



Topic: DDA July 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, Holly Pifer
4. Public Comment on non-agenda items (3-minute limit)
5. Consent Agenda:
  - a. Approval of proposed agenda
  - b. Approval of June 2024 meeting minutes
  - c. Police Report
  - d. Code Enforcement Report
6. Financials
  - a. Financial statements & revenue expenditure reports
  - b. Bills: June 2024
7. DDA reports
  - a. Org Committee Report
  - b. EV Committee Report- no meeting this month
  - c. Promo Committee Report
  - d. Design Committee Report
  - e. Executive Director's Report
8. Unfinished/Old Business
  - a. Strategic Planning and Training
    1. July 22nd 5-8pm
    2. Survey
  - b. 501c3 Board of Directors Discussion
    1. No appointments this month



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting

July 15, 2024

7pm

Village Offices

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9. New Business

a. Bylaw Amendment

10. State Statute

11. Items moved from consent agenda

12. Board Member Comments

13. Extended Public Comment

14. Adjourn

Next DDA Board regular meeting: **August 19th, 2024 at 7:00 p.m.**

Strategic Planning Meeting: **July 22<sup>nd</sup>, 2024 5-8pm @ HomeGrown Brewery**



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**Village of Oxford  
Downtown Development Authority  
Meeting Minutes  
Monday, June 17<sup>th</sup>, 2024, at 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 6: Grace Carey, Rod Charles, Catherine Colvin, Holly Pifer, Marie Powers, and Pete Scholz.  
Members Absent 3: Bryce Clark, Kelsey Cooke, Leigh Ann Knauss  
Staff Present: DDA Director Kelly Westbrook.
4. **Public Comment on Non-Agenda Items:**
5. **Consent Agenda:**
  - a. **Motion:** by Colvin/Charles approve the proposed agenda.  
**Vote:** Ayes: 0. Nays: 6. Motion failed.  
**Motion:** by Colvin/Charles to approve the amended proposed agenda to add 9b Washington Square Painting  
**Vote:** Ayes: 6. Nays: 0. Motion carried.
  - b. **Motion:** by Carey/Powers to approve the May 2024 meeting minutes, and to receive and file the police and code enforcement reports.  
**Vote:** Ayes: 6. Nays: 0. Motion carried.
6. **Financials:**  
**Motion:** by Powers/Colvin to receive and file the financial statements and the revenue expenditure reports, and to pay the May bills in the amount of \$26,670.84.  
**Roll call vote:** Ayes: 6. Nays: 0. Motion carried.
7. **DDA Reports:**
  - a. Executive Director's report - Westbrook
  - b. Organization Committee report - Charles
  - c. Economic Vitality Committee report - Carey
  - d. Promotions committee report - Westbrook
  - e. Design Committee - Colvin
8. **Unfinished/Old Business:**
  - a. Strategic Planning & Training (7/29/2024, 5pm-8pm)  
Board Members and Committee Members will meet together to discuss goals/objectives before Strategic Planning meeting.
  - b. 501c3 Board of Directors Application Process  
Grace Carey discussed the qualifications for the members of the Board of Directors.

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



**9. New Business:**

**a. Dragon on the Lake Boat Race**

Director Westbrook's proposal to compete with the Lake Orion DDA at the Dragon on the Lake Boat Race was not met with enthusiasm from the Board. She will provide more information at the July Board meeting.

**b. Washington Square Painting**

**Motion:** by Charles/Powers to approve the Washington Square pavement painting project and to seek multiple proposals to complete the work. Approval for funds will need to come back to the board.

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

**10. Extended public comment:** none

**11. Board members comments**

**12. Motion to adjourn** by Colvin at 8:47pm.

**Vote:** Ayes: 6. Nays: 0. Motion carried.

**Next DDA Board regular meeting: Monday, July 15<sup>th</sup>, 2024, at 7:00pm**

# OXFORD VILLAGE POLICE DEPT. POLICE CHIEFS REPORT

2024-June

Micheal D. Solwold-Chief

MONTH		YEAR TO DATE	
June 2024	June 2023	2024	2023
CALLS FOR SERVICE 427	558	-131	2840
CITATION/WARNING 389	302	87	2134
ACCIDENTS 8	6	2	37
POSITION	#	2024	2023
CHIEF	1	2840	3455
OFFICERS/FT	6	2134	2204
OFFICERS/PT	2	-70	-615
Service Aid	2		
Reserves	10		
<b>TOTAL</b>	<b>21</b>		

Below is designated for crime-specific stats:

Domestic Assault X 2	
Felony DUI	
Felony Warrant	
Child Neglect	
Fraud X 2	

June 2024	TOTALS											
	WASHINGTON	GLASPIE	E BURDICK	LAKEVILLE	OXFORDLAKES	PONTIAC	W BURDICK	W OF 24	E OF 24	N W LOT	N E LOT	
speed	38	15	8	12		1	65		1			140
red light	29											29
stop sign		6			27	1		4				38
improper turns	11	5			1		5	2				24
seat belt												0
drivers licence violations	13	5	1				5					24
plate violations	12	2	1	4	1		8					28
insurance/registration	15		1	2	1		22		1			42
equipment	18	2	4	1	4	3	12	2				46
misc. violations	3	1	1	1	1		2	2				11
parking violations	2	1						2				7
fail to yield to emergency vehicle												0
commercial motor vehicle tickets												0
Location Totals	141	37	16	20	35	5	119	12	4			389

