

Village of Oxford
Downtown Development Authority 248-628-9941
Board Meeting Agenda
May 15th, 2023 at 7:00 p.m.
Village Offices

Topic: DDA May Board meeting

1. Call meeting to order
2. Pledge of Allegiance
3. Roll Call: Dorothy Johnston, Pete Scholz, Rod Charles, Marie Powers, Catherine Colvin, Grace Carey, Bryce Clark, Leigh Ann Knaus, Kelsey Cooke
4. Public Comment on non-agenda items (3-minute limit)
5. Consent Agenda:
 - a. Approval of proposed agenda
 - b. Approval of April 2023 meeting minutes
 - c. Police report
 - d. Code enforcement report
6. Financials
 - a. Financial statements & revenue expenditure reports
 - b. Bills: April 2023
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. TIF Plan Update
9. New Business
 - a. Committee Notice/Communication
 - b. Change of date- August 2023 Board Meeting
10. Items moved from consent agenda
11. Board Member Comments
12. Extended Public Comment
13. Adjourn

Next DDA Board regular meeting: **June 19th, 2023 at 7:00 p.m.**

Village of Oxford
Downtown Development Authority 248-628-9941
Board Meeting Agenda
April 17th, 2023 at 7:00 p.m.
Village Offices

Topic: DDA April Board meeting

1. Call meeting to order: Vice Chairperson Powers called the meeting to order at 7:02pm.
2. Pledge of Allegiance
3. Roll Call: Members present: Dorothy Johnston, Pete Scholz, Marie Powers, Grace Carey, Bryce Clark
Members Absent: Rod Charles, Catherine Colvin, Leigh Ann Knaus, Kelsey Cooke
Staff Present: DDA Director Kelly Westbrook, Recording Secretary Kimberly Smith
4. Public Comment on non-agenda items (3-minute limit)
5. Consent Agenda:
 - a. Approval of proposed agenda: Motion to approve by Johnston/Carey. Yay-5, Nay-0.
Motion Carried.
 - b. Approval of March 2023 meeting minutes: Motion by Johnston/Carey. Yay-5, Nay-0.
Motion Carried.
 - c. Police report: Motion to receive and file by Scholz/Johnston. Yay-5, Nay-0. Motion Carried.
 - d. Code enforcement report: Motion to receive and file by Scholz/Johnston. Yay-5, Nay-0.
Motion Carried.
6. Financials
 - a. Financial statements & revenue expenditure reports: Motion by Scholz/Johnston. Yay-5, Nay-0. Motion Carried.
 - b. Bills: March 2023: Motion by Scholz/Johnston to pay the bills in the amount of \$10,921.59. Yay-5, Nay-0. Motion Carried.
7. DDA reports
 - a. Executive directors report- presented by Director Westbrook.
 - b. Org Committee Report- presented by Scholz.
 - c. EV Committee Report- presented by Westbrook.
 - d. Promo Committee Report- presented by Clark.
 - e. Design Committee Report- presented by Westbrook.

8. Unfinished/Old Business

- a. Placemaking Projects- Delay of aprox 2 months to SE quad project. NE quad project has been accelerated to begin in April. Motion to approve \$5795.75 toward engineering costs to the NE parking lot project to conform to ADA compliance requirements with Rowe Engineering. Carey/Scholz. Yay-5, Nay-0. Motion carried.
- b. TIF Plan Update- presented by Director Westbrook. Consideration of a consultant to update plan is under discussion.

9. New Business

- a. Budget 23/24: Motion to approve 23/24 budget. Scholz/Powers. Yay-5, Nay-0. Motion carried.

10. Items moved from consent agenda

11. Board Member Comments

12. Extended Public Comment

13. Adjourn: Motion by Scholz to adjourn at 737pm.

Next DDA Board regular meeting: **May 15th, 2023 at 7:00 p.m.**

OXFORD VILLAGE POLICE DEPT.

