



---

Topic: DDA June 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 May 2024 meeting minutes
  - c. Police Report
  - d. Code Enforcement Report
6. Financials
  - a. Financial statements & revenue expenditure reports
  - b. Bills: May 2024
7. DDA reports
  - a. Executive Director's Report
  - b. Org Committee Report
  - c. EV Committee Report
  - d. Promo Committee Report
  - e. Design Committee Report
8. Unfinished/Old Business
  - a. Strategic Planning and Training
    1. July 29th 5-8pm
  - b. 501c3 Board of Directors Application Process
9. New Business
  - a. Dragon on the Lake Boat Race
10. Items moved from consent agenda
11. Board Member Comments



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting

June 17, 2024

7pm

Village Offices

---

12. Extended Public Comment

13. Adjourn

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



---

**Village of Oxford**  
**Downtown Development Authority**  
**Meeting Minutes**  
**Monday, May 13<sup>th</sup>, 2024, 7:00 pm**  
**Village of Oxford Council Chambers: 22 W. Burdick St, Oxford MI 48371**

1. **Call to Order:** Chairperson Scholz called the meeting to order at 7:00pm.
2. **Pledge of Allegiance**
3. **Roll Call Attendance:**  
Members Present 7: Pete Scholz, Marie Powers, Catherine Colvin, Grace Carey, Bryce Clark, Leigh Ann Knaus, and Kelsey Cooke  
Members Absent 1: Rod Charles  
Staff Present: DDA Director- Kelly Westbrook, Intern- Lola Boyer, Intern- Larissa Hollingsworth, and Village Council- Allison Kemp
4. **Public Comment on Non-Agenda Items:** none
5. **Consent Agenda:**  
**Motion:** by Powers/Carey to approve the proposed agenda, and to receive and file the April 2024 meeting minutes, the Police report and the Code Enforcement report.  
**Vote:** Ayes: 7. Nays: 0. Motion carried.
6. **Financials:**  
**Motion:** by Cooke/Carey to receive and file the financial statements and the revenue expenditure reports, and to pay the April bills in the amount of \$31,783.10  
**Roll call vote:** Ayes: 7. Nays: 0. Motion carried.
7. **DDA Reports:**
  - a. Executive Director and Promotion Committee – Westbrook
  - b. Organization Committee – Westbrook
  - c. Economic Vitality Committee – Carey (no meeting this month)
  - d. Promotion Committee – Knaus
  - e. Design Committee – Colvin
8. **Unfinished/Old Business:**
  - a. Budget  
**Motion:** Cooke/Powers to approve the village request for additional 10k from DDA  
**Roll call vote:** Ayes: 7. Nays: 0. Motion carried.
9. **New Business:**
  - a. Sign grants
    1. Blu Ivy
      - Sign- up to \$250:
      - Facade up to \$2750: New paint, new door, and lighting in front and back of building

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



**Motion:** Cooke/Colvin to approve the sign grant up to \$250 and the facade grant up to \$2750 for Blu Ivy

**Roll call vote:** Ayes: 7. Nays: 0. Motion carried.

2. CFE – sign up to \$1100

**Motion:** Care/ Knaus to approve the sign grant up to \$1100 for CFE

**Roll call vote:** Ayes: 7. Nays: 0. Motion carried.

b. Proposal for Strategic Planning and training

**Motion:** Cooke/Carey to approve the project one downtown strategic plan from house strategies for \$3500 to be covered by the tech grant

**Roll call vote:** Ayes: 7. Nays: 0. Motion carried.

c. Intern Program: Lola Boyer and Larissa Hollingsworth

**Motion:** Powers/Colvin to approve the summer intern program with a sum of \$2784 and the remainder of the stipend will be paid by Four Communities

**Roll call vote:** Ayes: 7. Nays: 0. Motion carried.

d. Staff Updates

**Motion:** Cooke/Colvin to change the title for Kimberly Smith to assistant director of the Downtown Development Authority

**Roll call vote:** Ayes: 7. Nays: 0. Motion carried.

e. 501c3 Board of Directors: Recommendation for at least three members and at least one DDA board member. Applications should be submitted and considered by the board similar to DDA board positions.