**Grand Total for the Month** **389**



PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 06/30/2024 NORMAL (ABNORMAL)	% BDGT 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	310,433.40	159.20
248-000-412.000	Delinquent Property Taxes	30,250.00	19,268.29	63.70
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	22,908.52	1,145.43
248-000-669.000	INVESTMENT GAINS/LOSSES	0.00	2,788.05	100.00
248-000-674.000	Donations	0.00	34,328.68	100.00
<b>Total Dept 000</b>		<b>477,250.00</b>	<b>652,212.94</b>	<b>136.66</b>
<b>TOTAL REVENUES</b>		<b>477,250.00</b>	<b>652,212.94</b>	<b>136.66</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	93,126.83	134.97
248-729-704.010	ADMIN WAGES	17,500.00	0.00	0.00
248-729-715.000	FICA DDA	6,488.00	7,124.29	109.81
248-729-716.000	HEALTH /LIFE INSURANCE	4,800.00	0.00	0.00
248-729-716.001	LIFE, ST/LT DISABILITY	822.00	695.86	84.65
248-729-718.000	Retirement	6,900.00	0.00	0.00
248-729-718.010	RETIREMENT MERS DC	0.00	7,393.92	100.00
248-729-723.000	WORKERS COMPENSATION	834.00	769.40	92.25
248-729-727.000	Office Supplies	2,500.00	148.77	5.95
248-729-727.030	COMPUTERS	150.00	0.00	0.00
248-729-740.000	Operating Supplies	0.00	272.01	100.00
248-729-807.000	Audit	2,500.00	2,341.78	93.67
248-729-810.000	Contracted Services - Admin.	25,000.00	11,862.26	47.45
248-729-810.011	DDA CONT. DPW/PD SERVICES	75,000.00	70,510.34	94.01
248-729-830.000	Membership & Dues	1,000.00	500.00	50.00
248-729-856.040	COMMUNICATIONS CELL PHONE FEES	540.00	562.67	104.20
248-729-866.000	Mileage	100.00	0.00	0.00
248-729-900.000	Advertising	0.00	5,970.43	100.00
248-729-920.000	Utilities	982.00	834.89	85.02
248-729-955.000	WORKSHOPS	1,700.00	1,897.81	111.64
248-729-955.010	MEALS	200.00	337.86	168.93
248-729-955.020	LODGING	200.00	723.56	361.78
248-729-962.000	Insurance	4,352.00	5,030.35	115.59
248-729-970.000	Capital Improvements	0.00	9,731.72	100.00
248-729-995.394	Transfer to Debt Service	71,181.00	67,700.50	95.11
<b>Total Dept 729 - Organization/Administration</b>		<b>291,749.00</b>	<b>287,535.25</b>	<b>98.56</b>
Dept 734 - BUSINESS & DEVELOPMENT				
248-734-740.000	DOWNTOWN PROMO	2,500.00	715.34	28.61
248-734-740.010	Copying	0.00	367.64	100.00
248-734-810.000	CONTRACTED SERVICES -EVENTS	20,000.00	45,760.67	228.80
248-734-810.160	CONTRACTED SERVICES-DOWNTOWN	7,500.00	10,325.02	137.67
248-734-882.000	TROLLY	10,000.00	4,674.93	46.75
248-734-885.000	Grant - Facade	65,000.00	19,720.15	30.34
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	487,554.89	100.00
<b>Total Dept 734 - BUSINESS &amp; DEVELOPMENT</b>		<b>116,000.00</b>	<b>569,118.64</b>	<b>490.62</b>
<b>TOTAL EXPENDITURES</b>		<b>682,749.00</b>	<b>873,595.15</b>	<b>127.95</b>
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:</b>				
<b>TOTAL REVENUES</b>		<b>477,250.00</b>	<b>652,212.94</b>	<b>136.66</b>
<b>TOTAL EXPENDITURES</b>		<b>682,749.00</b>	<b>873,595.15</b>	<b>127.95</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(205,499.00)</b>	<b>(221,382.21)</b>	<b>107.73</b>

Account Name	Account Numbers	Vendor	Amount	Description
Contr Services - Downtown	248-739-810.011	Village of Oxford	\$4,166.67	DPW - monthly
Contr Services - Downtown	248-739-810.011	Village of Oxford	\$2,096.67	Police - monthly
Grant	248-734-885.000	Village of Oxford	\$1,500.00	Grant Reimbursement
Grant	248-734-885.000	Blu Ivy	\$2,983.00	Grant Reimbursement
Contracted Services- Downtown	248-734-810.160	Buds & Blooms	\$3,282.48	Downtown Flowers
Contracted Services - Admin	248-739-810.000	Copies	\$131.48	copies
Contracted Services- Events	248-734-810.000	Cornhole and Beyond	\$4,505.00	cornhole boards
Contracted Services-Admin	248-739-810.000	David Lirman	\$1,197.00	Legal Services
Operating Supplies	248-739-740.000	The Marketing Shop	\$140.00	Business Cards and Design- Kelly
Advertising	248-739-900.000	21st Century Media- Michigan	\$50.00	Advertisement- Best of the Best
		Sub Total	\$19,052.30	
<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	\$115.00	
Life, ST/T Disability	248-729-716.001	Village of Oxford - Life, ST/T Disability	\$0.00	Life and Disability Insurance - Daraborn 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	\$4,287.34	
<b>Prepaid Bills -</b>				
Cell Phone Fees	248-729-856.040	Verizon	\$4.24	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
		Sub Total	\$205.61	
<b>Credit Card Bills</b>				
Contracted Services- Admin	248-729-810.000	Zoom	\$16.85	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
Meals	248-729-955.010	Panara Bread	\$10.15	Lunch w oakland county
Capital Improvements	248-734-970.000	Amazon	\$1,056.63	Placemaking Furniture
Contracted Services Events	248-734-810.000	Amazon	\$389.21	Event Supplies
Contracted Services Events	248-734-810.000	Dollar Tree	\$25.18	Concert Supplies
Trolley	248-734-882.000	Menards	\$188.56	Trolley retain
Capital Improvements	248-734-970.000	Amazon	\$245.00	Main Street Awards Furniture
Workshops	248-729-955.000	Main Event 2024	\$532.06	Placemaking Furniture
Downtown Promo	248-734-740.000	Factor 4	\$245.00	Main Street Awards Tickets
Contracted Services Downtown	248-734-810.160	Harvest Time	\$7.50	Gift Cards
Contracted Services Downtown	248-734-810.160	Ace	\$239.94	Plants for Downtown
Contracted Services-Admin	248-734-810.000	Weijer	\$59.29	Clean Up Supplies
Contracted Services Events	248-734-810.000	Microsoft	\$48.24	Clean Up Supplies
Advertising	248-729-900.000	QR Creator	\$8.75	Office Subscription
		Best of Signs	\$29.95	QR Code for event
		Sub Total	\$132.70	Market Banners
		Grand Total	\$3,008.99	
			\$36,554.64	

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

## DDA Organization Committee

Minutes July 1, 2024 10 AM DDA Office

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

**Absent:** Leslie Gelinas (with notice)

**Staff:** Kelly Westbrook, Kimberly Smith, Larissa (intern)

**Guest:** Kelsey Cooke (Village Pres, DDA Member)

### Old Business:

**By-laws:** Randy presented suggested wording for changes to Art. III. Sec 1. Changes intended to clarify number of members and the selection process. Randy moved, Rod second to recommend changes to DDA. Roll Call – Yeas – Rod, Brad, Randy, Pete (4), Nays- (0) absent – (1) PASSED. Kelly to present to DDA Committee.

**Intern Projects:** 4-5 Historic building drafts are nearing completion in cooperation with Drew Holt. Working on social media updates, Cornhole tournament and marketing pieces. With us until Aug 9.

**Trolley:** Doing well. Used for pub crawl along with NOTA vans. Pub crawl organizers may donate funds to DDA. Fun Run may also contribute toward trolley expenses.

