



Topic: DDA March Board Meeting

1. Call meeting to order
2. Pledge of Allegiance
3. Roll Call: 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 February 2024 meeting minutes
 - c. Police Report
 - d. Code Enforcement Report
6. Financials
 - a. Financial statements & revenue expenditure reports
 - b. Bills: February 2024
7. DDA reports
 - a. Executive Director's Report
 - b. Org Committee Report
 - c. EV Committee Report- no meeting this month
 - d. Promo Committee Report
 - e. Design Committee Report
8. Unfinished/Old Business
 - a. TIF Plan Status
 - b. Placemaking Project Updates
9. New Business
 - a. Staff reviews
 - b. Excel Bros Power-washing Discount for Businesses (\$100 per business)
10. Items moved from consent agenda
11. Board Member Comments



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
March 18th, 2024
7pm
Village Offices

12. Extended Public Comment

13. Adjourn

Next DDA Board regular meeting: **April 15th, 2024 at 7:00 p.m.**



**Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, February 26th, 2024, 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: Grace Carey, Rod Charles, Bryce Clark, Catherine Colvin, Kelsey Cooke, and Pete Scholz
Members Absent 2: Marie Powers and Leigh Ann Knaus
Staff Present: DDA Director Kelly Westbrook and Recording Secretary Vicki Balongie.
4. **Public Comment on Non-Agenda Items:** none
5. **Consent Agenda:**
Motion: by Scholz/Charles to approve the proposed agenda with addition of 9(c) Election of DDA Board Officers.
Vote: Ayes: 6. Nay: 0. Motion carried.
Motion: by Cooke/Charles to approve January 2024 meeting minutes, and to receive and file the Police and Code Enforcement reports.
Roll call 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 January bills in the amount of \$16,760.42.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
7. **DDA Reports:**
 - a. Executive Director and Promotion Committee – Westbrook
 - b. Organization Committee – Scholz/Charles
 - c. Economic Vitality Committee – Carey
 - d. Design Committee - Colvin
8. **Unfinished/Old Business:**
 - a. TIF Plan Update: The second reading of the ordinance to approve the TIF plan is on the March 12th Village Council agenda.
 - b. Trolley Updates: Additional drivers are needed for the trolley.
 - c. Sponsorship Updates: Promo Committee is looking for new trolley sponsors.
 - d. Accreditation success

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

9. New Business:

a. Grant Applications

1. KBlocks BBQ (40 N. Washington)

Motion: by Colvin/Carey to approve 50% sign grant not to exceed \$1500.

Roll call vote: Ayes: 6. Nays: 0. Motion carried.

2. Choice Therapeutics (53 S. Washington)

Motion: by Colvin/Cooke to approve 50% sign grant not to exceed \$1500.

Roll call vote: Ayes: 6. Nays: 0. Motion carried.

b. Tech Grant

Motion: by Charles/Colvin to approve the use of the annual Oakland County Tech Grant to retain an attorney to set up the DDA's 501.

Roll call vote: Ayes: 6. Nays: 0. Motion carried.

c. Election of Officers

The Organization Committee's recommendation of officers:

Chairperson: Pete Scholz

Vice Chair: Grace Carey

Secretary: Leigh Ann Knaus

Motion: by Charles/Colvin to accept the Organization Committee's recommendations.

Roll call vote: Ayes: 6. Nays: 0. Motion carried.

10. Items moved from consent agenda: none

11. Board members comments:

Cooke: Village Council has approved up to \$5000 for signage in NE lot to address parking concerns.

12. Extended public comment: none

13. Meeting adjourned: Motion by Charles/Scholz at 7:54pm

Next DDA Board regular meeting: Monday, March 18th, 2024, at 7:00pm

OXFORD VILLAGE POLICE DEPT. POLICE CHIEFS REPORT

2024-February

Micheal D. Solwold-Chief

MONTH		YEAR TO DATE				
	Feb. 2024	Feb. 2023	2024	2023	DIFF	
CALLS FOR SERVICE	522	594	-72	968	1211	-243
CITATION/WARNING	361	440	-79	654	817	-163
ACCIDENTS	4	4	0	12	11	1

POSITION	#
CHIEF	1
OFFICERS/FT	5
OFFICERS/PT	2
Service Aid	3
Reserves	10
TOTAL	21