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

11. **Board members comments:**

Clark: Recognizing the historical plaque project

Cooke: Board review of the budget, linking the DDA and the village, crosswalk project, and staff reviews

12. **Extended public comment:**

Kemp: Reiteration that the village council and the DDA have shared goals and touches on the budget process.

13. **Meeting adjourned:**

**Motion:** by Scholz to adjourn the meeting at 8:05pm.

**Vote:** Ayes: 7. Nays: 0. Motion carried.

**Next DDA Board regular meeting: Monday, June 17<sup>th</sup>, 2024, at 7:00pm**

# OXFORD VILLAGE POLICE DEPT. POLICE CHIEFS REPORT

2024-May

Micheal D. Solwold-Chief

MONTH		YEAR TO DATE				
	May 2024	May 2023	2023	2024	2023	DIFF
<b>CALLS FOR SERVICE</b>	523	586	-63	2413	2897	-484
<b>CITATION/WARNING</b>	389	358	31	1745	1902	-157
<b>ACCIDENTS</b>	11	8	3	29	34	-5
	POSITION	#				
	CHIEF	1				
	OFFICERS/FT	6				
	OFFICERS/PT	2				
	Service Aid	2				
	Reserves	11				
	<b>TOTAL</b>	<b>22</b>				

Below is designated for crime-specific stats:

Suicidal subject with a gun/Suicidal subject with drugs	
Felony warrant/DUI X 2	
Domestic violence	
Leaving the scene of an accident/Misd. Arrest	

<b>May 2024</b>		<b>WASHINGTON</b>	<b>GLASPIE</b>	<b>E BURDICK</b>	<b>LAKEVILLE</b>	<b>OXFORD/LAKES</b>	<b>PONTIAC</b>	<b>W BURDICK</b>	<b>W OF 24</b>	<b>E OF 24</b>	<b>N W LOT</b>	<b>N E LOT</b>	<b>TOTALS</b>
speed		45	35	8	22	3	1	21	2	1			138
red light		38											38
stop sign			6			14	9		3	2			34
improper turns		7	5	1	1	3		3					20
seat belt									4				4
drivers licence violations		13	1		1		1	2	1				19
plate violations		10	4		1	1		1					17
insurance/registration		21	4	2	6	2		1		1			37
equipment		26	3	1	3	3		2	2				40
misc. violations		10	2		1	2	1	1	8				25
parking violations		2	1	1		2	1		1	1			9
fail to yield to emergency vehicle													0
commercial motor vehicle tickets		5							3				8
<b>Location Totals</b>		177	61	13	35	30	13	31	24	5			389

<b>Grand Total for the Month</b>	<b>389</b>
----------------------------------	------------

# CODE ENFORCEMENT ACTIVITY REPORT

Location / Address	Description	Date Opened	Date Revisited	Date Closed	Comments / Action Taken
29 Pearl	report of misc. "stuff" in back yard	5/2/24			noted pallets and other items as seen from edison alley. Notice sent 10 day performance
1000 Industrial	long open IMPC case	11/23/23	5/2/2024		Junk on vacant property warnings ignored citation sent this date. Second citation sent 5/13
58 Pleasant	grass	5/2/24	5/13		warning sent 72 hr. performance
59 Pleasant	grass	5/2/24			warning sent 72 hr. performance
61 Pleasant	grass	5/2/24			warning sent 72 hr. performance
23 Glaspie	grass	5/2/24			warning sent 72 hr. performance
21 Glaspie	grass	5/2/24			warning sent 72 hr. performance
709 Woodleigh	grass	5/2/24			warning sent 72 hr. performance
W. Burdick at Hudson	removed sign from R.O.W.	5/7/24		5/7/24	
476 Thornhill	grass	5/7/24			tagged this date
95 N. Wash	grass	5/7/24			noticed this date
10 W Burdick	grass	5/7/24			noticed this date
56 Broadway	grass	5/7/24			noticed this date
52 Broadway	grass	5/7/24			noticed this date
99 S. Wash.	grass	5/7/24			noticed this date
96 S. Wash.	grass	5/7/24			noticed this date
95 N. Wash.	grass	5/7/24			noticed this date
587 Thornhill	roof w/o permit				spoke with homeowner who contacted paramount. Paramount contacted office, permit to be pulled
12 Jersey	grass	5/9/24			noticed this date
94 Dennison	grass	5/9/24			small patch on Jersey St. only
72 Dennison	grass	5/9/24			noticed this date
60 N. Wash.	grass	5/9/24			noticed this date
62 N. Wash.	grass	5/9/24			noticed this date
22 N. Wash.	failure to remove previous business sign	5/9/24			second citation this date
66 Pleasant	grass	5/9/24			noticed this date