POLICE CHIEFS REPORT

2023-April

Micheal D. Solwold-Chief

	MONTH	YEAR TO DATE				
		Apr. 2023	Apr. 2022	CHG	2023	2022
CALLS FOR SERVICE	544	689	-145	2311	3302	-991
CITATION/WARNING	389	349	40	1544	1676	-132
ACCIDENTS	8	3	5	26	18	8
	POSITION	#				
	CHIEF	1				
	OFFICERS/FT	6				
	OFFICERS/PT	2				
	Service Aid	2				
	Reserves	10				
	TOTAL	21				

Below is designated for crime-specific stats:

Overdose-Narcan save/DUI 2nd offense
Disorderly tresspass x2/Misdemeanor warrant arrest
Criminal sexual conduct/Assault
Threats & Harassment

April 23		WASHINGTON	GLASPIE	E BURDICK	LAKEVILLE	OXFORDLAKES	PONTIAC	W BURDICK	W OF 24	E OF 24	N W LOT	N E LOT	TOTALS
speed	79	10	13	18	3	5	2	2					132
red light	40	1											41
stop sign						18	4						22
improper turns	15			3	1		2						21
seat belt													0
drivers licence violations	18	2	1	1	2	1	1	1		1			27
plate violations	16	2	2	4	4		1						29
insurance/registration	33	3	8	3	3	4	4			1			55
equipment	22	4	3	4	3		3	2	2	1			42
misc. violations	4		1					1	1	2			8
parking violations	2						1		4	1			12
fail to yield to emergency vehicle													0
commercial motor vehicle tickets													0
Location Totals	229	22	28	33	38	6	16	9	8				389

Grand Total for the Month	389
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PERIOD ENDING 04/30/2023

GL NUMBER	DESCRIPTION	YTD BALANCE		YTD BALANCE
		04/30/2022	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	203,797.33
248-000-402.020	Township Operating	265,834.51	202,000.00	269,358.93
248-000-412.000	Delinquent Property Taxes	4,697.44	250.00	2,866.42
248-000-573.000	LOCAL COMMUNITY STABILIZATION	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	5,057.00	0.00	3,748.00
248-000-665.000	Interest Earnings	915.34	0.00	7,653.80
248-000-674.000	Donations	5,106.00	7,500.00	9,710.16
248-000-674.010	ICE FESTIVAL	4,350.00	0.00	1,275.00
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		497,756.53	698,878.00	837,794.94
Total - Function Unclassified		497,756.53	698,878.00	837,794.94
TOTAL REVENUES		497,756.53	698,878.00	837,794.94
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	55,053.60	64,000.00	74,319.84
248-729-705.000	CLERICAL	0.00	15,000.00	0.00
248-729-715.000	FICA DDA	4,211.76	5,925.00	5,685.44
248-729-716.000	Medical Insurance	0.00	4,800.00	0.00
248-729-716.001	LIFE, ST/LT DISABILITY	515.89	688.00	601.96
248-729-718.000	Retirement	4,616.00	6,400.00	5,532.58
248-729-723.000	WORKERS COMPENSATION	601.28	807.00	562.20
248-729-725.000	Unemployment	0.00	0.00	2,801.37
248-729-727.000	Office Supplies	75.49	2,500.00	119.67
248-729-727.030	COMPUTERS	0.00	0.00	700.00
248-729-730.000	Postage - Newsletter	0.00	150.00	0.00
248-729-740.000	Operating Supplies	55.00	0.00	0.00
248-729-740.140	OPERATING SUPPLIES	0.00	0.00	32.06
248-729-807.000	Audit	694.25	1,400.00	1,819.46
248-729-810.000	Contracted Services - Admin.	23,615.45	26,535.00	1,944.13
248-729-810.011	DDA CONT. DPW/PD SERVICES	41,666.70	50,000.00	62,633.40
248-729-818.000	Executive Director	0.00	0.00	1.25
248-729-830.000	Membership & Dues	330.00	1,000.00	645.00
248-729-856.000	Telephone	0.00	540.00	0.00
248-729-856.040	COMMUNICATIONS CELL PHONE FEES	461.00	0.00	460.12
248-729-866.000	Mileage	40.77	100.00	31.25
248-729-900.000	Advertising	0.00	0.00	1,598.99
248-729-905.000	Printing & Publications	88.00	0.00	86.90
248-729-920.000	Utilities	624.95	590.00	609.74
248-729-955.000	WORKSHOPS	0.00	1,700.00	1,300.20
248-729-955.010	MEALS	0.00	200.00	372.86
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	42,235.30	0.00	0.00
Total Dept 729 - Organization/Administration		178,867.32	257,878.00	166,098.67
Dept 734 - BUSINESS & EVENTS				
248-734-727.000	Office Supplies	55.00	0.00	13.00
248-734-740.000	DOWNTOWN PROMO	11,650.46	27,500.00	0.00

