



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
October 21, 2024
7pm
Village Offices

Topic: DDA October Board Meeting

1. Call meeting to order
2. Pledge of Allegiance
3. Roll Call: Pete Scholz, Rod Charles, Marie Powers, Catherine Colvin, Bryce Clark, Leigh Ann Knaus, Jacob Nicosia, Holly Pifer, Scott Taylor
4. Public Comment on non-agenda items (3-minute limit)
5. Consent Agenda:
 - a. Approval of proposed agenda
 - b. Approval of September 2024 meeting minutes
 - c. Police Report
 - d. Code Enforcement Report
6. Financials
 - a. Financial statements & revenue expenditure reports
 - b. Bills: September 2024
7. DDA reports
 - a. Org Committee Report
 - b. EV Committee Report
 - c. Promo Committee Report
 - d. Design Committee Report
 - e. Executive Director's Report
8. Unfinished/Old Business
 - a. Strategic Plan
9. New Business
 - a. Sign Grants
 1. Scot's Toys- sign grant (up to \$1500)
 2. Oxford Jewelers- sign grant (up to \$1500)
 - b. Resignation
 - c. Staffing



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
Board Meeting
October 21, 2024
7pm
Village Offices

1. Executive Director Backfill

2. Assistant Director Classification

d. Board Chair Interim

10. Items moved from consent agenda

11. Board Member Comments

12. Extended Public Comment

13. Adjourn

Next DDA Board regular meeting: **November 18th, 2024 at 7:00 p.m.**



**Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, September 16th, 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 8: Bryce Clark, Catherine Colvin, Leigh Ann Knaus, Jacob Nicosia, Holly Pifer, Marie Powers, Pete Scholz and Scott Taylor.
Members Absent: Rod Charles
Staff Present: DDA Director Kelly Westbrook, Village Manager Joseph Madore, Recording Secretary Vicki Balongie.
4. **Public Comment on Non-Agenda Items:** none
5. **Consent Agenda:**
 - a. **Motion:** by Colvin/Powers to approve the proposed agenda.
Vote: Ayes: 8. Nays: 0. Motion carried.
 - b. **Motion:** by Powers/Colvin to approve the August 2024 meeting minutes; and to receive and file the Police and Code Enforcement reports.
Roll call vote: Ayes: 8. 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 August bills in the amount of \$12,193.33.
Roll call vote: Ayes: 8. Nays: 0. Motion carried.
7. **DDA Reports:**
 - a. Organization Committee - did not meet
 - b. Economic Vitality Committee - did not meet
 - c. Promotion Committee - Westbrook and Pifer
 - d. Design Committee - Westbrook
 - e. Executive Director - Westbrook
8. **Unfinished/Old Business:**
 - a. ARPA Funding – waiting for approval from county
 - b. Crosswalks – Village Council approved DDA’s plans for crosswalks. Request has been made to Rowe Engineering to add repairing the sidewalks on East & West Burdick and replacing the brick pavers to the project. The project will be funded with the ARPA Funds and done Spring 2025.

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



9. New Business:

a. Edison Alley orphaned parcel

Motion: by Colvin/Knauss to transfer the small DDA parcel on Edison Alley to the Village of Oxford.

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

b. STRAT Plan report

Cristina Sheppard-Decius from POW! Strategies Inc. presented the proposed strategic plan for the next 3-5 years.

10. Items moved from consent agenda: none

11. Board members comments:

Updates from Village Manager Joe Madore:

1. Weckle Parking Lot – waiting on property surveys and transfers. Working on leasing parking lot from Weckle in the meantime.
2. E. Burdick Street paving project to begin mid-month.
3. Village Council approved funds to improve Methodist Church parking lot that is used for public parking downtown.

12. Extended public comment: none

13. Motion to adjourn by Colvin/Powers at 8:18pm.

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

Next DDA Board regular meeting: Monday, October 21st, 2024, at 7:00pm

OXFORD VILLAGE POLICE DEPT. POLICE CHIEFS REPORT

2024-September

Micheal D. Solwold-Chief

MONTH		YEAR TO DATE			
	Sept. 2024	Sept. 2023	2024	2023	DIFF
CALLS FOR SERVICE	424	530	-106	4199	4545
CITATION/WARNING	300	325	-25	3332	2894
ACCIDENTS	6	4	2	58	58
POSITION	#				
CHIEF	1				
OFFICERS/FT	5				
OFFICERS/PT	2				
Service Aid	2				
Reserves	10				
TOTAL	20				

Below is designated for crime-specific stats:

Assault/Battery X 2	
Larceny X 2	
DUI involving a crash	

Sept. 2024	WASHINGTON	GLASPIE	E BURDICK	LAKEVILLE	OXFORDLAKES	PONTIAC	W BURDICK	W OF 24	E OF 24	N W LOT	N E LOT	TOTALS
	speed	26	10	1	17			56				
red light	49	4										53
stop sign	1	3			21	1		1				27
improper turns	10	1					1					12
seat belt												0
drivers licence violations	2			1	2		2		1			8
plate violations	13		1	2	1		6					23
insurance/registration	8	1		4	1		16					30
equipment	19	4	1				5	1				30
misc. violations	1											1
parking violations		1			3				2			6
fail to yield to emergency vehicle												0
commercial motor vehicle tickets												0
Location Totals	129	24	3	24	28	1	86	2	3			300

Grand Total for the Month	300
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CODE ENFORCEMENT ACTIVITY REPORT

Location / Address	Description	Date Opened	Date Revisited	Date Closed	Comments / Action Taken
60 Glaspie	grass, improper storage of trash	8/19/24	8/26 9/5	9/11/24	tagged house twice with no result. Letter this date to prop. Owner 5 day performance. Prop. Occupied, reluctant to send in contractor
146 S. Wash.	letter this date with deadline of 10/17	7/11/24	9/5/24		final date to have sign removed from closed business
150 s. Wash.	letter this date with deadline of 10/17	7/11/24	9/5/24		final date to have sign removed from closed business
20 Louck	rundown appearance of exterior of Apts.	8/19/24	9/5/24		letter sent previously regarding timetable of repair no action. Letter sent this date to motivate them to move forward
43 East	c/r (complaint regarding) exterior of property	9/9/24			looked over site, sent letter requesting a short exterior inspection
5 Park	CR grass	9/11/24		9/11/24	unfounded
408 Sunset	improperly parked trailer	9/11/24			annual reminder letter 10/1 performance
207 Aspen	wrecked car in street	9/11/24			notice sent to have it removed by 9/23
200 Oxford					
Lakes	grass	9/11/24			notice sent 5 day performance
548 Thornhill	improperly parked trailer	9/11/24			annual reminder letter 10/1 performance
77 E. Glaspie	improperly parked trailer	9/11/24			annual reminder letter 10/1 performance
771 Baypointe	large amount of landscaping materials in street	9/16/24		9/18/24	complaint by DPW, contractor on site. Red Tagged house ASAP removal
Pleasant St. area	report of chickens running loose	9/18/24			passed through area twice, nothing seen. Will check from time to time
51 Park	generally rundown appearance of property	9/18/24			letter to owner requiring cleanup of worst part of it within 2 weeks
32 First	long term deteriorated shed	3/27/24	9/23/24		not repaired 3rd citation sent 9/23
14 Davison	noted serv pro on site	9/23/24		9/23/24	saw green serv pro vans at rental property, stopped to determine issue. Car followed me in stated resident death late last week and not able to contact landlord. At my request OPD responded to site to advise relatives