26 East	grass		5/13/24				noticed this date
32 East	grass		5/13/24				noticed this date
43 Mill	grass		5/13/24	5/20/24			noticed this date. Spoke with homeowner 5/20, back is down front hopefully today
54 Division	grass		5/13/24				noticed this date
21 Center	grass		5/13/24				noticed this date
14 Davision	grass		5/13/24				noticed this date 7 day
99 S. Wash.	grass		5/13/24				letter this date to owner 5 days.No action and complaint received as of 5/20. Additional letter sent
12 Dennison	grass		5/20/24	5/20/24			letter sent this date. Short performance
702 Baypointe	vacant lot grass		5/20/24				letter sent this date. Short performance
501 Lakeville	grass		5/20/24				letter sent this date.
Parcel N of car wash	grass		5/22/24				notice sent
43 Mechanic	long standing IPMC		5/22/24				Letter sent to explain options to owner
64 Pleasant	grass		5/22/24				notice sent
29 East	grass		5/22/24				notice sent
25 Louck	grass		5/22/24				notice sent
12 Pearl	grass		5/22/24				notice sent
1000 Industrial	vacant rundown property		5/22/24				final written notice sent this date
32 1st	citation sent collapsing shed		2/22/24	5/22/24			timelimit for repairs expired
S/E corner Broadway and S. Wash.	removed sign from r.o.w.		5/28/24			5/28/24	
N/E cnr. Broadway ay s. Wash.	removed 1 sign from r.o.w		5/28/24			5/28/24	
Driveways Marketplace at S. Wash.	removed 2 signs from r.o.w.		5/28/24			5/28/24	
5 Park	grass		5/28/24				notice sent 4 day performance
3 Willow	grass		5/30/24				notice sent 4 day performance
39 Park	complaint re: possible storage of lawn equipment		5/30/24				spoke with resident. Has sprinkler business. States that he will park in drive ASAP
55 W. Burdick	grass		5/30/24				notice sent 4 day performance
112 East	grass		5/30/24				notice sent 4 day performance



GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE	
			05/31/2024 NORMAL (ABNORMAL)	% BGD USED
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY</b>				
<b>Revenues</b>				
Dept 000				
248-000-402.010	Village Revenue	250,000.00	217,423.71	86.97
248-000-402.020	Township Operating	195,000.00	287,312.16	147.34
248-000-412.000	Delinquent Property Taxes	30,250.00	19,055.88	62.99
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	19,883.02	994.15
248-000-669.000	INVESTMENT GAINS/LOSSES	0.00	2,788.05	100.00
248-000-674.000	Donations	0.00	30,898.80	100.00
<b>Total Dept 000</b>		<b>477,250.00</b>	<b>622,423.91</b>	<b>130.42</b>
<b>TOTAL REVENUES</b>		<b>477,250.00</b>	<b>622,423.91</b>	<b>130.42</b>
<b>Expenditures</b>				
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
<b>Total Dept 728 - ECONOMIC DEVELOPMENT</b>		<b>275,000.00</b>	<b>16,941.26</b>	<b>6.16</b>
Dept 729 - Organization/Administration				
248-729-704.000	Wages	69,000.00	84,648.10	122.68
248-729-704.010	ADMIN WAGES	17,500.00	0.00	0.00
248-729-715.000	FICA DDA	6,488.00	6,475.66	99.81
248-729-716.000	HEALTH /LIFE INSURANCE	4,800.00	0.00	0.00
248-729-716.001	LIFE, ST/LT DISABILITY	822.00	636.98	77.49
248-729-718.000	Retirement	6,900.00	0.00	0.00
248-729-718.010	RETIREMENT MERS DC	0.00	6,250.24	100.00
248-729-723.000	WORKERS COMPENSATION	834.00	608.64	72.98
248-729-727.000	Office Supplies	2,500.00	77.07	3.08
248-729-727.030	COMPUTERS	150.00	0.00	0.00
248-729-740.000	Operating Supplies	0.00	198.00	100.00
248-729-807.000	Audit	1,600.00	2,314.78	144.67
248-729-810.000	Contracted Services - Admin.	1,542.00	8,987.54	582.85
248-729-810.011	DDA CONT. DPW/PD SERVICES	75,000.00	64,247.00	85.66
248-729-830.000	Membership & Dues	1,000.00	500.00	50.00
248-729-856.040	COMMUNICATIONS CELL PHONE FEES	540.00	511.50	94.72
248-729-866.000	Mileage	100.00	0.00	0.00
248-729-900.000	Advertising	0.00	5,920.43	100.00
248-729-920.000	Utilities	982.00	767.52	78.16
248-729-955.000	WORKSHOPS	1,700.00	1,307.50	76.91
248-729-955.010	MEALS	200.00	63.08	31.54
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	2,183.81	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
<b>Total Dept 729 - Organization/Administration</b>		<b>267,391.00</b>	<b>195,228.45</b>	<b>73.01</b>
Dept 734 - BUSINESS & DEVELOPMENT				
248-734-740.000	DOWNTOWN PROMO	2,500.00	435.34	17.41
248-734-740.010	Copying	0.00	367.64	100.00
248-734-810.000	CONTRACTED SERVICES -EVENTS	20,000.00	37,950.79	189.75
248-734-810.160	CONTRACTED SERVICES-DOWNTOWN	7,500.00	7,538.84	100.52
248-734-882.000	TROLLY	10,000.00	1,367.06	13.67
248-734-885.000	Grant - Facade	65,000.00	18,220.15	28.03
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	485,340.56	100.00
<b>Total Dept 734 - BUSINESS &amp; DEVELOPMENT</b>		<b>116,000.00</b>	<b>551,220.38</b>	<b>475.19</b>
<b>TOTAL EXPENDITURES</b>		<b>658,391.00</b>	<b>763,390.09</b>	<b>115.95</b>
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:</b>				
<b>TOTAL REVENUES</b>		<b>477,250.00</b>	<b>622,423.91</b>	<b>130.42</b>
<b>TOTAL EXPENDITURES</b>		<b>658,391.00</b>	<b>763,390.09</b>	<b>115.95</b>

06/05/2024 12:51 PM  
User: TONICA  
DB: Oxford

REVENUE AND EXPENDITURE REPORT FOR OXFORD VILLAGE  
PERIOD ENDING 05/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE	
			05/31/2024 NORMAL (ABNORMAL)	% BSGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY				
NET OF REVENUES & EXPENDITURES		(181,141.00)	(140,966.18)	77.82