**Quad update:** SE stamped concrete has been reglazed. Nick Hottmann finishing up mural. Lights should be up in SE alleyway soon. New owner of 18 S Washington seeking builders. Anticipate that building will be taken down and rebuilt as “Vinny’s Brunch House” with outdoor seating on second floor. Kelsey suggested that Village be listed as additional insured on policies before any work permits are issued.

**501C3:** Board members being sought. Kick off fundraising campaign anticipated to start in October

**Website:** Kelsey suggested that it be updated more often to delete events and notices from calendar that have already occurred.

### New Business:

Village President and DDA Board member Kelsey Cooke addressed the Organization Committee suggesting that the minutes should contain less of discussion and more of factual actions taken. Ms. Cooke pointed out that there are lots of positive things happening in the Village of Oxford and with the DDA, but the minutes do not always reflect it. She called to our attention that the DDA Board voted (7-0), at a meeting to authorize transfer of \$10,000 to the Village for services it provides the DDA. **(Please note this as a correction to the minutes I produced last month. BCJ)**. All agreed that the funding adjustment could have been handled better.

Mon August 5 10 AM DDA office is our next scheduled meeting. It may be cancelled depending on number of agenda items.

Mon July 29 5-8 Strategic planning meeting.



**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
  - a. Good feedback so far
2. Summer Market- kicks off July 11- over capacity, continue to get requests daily on participation
3. WEEKLY ACTIVITIES:
  - a. Tuesday - Cornhole – Tuesdays, (July 16 – Sept 4)-boards are being delivered today, still working out logistics of teams/tournaments
  - b. Tuesday – Line Dancing (June 4 – July 9)- very positive feedback
    - i. Second session scheduled (July 17-Aug 14) but will depend on participation levels if we keep or cancel.
  - c. Wednesday - Car Shows/Wine Down Wednesdays (June 5 – Sep 4)- great feedback on the car shows, not heard much on the wine events.
4. Scarecrow Fest – Sept 29<sup>th</sup>
  - a. Melisa to manage Chili Contest. Kimberly will send forms for her to update and send out to businesses. We are looking for commitment at this time.
  - b. Beer Tent- preliminary discussions have started to see if this is a viable option
  - c. Holly will be the volunteer coordinator. Volunteers can check in at her office, she will have someone to sign off hours for students and direct volunteers where to go.
  - d. Angie offered bagel bombs as part of the eating contest instead of pies. Discussions will continue
  - e. Kimberly and Kelly will have the schedule put together by our next meeting to discuss and divide out actions.
  - f. We will meet twice in Aug and September for this event.
  - g. We should plan to have volunteers ready to help escort children across Washington as last year it was hectic during trick or treating.



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY  
Promotions Committee Meeting Minutes  
July 8, 2024  
11am  
Evergreens

- 
- h. Lorry and Kimberly (Larissa) will help with market set up, registration, parking etc...
  - i. Leigh Ann has been working on the 5k and will share details at our next meeting.



**Members in Attendance:** Scott Kree (Chair), Devoney Crockett, Sue Bossardet, Sue Oles, Denine Wilber.  
**Members Absent:** Catherine Colvin (excused), Lindsey Gregor (excused), Debbie Mick (excused), Deb Renaud  
**Others in Attendance:** Kelly Westbrook (Director)

**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.

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#### MEETING AGENDA

1. Open meeting
  - A. Welcome and attendance/introductions.
2. Action items from last meeting:
  - A. Design Chair position (1 year renewal/appointment)
  - B. Future off-site meeting locations
  - C. Planter plantings
  - D. Wayfinding
  - E. Park lights
3. Current and potential grants:
  - A. Update, if any
4. Budget discussion
  - A. Update, if any
5. Upcoming events:
  - A. July:
    - Line Dancing (Tuesdays -ends 7/9)
    - Summer Market Starts 7/11 (Thursdays)
    - Tossin' Tuesday Starts 7/16 (Tuesdays)
    - Hops & Horsepower / Car Cruise Starts (Wednesdays - ongoing)
    - Wine Down Starts (Wednesdays - ongoing)
    - Concerts in the Park Starts (Thursdays - ongoing)
  - B. August:
    - Update, if any
6. Placemaking:
  - A. Washington Square (NW):
    - Painting the square – activity space
  - B. The PatiO (NE):
    - Update, if any
  - C. Centennial Park (SW):

Oxford DDA Design Committee 7/2/2024 (Cont'd)

- Ramp drawing for proposed Gazebo improvements
  - D. The Courtyard (SE)
    - Update, if any
  - 7. Recent events:
    - A. Ladies of the 80's Night: Friday June 14<sup>th</sup>
    - B. MSOC Main Event – Thursday, June 6<sup>th</sup>
  - 8. Future programs, projects, seminars
    - A. Update, if any
  - 9. Close meeting
- 

**MEETING MINUTES**

1. Open meeting
  - A. Welcome and attendance/introductions.
    - Kree open meeting at 9:35AM
2. Action items from last meeting:
  - A. Design Chair position (1 year renewal/appointment)
    - Kree opened discussion to those that attended the meeting to take on the DDA Design Committee Chair position.
    - Discussion was heled.
    - Unanimous agreeance that Kree will continue to be DDA Design Committee Chair
    - The appointment/position of DDA Board Chair will next be up for discussion in July 2025.
  - B. Future off-site meeting location – ongoing
  - C. Planter plantings
    - Plant/screening to be arborvitaes/evergreens (faux -no maintenance) in lieu of previously discussed faux like-boxwoods plant/screening which are more expensive
    - Pricing to be around \$1,220 +/- (for 18 trees)
    - Order this week, install next week for existing 3 planner boxes currently in Washington Square
      1. **Bossardet made the motion (Crockette - seconded) to recommend Westbrook to pursue purchase of 18 faux arborvitaes/evergreen screen plantings for a total of \$1,220.00 (+/- tax/shipping fees)**
  - D. Wayfinding
    - ARPA funding pending. Will be used for all wayfinding signage.
    - Courtyard signage will be installed in following weeks as previously part of the original design
  - E. Park Lights for centennial park
    - Fairy lights – (twinkle lights?) Westbrook to look into costs/options with Excel for lighting that would replace lighting that was removed in Centennial Park
3. Current and potential grants:
  - A. Potential upcoming grant applications: Summer Sundae, The Dealership, Cassandra & Co.
4. Budget discussion
  - A. No updates at this time
5. Upcoming events:
  - A. July:
    - Line Dancing (Tuesdays -ends in Washington Sq 7/16)
      1. Will move to Centennial Park in August
    - Summer Market Starts 7/11 (Thursdays) 4pm – 7pm
      1. Looking for a “farmer”
      2. Metamora “Farm girl” will bring produce – DDA will staff it
      3. Potential farm stands needed, rolling planters can be used as an option

