

Village of Oxford
Downtown Development Authority 248-628-9941
Board Meeting Agenda
January 16th, 2023 at 7:00 p.m.
Village Offices

Topic: DDA January 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, Leigh Ann Knaus
4. Public Comment on non-agenda items (3-minute limit)
5. Consent Agenda:
 - a. Approval of proposed agenda
 - b. Approval of December 2022 meeting minutes
 - c. Police report
 - d. Code enforcement report
6. Financials
 - a. Financial statements & revenue expenditure reports
 - b. Bills: December 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. Employee Evaluations- Kelly and Kimberly
 - b. Trolley update
9. New Business
 - a. Board Member Ross Resignation
 - b. 5013C/DDA Merchandise
10. Items moved from consent agenda
11. Board Member Comments

12. Extended Public Comment

13. Adjourn

Next DDA Board regular meeting: **February 20, 2023 at 7:00 p.m.**

OXFORD VILLAGE POLICE DEPT. POLICE CHIEFS REPORT

2022-December

Micheal D. Solwold-Chief

MONTH		YEAR TO DATE	
Dec. 2022	Dec. 2021	2022	2021
CALLS FOR SERVICE	658	1054	-396
CITATION/WARNING	420	230	190
ACCIDENTS	8	7	1
DIFF		8343	8324
		4670	4670
		133	133
		63	63
		28	28

POSITION	#
CHIEF	1
OFFICERS/FT	6
OFFICERS/PT	3
Service Aid	2
Parking Enf	1
Reserves	10
TOTAL	23

Below is designated for crime-specific stats:

DUI crash into tree-Super Drunk/5 total DUI arrests for Dec.	
Domestic Assault X 2	
Warrant Arrest X 2	
Fraud	

Dec. 22	WASHINGTON	GLASPIE	E BURDICK	LAKEVILLE	OXFORDLAKES	PONTIAC	W BURDICK	W OF 24	E OF 24	N W LOT	N E LOT	TOTALS
	speed	41	25	19	29	1		21	1	1		
red light	73											73
stop sign					7				1			8
improper turns	14		2	3		2	3					24
seat belt	1	1		1								3
drivers licence violations	13	5	3	7	6	1	1					36
plate violations	32		4	4			3					43
insurance/registration	25		1	15		1	5					47
equipment	15	3	3	6	5	1	4		1			38
misc. violations	1		1	1		1						4
parking violations						1						3
fail to yield to emergency vehicle								2				0
commercial motor vehicle tickets	3											3
Location Totals	218	34	33	66	19	7	37	3	3			420

Grand Total for the Month **420**

CODE ENFORCEMENT ACTIVITY REPORT

Dec-22	Description	Date Opened	Date Revisited	Date Closed	Comments / Action Taken
57 Broadway	junk furniture in yard	12/5/22			notice sent this date
70 E. Burdick	attempted contact with resident per court	12/5/22	12/7/ 12/12		using supplied cell phone number, could only leave message. Sent letter this date as follow up to message. Left message 12/7. E mailed attorney Miller who appeared on behalf of the Village to advise.12/12 called supplied cell number for resident, no answer, left message. Court appearance papers appeared indicating sentencing hearing 1/19/23
95 N. Wash.	junk vehicle in yard	11/20/22	12/7/ 12/14	12/14/22	spoke with homeowner advised that truck belonged to former resident who stated he would remove by 12/7. Agreed to check back 12/12.
5 Jersey	broken down truck on property, questionable licenses on others	12/12/22			
23 Lincoln	basketball hoop in street	12/12/22			correction letter sent 10 day performance removal notice sent
32 Louck	collection of destroyed pallets on loading dock	12/12/22		5/3/03	notice sent request to remove
70 E. Burdick	researched an sent printed info on possible repair agencies to address by mail	12/12/12/14	12/20/ 12/22		County and state programs resident will have to communicate with them and meet eligibility guidelines.12/14 called hone # given by resident. No answer left message. 12/20 called cell # could only leave message. 12/22 called cell # provided and could only leave message
49 Pearl	complaint regarding property	12/14/22			Most concerns unfounded. Sent letter regarding roof.
485 Lakes Edge	complaint received improper parking	12/20/22			letter sent this date, two week performance