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
Grant	248-734-885.000	State Farm	\$1,500.00	Grant Reimbursement
Workshops	248-729-955.000	Oxford Chamber of Commerce	\$300.00	Gift/Outing
Contr Services - Admin	248-729-810.000	Member Marketplace	\$1,562.50	Shop OC Main Street Marketplace
Contracted Services- Downtown	248-734-810.160	Jos Kitchey and Sons	\$2,572.00	Flower Baskets
Trolley	248-734-882.000	NOTA	\$3,293.93	Trolley Expenses
Contracted Services- Admin	248-729-810.000	Powl Strategies	\$1,750.00	Strategic Planning Services
Operating Supplies	248-729-740.000	The Media Shop	\$65.00	Business Cards- Kimberly
Advertising	248-729-900.000	Media News Group	\$949.00	Advertisement- Best of the Best
Trolley	248-734-882.000	Buckhorn Service	\$195.00	Trolley Repairs
		<b>Sub Total</b>	<b>\$18,450.76</b>	
<b>Village of Oxford - Prepaid Bills</b>				
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
		<b>Sub Total</b>	<b>\$4,287.74</b>	
<b>Prepaid Bills -</b>				
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	\$18.95	Cloud Cover- Music
Downtown Contracted Ser.	248-734-882.000	GPS Trackit Trolley	\$13.95	GPS
		<b>Sub Total</b>	<b>\$205.61</b>	
<b>Credit Card Bills</b>				
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
Operating Supplies	248-729-740.000	Dollar Tree	\$9.01	Office Supplies
Capital Improvements	248-734-970.000	Amazon	\$2,286.03	Placemaking Furniture
Contracted Services Events	248-734-810.000	Dollar Tree	\$34.45	Spring Clean Up Supplies
Meals	248-729-955.010	Sick Pizza	\$73.92	Food for Volunteers
Workshops	248-729-955.000	Main Event 2024	\$140.00	Main Street Awards Tickets
Lodging	248-729-955.020	Hampton Hotel	\$723.56	Conference Hotel
Workshops	248-729-955.000	Uber	\$30.31	Conference Travel
Workshops	248-729-955.000	DTW Parking	\$120.00	Parking
Contracted Services- Admin	248-729-810.000	Microsoft	\$87.35	Office Subscription
Contracted Services Events	248-734-810.000	QR Creator	\$29.95	QR Code for event
Meals	248-729-955.010	Various	\$235.92	Conferece Meals
		<b>Sub Total</b>	<b>\$3,726.73</b>	
		<b>Grand Total</b>	<b>\$26,670.84</b>	

Signature from Village \_\_\_\_\_  
 Signature from DDA \_\_\_\_\_

## Executive Directors Report – June 2024

Great month team!

We will discuss specifics and updates at our meeting, but here is a list of everything that we accomplished or worked on this month:

- Award winner for Business Retention and Attraction
- Hosted first Line Dancing, Wine Down Wednesday and car shows
- 2 project planning meetings for new developments
- Hosted Ladies Night
- Coordinating Thrive training for social media
- Partner with the Oxford Theatre Company
- Met with 2 new potential businesses
- Stained the trolley
- Trained interns
- Golf out with the chamber
- Hosted the managers meeting
- #1 on Shop OC Mainstreets
- Tour with the school to show the kids downtown
- Planted flowers and cleaned up the community spaces
- Met with all Oxford community leaders
- Met with students for projects that involved downtown
-

## DDA Organization Committee Minutes

June 2, 2024 10 AM DDA Office

Present: Brad Jacobsen-Chair, Pete Scholz, Randy LeVasseur, Rod Charles.

Leslie Gelinas unable to attend.

Also present: Director Kelly Westbrook , Asst Director Kimberly Smith, Interns Larrissa Hollingsworth and Lola Boyer.

Interns introduced to Committee.

### Old Business

By-laws. Randy and Rod brought up confusion with Sect III. Regarding number of DDA board members and their appointment. Perhaps need clarification on appointment process, Township member seating and seating of Village Council President and or their representative. Member breakdown by position ( ie:resident, property owner etc ) also discussed. More to follow.

Quadrant update. NW> Kelly reports new games are being placed in Washington Square. Rolling planter box for Square available soon. SE> Wednesday window boxes to be planted with intern help. Additional furniture placed soon. Building repairs coming along.

Flower Baskets on Burdick Street poles went up last week.

Trolley. Been operating. Still not !00% mechanically but safe and being used. Volunteers recently spent time cleaning, finishing and adding wrap ads to vehicle. Driver quit early last weekend, didn't do final run to Orion, Left riders stranded. Appeared as a complaint on social media. Kelly to address with NOTA. Mat Gibb new LO Director met with Kelly wanting us to reimburse them for repairs. Kelly thinks misunderstanding has been addressed. We may need to use \$2500 from fund equity to cover possible shortfall in '24-'25 budget. Trolley to be running for "Great American Pub Crawl" event in a few weeks. Trolley may be recipient of charity funds from this event.