Oxford DDA Design Committee 7/2/2024 (Cont'd)

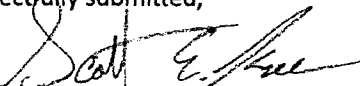
- Tossin' Tuesday Starts 7/16 (Tuesdays)
    - 1. Signup is full, League Lobster is being used
    - 2. Check-in locations: Sick Pizza, Grav-cap, Sullivans
  - Hops & Horsepower / Car Cruise Starts (Wednesdays - ongoing)
    - 1. Goes through September 2024
  - Wine Down Starts (Wednesdays - ongoing)
  - Concerts in the Park Starts (Thursdays - ongoing)
6. Placemaking:
- A. Washington Square (NW):
    - Painting the square – activity space is on hold
      - 1. DDA Board looking for diversity in selection of artist(s)
  - B. The PatiO (NE):
    - No updates at this time
  - C. Centennial Park (SW):
    - To clarify ARPA application for funding, Kree presented sketch of potential ADA compliancy ramp for gazebo restoration/improvements. Funding pending for this project. Schematic details only have been provided to obtain potential project funding at this time.
    - Previously reviewed information and schematic sketches pertaining to other restoration work on gazebo and ADA compliant mid-block crossings were sent to MSOC for ARPA funding presentation to Oakland County BOC.
  - D. The Courtyard (SE)
    - Finish work is ongoing and nearing completion. Following mural finish and pending open of Victoria's new/auxiliary seating area.
7. Recent events:
- A. Ladies of the 80's Night: Friday June 14<sup>th</sup> - the event went well in both communities (Oxford/Lk. Orion)
  - B. MSOC Main Event – Thursday, June 6<sup>th</sup> – Oxford received an award, many attended to support
8. Future programs, projects, seminars
- A. Monday, July 29<sup>th</sup> strategic planning meeting 5pm-8pm at Homegrown Brewery – All committee members are encouraged to come with ideas and participate
  - B. Non-profit creation ongoing
  - C. Developments of residential projects within the DDA in near future
    - Opportunities to improve walkability and parking
    - Wayfinding, mid-block crossings and pedestrian safety (currently projects associated with the submitted ARPA application) remain important
9. Close meeting
- A. Kree closed meeting 10:30 AM

**ACTION ITEMS**

- *Two remaining planter boxes to be delivered to Washington Sq.*
- *Acoustic/plant material to be purchased.*
- *Schematic Planning session*

This concludes the meeting report for the **July 2, 2024**, Oxford DDA Design Committee Meeting. **Next DDA Design Committee meeting will be on Tuesday, August 6, 2024.** Location TBD.

Respectfully submitted,



Scott E. Kree

Oxford DDA Design Committee Member/Chair

## Executive Director Report: July 2024

This month, our primary focus was on engaging with local businesses, assisting them with their current needs, e-commerce setup, gift card sign ups, and introduced them to new building owners for potential lease opportunities.

Collaborated with the county to provide resources to local businesses.

Progressed on the establishment of our 501c3 organization and its board.

Delivered a speech at the GRO event in Oxford.

Launched sponsorship initiatives for Scarecrow Fest.

Held meetings with developers to discuss new downtown projects.

Engaged with the county regarding ARPA funding.

Attended the monthly Oxford Community Leader Meeting.

Met with the MDA Advocacy Committee.

Participated in the Oakland County Managers Meeting.

Continued managing the trolley program, including maintenance and sponsor engagement.

Collaborated with POW to prepare for our Strategic Planning Session.

Worked with the MEDC on two development projects in downtown.

Oversaw intern projects.

Event Management:

Line Dancing

Market

Cornhole

Concerts

Wine Down Wednesdays

Car Shows

# ANGELA AYCOCK

• [angela.aycock73@gmail.com](mailto:angela.aycock73@gmail.com) • <https://www.linkedin.com/in/angela-aycock/>

## SUMMARY

Stakeholder-focused corporate fiduciary officer with 23 years of experience in complex and high net worth estate administration. Proven history of managing complicated trust and estate relationships in difficult circumstances, underpinned by a strong focus on client management and a deep understanding of estate planning documents, fiduciary compliance, and estate and trust tax issues.

## CORE COMPETENCIES

Goal Oriented Leader    Accountable Performer    Proactive Problem Solver  
Consensus Builder    Effective Communicator    Project Manager

## PROFESSIONAL HIGHLIGHTS

- Served as a key participant in successful, highly competitive RFP process to win estate administration business that generated over \$8mm in fee revenue.
- Co-led the high profile, complex and challenging administration of the estate of global superstar and musician Prince Rogers Nelson.
- Successfully managed a diverse portfolio of complex estate and trusts, overseeing relationships totaling in excess of \$50,000,000 in assets and \$1mm in fee revenue on an annual basis.
- Recognized as a subject matter expert, frequently sought to handle complex cases and/or participate in business development.

## PROFESSIONAL EXPERIENCE

### Consultant, The Prince Estate

Comerica Bank | Detroit, MI | Jan. 2021 - Aug. 2022

- Provided consistent reporting and accountability to various stakeholders including Comerica senior management, contentious beneficiaries, global business partners, and the probate court.
- Managed numerous lines of business comprising the Prince entertainment business over the course of the 5 years of estate settlement, including the Paisley Park museum operations, recorded music releases, music publishing rights, merchandising, and branding/name & likeness.
- Completed standard estate administration duties including asset marshaling and valuation and compliance with estate, fiduciary and individual income tax filing requirements, in a challenging landscape that required attention to resolution of multiple disputes.
- Developed and implemented structures, procedures and databases to facilitate the successful post-estate administration operation of the Prince entertainment business.

### Vice President, Trust & Estate Advisor

Comerica Bank | Detroit, MI | Aug. 1999 - Jun. 2020

- Successfully managed a wide range of trust and estate administration responsibilities for approximately 45 - 50 complex relationships on an annual basis.
- Cultivated positive client and stakeholder relationships through proactive communication and exceptional service.
- Served as a primary departmental resource for handling difficult and/or complex cases.
- Worked with trust advisors for efficient and smooth transitions of existing Comerica trust relationships to estate settlement and/or from estate settlement for ongoing trust administration.
- Collaborated with legal professionals, financial advisors, beneficiaries and other stakeholders to effectuate the grantor's estate settlement goals.
- Oversaw the entire estate settlement process, from initial document review to final distribution, while ensuring compliance with legal requirements, tax regulations and company policies.