Below is designated for crime-specific stats:

Felony aggravated domestic assault
DUI X 3. One involving a flee and elude(CAPTURED)
Joy riding(Taking vehicle without permission)
Illegal immigrants(ICE contacted)

Feb 2024	WASHINGTON	GLASPIE	E BURDICK	LAKEVILLE	OXFORDLAKES	PONTIAC	W BURDICK	W OF 24	E OF 24	N W LOT	N E LOT	TOTALS
	speed	68	20	8	33	2		11				
red light	51											51
stop sign		3			11	1		3	2			20
improper turns	7		3	2	3		2					17
seat belt												0
drivers licence violations	11	1	1	3	3		1		1			21
plate violations	10	2		6	2		1		1			22
insurance/registration	18	1		7	3		1					30
equipment	24	5	1	5	1	1	2	3				42
misc. violations	5	1		1	1	1		1				10
parking violations		2			1							3
fail to yield to emergency vehicle				1								1
commercial motor vehicle tickets	1				1							2
Location Totals	195	35	13	58	28	3	18	7	4			

Grand Total for the Month **361**

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2023-24		% BDGT USED
		AMENDED BUDGET	YTD BALANCE 02/29/2024 NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY				
Revenues				
Dept 000				
248-000-402.010	Village Revenue	250,000.00	207,923.14	83.17
248-000-402.020	Township Operating	195,000.00	226,013.25	115.90
248-000-412.000	Delinquent Property Taxes	30,250.00	3,187.81	10.54
248-000-573.000	LOCAL COMMUNITY STABILIZATION	0.00	43,062.29	100.00
248-000-581.000	LOCAL GRANT	0.00	2,000.00	100.00
248-000-665.000	Interest Earnings	2,000.00	14,750.07	737.50
248-000-669.000	INVESTMENT GAINS/LOSSES	0.00	1,960.63	100.00
248-000-674.000	Donations	0.00	21,318.04	100.00
Total Dept 000		477,250.00	520,215.23	109.00
TOTAL REVENUES		477,250.00	520,215.23	109.00
Expenditures				
Dept 728 - ECONOMIC DEVELOPMENT				
248-728-802.010	CONSUMERS GRANT EXPENDITURES	0.00	3,005.00	100.00
248-728-802.020	T-MOBILE GRANT EXPENDITURES	0.00	13,936.26	100.00
248-728-970.000	Capital Improvements	275,000.00	0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		275,000.00	16,941.26	6.16
Dept 729 - Organization/Administration				
248-729-704.000	Wages	69,000.00	59,462.12	86.18
248-729-704.010	ADMIN WAGES	17,500.00	0.00	0.00
248-729-715.000	FICA DDA	6,488.00	4,548.90	70.11
248-729-716.000	HEALTH /LIFE INSURANCE	4,800.00	0.00	0.00
248-729-716.001	LIFE, ST/LT DISABILITY	822.00	419.80	51.07
248-729-718.000	Retirement	6,900.00	0.00	0.00
248-729-718.010	RETIREMENT MERS DC	0.00	4,268.80	100.00
248-729-723.000	WORKERS COMPENSATION	834.00	608.64	72.98
248-729-727.000	Office Supplies	2,500.00	73.08	2.92
248-729-727.030	COMPUTERS	150.00	0.00	0.00
248-729-807.000	Audit	1,600.00	1,901.14	118.82
248-729-810.000	Contracted Services - Admin.	1,542.00	2,988.45	193.80
248-729-810.011	DDA CONT. DPW/PD SERVICES	75,000.00	43,843.38	58.46
248-729-830.000	Membership & Dues	1,000.00	500.00	50.00
248-729-856.040	COMMUNICATIONS CELL PHONE FEES	540.00	357.97	66.29
248-729-866.000	Mileage	100.00	0.00	0.00
248-729-900.000	Advertising	0.00	3,751.06	100.00
248-729-920.000	Utilities	982.00	545.13	55.51
248-729-955.000	WORKSHOPS	1,700.00	200.00	11.76
248-729-955.010	MEALS	200.00	46.56	23.28
248-729-955.020	LODGING	200.00	0.00	0.00
248-729-962.000	Insurance	4,352.00	4,680.35	107.54
248-729-970.000	Capital Improvements	0.00	769.25	100.00
248-729-993.000	INTEREST	0.00	4,850.25	100.00
248-729-995.394	Transfer to Debt Service	71,181.00	0.00	0.00
Total Dept 729 - Organization/Administration		267,391.00	133,814.88	50.04
Dept 734 - BUSINESS & DEVELOPMENT				
248-734-740.000	DOWNTOWN PROMO	2,500.00	316.24	12.65
248-734-740.010	Copying	0.00	367.64	100.00
248-734-810.000	CONTRACTED SERVICES -EVENTS	20,000.00	33,533.59	167.67
248-734-810.160	CONTRACTED SERVICES-DOWNTOWN	7,500.00	7,463.04	99.51
248-734-882.000	TROLLY	10,000.00	176.89	1.77
248-734-885.000	Grant - Facade	65,000.00	10,567.01	16.26
248-734-905.000	Printing - Celebrate Oxford	1,000.00	0.00	0.00
248-734-943.000	EQUIP RENTAL	10,000.00	0.00	0.00
248-734-970.000	Capital Improvements	0.00	466,831.56	100.00
Total Dept 734 - BUSINESS & DEVELOPMENT		116,000.00	519,255.97	447.63
TOTAL EXPENDITURES		658,391.00	670,012.11	101.77
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:				
TOTAL REVENUES		477,250.00	520,215.23	109.00
TOTAL EXPENDITURES		658,391.00	670,012.11	101.77
NET OF REVENUES & EXPENDITURES		(181,141.00)	(149,796.88)	82.70