User: TONICA

PERIOD ENDING 12/31/2022

DB: Oxford

GL NUMBER	DESCRIPTION	YTD BALANCE		YTD BALANCE	
		NORMAL	(ABNORMAL)	2022-23 AMENDED BUDGET	12/31/2022 NORMAL (ABNORMAL)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Function: Unclassified					
Dept 000					
248-000-402.010	Village Revenue	171,584.02		170,000.00	194,416.14
248-000-402.020	Township Operating	112,026.52		202,000.00	102,512.16
248-000-412.000	Delinquent Property Taxes	4,670.89		250.00	620.68
248-000-573.000	STATE PPT REIMBURSEMENT	36,219.23		30,000.00	37,617.44
248-000-581.000	LOCAL GRANT	2,957.99		7,000.00	0.00
248-000-654.010	TROLLY	0.00		0.00	3,748.00
248-000-665.000	Interest Earnings	526.08		0.00	3,033.10
248-000-674.000	Donations	2,100.00		7,500.00	6,420.16
248-000-675.000	GIFT CARD PROMO	1,035.00		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
248-000-699.248	TRANSFER IN	0.00		282,128.00	0.00
Total Dept 000		331,119.73		698,878.00	650,135.54
Total - Function Unclassified		331,119.73		698,878.00	650,135.54
TOTAL REVENUES		331,119.73		698,878.00	650,135.54
Expenditures					
Function: Unclassified					
Dept 728 - ECONOMIC DEVELOPMENT					
248-728-802.010	CONSUMERS GRANT EXPENDITURES	0.00		0.00	5,831.67
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
248-728-970.000	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	30,958.40		64,000.00	44,150.80
248-729-705.000	CLERICAL	0.00		15,000.00	0.00
248-729-715.000	FICA DDA	2,368.42		5,925.00	3,377.52
248-729-716.000	Medical Insurance	0.00		4,800.00	0.00
248-729-716.001	LIFE, ST/LT DISABILITY	270.41		688.00	396.58
248-729-718.000	Retirement	3,000.40		6,400.00	2,707.76
248-729-718.010	RETIREMENT MERS DC	0.00		0.00	492.32
248-729-723.000	WORKERS COMPENSATION	408.96		807.00	396.56
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
248-729-730.000	Postage - Newsletter	0.00		150.00	0.00
248-729-740.140	OPERATING SUPPLIES	0.00		0.00	6.63
248-729-807.000	Audit	694.25		1,400.00	1,628.53
248-729-810.000	Contracted Services - Admin.	14,718.49		26,535.00	1,414.52
248-729-810.011	DDA CONT. DPW/PD SERVICES	25,000.02		50,000.00	37,580.04
248-729-818.000	Executive Director	0.00		0.00	1.25
248-729-830.000	Membership & Dues	30.00		1,000.00	545.00
248-729-856.000	Telephone	0.00		540.00	0.00
248-729-856.040	Cellular Phone Fees	256.28		0.00	255.79
248-729-866.000	Mileage	40.77		100.00	0.00
248-729-900.000	Advertising	0.00		0.00	1,088.61
248-729-905.000	Printing & Publications	88.00		0.00	0.00
248-729-920.000	Utilities	336.08		590.00	325.62
248-729-955.000	WORKSHOPS	0.00		1,700.00	0.00
248-729-955.010	MEALS	0.00		200.00	98.53
248-729-955.020	LODGING	0.00		200.00	0.00
248-729-962.000	Insurance	3,848.45		4,162.00	4,240.25
248-729-970.000	Capital Improvements	133.43		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	40,771.09		0.00	0.00
Total Dept 729 - Organization/Administration		122,955.95		257,878.00	101,623.66
Dept 734 - BUSINESS & EVENTS					
248-734-727.000	Office Supplies	55.00		0.00	13.00
248-734-740.000	DOWNTOWN PROMO	11,526.11		27,500.00	0.00
248-734-787.000	Materials	0.00		0.00	37.09
248-734-810.000	CONTRACTED SERVICES -EVENTS	7,597.78		61,000.00	19,385.60