PERIOD ENDING 04/30/2023

GL NUMBER	DESCRIPTION	YTD BALANCE		YTD BALANCE
		04/30/2022	2022-23	
		NORMAL (ABNORMAL)	AMENDED BUDGET	NORMAL (ABNORMAL)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY				
Expenditures				
248-734-787.000	Materials	0.00	0.00	37.09
248-734-810.000	CONTRACTED SERVICES -EVENTS	12,168.28	61,000.00	21,324.23
248-734-810.160	CONTRACTED SERVICES-DOWNTOWN	8,272.50	0.00	2,374.99
248-734-810.340	ICE FESTVAL	7,092.72	0.00	1,750.00
248-734-882.000	TROLLY	3,441.93	0.00	9,918.81
248-734-885.000	Grant - Facade	33,377.88	77,500.00	22,565.80
248-734-900.000	HOLIDAY ADVERTISING	5,698.24	10,000.00	0.00
248-734-970.000	Capital Improvements	1,223.05	0.00	11,310.06
Total Dept 734 - BUSINESS & EVENTS		82,980.06	176,000.00	69,293.98
Total - Function Unclassified		261,847.38	698,878.00	243,351.23
TOTAL EXPENDITURES		261,847.38	698,878.00	243,351.23
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:				
TOTAL REVENUES		497,756.53	698,878.00	837,794.94
TOTAL EXPENDITURES		261,847.38	698,878.00	243,351.23
NET OF REVENUES & EXPENDITURES		235,909.15	0.00	594,443.71

**Promo Committee
May 8th, 2023**

- Spring Clean Up
- Concerts
- Farmer's Market
- General Promotion
- Facebook Advertising
- Summer Social
- Business Information Project
- Workplan

Attendees:

Kelly Westbrook
Kimberly Smith
Melisa Counelis
Bryce Clark
Leigh Ann Knaus
Nicki (visiting meeting)

Not in Attendance:

Matthew Long
Chris Zitney
Jessica Clement
Angie Green

2023 DDA BILL RUN

Account Name	Account Numbers	Vendor	Amount	Description
Cont 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	Kimberly Smith	\$8.46	letterboxing Supplies Reimbursement
Grant- Consumers Energy	248-729-802.010	NH Creative	\$5,439.90	Mural
Trolley	248-734-882.000	Lake Orion DDA	\$133.00	Trolley Fuel Charges
		Sub Total	\$11,844.70	
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/IT Disability	248-729-716.001	Village of Oxford - Life, ST/IT 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				
Admin- Office	248-729-810.000	Microsoft	\$8.75	Admin Office
Contracted Services- Admin	248-729-810.000	Amazon	\$15.89	Prime Membership
Contracted Services- Admin	248-729-810.000	Google	\$1.99	storage fee
Contracted Services- Events	248-734-810.000	4imprint	\$233.29	xmas volunteer gifts
Memberships	248-729-830.000	Main Street America	\$375.00	Membership
Contracted Services- Admins	248-729-810.000	Go Daddy	\$12.17	Domain Registration
Workshops	248-729-955.000	Boston Expenses- Flights	\$872.80	Main Street Conference
Workshops	248-729-955.000	Boston Expenses- Transportation	\$83.54	Main Street Conference
Meals	248-729-955.010	Boston Expenses- Food	\$270.85	Main Street Conference
		Sick Pizza	\$47.88	
		Factor 4	\$15.00	
Advertising	248-729-900.000	Facebook	\$1.01	Advertising
Advertising	248-729-900.000	Newspaper	\$299.00	Advertising
		Sub Total	\$2,236.97	
		Grand Total	\$18,574.02	

Signature from Village _____

Signature from DDA _____

Executive Director Report

May 13th, 2023

Awesome month team!!!