PERIOD ENDING 09/30/2024
 % Fiscal Year Completed: 25.21

GL NUMBER	DESCRIPTION	END BALANCE		2024-25 AMENDED BUDGET	YTD BALANCE	
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000						
248-000-402.010	Village Revenue	217,423.71		203,000.00		82,468.36
248-000-402.020	DDA CAPTURE OTHER UNITS	310,433.40		291,000.00		44,769.50
248-000-412.000	Delinquent Property Taxes	19,268.29		18,000.00		830.97
248-000-417.000	Unpaid Personal Taxes	0.00		0.00		0.00
248-000-445.000	PENALTY AND INTEREST ON TAXES	0.00		0.00		0.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION	43,062.29		37,000.00		0.00
248-000-581.000	LOCAL GRANT	1,680.00		2,500.00		2,000.00
248-000-581.020	LOCAL GRANT	0.00		0.00		600.00
248-000-581.030	SPONSORSHIPS	0.00		15,000.00		0.00
248-000-654.010	TROLLY	0.00		0.00		0.00
248-000-665.000	Interest Earnings	25,980.52		7,000.00		2,759.40
248-000-665.040	Loan Account Interest	0.00		0.00		0.00
248-000-667.010	COMMUNITY ROOM RENTAL	0.00		0.00		0.00
248-000-669.000	INVESTMENT GAINS/LOSSES	3,765.93		8,000.00		0.00
248-000-673.000	Sale of Fixed Assets	0.00		0.00		0.00
248-000-674.000	Donations	34,423.65		0.00		5,145.77
248-000-674.010	ICE FESTIVAL	0.00		0.00		0.00
248-000-675.000	GIFT CARD PROMO	0.00		0.00		0.00
248-000-676.000	REIMBURSEMENTS	0.00		0.00		0.00
248-000-677.000	MISCELLANEOUS	0.00		0.00		0.00
248-000-678.000	CORP GRANT	0.00		0.00		0.00
248-000-678.010	CORP GRANT CONSUMERS	145,622.43		0.00		0.00
248-000-678.020	CORP GRANT T-MOBILE	45,168.29		0.00		0.00
248-000-696.000	Proceeds Bonds and Notes	0.00		0.00		0.00
248-000-699.101	Transfer In - General Fund	0.00		0.00		0.00
248-000-699.999	Previous Year(Deficit) Surplu	0.00		0.00		0.00
Total Dept 000		846,828.51		581,500.00		138,574.00
TOTAL REVENUES		846,828.51		581,500.00		138,574.00
Expenditures						
Dept 000						
248-000-995.494	TRANSFER OUT	0.00		0.00		0.00
Total Dept 000		0.00		0.00		0.00
Dept 728 - ECONOMIC DEVELOPMENT						
248-728-740.010	Copying	0.00		0.00		0.00
248-728-801.000	DDA COUNTY GRANTS	0.00		0.00		0.00
248-728-802.010	CONSUMERS GRANT EXPENDITURES	5,934.19		0.00		0.00
248-728-802.020	T-MOBILE GRANT EXPENDITURES	5,844.74		0.00		0.00
248-728-802.030	OTHER PRIVATE GRANTS AND DONATIONS	0.00		0.00		0.00
248-728-810.000	Contracted Services	0.00		0.00		0.00
248-728-810.112	COMMUNITY CLEANUP	0.00		0.00		0.00
248-728-885.000	Grant - Door	0.00		0.00		0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		11,778.93		0.00		0.00
Dept 729 - Organization/Administration						
248-729-704.000	Wages	97,399.99		71,213.00		24,253.11
248-729-704.010	ADMIN WAGES	0.00		27,300.00		0.00
248-729-705.000	CLERICAL	0.00		4,000.00		0.00
248-729-710.010	Leave Time Buyout	0.00		0.00		0.00
248-729-715.000	FICA DDA	7,451.19		7,842.00		1,916.59
248-729-716.000	HEALTH /LIFE INSURANCE	0.00		4,800.00		800.00
248-729-716.001	LIFE, ST/LT DISABILITY	695.86		1,000.00		131.37
248-729-718.000	Retirement	0.00		0.00		0.00
248-729-718.010	RETIREMENT MERS DC	7,393.92		7,121.00		2,029.76
248-729-723.000	WORKERS COMPENSATION	608.64		800.00		321.52
248-729-725.000	Unemployment	0.00		0.00		0.00
248-729-727.000	Office Supplies	148.77		250.00		50.93
248-729-727.030	COMPUTERS	0.00		0.00		0.00
248-729-730.000	Postage - Newsletter	0.00		100.00		0.00
248-729-740.000	Operating Supplies	636.70		1,000.00		154.27
248-729-740.010	Copying	0.00		0.00		0.00
248-729-740.140	OPERATING SUPPLIES	514.56		0.00		0.00
248-729-807.000	Audit	2,341.78		2,000.00		130.50
248-729-810.000	Contracted Services - Admin.	12,333.67		4,000.00		939.51
248-729-810.011	DDA CONT. DPW/PD SERVICES	70,510.34		75,000.00		21,290.01
248-729-813.000	Custodial Services	0.00		0.00		0.00
248-729-818.000	Executive Director	0.00		0.00		0.00

GL NUMBER	DESCRIPTION	END BALANCE		2024-25 AMENDED BUDGET	YTD BALANCE	
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-729-826.000	Legal: Litigation	0.00		0.00		0.00
248-729-826.114	Legal: Settlement	0.00		0.00		0.00
248-729-830.000	Membership & Dues	500.00		0.00		250.00
248-729-856.000	Telephone	0.00		0.00		0.00
248-729-856.040	COMMUNICATIONS CELL PHONE FEES	613.84		700.00		102.36
248-729-866.000	Mileage	0.00		50.00		0.00
248-729-900.000	Advertising	6,103.13		2,500.00		154.99
248-729-905.000	Printing & Publications	0.00		100.00		0.00
248-729-920.000	Utilities	907.68		850.00		170.88
248-729-920.100	Utilities - 32 E. Burdick	0.00		0.00		0.00
248-729-920.200	Utilities - 36 E. Burdick	0.00		0.00		0.00
248-729-933.000	Equipment Maintenance	0.00		0.00		0.00
248-729-941.000	Copier Lease	0.00		0.00		0.00
248-729-955.000	WORKSHOPS	2,152.96		500.00		468.04
248-729-955.010	MEALS	337.86		500.00		0.00
248-729-955.020	LODGING	723.56		1,000.00		0.00
248-729-956.000	Volunteer Development	0.00		0.00		0.00
248-729-957.000	Contingency: Year End	0.00		0.00		0.00
248-729-961.000	Taxes: Errors in Roll	0.00		0.00		0.00
248-729-962.000	Insurance	5,030.35		4,500.00		5,157.80
248-729-970.000	Capital Improvements	0.00		0.00		0.00
248-729-991.000	Principal	0.00		0.00		0.00
248-729-992.000	Fees	0.00		0.00		0.00
248-729-993.000	INTEREST	0.00		0.00		0.00
248-729-995.394	Transfer to Debt Service	67,700.50		66,830.00		0.00
248-729-995.494	TRANSFER OUT	0.00		0.00		0.00
Total Dept 729 - Organization/Administration		284,105.30		283,956.00	58,321.64	
Dept 734 - BUSINESS & DEVELOPMENT						
248-734-727.000	Office Supplies	0.00		100.00		0.00
248-734-730.000	Postage	0.00		0.00		0.00
248-734-740.000	DOWNTOWN PROMO	(3,857.59)		0.00		4.00
248-734-740.010	Copying	367.64		50.00		0.00
248-734-787.000	Materials	0.00		50.00		0.00
248-734-810.000	CONTRACTED SERVICES -EVENTS	50,725.90		35,000.00		8,596.81
248-734-810.160	CONTRACTED SERVICES-DOWNTOWN	13,056.24		0.00		4,702.42
248-734-810.340	ICE FESTIVAL	0.00		0.00		0.00
248-734-817.000	Planning Consult - FBZ	0.00		0.00		0.00
248-734-826.000	Legal Fees	0.00		0.00		0.00
248-734-882.000	TROLLY	6,398.69		10,000.00		2,099.52
248-734-885.000	Grant - Facade	19,720.15		65,000.00		4,483.00
248-734-900.000	HOLIDAY ADVERTISING	0.00		5,000.00		0.00
248-734-905.000	Printing - Celebrate Oxford	0.00		2,500.00		0.00
248-734-942.000	Parking Lot Rental	0.00		0.00		0.00
248-734-943.000	EQUIP RENTAL	0.00		0.00		0.00
248-734-956.000	Miscellaneous	0.00		0.00		0.00
248-734-962.000	Insurance - Celebrate Oxford	0.00		0.00		0.00
248-734-970.000	Capital Improvements	503,298.38		120,000.00		5,147.53
Total Dept 734 - BUSINESS & DEVELOPMENT		589,709.41		237,700.00	25,033.28	
TOTAL EXPENDITURES		885,593.64		521,656.00	83,354.92	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		846,828.51		581,500.00	138,574.00	
TOTAL EXPENDITURES		885,593.64		521,656.00	83,354.92	
NET OF REVENUES & EXPENDITURES		(38,765.13)		59,844.00	55,219.08	

