



**Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, May 15th, 2023, 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 7:09pm.
2. **Pledge of Allegiance**
3. **Roll Call Attendance:** Members Present 8: Grace Carey, Rod Charles, Bryce Clark, Catherine Colvin, Dorothy Johnston, Leigh Ann Knaus, Marie Powers, and Pete Scholz.
Members Absent: Kelsey Cooke
Staff Present: DDA Director Kelly Westbrook, DDA Summer Intern Reagan Roszczewski, and Recording Secretary Vicki Balongie.
4. **Public Comment on Non-Agenda Items:** Reagan Roszczewski introduced herself to the board.
5. **Consent Agenda:**
 - a. **Motion:** by Scholz/Johnston to approve the amended agenda to include 9c Sign and Façade grants for 22 N. Washington.
Vote: Ayes: 8. Nays: 0. Motion carried.
 - b. **Motion:** by Powers/Charles to approve the April 2023 meeting minutes.
Vote: Ayes: 8. Nays: 0. Motion carried.
 - c. **Motion:** by Scholz/Colvin to receive and file the Police and Code Enforcement reports.
Vote: Ayes: 8. Nays: 0. Motion carried.
6. **Financials:**

Motion: by Scholz/Carey to receive and file the financial statements and the revenue expenditure reports, and to pay the April bills in the amount of \$18,574.02.
Roll call vote: Ayes: 8. Nays: 0. Motion carried.
7. **DDA Reports:**
 - a. Executive Director’s report – Westbrook
 - b. Organization Committee report – Scholz
 - c. Economic Vitality Committee – Carey
 - d. Promotion Committee report – Knaus
 - e. Design Committee – Colvin
8. **Unfinished/Old Business:**
 - a. TIF Plan update provided by Westbrook.
The current plan expires July 2025. The DDA will use the Tech Grant from Oakland County to hire a consultant to update the plan.

9. **New Business:**

a. **Committee Notice/Communication**

Carey presented a new form to be used by all committees for meeting minutes. Meeting dates & locations should be posted on DDA website and meeting announcements made on Facebook.

b. **August Board Meeting** has been changed to August 14, 2023, due to scheduling conflicts.

c. **22 N. Washington (The Dealership Event Center)**

Motion: by Colvin/Scholz to approve sign grant up to \$1,500.00.

Roll Call Vote: Ayes: 8. Nays: 0. Motion carried.

Motion: by Carey/Powers to approve façade grant up to \$5,000.00.

Roll Call Vote: Ayes: 8. Nays: 0. Motion carried.

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

11. **Board members comments:** The board thanked the Spring Clean-Up volunteers and congratulated Kelly on winning Mrs. Michigan 2023. 👑

12. **Extended public comment:** none

13. **Meeting adjourned** at 7:55pm.

Next DDA Board regular meeting: Monday, June 19th, 2023, at 7:00pm