for the northeast quadrant parking lot.
 - b. Director Westbrook addressed the trolley repair work in the Executive Director's report.
 - c. Director Westbrook requested the addition of Witch's Night as a DDA event and presented a plan of responsibilities divided between the Oxford DDA, Lake Orion DDA, and business owners.
Motion: by Ross/Johnston to approve Witch's Night as a DDA pilot program for 2022 and to then reevaluate for next year.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.

The Oxford Downtown Development Authority is dedicated to the promotion, development, and historic preservation of downtown Oxford.

9. **New Business:**

- a. Façade and Awning grants: Victoria’s Bistro (12 S. Washington)
Motion: by Powers/Colvin to approve \$5,615.00 façade grant and \$1,500.00 awning grant for Victoria’s Bistro.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
- b. Sign grant: Julie Nash Flanders (4 W. Burdick)
Motion: by Scholz/Charles to approve \$1,500.00 sign grant to Julie Nash Flanders.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
- c. Façade grant: Julie Nash Flanders (4 W. Burdick)
Motion: by Scholz/Colvin to approve \$636.00 façade grant to Julie Nash Flanders.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
- d. Back façade grant: Journey Lutheran Church (136 S. Washington)
Motion: by Ross/Colvin to approve \$1,000.00 back façade grant to Journey Lutheran Church.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
- e. Sign grant: Oakland Corners Realty (27 N. Washington)
Motion: by Johnston/Ross to approve \$779.12 sign grant to Oakland Corners Realty.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
- f. Fall Décor \$1,500.00 budget
Motion: by Powers/Colvin to approve fall décor budget of \$1,500.00.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
- g. Rejoin Oxford Chamber of Commerce
Motion: by Johnston/Powers to approve rejoining Oxford Chamber of Commerce for up to \$195.00.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
- h. New DDA Board member recommendation
Motion: by Charles/Ross to recommend Bryce Clark as a DDA Board member to the Village Council.
Vote: Ayes: 6. Nays: 0. Motion carried.
- i. Real Men of Oxford
Motion: by Charles/Colvin to add Real Mean of Oxford as a DDA event without any work required from DDA.
Vote: Ayes: 5. Nays: 1. Motion carried
- j. Items from consent agenda: none

10. **Board members comments:**

Johnston asked for update on Weckle Project. Madore gave a brief update.

11. **Extended public comment:** none

12. **Meeting adjourned at 8:22pm.** No motion

Next DDA Board regular meeting: Monday, September 19th, 2022, at 7:00pm



**Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, September 19th, 2022, at 7:00 pm
Village of Oxford Council Chambers: 22 W. Burdick St, Oxford MI 48371**

1. **Call to Order:** Chairperson Charles called the meeting to order at 7:00pm.
2. **Pledge of Allegiance**
3. **Roll Call Attendance:** Members Present 5: Rod Charles, Catherine Colvin, Dorothy Johnston, Marie Powers, and Pete Scholz.
Members Absent: Ashley Ross (excused)
Staff Present: DDA Director Kelly Westbrook, Village Manager Joseph Madore and Recording Secretary Vicki Balongie.
4. **Public Comment on Non-Agenda Items:** Dale Wolicki, owner of 59 N. Washington, informed the board that his sidewalk issue with MDOT has been resolved. Previously he had addressed the board at the June 2021 DDA meeting to say he had not given MDOT permission to re-do his sidewalk during the M24 construction project.
5. **Consent Agenda:**
 - a. **Motion:** by Scholz/Johnston approve the proposed agenda with the addition of 9(d), increase in hours for Kimberly Smith.
Roll call vote: Ayes: 5. Nays: 0. Motion carried.
 - b. **Motion:** by Johnston/Scholz to receive and file the August 2022 meeting minutes, the Police report, and the Code Enforcement report.
Roll call vote: Ayes: 5. Nays: 0. Motion carried.
6. **Financials:**

Motion: by Scholz/Powers to receive and file the financial statements and the revenue expenditure reports, and to pay the September bills in the amount of \$13,129.28.
Roll call vote: Ayes: 5. Nays: 0. Motion carried.
7. **DDA Reports:**
 - a. Director Westbrook presented the Executive Director's report, Promotions Committee report, and Design Committee report. She also announced an Open House on October 13th for the new Oakland County program, Business Forward.
 - b. Chairperson Charles presented the Organization Committee report and Economic Vitality Committee report.
8. **Unfinished/Old Business:**
 - a. New board member recommendations: DDA Board applicant Grace Carey introduced herself to the board. Grace and Bryce Clark will be appointed to the DDA Board at the September 21st Village Council meeting.