2024 DDA BILL RUN

Account Name	Account Numbers	Vendor	Amount	Description
Contr Services - Downtown	248-729-810.011	Village of Oxford	\$5,000.00	DPW - monthly
Contr Services - Downtown	248-729-810.011	Village of Oxford	\$2,096.67	Police - monthly
Contr Services - Admin	248-729-810.000	Village of Oxford	\$99.32	copies
Contracted Services- Events	248-734-810.000	Eastside Racing Company	\$950.00	SCF Race Event
Contracted Services- Events	248-734-810.000	Blue Shamrock Farm	\$450.00	SCF Vendor
Contr Services - Admin	248-734-810.000	Lucid Marketing Strategies	\$367.50	Website Development
Contracted Services- Events	248-734-810.000	Gracefully Crafted By Lorry	\$1,786.10	DDA Merch for events
Contracted Services- Events	248-734-810.000	The Marketing Shop	\$75.00	Logo for Flag
Contracted Services - Admin	248-734-810.000	Steve Giroux	\$300.00	SCF Vendor
Contracted Services- Events	248-729-810.000	Lucid Marketing Strategies	\$75.00	Website Training
Contracted Services - Admin	248-734-810.000	Don's Lil Johns	\$500.00	SCF Vendor
Capital Improvements	248-729-810.000	Davis Listman PLLC	\$162.45	Professional Services
Advertising	248-734-970.000	Sharpe Engineering	\$4,000.00	ARPA Project
Contracted Services- Events	248-729-900.000	View Newspaper Group	\$217.00	Advertising
Contracted Services- Events	248-734-810.000	Jenna Smith	\$300.00	SCF Vendor
Contracted Services- Events	248-734-810.000	3Mates	\$300.00	SCF Vendor
Contracted Services- Events	248-734-810.000	Fun with Sparkles	\$1,000.00	SCF Vendor
Downtown Promo	248-734-740.000	Village of Oxford	\$225.00	Gift Cards (for SCF prizes)
Contracted Services- Events	248-734-810.000	Kimberly Smith	\$56.98	Reimbursement for Work Expenses (fall décor)
Contracted Services- Events	248-734-810.000	Kelly Westbrook	\$50.87	Reimbursement for Work Expenses
Contracted Services- Events	248-734-810.000	Kelly Westbrook	\$1,361.32	Reimbursement for Work Expenses
Trolley	248-734-882.000	NOTA	\$2,071.62	Trolley
		Sub Total	\$21,444.83	
Village of Oxford - Prepaid Bills				
Wages	248-729-704.000	Village of Oxford - wages	\$2,732.34	
FICA	248-729-715.000	Village of Oxford - FICA	\$0.00	
Retirement	248-729-718.000	Village of Oxford - 457 plan	\$115.40	
Life, ST/LT Disability	248-729-716.001	Village of Oxford - Life, ST/LT Disability	\$0.00	Life and Disability Insurance - Dearborn National (Ascend)
Medical Insurance	248-729-716.000	Village of Oxford	\$0.00	
Admin Wages	248-729-704.010	Village of Oxford- Wages	\$1,440.00	Kim's Wages
		Sub Total	\$4,287.74	
Prepaid Bills -				
Cell Phone Fees	248-729-856.040	Verizon	\$51.24	Monthly - Cell Phone
contracted services	248-729-810.000	Multitech	\$37.50	IT services
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	
Credit Card Bills				
Contracted Services- Admin	248-729-810.000	Zoom	\$16.95	Service Fee
Contracted Services-Admin	248-729-810.000	Amazon Prime	\$15.89	Prime Membership
Contracted Services- Admin	248-729-810.000	Google Storage	\$1.99	Storage

2024 DDA BILL RUN

Capital Improvements	248-734-970.000	Amazon	\$1,175.68	Capital Improvements
Contracted Services Events	248-734-810.000	Amazon	\$74.50	Event Supplies
Workshops	248-729-955.000	Meijer, Evergreens	\$204.92	Dragon on the Lake Event
Contracted Services Events	248-734-810.000	Grav Capital, Sick Pizza, Sullivans, Oxford Tap	\$400.00	Cornhole winner prizes (\$100 per location)
Downtown Promo	248-734-740.000	Factor 4	\$5.67	Gift card Program
Capital Improvements	248-734-970.000	NH Creative	\$561.00	Mural
Contracted Services- Admin	248-729-810.000	Go Daddy	\$35.17	Website Costs
Contracted Services- Admin	248-729-810.000	DocuSign	\$350.14	Document Management Subscription
Contracted Services Events	248-734-810.000	Dollar Tree	\$80.83	Fall Décor
Contracted Services Events	248-734-810.000	League Lobster	\$9.95	Cornhole Management App
Contracted Services- Admin	248-729-810.000	Microsoft	\$8.75	Office Subscription
Contracted Services Events	248-734-810.000	QR Creator	\$29.95	QR Code for event
		Sub Total	\$2,971.39	
		Grand Total	\$28,909.57	

Signature from Village _____

Signature from DDA _____



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
Organization Meeting
October 9, 2024
9am
DDA Offices

Called to order at 10:05

Present - Chair Brad Jacobsen, Rod Charles, Pete Scholz, Randy LeVasseur, Exec. Director Kelly Westbrook.

Crosswalk update - Pete reviewed activities including progress of planning, engineering and bidding for crosswalks for W Burdick at Hudson and for E Burdick near the NE lot. Anticipates bids to go out over winter for spring work. To be paid with combination of ARPA funds and our percentage match. Possible replacement of bricks with stamped concrete in area between curb and sidewalks discussed.

ARPA Funding - Kelly expressed her concern and displeasure that the Village met with Oakland County staff without her being present to represent the DDA. The meeting was to inform the Village how ARPA funds are to be distributed and tracked.

Staffing - Kelly brought up discussion of work load, staffing and salaries. Kelly would like to bring Kimberly to full time at \$50,000 salary during this budget year. She did not have figures as to cost of benefits. Brad commented as he recalled that Kimberly had received a wage increase and been offered more hours already in this budget year. Discussion was held that time sheets / work logs would be helpful when reviewing these issues.

Brad inquired if an agenda had been prepared for this meeting. Kelly stated it had not but she had sent him what she wanted on agenda. He inquired if she had even looked at his response to her emails, in which, he asked for her assistance by preparing an agenda for this meeting. Chair Jacobsen expressed his concern that he has left a number of message on both office and cell phones over the past few weeks without getting a response. Kelly stated that the office machine is checked every day. Jacobsen comment that phone may have been checked but calls not returned.

Kelly stated (paraphrased) that she loved this job, has been giving her all, putting in lots of hours and does not need any one questioning her work ethic. Kelly then printed and presented to Pete (DDA Chair) a prepared resignation letter which was dated September 28. Kelly then left the meeting at approximately 10:45.

Discussion of personnel matters followed.

Charles moved, LeVasseur second to adjourn at 1140.

BCJ.



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
ECONOMIC VITALITY COMMITTEE MEETING
October 16th, 2024
12-1PM
Evergreen's

Members in Attendance: Rod Charles, CJ Gozdor

Members Absent: Ashley Ross, Marie Powers

Others in Attendance: Kimberly Smith– DDA Assistant 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
- Strategic Plan

MEETING MINUTES

- EV would like to meet with local developers to understand their needs and desires for development in Oxford.
- Looking for opportunities to synergize between businesses to create event opportunities (i.e. a night out patronizing multiple businesses).

ACTION ITEMS

- Kimberly will provide OWPTC contact to CJ to discuss renting temporary space in downtown.