Historic Plaques. Interns, Drew Holt and Sue Bossardet working on this project.

501c3. Application being created for potential board members

Strategic Plan. Dates for brain storming event discussed. July 17, 5-8 pm possible.

ARPA. Final grant applied for Potential of 180k available.

East Burdick Lot. Been discovered that there is a Lien on property from paving company. They were not apparently paid by Mr. Weckle. Believe they are owed \$80,000. Until settle the lot cannot be transferred to the DDA.

Village Stipend. Last month village manager Madore approached Committee about an additional \$25K. This request was not done prior to or during our budget process. It appears that the Village Council has since made an arbitrary amended our budget, increasing their payment \$10K without our consent.

#### New Business

Website Review. Township looking to update their website. Discussion help regarding our vendor, Lucid, and several others. Appears our company product is easier to update, less expensive to work on and vendor is responsive to our needs.

#### Additional

A resident brought up the NE Oakland Historical Society at a recent Village Council meeting. The Museum it appears only pays the Village \$1.00 per year to use the old Oxford Bank building which is owned by the Village. It is rumored that the Society has approximately \$1 Million in its accounts. Questions arise as to why they only pay \$1 for a space that could rent for perhaps \$20,00 per year. Would it be prudent for the Museum to move so the Village could garner funds to help its budget.

Randy moved, Pete supported to Adjourn at 11:15

I



**Members in Attendance:** Grace Carey – Committee Chair, CJ Gozdor, Rod Charles

**Members Absent:** Marie Powers (excused)

**Others in Attendance:** Kelly Westbrook – DDA Director

**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.

#### **2024 GOALS**

1. Increase walkability, grow the footprint of the downtown, and increase pedestrian/driver safety.
2. Foster community connection through the downtown and public spaces.
3. Utilize capital improvement opportunities to improve infrastructure within the district.
4. Explore strategic measures to increase demographic reach within the greater Oxford area, bringing people into the downtown on a sustained, regular basis.

#### **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.

#### **MEETING AGENDA**

- Roll Call
- Microbusiness/entrepreneurial incubator project
  - Site visit with Pontiac – update from CJ Gozdor
  - Contact with Muskegon
  - Identify possible location leads
  - Identify possible grant funding
  - Identify cross-sector community partners to help make the project successful
- Patio Passport Update – Kelly Westbrook
- Discuss next steps for strategic planning – Kelly Westbrook
- Updates on Partner Appreciation project -update from Rod Charles & Ashley Ross

#### **MEETING MINUTES**

- Microbusiness/entrepreneurial incubator project
  - Site visit in Pontiac on June 18<sup>th</sup>, Grace, CJ, and Kelly will attend
  - Possibly invite Michigan Municipal League Policy Research Labs team to come present on the economic benefits of low-risk incubator spaces in communities
  - Committee to identify potential locations within the district
    - Oxford bank grass lot
  - Identify and gain letters of support from cross-sector partners
    - Community Foundation of SE Michigan
    - Four County Foundation
    - Oxford Chamber of Commerce



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY  
ECONOMIC VITALITY COMMITTEE MEETING  
Wednesday, 12 June 2024  
12-1PM  
Evergreens Cafe

---

- Oakland County Thrive
- Main Street Oakland County
- MEDC
- CEDAM
- Oxford Bank
- Potential funding opportunities
  - MEDC Public Spaces Community Places  
<https://www.miplace.org/programs/public-spaces-community-places/>
  - Local banks
- Patio Passport update
- Partner Appreciation
  - Restructuring of project from multiple meetings to a single annual event
    - This partner appreciation event
- Trolley app pitch from CJ Gozdor
  - Potential grants identified
  - Need letters of support from municipalities, ideally Oxford and Lake Orion, as partners on his project
  - Potentially pitch to NOTA
  - Investigate if the grant application can include the purchasing of a new trolley for Oxford/Lake Orion