The Oxford Downtown Development Authority is dedicated to the promotion, development, and historic preservation of downtown Oxford.

9. **New Business:**

- a. Sign grant application: Twinkle Toes (3 S. Washington)
Motion: by Colvin/Johnston to approve \$523.62 sign grant for Twinkle Toes.
Roll call vote: Ayes: 5. Nays: 0. Motion carried.
- b. Mural grant: Creative Embroidery (10 E. Burdick)
Motion: by Powers/Colvin to approve \$4,831.71 mural grant to Nick Hottman, using funds from the Consumer's Energy Grant.
Roll call vote: Ayes: 5. Nays: 0. Motion carried.
- c. DPW conduit enclosure near Washington Square
Located behind Funky Monkey, the enclosure is a tripping hazard. DDA Director will explore less expensive options to present to the board next month.
- d. Increase in work hours for Kimberly Smith.
Motion: by Scholz/Powers & Colvin to approve 10 additional hours per week for Kimberly Smith in the weeks leading up to the Scarecrow Festival and the Soup & Sweet Stroll.
Roll call vote: Ayes: 5. Nays: 0. Motion carried.

10. **Items moved from consent agenda:** none

11. **Board members comments:** Board member Scholz would like to extend the downtown summer flowers for an additional month next year.

12. **Extended public comment:** none

13. **Motion to adjourn** by Scholz/Colvin at 7:41pm.
Vote: Ayes: 5. Nays: 0. Motion carried.

Next DDA Board regular meeting: Monday, October 17th, 2022, at 7:00pm

**Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, October 17th, 2022, at 7:00 pm
Village of Oxford Council Chambers: 22 W. Burdick St, Oxford MI 48371**

1. **Call to Order:** Chairperson Charles called the meeting to order at 7:00pm.
2. **Pledge of Allegiance**
3. **Roll Call Attendance:** Members Present 7: Rod Charles, Catherine Colvin, Marie Powers, Pete Scholz, Grace Carey, Bryce Clark and Ashley Ross.
Members Absent: Dorothy Johnston
Staff Present: DDA Director Kelly Westbrook, Village Manager Joseph Madore and Recording Secretary Kimberly Smith.
4. **Public Comment on Non-Agenda Items:** Dale Wolicki, owner of 59 N. Washington, informed the board that his sidewalk issue with MDOT has been resolved. Previously he had addressed the board at the June 2021 DDA meeting to say he had not given MDOT permission to re-do his sidewalk during the M24 construction project.
5. **Consent Agenda:**
 - a. **Motion:** by Scholz/Johnston approve the proposed agenda with the addition of 9(d), increase in hours for Kimberly Smith.
Roll call vote: Ayes: 5. Nays: 0. Motion carried.
 - b. **Motion:** by Johnston/Scholz to receive and file the August 2022 meeting minutes, the Police report, and the Code Enforcement report.
Roll call vote: Ayes: 5. Nays: 0. Motion carried.
6. **Financials:**

Motion: by Scholz/Powers to receive and file the financial statements and the revenue expenditure reports, and to pay the September bills in the amount of \$13,129.28.
Roll call vote: Ayes: 5. Nays: 0. Motion carried.
7. **DDA Reports:**
 - a. Director Westbrook presented the Executive Director's report and Promotions Committee report. She also announced an Open House on November 15th for the new Oakland County program, Business Forward, to be jointly hosted with Lake Orion.
 - b. Board Member Scholz presented the Organization Committee Report.
 - c. Board Member Colvin presented the Design Committee report.
 - d. Board Member Ross presented the Economic Vitality Committee report.
8. **Unfinished/Old Business:**
 - a. Planters from M24: Director Westbrook presented the timing of the contracted services to transplant the plants from old to new planters- within the next 2 weeks dependent on weather conditions. Some planters will be kept to use in the back of the businesses. Board Member Scholz requested that the plant material be cut back at this time to help facilitate growth in the spring.

The Oxford Downtown Development Authority is dedicated to the promotion, development, and historic preservation of downtown Oxford.