GL NUMBER	DESCRIPTION	YTD BALANCE		2022-23 AMENDED BUDGET	YTD BALANCE	
		12/31/2021	NORMAL (ABNORMAL)		12/31/2022	NORMAL (ABNORMAL)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-734-810.160	CONTRACTED SERVICES-DOWNTOWN	8,272.50		0.00		1,717.85
248-734-882.000	TROLLY	0.00		0.00		3,762.33
248-734-885.000	Grant - Facade	13,332.33		77,500.00		21,065.80
248-734-900.000	HOLIDAY ADVERTISING	5,237.24		10,000.00		0.00
248-734-970.000	Capital Improvements	1,151.25		0.00		11,310.06
Total Dept 734 - BUSINESS & EVENTS		47,172.21		176,000.00		57,291.73
Total - Function Unclassified		170,128.16		698,878.00		166,873.97
TOTAL EXPENDITURES		170,128.16		698,878.00		166,873.97
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		331,119.73		698,878.00		650,135.54
TOTAL EXPENDITURES		170,128.16		698,878.00		166,873.97
NET OF REVENUES & EXPENDITURES		160,991.57		0.00		483,261.57

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	Homegrown Brewery	\$629.64	DDA Holiday Party
		Sub Total	\$6,892.98	
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				
contracted services-admin	248-729-810.000	Google	\$1.99	Email storage
events	248-734-810.000	Build a Sign	\$121.26	Soup and Sweet signs
events	248-734-810.000	Walgreens	\$40.45	Holiday Market materials
contracted services-admin	248-729-810.000	Google	\$1.99	Email storage
events	248-734-810.000	Sunoco	\$3.34	Holiday Market materials
events	248-729-810.000	Dollar Tree	\$5.00	Holiday Market materials
		Sub Total	\$174.03	
		Grand Total	\$11,559.36	

Signature from Village _____

Signature from DDA _____

Executive Director Report- January 2023

Another great month with our Dream Team! Thank you board members for your continued support and efforts throughout the last month.

This past month was full of planning and preparation for the year ahead. Personally, I feel very good about the extra detail we are putting in place and how far ahead we are of the planning for what is to come in 2023. This includes projects, events and internal reporting.

Kimberly and I had multiple meetings with Lake Orion as we plan promotions to drive traffic to downtown this next year.

We added our newest board member! Welcome Leigh Ann, we are excited you are here!

We are digging into some new projects with Main Street Oakland County that I am excited to share during our board meeting.

What's ahead?

Bryce Clark- Facebook Workshop

Icefest

Shopping Passport

Restaurant Week

Main Street Conference

Organization Committee
January 9, 2023

- Employee evaluations

Attendees:

Rod Charles

Brad Jacobson

Pete Scholz

Economic Vitality Committee Agenda

1.11.23 Agenda

Evergreens @ noon

MEETING AGENDA

- Welcome
- Project Updates (Kelly)
- Grants
- Trolley (Rod)
 - Establish sinking fund
 - Grant opportunities
- 2023 Goal Setting Activity
 - Complete tangible goal setting

2023 GOALS

1. INTERNAL

- a. Utilize all board member skill sets to achieve goals.

2. GROWTH

- a. Business
 - i. Encourage diverse retailers through strategic and targeted measures
- b. Residential
 - i. Support expansion of residential opportunities in the district. Ideally new opportunities would be family focused and long term. Collaborate with the village on a brownstone model.

3. PROMOTION

- a. Work with Promo Committee to encourage businesses to cross-promote themselves
 - i. I.e., Magic Brownie and Homegrown beer collab; Mr. Zeros and bike shop raffle.

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 E/V OBJECTIVES:

(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.

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

ECONOMIC VITALITY

CC

Attendees: Rod Charles
Ashley Ross
Grace Carey
Mark Powers

**Promo Committee
January 9, 2023**

- Restaurant Week
- Happy Hour Promo
- Trolley
- Ice Fest
- Shopping Passport
- Letterboxing
- FB Advertising

Attendees:

Kelly Westbrook
Kimberly Smith
Chris Zitney
Leigh Ann Knaus
Bryce Clark
Melisa Counelis
Jessica Clement
Rod Charles

Not in Attendance:

Matthew Long
Angie Green