## ACTION ITEMS



**Members in Attendance:**

**Members Absent:**

**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**

1. Concerts in the Park- Kicks off June 13
  - a. Improv with new Oxford Professional Theatre Company from 545-615pm before the concerts.
2. Summer Market- kicks off July 11
  - a. Overflow of vendors, wait list
  - b. Heavy promotions will start next week
3. Ladies Night- June 14<sup>th</sup>
  - a. Packing fanny packs on Thursday the 13<sup>th</sup> with promo items
4. WEEKLY ACTIVITIES:
  - a. Tuesday - Cornhole – Tuesdays, July 16 – Sept 4)
  - b. Tuesday – Line Dancing (June 4 – July 9)
  - c. Wednesday - Car Shows/Wine Down Wednesdays (June 5 – Sep 4)
5. Scarecrow Fest – Sept 29th
6. American Summer July Pub Crawl – with Lake Orion- June 28



**Members in Attendance:** Scott Kree (Chair), Catherine Colvin (Bd. Liaison), Devoney Crockett, Sue Bossardet, Sue Oles, Denine Wilber.

**Members Absent:** Debbie Mick (excused), Lindsey Gregor (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. Planter Box Update
  - B. Furniture Update
3. Current and potential grants:
  - A. Summer Sunday’s – sign/façade grant (if submitted)
4. Budget discussion
  - A. Update, if any
5. Upcoming events:
  - A. June:
    - Line Dancing Starts 6/4 (Tuesdays)
    - Hops & Horsepower / Car Cruise Starts 6/5 (Wednesdays)
    - Wine Down Starts 6/5 (Wednesdays)
    - Concerts in the Park Starts 6/13 (Thursdays)
    - Ladies of the 80’s Night: Friday June 14<sup>th</sup>
  - B. July:
    - Summer Market Starts 7/11 (Thursdays)
    - Tossin’ Tuesday Starts 7/16 (Tuesdays)
6. Placemaking:
  - Washington Square
  - The PatiO
  - Centennial Park
  - The Courtyard

7. Recent events:
    - A. Flower Planting (5/23)
    - B. Trolley Sand & Stain (5/24, 5/30 & 5/31)
  8. Future programs, projects, seminars
    - A. MSOC Main Event – Thursday, June 6th
  9. Close meeting
- 

## MEETING MINUTES

1. Open meeting
  1. Welcome and attendance/introductions.
    - Kree open meeting at 9:30AM
2. Action items from last meeting:
  1. Planter Box Update
    - Planter boxes scope change no cost change potential delivery in 3 weeks
  2. Furniture Order Update
    - New furniture, waiting for Victoria's construction to finish
3. Current and potential grants:
  1. Summer Sunday's – sign grant
    - Will review upon submission of completed application possibly July.
4. Budget discussion
  1. Approved - 10k to village council
5. Upcoming events:
  1. June:
    - Line Dancing Starts 6/ (Tuesdays) – sick instructor
    - Hops & Horsepower / Car Cruise Starts 6/5 (Wednesdays) weather permitting
    - Wine Down Starts 6/5 (Wednesdays)
    - Concerts in the Park Starts 6/13 (Thursdays)
      1. Kids area by pine tree – possibly
      2. Vendors along M-24
    - Ladies of the 80's Night: Friday June 14<sup>th</sup>
  2. July:
    - Summer Market Starts 7/11 (Thursdays)
      1. Looking for farmer to commit
    - Tossin' Tuesday Starts 7/16 (Tuesdays)
      1. 40 teams - sold out
6. Placemaking:
  - Washington Square,
    1. Planters
    2. Shed cleaned out to store activity items
    3. Ping pong table setup
  - The PatiO
    1. Furniture has been setup
  - Centennial Park
    1. Kid zone (see concerts in the park discussion above)
  - The Courtyard
    1. Murial being finished by end of June
    2. Window planters to be planted

3. Murial at K-blocks?

7. Recent events:

1. Flower Planting (5/23)
  - Flower boxes at Courtyard need to be done
2. Trolley Sand & Stain (5/24, 5/30 & 5/31)
  - Future budget for commercial stain
  - Wood may have to be replaced at some point

8. Future programs, projects, seminars

1. MSOC Main Event – June 6<sup>th</sup>
  - 9 awards applied for.
  - 28 Oxford DDA and Village Council
2. July 17, date subject to change – Vision planning meeting @ Homegrown