Members in Attendance: Holly Pifer, Melisa Counselis, Lorry Graybeal, Kimberly Smith
Members Absent: Leigh Ann Kanus, Chris Zitney, Angie Green
Others in Attendance: Lisa Owens

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 committee members 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. Staffing Updates
2. Feedback on Scarecrow Fest
3. Witches Night- October 25th - 5-10pm
4. Ladies Shopping Day- November 16th
5. Shop Small Saturday- November 30th
6. Soup and Sweet Stroll- December 6th
7. Holiday Parade and Dudes Day- December 7th
8. Polar Express and Holiday Market- December 15th

MEETING ACTIONS:

1. Volunteers identified to help support Soup and Sweet:
 - a. Holly- Volunteers
 - b. Melisa- Business commitment for soup
2. Will meet twice in November- 4th and 18th



Members in Attendance: Scott Kree (Chair), Catherine Colvin (Bd. Liaison), Devoney Crockett, Debbie Mick, Denine Wilber

Members Absent: Sue Bossardet (excused), Lindsey Gregor (excused), Sue Oles (excused)

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.

MEETING AGENDA

1. Open meeting
 - A. Welcome and attendance/introductions.
2. Action items from last meeting:
 - A. Christmas decorations/lights
3. Current and potential grants:
 - A. **Sign Grant: Scot's Toys**
 - B. **Sign Grant: Oxford Jewelers**
4. Budget discussion
 - A. Update, if any
5. Upcoming events:
 - A. October:
 1. Witch's night?
6. Placemaking:
 - A. Washington Square (NW):
 1. Update, if any
 - B. The PatiO (NE):
 1. Update, if any
 - C. Centennial Park (SW):
 1. Update, if any
 - D. The Courtyard (SE)
 1. Update, if any
7. Recent events:
 - A. Scarecrow Fest
8. Future programs, projects, seminars
 - A. If any
9. Close Meeting

MEETING MINUTES

1. Open meeting
 - A. Kree opened meeting at 9:35 A.M.
 - B. Welcome and attendance/introductions.
2. Action items from last meeting:
 - A. Christmas decorations/lights
 1. White lights on Washington Street (M-24)
 2. Christmas Trees in Centennial Park
 3. Wreaths
 4. Decorating truck for Christmas after fall
3. Current and potential grants:
 - A. **Sign Grant: Scot's Toys**
 1. Discussion was held. A temporary banner is currently on the E. Burdick St. Façade. Applicant is permitted two signs because it is a store front on a corner fronting both Washington St. (M-24) and E. Burdick Street. Bossardet (absent), reviewed the sign grant and submitted an emailed concern about the historic age of the building and the proposed signs attaching to the brick façade. Emailed concern was discussed by Design Committee present at meeting and the opinion is that the owner of the building has done a great job keeping the building well preserved especially since the removal of the awnings. The location of the proposed "wall mounted" sign on E. Burdick St. façade has areas of some mortar-filled holes in the existing brick supporting the assumption that signs may have been in this location in the past. It is very possible that some of the scarred brick would be covered by the proposed wall mounted sign. The proposed "blade sign" does not indicate its attaching to brick in quotes. There remains wood in this area around the windows and large wooden headers that it is assumed the sign bracket would be attaching to. Design Committee will defer to owner pertaining to how sign is attached to the brick façade. There are no foreseen issues with the design of the signs as submitted.
 - i. **Colvin made the motion (Wilber - seconded) to recommend to the DDA Board a 50% grant of the quote chosen not to exceed \$1,500.00 for Scot's Toys to receive a sign grant pending sign permit approval by village. 5-0 vote in favor to pass along recommendation of grant.**
 - B. **Sign Grant: Oxford Jewelers**
 1. Discussion was held. Same size letters but length of sign will be shorter. The proposal is a changing of name from "Mark A Young Jewelers" to read "Oxford Jewelers". There are no foreseen issues with the changes to the sign's design as submitted.
 - i. **Colvin made the motion (Mick - seconded) to recommend to the DDA Board a 50% grant of the quote chosen not to exceed \$1,500.00 for Oxford Jewelers to receive a sign grant pending sign permit approval by village. 5-0 vote in favor to pass along recommendation of grant.**
4. Budget discussion
 - A. No discussion
5. Upcoming events:
 - A. October:
 1. Courtyard ribbon cutting 10/3
 2. Truck photo shoot 10/12 (TBD)
 3. Witch's night 10/25
 - B. November:
 1. Widows weekend (Def: those that were left home by a hunter) 11/16
 2. Shop small Saturday (day of remembrance with special wildcat coffee cups) 11/30

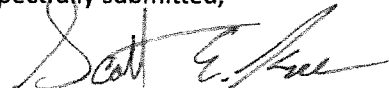
- C. December:
 - 1. Soup & Sweets stroll 12/6
 - 2. Dude's Day 12/7
 - 3. Polar express 12/15
- 6. Placemaking:
 - A. Washington Square (NW):
 - 1. No updates
 - B. The PatiO (NE):
 - 1. No updates
 - C. Centennial Park (SW):
 - 1. No updates
 - D. The Courtyard (SE)
 - 1. Ribbon cutting 10/3
 - 2. Lights completed
- 7. Recent events:
 - A. Scarecrow Fest
 - 1. Washinton Square might be used for crafts and kids next year keeping vendors in one area
- 8. Future programs, projects, seminars
 - A. Historical signs follow-up
 - B. Courtyard ribbon cutting
- 9. Kree closed meeting 10:15 AM

ACTION ITEMS

- *Historical signs*
- *Order Christmas decorations to be here and installed before Soup & Sweets Stroll*
- *Christmas light organization of places*

This concludes the meeting report for the **October 1, 2024**, Oxford DDA Design Committee Meeting. **Next DDA Design Committee meeting will be on Tuesday, November 5, 2024.**

Respectfully submitted,



Scott E. Kree

Oxford DDA Design Committee Member/Chair



Key items to note this month:

- A very successful Scarecrow Festival with over 50 vendors, cornhole tournament, kids activity zone, chili cookoff and trick or treating
- Reveal of our new community space "The Courtyard"
- Event planning for Witches Night, Remembrance Day/Small Business Saturday, Soup and Sweet Stroll, Polar Express and Holiday Market
- Met with All for Oxford Advisory Committee
- Hosted business owner Huddle meeting
- T Mobile final report was submitted
- Main Street quarterly stats were submitted
- Trolley app was fixed
- Attended committee Meetings
- Met with Lake Orion DDA
- Hosted Thrive Social Media 101 training for business owners
- MDA IG Takeover Day
- Oxford Community Leaders meeting
- Podcast
- Kelly's transition

Proposed Sign: Please attach official quotes for the proposed sign (material and labor listed separately). To ensure competitive bidding, you must submit a minimum of three quotes for the proposed sign.

Estimated project completion date: 45 days after approval

Project Financial Description: Please attach additional information about project funding source(s) if needed.

Estimated Project Budget: 3,000

Project Funding Source(s): Personal

Required Supplemental Information: Applicant is required to submit Ten (10) copies of this form with the following information:

1. Current photographs of the property indicating the proposed sign location.
2. Detailed drawings of proposed sign
3. Written description of sign, including materials and colors. Samples of materials and colors being used in the sign
4. Material information brochures should also be included
5. Proof of project funding sources
6. Letter of Approval by the property owner – if applicable

I have read and understand the conditions of the DDA Sign Grant Program and agree to abide by its conditions and guidelines.

I understand that if this application is approved any changes, alterations or modifications to the approved sign design must be authorized in writing by the DDA Director, Design Committee and DDA Board. If unauthorized changes are made I understand that the DDA may withdraw its funding commitment.

I understand that if the project is not completed within the timetable of 90 days, the DDA can withdraw its funding commitment. I understand that I can reapply and that all applications are subject to funding availability at the time of reapplication.