2024 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
Contr Services - Downtown	248-729-810.011	Village of Oxford	\$2,096.67	Police - monthly
Contr Services - Events	248-734-810.000	Excel Brothers	\$1,126.16	Xmas Décor
Advertising	248-729-900.000	Lucid Businesses Strategies	\$90.00	DDA Map
Grant	248-734-885.000	The Dealership Event Center	\$5,000.00	Grant Reimbursement
		Sub Total	\$12,479.50	
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
utilities	248-729-920.000	Credit Card	\$20.00	Constant Contact
Downtown Contracted Ser.	248-734-810.160	DTE	\$63.97	Electricity
Downtown Contracted Ser.	248-734-882.000	Cloud Cover Music	\$17.95	Cloud Cover- Music
		GPS Trackit Trolley	\$13.95	GPS
		Sub Total	\$204.61	
Credit Card Bills				
Contracted Services- Admin	248-729-810.000	Zoom	\$16.95	Service Fee
Contracted Services- Admin	248-729-810.000	Amazon Prime	\$15.89	Prime Membership
Contracted Services- Admin	248-729-810.000	Google Storage	\$1.99	Storage
Advertising	248-729-900.000	Facebook	\$18.00	Advertising
Meals	248-729-955-010	Johnny Blacks	\$16.52	Lunch Wixom DDA
Audit	248-729-807.000	Dollar Tree	\$35.90	event supplies
Workshops	248-729-955.000	National Main Street	\$100.00	Conference Registration
Audit	248-729-807.000	The Oxford Tap	\$287.14	Lunch MDA Accreditation
Downtown Promo	248-734-740.000	Factor 4	\$13.75	Downtown Promo Gift Cards
Contracted Services- Admin	248-729-810.000	Microsoft	\$8.75	Office Subscription
Workshops	248-729-955.020	Delta Air	\$476.20	Airfare to Main Street National
Contracted Services Events	248-734-810.000	Amazon	\$27.55	Event supplies
		Sub Total	\$1,018.64	
		Grand Total	\$17,990.49	

Signature from Village _____

Signature from DDA _____

Awesome job team! We had a great month!

Here are the key takeaways from this month

TIF plan approval

All summer sponsors have been solidified

Opened the OC Main Street DDA shop so transactions can be done online

Worked with the LOFT program to set up all public areas.

Scheduled multiple Spring Cleanup days

Worked with businesses on multiple items including signage, marketing, design etc.

Placed new business hopefuls in touch with building owners

Obtained vendors for our Vendor Market

Met with LO new team and stratplanned the remainder of the summer

Sold out of the St. Paddy's Day Bar Crawl event and gained enough revenue for a full month of the trolley

Secured an additional 5k sponsor for the trolley

Met with Deals By Me Owner to help promote business deals to larger reach and discuss partnering on summer pub crawl.