# ANGELA AYCOCK

## Prehearing Research Attorney

Michigan Court of Appeals | Lansing, MI | Oct. 1998 - July 1999

- Drafted comprehensive reports used by the Court of Appeals to decide pending appeals on a variety of cases.
- Drafted recommended Opinions for the Court of Appeals.
- Reviewed records and researched case law.
- Resolved various civil issues concerning taxation, property valuation, marital asset valuation, tort and contract liability and numerous criminal issues.

## Law Clerk

Miller Carson Boxberger & Murphy, LLP | Ft. Wayne, IN | Summer 1997

- Comprehensively handled two Minor Settlements.
- Conducted and documented the initial factual and legal investigation of a Tort Claim Notice.
- Prepared several Motions to Compel Discovery.
- Attended depositions and mediation.
- Entrusted to professionally represent the law firm via direct client contact.
- Produced several research memorandums on various legal issues.

## Law Clerk

Swift & Finlayson | Ft. Wayne, IN | Summer 1996

- Created and implemented manageable database format in course of reviewing thousands of documents contained in the record of a trade secrets case involving a major corporation.

## EDUCATION

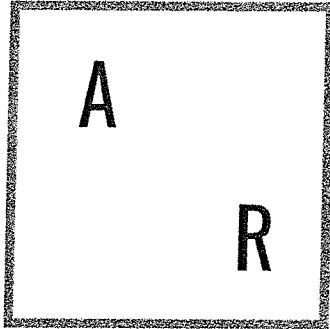
Wake Forest University School of Law  
Juris Doctor

Winston Salem, NC

## Taylor University

Bachelor of Arts in Political Science, Cum Laude

Upland, IN



# ASHLEY ROSS

MUSEUMS  
ARTS, CULTURE & HUMANITIES  
NON-PROFIT PROFESSIONAL

## CONTACT

248.396.4378

RossAshleyMi@gmail.com

## PROFESSIONAL EXPERIENCE

### MARSHALL M. FREDERICKS SCULPTURE MUSEUM

ASSOCIATE DIRECTOR OF COLLECTIONS & IMPACT | 2023–PRESENT

### MICHIGAN HUMANITIES COUNCIL

DIRECTOR OF PROGRAMS | 2021–2023

- Manage statewide programs and grants in affiliation with the National Endowment for the Humanities

### AREA AGENCY ON AGING 1-B

GRANTS PROJECT COORDINATOR | 2021

- Grant and volunteer manager for six southeastern Michigan counties

### RUTH MOTT FOUNDATION

MANAGER OF CURATORIAL AFFAIRS | 2015–2021

VISITOR SERVICES MANAGER, INTERIM | 2020

DIRECTOR, COLLECTIONS & EDUCATION, INTERIM | 2019

### FLINT INSTITUTE OF ARTS

EXHIBITION CURATOR | 2013–2015

EDUCATION ASSISTANT | 2011

## LEADERSHIP

### VILLAGE OF OXFORD, MI

#### VILLAGE COUNCIL MEMBER

2020–2023 (Elected Official); Zoning Board of Appeals Representative & Downtown Development Authority Representative

#### ECOMONIC VITALITY COMMITTEE

2021–Present (Chair 2022-23)

### MICHIGAN ARTS & CULTURE COUNCIL

#### RISING LEADERS PROGRAM

2019 (Cohort); 2020 (Alumni Cohort); 2021 (Advancing Equity & Building Capacity Program); 2023 (Compassion Training)

### GENDER EQUITY IN MUSEUMS MOVEMENT

2019-2020 STEERING COMMITTEE

## RECOGNITION

### OAKLAND COUNTY, MI

#OaklandTogether40

Class of 2022, 40 Under 40

### MICHIGAN MUSEUMS ASSOCIATION

Colleague Champion

2023, 2024

## EDUCATION

### MA—ANTHROPOLOGY | MUSEUM STUDIES

WAYNE STATE UNIVERSITY

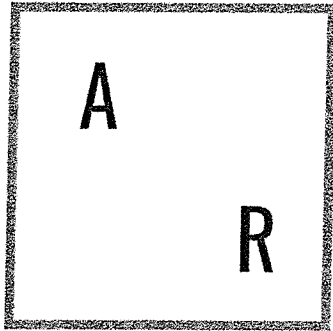
### BA—ANTHROPOLOGY | ARCHAEOLOGY

MINOR—ART HISTORY

OAKLAND UNIVERSITY

## CAREER COMPETENCIES

- Accessibility & Inclusion
- Collections Care & Preservation
- Community Engagement
- Evaluation
- Financial Administration
- Grant Management
- Historic Preservation
- Innovation
- Logistics
- PreK-12 Educational Standards
- Process Improvement
- Project/Program Management
- Publishing
- Staff & Volunteer Management



# ASHLEY ROSS

MUSEUMS  
ARTS, CULTURE & HUMANITIES  
NON-PROFIT PROFESSIONAL

## CONTACT

~~248.396.4378~~

RossAshleyMi@gmail.com

## ADDITIONAL EXPERIENCE

### GRANT CONSULTANT

FREELANCE | 2019–PRESENT

### PALEOWEST

EDITOR | 2021

### STARS & STRIPES ATHLETICS

DEPARTMENT DIRECTOR | 2010–2013

DEPARTMENT COORDINATOR | 2008–2010

INSTRUCTOR | 2005–2008

### GORDON GROSSCUP MUSEUM OF ANTHROPOLOGY

GRADUATE TEACHING ASSISTANT | 2011–2012

### GUEST HOUSE , INC.

COLLECTIONS CARE ASSISTANT | 2008–2009

VOLUNTEER COORDINATOR | 2007–2008

## VOLUNTEERING

### FUNDRAISING & NON-PROFIT MANAGEMENT

- Hana St. Juliana Memorial Fund & Garden | 2022–Present

### ANNUAL CONFERENCE PLANNING COMMITTEES

- ASSOCIATION OF MIDWEST MUSEUMS | 2019
- MICHIGAN MUSEUMS ASSOCIATION | 2016–Present  
Events Chair, Awards & Meeting Chair, Conference Central Chair

### GRANT REVIEWER

- INSTITUTE OF LIBRARY SERVICES | 2019
- MICHIGAN ARTS & CULTURE COUNCIL | 2018–2023

### JUROR

- MICHIGAN HISTORY DAY | 2018
- MICHIGAN WOMEN'S HISTORICAL CENTER & HALL OF FAME | 2017–2019

## PROFICIENCIES

- |                    |                          |               |
|--------------------|--------------------------|---------------|
| ▪ Adobe Acrobat    | ▪ Foundant               | ▪ PastPerfect |
| ▪ Appointment Plus | ▪ Google Docs            | ▪ PeekPro     |
| ▪ Basecamp         | ▪ Giving Data            | ▪ Slack       |
| ▪ Better Impact    | ▪ Microsoft Office Suite | ▪ SPSS        |