David Graybeal

Applicant's signature

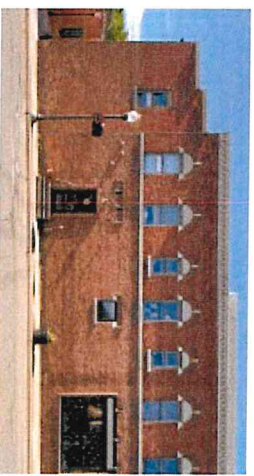
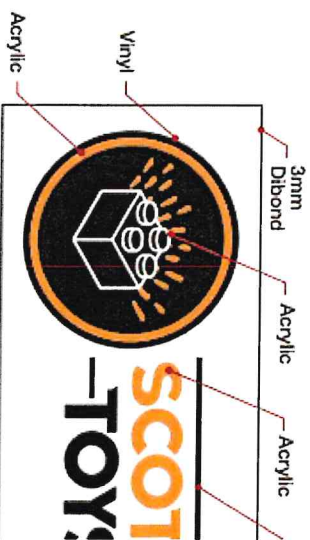
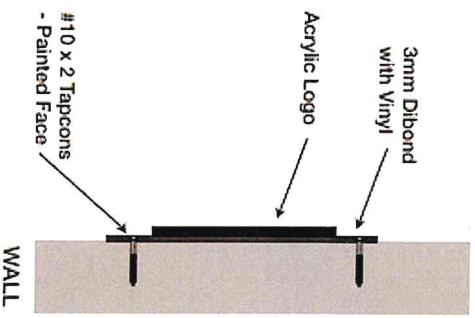
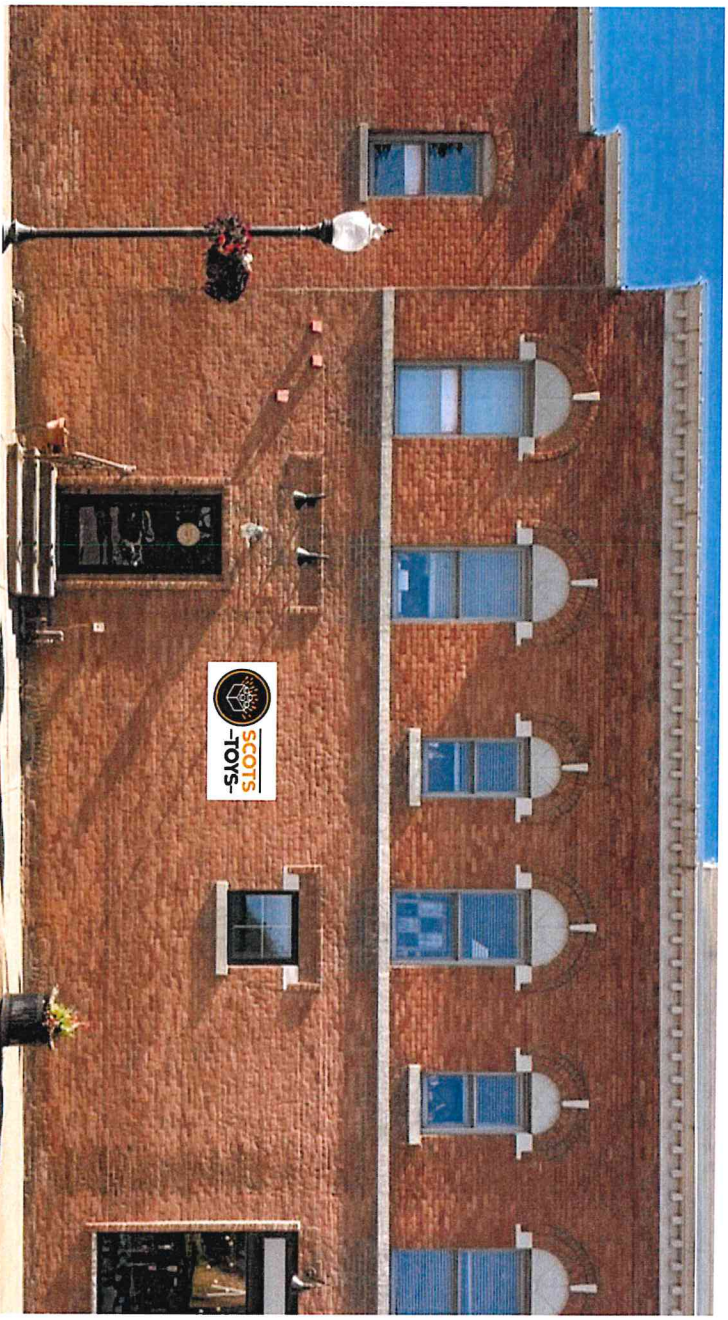
9/23/2024

Date

Submit application with attachments and/or questions to:

Oxford DDA
22 W. Burdick St.
P.O. Box 94
Oxford, MI 48371
(248) 628-2543

TS
TS

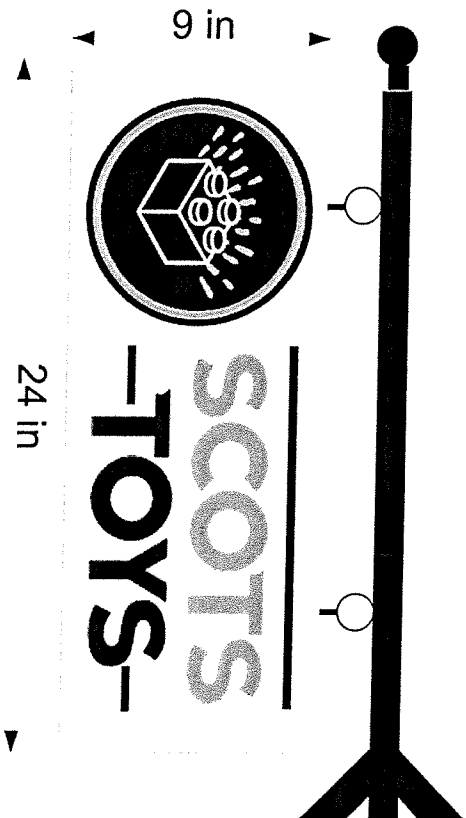
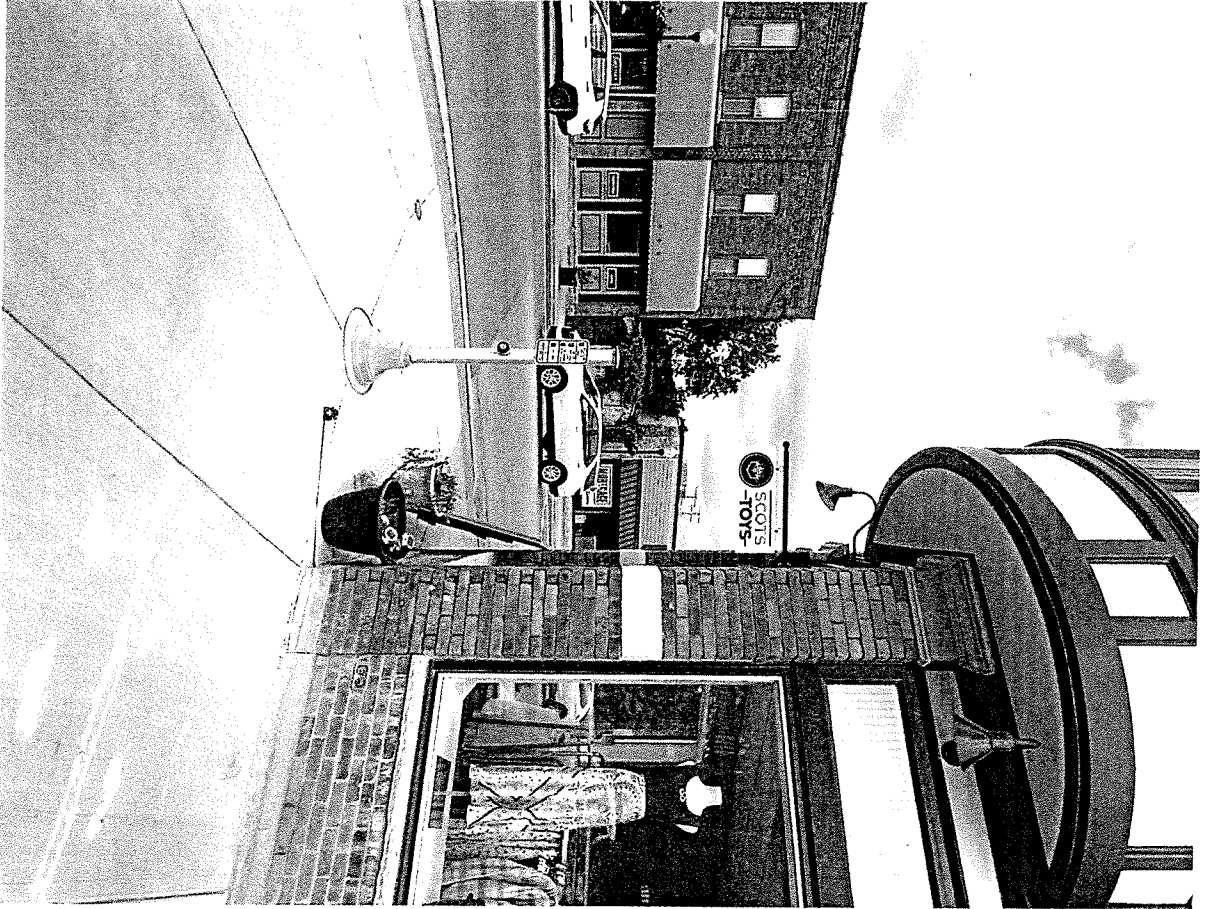