9. Close meeting

1. Kree closed meeting 10:00am

**ACTION ITEMS**

- *Kree to open up chair position to Design Board at July meeting*
- *Planter boxes delivered to Washington Sq., acoustic/plant material to be chosen.*
- *Wayfinding options form Designs By Chance*
- *Design Board to create list of things that need to be done/attended to for next meetings*
- *Discuss future off-site meeting locations*

This concludes the meeting report for the **June 4, 2024**, Oxford DDA Design Committee Meeting. **Next DDA Design Committee meeting will be on Tuesday, July 2, 2024.**

Respectfully submitted,




Scott E. Kree  
Oxford DDA Design Committee Member/Chair

# Oxford DDA Strategic Planning Survey

Please fill this out by June 7, 2024.

ktoles2288@gmail.com [Switch account](#)



 Not shared

Off the top of your head, what is the Oxford DDA mission? (If you do not know, please best describe it in a few words.)

Your answer

Please describe the role of the Oxford DDA?

Your answer

What keywords describe Downtown Oxford today?

Your answer

What keywords describe the DDA organization?

Your answer

How do you want Downtown Oxford to be described as or known for in the future?

Your answer



How do you want the DDA organization to be described as or known for in the future?

Your answer

Please describe anything further about your vision for Downtown Oxford and the DDA organization? (long-range vision of 10 years or more)

Your answer

Using one or two words, what qualities or traits do you admire most about Downtown Oxford, the DDA or other communities?

Your answer

What one or two words that describe the principles that guide you in your decision making and actions?

Your answer

In one or two words, describe how you want the Oxford DDA to treat members of your community and key stakeholders?

Your answer



Please list your top three goals you want the Oxford DDA to achieve within the next 3-5 years?

Your answer

What are the downtown's and DDA's strengths? (downtown and/or the organization)

Your answer

What are the downtown's and DDA's weaknesses? (downtown and/or the organization)

Your answer

What opportunities do you see for the downtown/DDA?  
(the district and/or the organization)

Your answer

What threats or issues is the downtown or DDA facing now or in the near future?  
(the district and/or the organization)

Your answer



What key assets attract residents, businesses and visitors to the downtown?

Your answer

What physical, visual or accessibility improvements are needed downtown?

Your answer

What economic improvements are needed?

Your answer

What social improvements are needed?

Your answer

Are there any organizational improvements needed for the DDA?

Your answer

What types of businesses would help grow the DDA district?

Your answer



What events hosted by the DDA do you feel are the most important to the community? Select all that apply.

NEED YOUR LIST OF EVENTS

Are there any events or programs you feel are needed to attract more people to downtown?

Your answer

Is there anything you think the DDA should do more or less of?

Your answer



Please tell us your strengths as an individual or resources you can bring to the DDA. (Select all that apply.)

- Wisdom
- Wit
- Worrier
- Warrior
- Wealth
- Visionary
- Leadership
- Worker Bee
- Social/Networker
- Strategic Planning/Risk Assessment
- Financial Knowledge/Management
- Fundraising
- Marketing & Communications
- Event Planning
- Relationship Building
- Legal/Public Policy
- Architecture/Design
- Historic Knowledge
- Entrepreneurship
- Property Development/Real Estate
- Technology
- Advocacy
- Governance/Management



- Human Resources
- Capital Improvement Projects/Engineering
- Other:

How else would you like to be involved in the DDA? Any specific projects, programs or tasks to help further the goals of the DDA?

Your answer



FOR BOARD AND COMMITTEE MEMBERS ONLY: Please rank your level of proficiency, familiarity or comfort with the following topics?

	Low	Moderate	High
Public Act 57 (DDA State Law)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Open Meetings Act (OMA)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Robert's Rules of Order	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
DDA Bylaws	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
TIF Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
DDA Strategic Plan/Work Plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
DDA Policies and Procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
DDA Finances/Budget	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Board/Committee Roles & Responsibilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Role of Management/Staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Any other thoughts or ideas?

Your answer