## CERTIFICATIONS & TRAININGS

### IN-PROGRESS

- Lilly Family School of Philanthropy
- Nonprofit Executive Leadership

### CERTIFICATIONS

- Certified Adult Tutor
- Certified Family Literacy Coach
- Mental Health First Aid, USA
- ServSafe Manager & Alcohol Server
- Real Estate Salesperson Instructor

### TRAININGS

- Community Engagement Bootcamp (Of/By/For All precursor)
- Leadership & Administration in History Organizations
- Extensive/Variou DEIA-B Training
- The Art of Giving Great Service

**Kelly Westbrook**

---

**Subject:**

FW: 501c3

**Kelly Westbrook**

Executive Director

Oxford DDA

c- 248-770-8587

o- 248-628-9941



**From:** Mark Cleland <markcleland71@gmail.com>

**Sent:** Tuesday, July 9, 2024 7:47 AM

**To:** Kelly Westbrook <dda@thevillageofoxford.org>

**Subject:** Re: 501c3

**Caution:** This is an external email and may be malicious. Please take care when clicking links or opening attachments.

Hi Kelly, it was nice talking to you yesterday! Per your request, below is a summary of my last position.

I was the Chief Financial Officer for Donnelly Penman & Partners for 11 years. Donnelly Penman is an investment banking firm that does mergers and acquisitions, valuations and private placement capital raising, predominantly in the banking and manufacturing industries. It is a SEC/FINRA registered financial services firm.

My responsibilities were administration, accounting, tax, finance, HR, regulatory compliance and financial reporting.

In addition, I am a CPA and held several securities industry licenses including general securities representative, general securities principal, financial and operations principal, and operations professional.

I am happy to provide any other information you need. I am also on Linked In if you'd like more of my employment history.

Thank you for considering me for the 501c3 board position and I look forward to hearing from you!

Regards,

# Proposed amendment to Bylaws of the Oxford Downtown Development Authority of Oxford, Michigan:

July 1, 2024

The following proposed bylaw revision is submitted for clarification purposes, and not for the purpose of making a substantive change to the bylaw.

Current bylaw:

**Article III, Section 1:** The DDA Board is comprised of nine members. Eight of the DDA Board Members shall be appointed by the municipality. The Charter Township of Oxford may recommend one member from the Township Board. The remaining member shall be the Village President of the municipality or their designee from the municipality's Village Council.

Proposed bylaw:

**Article III, Section 1:** The DDA Board consists of nine members. Eight members are appointed by the municipality, which may, at its discretion, include a member from the Township Board recommended by the Charter Township of Oxford. The ninth member is either the Village President of the municipality or the President's designee from the Village Council.

1  
2  
3 **Bylaws**  
4 **of the**  
5 **Oxford Downtown Development Authority of**  
6 **Oxford, Michigan**

7 **ARTICLE I**  
8 **Name**

9  
10 Section 1. The name of this organization shall be the Oxford Downtown Development Authority (DDA),  
11 hereinafter referred to as the DDA.

12  
13 Section 2. The municipality of this organization is the Village of Oxford, hereinafter referred to as the  
14 municipality.

15  
16  
17 **ARTICLE II**  
18 **Mission Statement/Purpose**

19  
20 Section 1. Mission Statement: The Oxford DDA is dedicated to the physical and economic development  
21 of the district's designated geographic area with emphasis on preserving its historical heritage.

22  
23 Section 2. The DDA is organized to stimulate DDA district economic development, through organization  
24 (encouraging cooperation and building leadership in the business community); promotion (creating a  
25 positive image for the district by promoting the district as an exciting place to live, shop, and invest);  
26 design (improving the appearance of the district); and economic vitality (strengthening and expanding the  
27 economic base of the district).

28  
29 Section 3. To take remedial actions to eliminate the physical, economic, and social deterioration of the  
30 DDA district and thereby promote Oxford's historic preservation, contribute to community betterment,  
31 and enhance the social welfare of residents in and around the district.

32  
33 Section 4. To provide a forum for organizations and individuals to communicate with each other about the  
34 past, present, and future of Oxford's DDA district.

35  
36  
37 **ARTICLE III**  
38 **Board Members**

39  
40 Section 1. The DDA Board is comprised of nine members. Eight of the DDA Board Members shall be  
41 appointed by the municipality. The Charter Township of Oxford may recommend one member from the  
42 Township Board. The remaining member shall be the Village President of the municipality or their  
43 designee from the municipality's Village Council.

44  
45 Section 2. Pursuant to Section 204(1) of Michigan Public Act 57 of 2018 (Recodified Tax Increment  
46 Financing Act), not less than a majority of the DDA Board Member must be persons having an interest in  
47 property located in the DDA District. In addition, if the DDA district has 100 or more persons residing in  
48 it, not less than one of the DDA Board Members shall be a resident of said district.

1 Section 3. It is the specific intent in recruiting volunteers for the DDA Board and committees to seek out a  
2 broad and diverse spectrum of viewpoints and interests and to include representatives from both the  
3 residential and business communities to ensure the broadest possible participation and support from the  
4 community. The DDA strives to be representative of the district's, municipality's, and immediate  
5 surrounding area's diverse make-up by being inclusive and accessible for all.  
6

7 Section 4. DDA Board Members shall serve four-year terms. As much as possible, these terms shall be  
8 staggered.  
9

10 Section 5. If a vacancy is created by the death, resignation, or removal of a Board member, a successor  
11 shall be appointed by the municipality for the remainder of the unexpired term.  
12

13 Section 6. DDA Board Members are required to attend all meetings of the DDA Board. The DDA Board  
14 may recommend that the municipality replace any member that misses three or more meetings during a  
15 calendar year.  
16

17 Section 7. Pursuant to Section 204(1) of Michigan Public Act 57 of 2018 (Recodified Tax Increment  
18 Financing Act), members of the Board shall serve without compensation but shall be reimbursed for  
19 actual and necessary expenses approved by the DDA Board.  
20

21 Section 8. All new DDA Board Members shall participate in an orientation program to familiarize  
22 themselves with the objectives, responsibilities, and procedures of the DDA Board within the first three  
23 months of their term. Onboarding is the responsibility of the Board Chair and Executive Director.  
24

25 Section 9. All DDA Board Members shall abide by the DDA job descriptions of their positions on the  
26 Board.  
27

28 Section 10. By appointment of the DDA Board, ex-officio members will serve as non-voting members.  
29 The Oxford Village Manager shall be an ex-officio member.  
30  
31