Illuminated Wall Sign
 Dibond
 Personal Acrylic on Face
 Tough Face, Mounted Flush to Building

DRAWINGS: 1
 VERSION: 1
 SALES: Mike S. | mike@michiganshops.com

Troy / MI
Signara
 248-585-6880 | 5875 New King Ct. 1

IS
S



Designer: **Marissa C.**
 Date: **1/1/20**
 Make S. | mike@nichiquanishaps.com

Troy / M
Signara
 248-585-0880 | 5875 New King Ct.



5875 New King Ct
Troy, MI 48098
(248) 585-6880

ESTIMATE

ESTS-54247

The way to grow your business!
www.MichiganSignShops.com

Payment Terms: 50/COD

Created Date: 7/5/2024

DESCRIPTION: Dibond Sign

Bill To: Scot Toys
2 S. Washington
Oxford, MI 48371
US

Installed: Scot Toys
Dave ,
2 S. Washington
Oxford, MI 48371
US

Requested By: Dave ,
Email: scotstoys@gmail.com
Work Phone: (248) 563-5954

Salesperson: Michael Stephens
Email: mike@michigansignshops.com
Entered By: Michael Stephens

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Wall Sign 3mm dibond wall sign panel - see proof for overall size - 3/8" thick acrylic dimensional letters and vinyl graphics Installation of sign to brick building included - location: Oxford	1	\$1,647.78	\$1,647.78
2	Blade Sign Custom Blade Sign - 1" steel wall sign bracket with plate - pre-finished color: black - aluminum sign panel w/ double-sided graphics - panel size 9"(h) x 24"(w) Installation of sign included	1	\$650.00	\$650.00
3	Local Sign Permits, City of Oxford Process and application of Sign Permit in Oxford - Permit Procurement Fee: \$400, Sign Permit \$300(estimate) **Final permit fees will be added once permit has been pulled	1	\$700.00	\$700.00

Orders less than \$500 must be paid in full at the time the order is placed.
Orders over \$500 require a 50% deposit (minimum) at the time the order is placed and before any work can begin, including the design. Credit cards will be securely stored on file and will be charged upon completion. Production will not begin until we have received approval of the proof from the Customer. All signs remain the property of Signarama Troy until paid in full. Signarama Troy reserves the right to remove signage from Customer's location at Customer's expense for failure to pay in full.
Orders cannot be cancelled or edited without written consent from Signarama Troy. Restocking & Design fees apply. Accepting delivery and/or installation of the work is Customer affirmation that the work substantially conforms to all expectations. Customer shall be liable for all costs

Subtotal:	\$2,997.78
Taxes:	\$88.67
Grand Total:	\$3,086.45
Deposit Required:	\$1,543.23



(586) 574-1800
www.nationalbranding.com

ESTIMATE

ESTN-55376

Payment Terms: 50/COD

Created Date: 9/10/2024

DESCRIPTION: Building Signs

Bill To: Scot Toys
2 S. Washington Oxford,
MI 48371 US

Requested By: Dave

Salesperson: Torey Rouillon
Email: torey@michigansignshops.com

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Wall Sign Non-Illuminated Wall Sign - metal background with dimensional letters & vinyl text Installation of sign included	1	\$1,884.00	\$1,884.00
2	Local Sign Permits, City of Oxford Process and application of Sign Permit in Oxford - Permit Procurement Fee: \$400, Sign Permit \$300(estimate)	1	\$700.00	\$700.00
3	Blade Sign Projecting blade sign - aluminum sign panel with 1"x1" projecting steel arm Installation of sign included	1	\$724.00	\$724.00

Orders less than \$500 must be paid in full at the time the order is placed. Orders over \$500 require a 50% deposit (minimum) at the time the order is placed and before any work can begin, including the design. Credit cards will be securely stored on file and will be charged upon completion. Production will not begin until we have received approval of the proof from the Customer. All signs remain the property of National Branding until paid in full. National Branding reserves the right to remove signage from Customer's location at Customer's expense for failure to pay in full.

Subtotal:	\$3,308.00
Taxes:	\$107.28
Grand Total:	\$3,415.28
Deposit Required:	\$1,707.64

Village of Oxford
DDA Sign Grant Application

Please read the eligibility procedures sections prior to completing this application. To be eligible for a grant from the Village of Oxford DDA, Applicants must complete the following form and provide the required information/documentation.

If you have any questions, please contact the DDA Director at 248-770-8587.

09-23-2024
Date of Application

Booth J. Nicani
Name

Tenant Property Owner
(If tenant – must have written letter of permission from property owner and provide a lease for the premises for a period of not less than two (2) years.

31 N. Washington Oxford MI 48371
Address

248.969.3211 248-843-1114 _____
Work Phone Home Phone Fax Number

31 N. Washington 99-4645217
Property Address Tax I.D. Number

MARK A. Young / Botmark LLC
Property Owner (if applicable)

Oxford Jewels
Name of Business at this Address

Primary Contact (if different than above)

Is this property/business listed on the State Historic Registration or the National Register of Historic Place? _____

up to \$1500

Proposed Sign: Please attach official quotes for the proposed sign (material and labor listed separately). To ensure competitive bidding, you must submit a minimum of three quotes for the proposed sign.

Estimated project completion date: 11-01-2024

Project Financial Description: Please attach additional information about project funding source(s) if needed.

Estimated Project Budget: \$2978.⁰⁰

Project Funding Source(s): Business Checking Account

Required Supplemental Information: Applicant is required to submit Ten (10) copies of this form with the following information:

1. Current photographs of the property indicating the proposed sign location.
2. Detailed drawings of proposed sign
3. Written description of sign, including materials and colors. Samples of materials and colors being used in the sign
4. Material information brochures should also be included
5. Proof of project funding sources
6. Letter of Approval by the property owner – if applicable

I have read and understand the conditions of the DDA Sign Grant Program and agree to abide by its conditions and guidelines.

I understand that if this application is approved any changes, alterations or modifications to the approved sign design must be authorized in writing by the DDA Director, Design Committee and DDA Board. If unauthorized changes are made I understand that the DDA may withdraw its funding commitment.

I understand that if the project is not completed within the timetable of 90 days, the DDA can withdraw its funding commitment. I understand that I can reapply and that all applications are subject to funding availability at the time of reapplication.