Successful restaurant week

Completed podcast training, recorded a teaser and will launch first episode next week

Gathering required documentation and starting marketing of summer concert series.

Solidified daily activities for summer night series- cornhole, line dancing, wine down Wednesdays, designed magnets.

Gathered board member, volunteer and committee member applications- hosted applicants at committee meetings.

Hosted on site training by Oakland County to get businesses set up on Shop OC Main Street.

Created promotional videos to gain interest by businesses.



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Organization Meeting

March 18, 2024

9am

DDA Offices

Members in Attendance:

Members Absent:

Others in Attendance:

Promotion Committee involves creating a strong foundation for a sustainable revitalization effort, including cultivating partnerships, community involvement, and resources for the district.

2023 GOALS

- Goal 3
- Goal 2
- Goal 3

Oxford Organization Committee Objectives: (adapted June 12, 2023)

1-3 sentence description of agreed annual objectives

MEETING AGENDA

- Quad Projects Updates
- TIF Plan
- Trolley
- Capital Improvement Projects
- Budget
- Staff Reviews



Members in Attendance: Angie Green, Lorry Graybeal, Melisa Counelis, Kelly Westbrook, Kimberly Smith

Members Absent: Bryce Clark, Leigh Ann Knaus, Holly Peifer

Others in Attendance:

Promotion Committee positions the downtown or commercial district as the center of the community and hub of economic activity, while creating a positive image that showcases a community's unique characteristics.

2024 GOALS

- Utilize all board member skill sets to achieve goals.
- Create a positive image of downtown Oxford.

Oxford Promotions Committee Objectives: (adapted December 2023)

To create, maintain and enhance a welcoming downtown Oxford. To help support new business by attracting people into the downtown area with events, activities and engagement.

MEETING AGENDA & MINUTES

1. Concerts in the Park
 - a. 1 concert left open to fill- have feelers out for country tribute
2. St. Patrick's Day
 - a. Tickets are selling quickly, trolley will be back and running, going to be a great event
3. Shopping Passport
 - a. In process
4. Letterboxing
 - a. Working on this event
5. Summer Market
 - a. Have about 25 vendors interested
6. Activation for Washington Square
 - a. What do we want to see in this space
 - b. Possible temporary vendor- Incubator Space
7. Oakland County Best of the Best
 - a. VOTE!! And help promote. Until the 14th
8. Other
 - a. Powerwashing for business- discounts with more interest- \$100 per business
 - b. Cornhole league up and selling tickets, sponsorship to businesses for boards so they are uniform- \$100 per business
 - c. Main Street Awards- June 6th, consider attending



Members in Attendance: Scott Kree (Chair), Catherine Colvin (Bd. Liaison), Sue Bossardet, Devoney Crockett, Lindsey Gregor, Debbie Mick, Sue Oles.

Members Absent: Denine Wilber (excused), Jason Pociask (excused)

Others in Attendance: Kelly Westbrook (Director), Kimberley Smith (Project & Media Coordinator)

DESIGN COMMITTEE focuses on creating an inviting and inclusive atmosphere that protects and celebrates the historic character of the downtown with an emphasis of fostering accessible, people-centered public spaces.

2023 GOALS

1. Utilize all board member skill sets to achieve goals.
2. Award sign and façade grants to applicable businesses.
3. Obtain grants that support the DDA design committee's mission.

OXFORD DESIGN COMMITTEE OBJECTIVES: (adapted July 13, 2023)

To create, maintain and enhance a more beautiful and welcoming downtown Oxford.

MEETING AGENDA

1. Open meeting
 - A. Welcome and attendance/introductions.
2. Action items from last meeting:
 - A. TIF Update
 - B. MSOC Accreditation
3. Current and potential grants:
 - A. Update: potential application for a sign grant from CFE in April
4. Budget discussion
 - A. ARPA Funds
 - Project areas (see attached map)
 - Potential mid-block crosswalks on Burdick
 - Walkability/connections to quads, see "placemaking", item #6 below for more info.
 - B. New Budget in June 2024
5. Upcoming events:
 - A. March
 - St Patty's Day pregame (3/16)
 - B. April:
 - Clean up day (4/21)
 - C. May:
 - Planting flowers (5/17)
 - Stain trolley (5/17),
6. Placemaking:
 - Washington Square:
 - Market layout – cornhole (July 15 – sept 3) "tossing Tuesday" local sponsors, line dancing Tuesdays 7-8 \$5/session to July before