#### 32 **ARTICLE IV** 33 **Officers of the Board** 34

35 Section 1. The DDA shall elect from its membership a chairperson and vice chairperson. The chairperson  
36 manages and focuses the DDA Board's responsibilities, oversees the Board's interactions, and handles  
37 administrative matters related to policy set by the DDA Board. The vice chairperson works closely with  
38 the chairperson providing support through shared responsibilities, and, when the chairperson is absent,  
39 assumes the duties of same. The Village of Oxford President or designee and the Charter Township of  
40 Oxford representative may not serve in either chairperson or vice chairperson role.  
41

42 Section 2. The DDA shall elect from its membership a secretary and/or assign, with compensation, an  
43 employee of the municipality to be the primary record keeper of the DDA Board.  
44

45 Section 3. The DDA Executive Director will work in conjunction with the Village of Oxford Treasurer to  
46 manage all financial and budgetary matters relating to the operation of the DDA and in accordance with  
47 Sections 205(2) and 205(3) of Michigan Public Act 57 of 2018 (Recodified Tax Increment Financing  
48 Act).  
49

50 Section 4. No DDA Board Member shall hold more than one executive role on the DDA Board at a time.  
51

1 Section 5. Officers of the Board serve a 2-year term and may serve no more than two consecutive terms as  
2 an officer.

3  
4  
5 **ARTICLE V**  
6 **Regular Meetings**  
7

8 Section 1. Regular meetings of the Oxford DDA shall be held on the third Monday of each month at 7:00  
9 p.m. In the event that the DDA regular meeting conflicts with a legal holiday or other public meetings of  
10 the municipality, the regular meeting of the DDA shall be rescheduled by a vote of the Board. The  
11 meeting location is designated by the DDA Board and will be publicly posted.  
12

13 Section 2. All regular meetings and special meetings of the DDA shall be open to the public and held in  
14 compliance with Act No. 267 of the Public Acts of 1976.  
15

16 Section 3. Each agenda of the regular and special meetings of the DDA Board shall provide for "Public  
17 Comment." Under this item, the public shall have a reasonable opportunity to be heard. Any person may  
18 address the DDA Board with permission of the Chairperson. At any regular or special meeting of the  
19 DDA any matter brought up from the public may be deferred to another time or referred for study and  
20 recommendation upon request of the DDA Board. The Chairperson may allow inquiries or comments to  
21 be made at such time as the related subject appears on the prepared agenda.  
22

23 Section 4. A majority roll call vote of the DDA Board shall be required to call a closed session, except for  
24 closed sessions permitted under Section 8 of Act 267 of 1976 dealing with the dismissal, suspension, or  
25 disciplining of or to hear complaints or charges brought against an employee or staff member or  
26 individual agents when the named person requests a closed hearing.  
27

28 Section 5. The DDA shall have the power to adjourn any regular or special meeting to a date and time  
29 which shall not be beyond the time of the next regular meeting. The adjourned meeting shall be  
30 considered as a continuation of the same regular or special meeting. Any business which would have been  
31 proper for the DDA to consider at such meeting may be considered and acted upon at the adjourned  
32 meeting.  
33

34 Section 6. The majority of the DDA shall constitute a quorum for the transaction of business at all  
35 meetings. In the absence of a quorum, two or more members may adjourn any regular or special meeting  
36 to a later date.  
37

38 Section 7. Draft minutes of any meeting of the DDA will be distributed to all members of the DDA for  
39 their review prior to the next regularly scheduled meeting. Minutes of closed meetings shall be  
40 maintained in conformity with and shall be subject to the provisions of the Open Meetings Act, Act 267  
41 of the Public Acts of 1976, as amended.

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**ARTICLE VI**  
**Special Meetings**

Section 1. Special meetings of the DDA Board may be called upon written request of the Chairperson or any three members of the Board on 24-hours written notice to each member of the DDA Board. The written notice shall designate the purpose of such meeting and shall be served personally or left at the usual place of residence or business of each Board member.

Section 2. No business shall be transacted at any special meeting unless the same has been stated in the notice of such a meeting.

**ARTICLE VII**  
**Annual Meeting**

An annual meeting of the DDA Board shall be held in the month of September each year. The purpose of the meeting is to add Board member appointments, vote on the chairperson and vice chairperson, as required per term limits, assess yearly goals and accomplishments, and perform strategic planning for the upcoming year.

**ARTICLE VIII**  
**Executive Director**

Section 1. The DDA Executive Director shall manage the daily operations of the DDA. The Executive Director shall be responsible for coordinating the implementation of the DDA's policies, projects, and other duties as the DDA Board may require. The Executive Director shall receive for their services compensation as determined by the DDA.

Section 2. The DDA Executive Director shall report directly to the DDA Board. The DDA Executive Director shall supervise all other DDA staff.

Section 3. The DDA Executive Director shall be the Chief Executive Administrator of the DDA. Subject to the approval of the DDA Board, the Executive Director shall supervise, and be responsible for, the preparation of plans and the performance of the functions of the DDA in the manner authorized by Act 57 of the Public Acts of 2018. The DDA Executive Director shall attend all meetings of the DDA Board and shall render to the DDA Board and the municipality a monthly report covering the activities and financial condition of the DDA.

Section 4. The DDA Executive Director shall serve at the pleasure of the DDA Board and sign a written contract of employment signed and approved by the DDA Board and the municipality. The DDA Executive Director shall present all other staff hiring selections to the DDA for approval. Employment agreements shall be signed by the staff, DDA Executive Director, and DDA Chairperson for all staff recommended by the DDA Executive Director.

Section 5. An annual performance evaluation process and procedure shall be utilized for review of the DDA Executive Director's job performance led by the Organization Committee of the DDA Board.

Section 6. The DDA Executive Director shall perform functions as specified in, and abide by, the DDA Executive Director Job Description.