Robert J. Nissen
Applicant's signature

09-23-2024
Date

Submit application with attachments and/or questions to:
Oxford DDA
22 W. Burdick St.
P.O. Box 94
Oxford, MI 48371
(248) 628-2543



LaVanway Sign Co., Inc.
22124 TELEGRAPH RD
SOUTHFIELD, MI 48033-4213 US
+12483561600
accounting@lavanwaysigns.com
www.lavanwaysigns.com

ADDRESS	SHIP TO
Oxford Jewelers	Oxford Jewelers
31 N. Washington St.	31 N. Washington St.
Oxford, MI 48371	Oxford, MI 48371

Estimate 1622

DATE 08/26/2024

ATTN:
Brett & Mike

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
08/26/2024	Service Call	General Notes & Conditions of Contract: -All proposed drawings are subject to the approval of the Planning & Building Depts of Oxford, MI -Quote includes the removal of old sign elements & reinstallation of new approved sign -Quote does not include the cost to remediate the wall condition prior to new sign installation -Quote does not include the cost of SEDs (Sealed Engineer Drawings) should City require them as a condition to issue permit -Copies of insurance available upon request	1	0.00	0.00
08/26/2024	Sales item	LaVanway Sign Co.(LSC) will refurbish portions of existing sign that will be repurposed for new sign, and fabricate new portions of new sign; all will painted/repainted one color; per approved design & plans	1	2,600.00	2,600.00T
08/26/2024	Installation	Labor to remove existing letters from from building facade & subsequent reinstallation of new sign once remedial work on the building facade has been completed.	1	1,600.00	1,600.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
08/26/2024	Sales item	Plus taxes & permit costs, TBD	1	0.00	0.00
					SUBTOTAL 4,200.00
					TAX 156.00
					TOTAL \$4,356.00

Accepted By

Accepted Date



Signs & More
 1371 Souter Drive
 Troy, MI 48083
 Ph: (248) 852-0683
 FAX: (248) 852-0804
 Email: signsandmore@gmail.com
 Web: http://signsandmoremi.com

Created Date: 9/9/2024 11:06:09AM	Prepared For: Oxford Jewelers
Salesperson: _ Signs & More	Contact: Brett Niemi
Email: signsandmore@gmail.com	Office Phone: (248) 210-4305
Office Phone: (248) 852-0683	Email: brett.niemi@gmail.com
Office Fax: (248) 852-0804	Address: 31 N. Washington
Entered by: Molly Smith	Oxford, MI 48371

Description: Non-Illuminated Dimensional Letters

	Quantity	Price	Unit Price	Subtotal
1 Product: Miscellaneous	1	\$650.00	\$650.00	\$650.00
Description: Cost of Materials to Produce New Letters/Paint Existing to match "Jewelers":				

12" Tall "O" - Estimated overall dimensions of the word "OXFORD" is 17" X 45"

Match Font/Style of "Jewelers" lettering and thickness - up to 1.5" depth. High Density Urethane Letters Routed, Painted. Also clean, prime and paint "Jewelers" to Match (gold to be selected by customer)

- Quantity: 1
- Side(s): Single Sided
- Product Code: SMS-MISC.
- Height: 28 in Width: 76 in
- Text: OXFORD

	Quantity	Price	Unit Price	Subtotal
2 Product: Installation/Removal/Labor/Service	1	\$650.00	\$650.00	\$650.00
Description: Labor to fabricate new letters, sand, prime and paint existing "Jewelers" at same time.				

Create new mounting pattern for letter installation (mounting pattern and stainless steel hardware).

If it is possible for customer to get a rubbing of the mounting holes on the wall before the painters fill them in that would be great. Otherwise we can come and do that/ put up a temporary banner for an additional \$250.

- Quantity: 1
- Side(s): Single Sided
- Product Code: SMS-Install.
- Height: 0 in Width: 0 in
- Background Color: Not Assigned Foreground Color: Not Assigned Font: Not Assigned

	Quantity	Price	Unit Price	Subtotal
3 Product: Installation/Removal/Labor/Service	1	\$550.00	\$550.00	\$550.00
Description: Installation of the above listed sign				

- Quantity: 1
- Side(s): Single Sided
- Product Code: SMS-Install.
- Height: 0 in Width: 0 in
- Background Color: Not Assigned Foreground Color: Not Assigned Font: Not Assigned



Signs & More
1371 Souter Drive
Troy, MI 48083
Ph: (248) 852-0683
FAX: (248) 852-0804
Email: signsandmore@gmail.com
Web: <http://signsandmoremi.com>

Estimate #: 33501

Notes

Permit Fees Additional if Required
Customer to Pull Jewelers and bring to our shop for color selection.
Customer to have building face painted by others.

It is recommended that Signs & More pulls old sign letters - Install Temporary Banner. This would allow us to take a rubbing of the mounting holes for the word Jewelers. Painters could remove banner when their work is being done. No added charge to do this as we would not have to make a "hand pattern". We could bring the paint book to the site in order to select colors.

Estimate Total:	\$1,850.00
Subtotal:	\$1,850.00
Taxes:	\$39.00
Total:	\$1,889.00
Deposit Required:	\$944.50

Payment Terms: 50% deposit at time of order. Balance due upon completion of job.

Client Reply Request

- Estimate Accepted "As Is". Please proceed with Order.
- Changes required, please contact me.

Other: _____
SIGN: _____ Date: / /



5875 New King Ct
Troy, MI 48098
(248) 585-6880

ESTIMATE

ESTS-55248

The way to grow your business!
www.MichiganSignShops.com

Payment Terms: 50/COD

Created Date: 9/3/2024

DESCRIPTION: Exterior Sign

Bill To: Oxford Jewelers
31 N. Washington
Oxford, MI 48371
US

Installed: Oxford Jewelers
Brett Niemi
31 N. Washington
Oxford, MI 48371
US

Requested By: Brett Niemi
Email: brett.niemi@gmail.com
Work Phone: (248) 843-1114

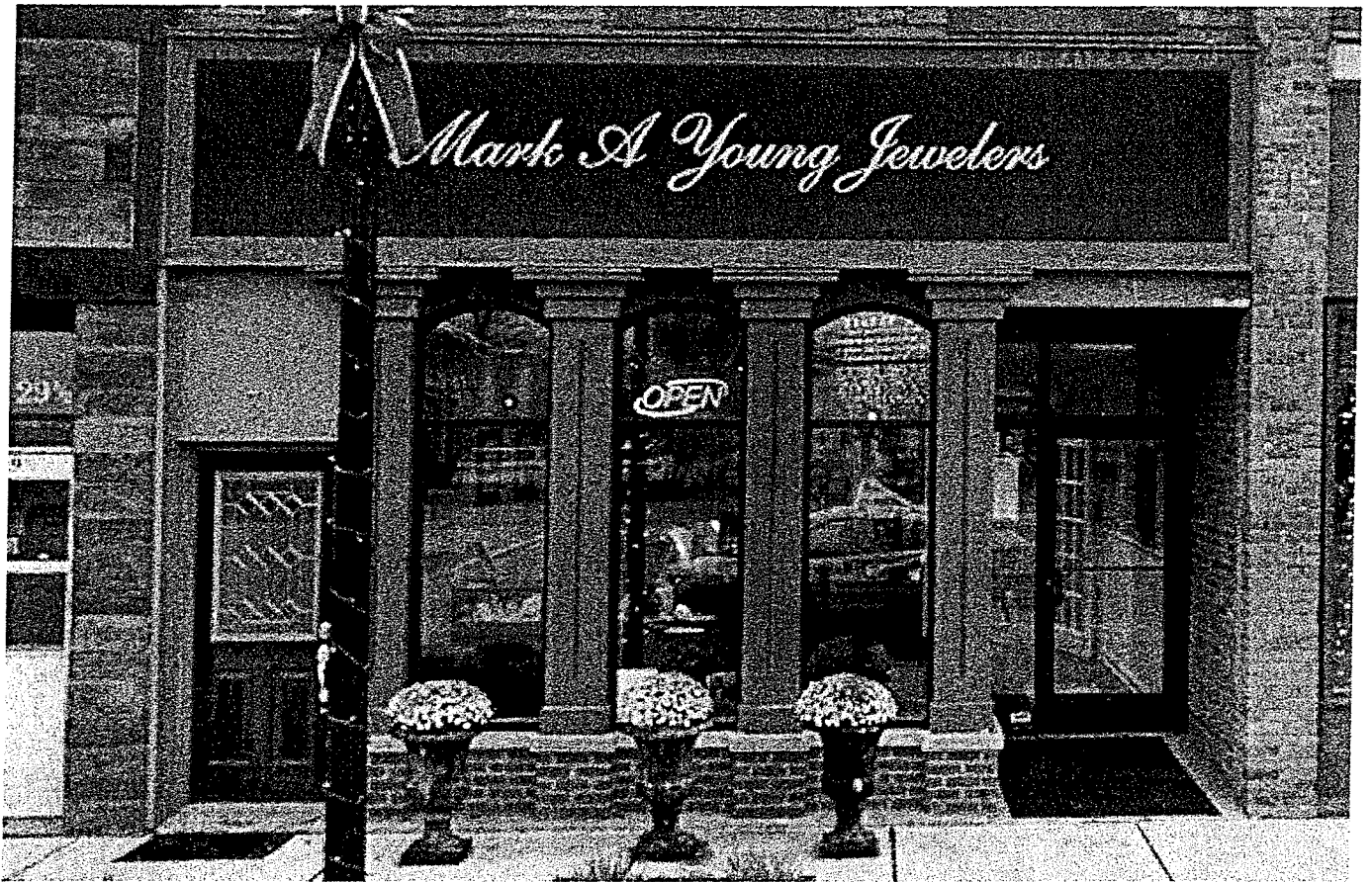
Salesperson: Michael Stephens
Email: mike@michigansignshops.com
Entered By: Michael Stephens