- b. Bi-Laws- Board Member Ross reviewed the proposed changes to the Bi-Laws.
Motion: by Ross/Charles to approve the amendment of the Bi-Laws.
Roll call vote: Ayes: 7. Nays: 0. Motion carried.
 - c. Website- Director Westbrook presented an update on the status of the website. It should go live next month. Board Chair Charles asked status of IT services. Village Manager Madore confirmed James Owens will continue in a consulting capacity for Village and DDA IT needs.
9. **New Business:**
- a. Christmas lights
Motion: by Scholz /Charles to approve \$8411.00 for holiday decor.
Roll call vote: Ayes: 7. Nays: 0. Motion carried.
 - b. Renewal of Officers
Motion: by Scholz to approve Rod Charles for Board Chair.
Roll call vote: Ayes: 7. Nays: 0. Motion carried.
Motion: by Charles/Colvin to approve Maire Powers for Board Vice Chair.
Roll call vote: Ayes: 7. Nays: 0. Motion carried.
Motion: by Charles/Colvin to approve Bryce Clark for Board Treasurer.
Roll call vote: Ayes: 7. Nays: 0. Motion carried.
Motion: by Scholz /Charles to approve Catherine Colvin for Board Secretary.
Roll call vote: Ayes: 7. Nays: 0. Motion carried.
10. **Items moved from consent agenda:** none
11. **Board members comments:** Board members Carey, Powers, Scholz and Charles has received very positive feedback on the Scarecrow Fest event. Board Member Ross shared that the stars of hope will be removed December 1-3rd.
12. **Extended public comment:** none
13. **Motion to adjourn** by Scholz/Colvin at 8:01pm.
Vote: Ayes: 7. Nays: 0. Motion carried.

Next DDA Board regular meeting: Monday, November 21st, 2022, at 7:00pm



**Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, November 21st, 2022, at 7:00 pm
Village of Oxford Council Chambers: 22 W. Burdick St, Oxford MI 48371**

1. **Call to Order:** Chairperson Charles called the meeting to order at 7:00pm.
2. **Pledge of Allegiance**
3. **Roll Call Attendance:** Members Present 8: Grace Carey, Rod Charles, Bryce Clark, Catherine Colvin, Dorothy Johnston, Marie Powers, Ashley Ross, and Pete Scholz.
Members Absent: none
Staff Present: DDA Director Kelly Westbrook, Village Manager Joseph Madore and Recording Secretary Vicki Balongie.
4. **Public Comment on Non-Agenda Items:**
5. **Consent Agenda:**
 - a. **Motion:** by Scholz/Colvin to approve the proposed agenda.
Vote: Ayes: 8. Nays: 0. Motion carried.
 - b. **Motion:** by Scholz/Carey to approve the October 2022 meeting minutes.
Vote: Ayes: 8. Nays: 0. Motion carried.
 - c. **Motion:** by Scholz/Powers to receive and file the Police report and the Code Enforcement report.
Roll call vote: Ayes: 8. Nays: 0. Motion carried.
6. **Financials:**

Motion: by Scholz/Johnston to receive and file the financial statements and the revenue expenditure reports, and to pay the October bills in the amount of \$12,282.10.
Roll call vote: Ayes: 8. Nays: 0. Motion carried.
7. **DDA Reports:**
 - a. Director Westbrook presented the Executive Director's report and Design Committee report.
 - b. Board member Scholz presented the Organization Committee report.
 - c. Board member Ross presented the Economic Vitality Committee report.
 - d. Board member Clark presented the Promotion Committee report.
8. **Unfinished/Old Business:**
 - a. Website update: The new website has launched and the design company is working on backfilling information. The same company is continuing to work on the community maps.

9. **New Business:**

- a. Sign grant application: Paramount Building (17 S. Washington)

Motion: by Colvin/Scholz to approve \$1500.00 sign grant for Paramount Building contingent on planning commission approval.

Roll call vote: Ayes: 8. Nays: 0. Motion carried.

10. **Items moved from consent agenda:** Village Manager Joe Madore informed the board that two electric vehicle charging stations will be installed in the Village (southeast and southwest quads) at no cost to the Village.

11. **Board members comments:**

Johnston asked for an update on the Weckle project and was directed to the November 16th Village Council meeting on OCTV.

Scholz announced that the Fire Department will be collecting for Shop with a Hero this weekend.

12. **Extended public comment:** none

13. **Meeting adjourned** at 8:02pm. No motion.

Next DDA Board regular meeting: Monday, December 19th, 2022, at 7:00pm