



---

**Village of Oxford  
Downtown Development Authority  
Meeting Minutes  
Monday, June 19<sup>th</sup>, 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 7:04pm.
2. **Pledge of Allegiance**
3. **Roll Call Attendance:** Members Present 8: Grace Carey, Rod Charles, Bryce Clark, Catherine Colvin, Kelsey Cooke, Leigh Ann Knaus, Marie Powers, and Pete Scholz.  
Members Absent: Dorothy Johnston  
Staff Present: DDA Director Kelly Westbrook, DDA Project & Media Coordinator Kimberly Smith, DDA Intern Reagan Roszczewski and Village Manager Joe Madore.
4. **Informational Meeting:**
5. **Public Comment on Non-Agenda Items:**
6. **Consent Agenda:**
  - a. **Motion:** by Scholz/Powers to approve the proposed agenda.  
**Vote:** Ayes: 8. Nays: 0. Motion carried.
  - b. **Motion:** by Scholz/Powers to approve the May 2023 meeting minutes.  
**Vote:** Ayes: 8. Nays: 0. Motion carried.
  - c. **Motion:** by Scholz/Powers to receive and file the Police and Code Enforcement reports.  
**Vote:** Ayes: 8. Nays: 0. Motion carried.
7. **Financials:**

**Motion:** by Scholz/Charles to receive and file the financial statements and the revenue expenditure reports, and to pay the May bills in the amount of \$85,489.33.  
**Roll call vote:** Ayes: 8. Nays: 0. Motion carried.
8. **DDA Reports:**
  - a. Executive Director's report – Westbrook
  - b. Organization Committee report – Scholz
  - c. Economic Vitality Committee – postponed to the 27<sup>th</sup>
  - d. Promotion Committee report – Clark
  - e. Design Committee – Colvin
9. **Unfinished/Old Business:**
10. **New Business:**
  - a. NE Quad Parking Lot Bid- **Motion:** by Scholz/Charles to recommend Village Council to approve the NE Quad Parking Lot bid to Birmingham Sealcoat in the amount of \$247,816.30. **Roll call vote:** Ayes:8. Nays:0. Motion Carried.
  - b. Grant projects updates
  - c. Trolley Sponsorship

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

d. Oakland County Website

11. **Items moved from consent agenda:** none
12. **Board members comments:**
13. **Extended public comment:** none
14. **Meeting adjourned** at 8:10pm.

**Next DDA Board regular meeting: Monday, July 17<sup>th</sup>, 2023, at 7:00pm**