NO	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Wall Sign 3/8" Thick Flat Cut Metal Letters - see proof for overall size of sign - letters painted MP Metallic Brilliant Gold - layout: Oxford Jewelers (script font) - stud mount flush	1	\$1,998.00	\$1,998.00
2	Labor Removal of existing letters, fill holes with silicone - Upon removal of letters there will be discoloration on wall surface, Signarama not responsible for any patch or paint work of "Sign-Band" area Installation of new letters to facade - stud mount	1	\$975.00	\$975.00
3	Local Sign Permits, City of Oxford Process and application of Sign Permit in Oxford - Permit Procurement Fee: \$400, Sign Permits: \$300(estimate) **Final permit fees will be added once permit has been pulled	1	\$700.00	\$700.00

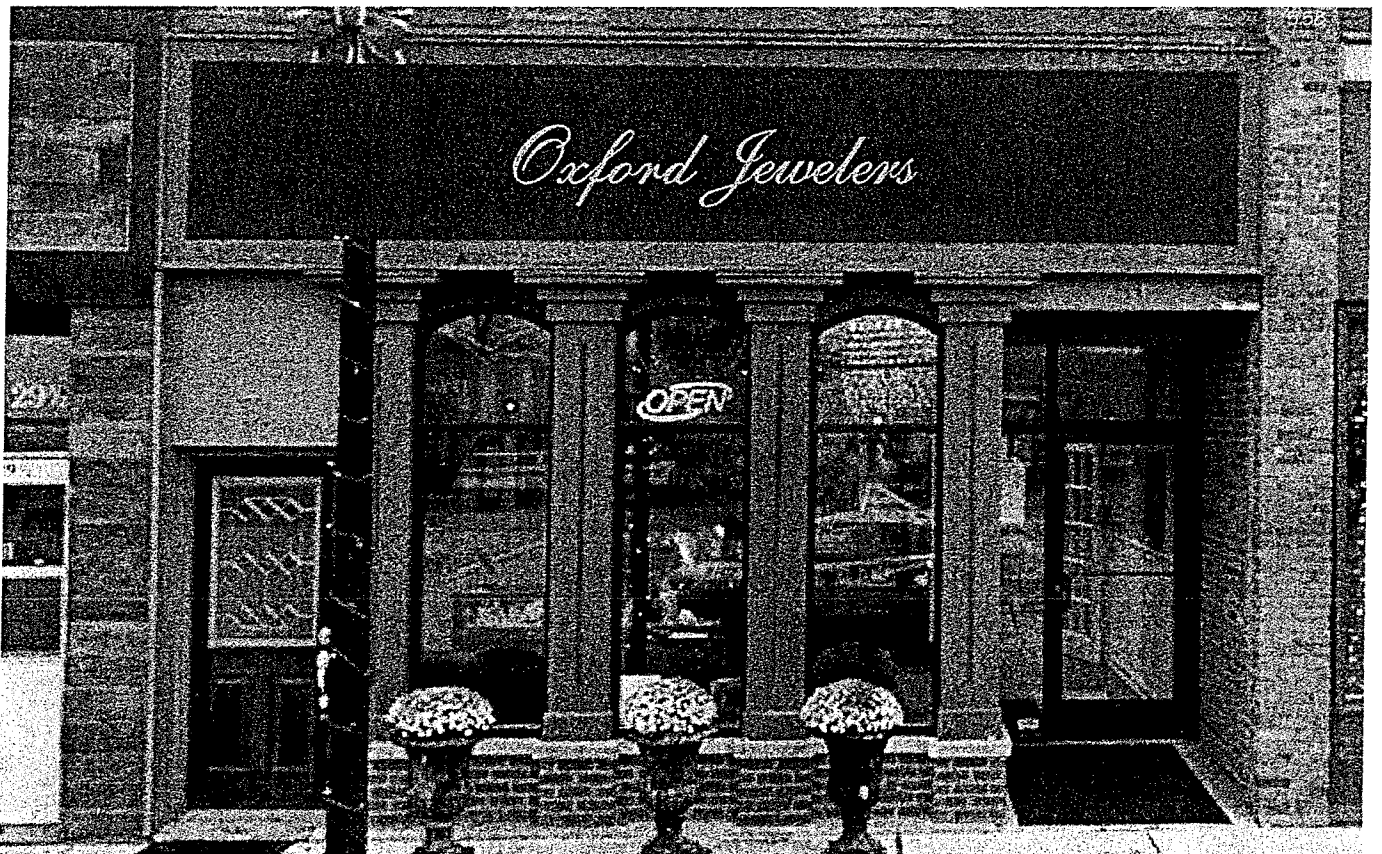
Orders less than \$500 must be paid in full at the time the order is placed. Orders over \$500 require a 50% deposit (minimum) at the time the order is placed and before any work can begin, including the design. Credit cards will be securely stored on file and will be charged upon completion. Production will not begin until we have received approval of the proof from the Customer. All signs remain the property of Signarama Troy/National Branding until paid in full. Signarama Troy/National Branding reserves the right to remove signage from Customer's location at Customer's expense for failure to pay in full. Orders cannot be cancelled or edited without written consent from Signarama Troy/National Branding. Restocking & Design fees apply. Accepting delivery

Subtotal:	\$3,673.00
Taxes:	\$119.88
Grand Total:	\$3,792.88
Deposit Required:	\$1,896.44

LUXURY



Proposed



Kelly Westbrook

dda@thevillageofoxford.org

10/9/24

Board of Directors

Oxford Downtown Development Authority

22 W Burdick St.

Oxford, MI 48371

Dear Members of the Board,

It is with a mixture of pride and regret that I submit my resignation as the Executive Director of the Oxford Downtown Development Authority, effective October 23rd, 2024

After considerable reflection and prayer, I have come to the decision that my journey in this role has reached its natural conclusion.

Over the years, I have had the privilege of working with an exceptional team, dedicated community members, and visionary committee members, all of whom have contributed to the progress we've made together. When I began my tenure as Director, I set out to create meaningful and lasting change in our downtown area. I am proud to say that, together, we have achieved this goal, and I leave with the fulfillment that the downtown is in a better place than when I first took on this responsibility.

This decision was not an easy one, as my commitment to this community, my forever home, and to the vision we've shared remains strong. Nevertheless, I am confident that this transition will be in the best interest of the organization, and the continued progress of the downtown area.

I want to extend my deepest gratitude to each member of the board for your unwavering support, guidance, and trust during my time as Director. You all have become like family to me, and for that I am forever grateful.

I am confident that the foundations we have built together will continue to flourish, and I look forward to seeing the future successes that will undoubtedly come.

Please let me know how I can assist in ensuring a smooth transition.

Thank you once again for the opportunity to serve this community. It has been my honor.

Sincerely,

Kelly Therese Westbrook