1  
2  
3 **ARTICLE IX**  
4 **Committees**  
5

6 Section 1. The DDA shall have at least four standing committees which shall be entitled Design,  
7 Economic Vitality, Organization, and Promotion as outlined by the Main Street America organization.  
8 Each committee shall consist of not less than three members, at least one of which must be a DDA Board  
9 Member. Each committee shall have a chairperson who will be responsible for reporting to the DDA  
10 Board and will direct and coordinate efforts of the committee. Each committee member will be appointed  
11 by the DDA Chairperson with consent of the Board and have an application on file. Each committee  
12 chairperson shall be appointed by the DDA Chairperson with consent of the DDA Board. Committee  
13 members shall serve on no more than two (2) committees simultaneously.  
14

15 Section 2. The DDA Executive Director shall act as a permanent consultant to each committee and attend  
16 all committee meetings. The committees may include outside consultants, residents of the municipality,  
17 businesspeople within the municipality, and anyone with an interest in the well-being of Oxford's  
18 community.  
19

20 Section 3. The duties of the committees are to notify the DDA Executive Director and Chairperson of all  
21 meeting times, dates, and locations; keep written minutes of each meeting to be filed with the DDA; keep  
22 the DDA Executive Director informed of the events of each meeting by means of the Chairperson if the  
23 Director was unable to attend; fulfill charges of and answer to the DDA; present monthly minutes,  
24 reports, and recommendations at DDA meetings; and act in the best interest of the DDA at all times.  
25

26 Section 4. The Design Committee shall focus on public spaces, building improvements, design education,  
27 technical assistance, and design regulations and enforcement.  
28

29 Section 5. The Economic Vitality Committee shall focus on market research, business assistance,  
30 financial assistance, and property development.  
31

32 Section 6. The Organization Committee shall include volunteer and membership development,  
33 communication and public relations, and fundraising.  
34

35 Section 7. The Promotions Committee shall include marketing, image building, retail and business  
36 promotions, and special events.  
37

38 Section 8. The DDA Board, by resolution adopted by a majority of Board Members, may designate or  
39 appoint one or more committees, in addition to the above-named standing committees. Each additional  
40 committee must have one or more DDA Board Member on it.  
41

42 Section 9. All committee members shall abide by the DDA job description for their positions on the  
43 committee(s). Committee members shall have no authority for decision-making but will report findings  
44 and suggestions to the Board.  
45

46 Section 10. Committee members who miss three or more scheduled committee meetings in a calendar  
47 year may be replaced at the discretion of the DDA Chairperson or the DDA Board by a majority vote of  
48 the Board.  
49

50 Section 11. By a majority vote, the Board may remove committee members at its discretion.  
51

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**ARTICLE X**  
**Fiscal Year**

Section 1. The fiscal year of the DDA shall coincide with the Village of Oxford's fiscal year.

Adopted by the Downtown Development Authority on August 21, 2006. Amended on October 17, 2022.  
Approved by the Village of Oxford Council October 19, 2022.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chairperson

\_\_\_\_\_  
Date



## Memorandum

To: Honorable President, Kelsey Cooke  
DDA Executive Director Kelly Westbrook, and DDA Board Members

From: Joseph M. Madore, Village Manager

Date: July 9, 2024

Re: DDA Statute review, roles and responsibilities.

---

**Background:** In the last 4-5 years there have been many new people appointed by the Village Council to sit on the DDA Board. Village Council members recognize that like other Boards that they appoint members to, Planning Commission (PC), Beautification Commission and the Zoning Board of appeals (ZBA), that these positions are filled with people willing to volunteer their time and talent for the betterment of the Community. We also recognize that almost all of these positions are secondary to the person's "day Job".

Whether you are a new planning commissioner, zoning Board of Appeals member or DDA Board member there is a lot to learn about the State statutes that allow for the creation, mandate the rules and create the legal framework for each of these important parts of local government. It is these State statutes that we must adhere to when it comes to the operation and oversight of these Boards/Commissions.

The Michigan Zoning Enabling Act. Act 110 of 2006 dictates the rules for ZBA's.

The Michigan Planning Enabling Act. Act 33 of 2008 dictates the rules for PC's.

The Recodified Tax Increment Financing Act. Act 57 of 2018 dictates the rules for DDA's.

Once you get past the definitions in the DDA statute you get to section 201a where the State Legislature put into words their reasoning for implementing the statute. Those findings are spelled out as items a-h below. A very important take away from these findings is that the legislature created the statute as a tool for local units of government to use. "Local units of government" is mentioned seven times in the findings of the Legislature. Whenever you see the words local units of government in the statute, read that as "The Village of Oxford".

Sec. 201a. The legislature finds all of the following:

- (a) That there exists in this state conditions of property value deterioration detrimental to the state economy and the economic growth of the state and (The Village of Oxford) ~~its local units of government~~.
- (b) That government programs are desirable and necessary to eliminate the causes of property value deterioration thereby benefiting the economic growth of the state.

- (c) That it is appropriate to finance these government programs by means available to the state and (The Village of Oxford) ~~local units of government in the state~~, including tax increment financing.
- (d) That tax increment financing is a government financing program that contributes to economic growth and development by dedicating a portion of the increase in the tax base resulting from economic growth and development to facilities, structures, or improvements within a development area thereby facilitating economic growth and development.
- (e) That it is necessary for the legislature to exercise its power to legislate tax increment financing as authorized in this part and in the exercise of this power to mandate the transfer of tax increment revenues by city, village, township, school district, and county treasurers to authorities created under this part in order to effectuate the legislative government programs to eliminate property value deterioration and to promote economic growth.
- (f) That halting property value deterioration and promoting economic growth in the state are essential governmental functions and constitute essential public purposes.
- (g) That economic development strengthens the tax base upon which (The Village of Oxford) ~~local units of government~~ rely and that government programs to eliminate property value deterioration benefit (The Village of Oxford) ~~local units of government~~ and are for the use of (The Village of Oxford) ~~the local units of government~~.
- (h) That the provisions of this part are enacted to provide a means for (The Village of Oxford) ~~local units of government~~ to eliminate property value deterioration and to promote economic growth in the communities served by (The Village of Oxford) ~~those local units of government~~.

Sec 203. (1) states that "... (the Village of Oxford) the governing body may, by resolution, declare its intentions to create and provide for the operation of an authority". This section of the statute again emphasizes the essential role of (The Village of Oxford) the local unit of government. DDA members need to keep in mind that the funds that make up a DDA budget are tax revenues diverted away from (The Village of Oxford) the local unit of government and other taxing jurisdictions.

That is why the statute gives the Village of Oxford the following powers:

- To create an authority (sec. 203.1).
- To appoint members (sec. 204.1).
- To approve the adoption of the rules of the authority (sec. 204.3).
- To remove authority board members (sec. 204.4).
- To approve the compensation of the director (sec. 205.1).
- To approve the budget prior to the authority adopting the budget (sec. 228.1).
- To assess a pro rata, share of the funds for the cost of handling and auditing the funds against the funds of the authority... (sec. 228.2).
- To dissolve an Authority. (sec. 230.1).

Like a planning commission and a zoning board of appeals, the DDA is an instrumentality of the Village of Oxford. (sec. 209) and the Village Council will continue to provide support and resources to the DDA.

For those that are new members, short time members or those that have served on the DDA for many years, please take the time to familiarize yourself with the DDA statute, DDA bylaws and the open meetings act that we also need to be sure to adhere to. The open meeting act should be part of your member orientation package you received.

Joseph M. Madore  
Village Manager