- Hedge wall/planter boxes.
 - Turf area.
 - Shipping Container
 - Furniture ideas – stripped umbrellas
 - The PatiO:
 - Arches – hanging sign (see quote attached)
 - DTE box screen (use potential ARPA funds?)
 - Centennial Park:
 - Crosswalk thru parking lot to Hudson St.
 - SW quad – ARPA project area discussion
 - The Courtyard:
 - Arches – hanging sign (see quote attached)
 - Update: Concrete issues
 - Concrete issues
7. Recent events:
 - A. N/A
 8. Future programs, projects, seminars
 - A. Discuss future meeting time/schedule and virtual options.
 9. Close meeting
-

MEETING MINUTES

1. Open meeting
 - A. Kree opened at 9:30AM.
 - B. Introduction of visitor, Debbie Renaud
2. Action items from last meeting:
 - A. *TIF Update*: Second Reading was done Tuesday, March 12. The TIF Plan passed and has been renewed.
 - B. *MSOC Accreditation*: Oxford retained their MSOC Accreditation with no issues.
3. Current and potential grants:
 - A. *Update*: potential application for a sign grant from CFE in April. Westbrook/Smith will update the committee on application.
4. Budget discussion
 - A. ARPA Funds
 - *Project areas (see attached map)*: Committee will look at funding for areas.
 - *Potential mid-block crosswalks on Burdick*: Kree presented a scheme for mid-block crossings.
 - *Walkability/connections to quads, see "placemaking", item #6 below for more info.*
 - B. New Budget in June 2024
5. Upcoming events:
 - A. March
 - *St Patty's Day pregame (3/16)*
 - B. April:
 - *Clean up day (4/21)*
 - C. May:
 - *Planting flowers (5/17)*
 - *Stain trolley (5/17)*
 - Trolley sponsors: Tap, Oxford Bank, Meijer are current sponsors all paying \$5,000/sq
 - D. June:
 - Potential tour for museum w/ Trolley

6. Placemaking:

A. Quads:

- Washington Square:
 - *Market layout*
 - *Hedge wall/planter boxes.*
 1. R.L. to get us more info.
 - *Turf area:*
 1. More details needed.
 - *Shipping Container:*
 1. more details needed.
 - The PatiO:
 - Arches:
 1. See item 6.B below
 - DTE box screen (use potential ARPA funds), R.L. woodworking for planter boxes might be possible to do the DTE screens. Westbrook to look into. Kree has drawings.
 - Centennial Park:
 - Crosswalk thru parking lot to Hudson St.
 - SW quad – ARPA project area discussion
 - The Courtyard:
 - Arches:
 1. See item 6.B below.
 - Update: Concrete issues – Westbrook dealing with currently with board chair
- B. Design by Chance , potential attached to side of pole or higher up on the arch, need schematic designs.
C. Connection to quad areas: partial use of ARPA funding – Westbrook to investigate.
D. M-24 Flowers; 26 baskets. Potential 8 baskets on Burdick (4 east; 4 west)
E. Furniture options to replace current tables/umbrellas in quads. Gregor and Crockett were looking into options. Westbrook will be sent on prices/materials.

7. Recent events: none to discuss.

8. Future programs, projects, seminars

A. Virtual options Kree will look into

B. Time of meeting to remain at 9:30AM on 2nd Thursday of the month

9. Close meeting

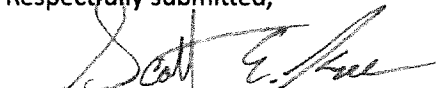
A. Kree Closed meeting at 10:40AM

ACTION ITEMS

- *Arch signs schematic designs, options, locations*
- *ARPA funding for mid-block crosswalks*
- *R.L. design options for planter boxes in Washington Sq. for acoustics, potential DTE screening too*
- *Tables and umbrellas for Washington square*

This concludes the meeting report for the **April 11, 2024**, Oxford DDA Design Committee Meeting.

Respectfully submitted,



Scott E. Kree

Oxford DDA Design Committee Member/Chair