Attended Oakland county managers meetings.

Attended Main Street Awards

Congrats on two Main Street awards !!

Attended Village Council meeting and gave update on DDA.

Production in place on trolley signage

Spring cleanup day (20+ volunteers)

Made progress on Knapps quad and ordered arches

Applied for bridge builders grant.

Currently working on two other grants

Worked with Kyle and MEDC to try and get funding for the Williams Art Glass building.

Helped set up contractors to take down the Party store awning.

Great communication with business owners this month through the huddle, in person meetings and calls/emails.

Org Committee- 5-11-23

Main Street Awards

Quad project updates

TIF Plan

Trolley

Cap Improvement Projects

Budget

Dorothy Johnson

Rod Charles

Pete Scholz

Kelly Westbrook

Brad Jacobsen

Absent

Economic Vitality Committee Agenda

5.11.23 Agenda

Fletchy's @ TIAM

MEETING AGENDA

- Welcome
- Meet with owner
- MACC grants
- Trolley
 - Rentals, Branding
- Reporting out to full DDA board (Grace)
- Other sharing

2023 GOALS

1. Utilize all board member skill sets to achieve goals.
2. Encourage diverse businesses through strategic and targeted measures utilizing the Oakland County analysis.
3. Support discussion of residential opportunities.
4. Build, develop, and foster relations with and between businesses.

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.

Promo Committee- 5-8-23

Main Street Awards

Farmers Market

General Promo

Facebook Advertising

Summer Social

Bus. Info Project

Workplan

In Attendance:

Leigh Ann

Bryce

Kimberly

Melissa

Kelly

Absent:

Angie

Chris

Jessica

Design Committee: Thursday, May 11th at 2:00.

Agenda:

::Celebrate big wins from Oakland County! + Photo Opp with grant checks and team

:: Grant Apps

-- The Dealership (Former Williams)

::Placemaking Grant Project:

--Outstanding Points/ To Dos

-DTE updates/ plan

-Arch

-Other

--Furniture/ Umbrella selection

::Future Grants Brainstorming/ Inspirations share

:: Date/Time of Committee Meeting Review- Does this day and time slot work for everyone still?

From: Colbeck, Timothy Richard <colbeckt@oakgov.com>

Sent: Thursday, April 20, 2023 12:07 PM

To: DDA Director <dda@thevillageofoxford.org>

Subject: TIF Plan

Hi Kel,

I just took a quick look at the existing plan, it looks like it doesn't expire until July 2025. So you have a little time. I'll get you those references ASAP.

Tim Colbeck

Senior Planner

Planning and Local Business Development

Economic Development

Oakland County, Michigan

All ways, moving forward

Phone: (248) 858-7935

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Kelly Westbrook

From: Grace Carey <gcarey@mml.org>
Sent: Monday, May 8, 2023 4:09 PM
To: DDA Board Members; DDA Director; Oxford DDA
Subject: Food for thought

Good afternoon everyone, I hope you're all enjoying this lovely spring day!

First off, huge congratulations to Kelly, Kim, and everyone on the board for the hard work and the two Main Street Oakland County awards we brought home!

Second, I'm working on a quick and easy template for committee reporting that will hopefully streamline board book reporting and was perusing other DDA board packets when I came across this 2017 article about the Detroit DDA's committee meetings moving to a public format and transparency issues they faced beforehand. While I know we are not in Detroit's situation in the least and that we do have good transparency about our committee meetings I was wondering how we all felt about publicly posting our committee meetings? I think just putting a facebook post up with a quick "Join us for an Economic Vitality meeting today at Location/Time!" would be good plus help create some regularly occurring social content... thoughts? If we feel like this is a good idea we can add it to the next agenda for approval.

<https://www.freep.com/story/news/local/michigan/detroit/2017/01/26/detroits-dda-votes-committee-meetings/97090372/>

Warmly,
Grace

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