



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
Board Meeting
December 16th, 2024
7pm
Village Offices

Topic: DDA December Board Meeting

1. Call meeting to order
2. Pledge of Allegiance
3. Roll Call: Pete Scholz, Rod Charles, Marie Powers, Catherine Colvin, Ashley Ross, Jacob Nicosia, Holly Pifer, Scott Taylor, Jae Choi
4. Public Comment on non-agenda items (3-minute limit)
5. Check Presentation by Oakland County
6. Consent Agenda:
 - a. Approval of proposed agenda
 - b. Approval of November 2024 meeting minutes
 - c. Police Report
 - d. Code Enforcement Report
7. Financials
 - a. Financial statements & revenue expenditure reports
 - b. Bills: November 2024
8. DDA reports
 - a. Org Committee Report- did not meet this month
 - b. EV Committee Report
 - c. Promo Committee Report
 - d. Design Committee Report
 - e. Executive Director's Report
9. Unfinished/Old Business
 - a. Staffing
 - b. Crosswalk Proposal
10. New Business
 - a. Skyline Lighting Reimbursement
 - b. January Board Meeting
 - c. New Board Members



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
December 16th, 2024
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Village Offices

-
- d. Org Committee Appointee
 - e. Board Training and Planning Session
 - f. Soup & Sweet Reimbursement Process
11. Items moved from consent agenda
 12. Board Member Comments
 13. Extended Public Comment
 14. Adjourn

Next DDA Board regular meeting: TBD- January 2025 at 7:00 p.m.



Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, November 18th, 2024, 7:00 pm
Village of Oxford Council Chambers: 22 W. Burdick St, Oxford MI 48371

1. **Call to Order:** Vice Chairperson Powers 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, Scott Taylor, Rod Charles
Members Absent: Pete Scholz (excused)
Staff Present: DDA Executive Director Kimberly Smith, Village Manager Joseph Madore.
4. **Public Comment on Non-Agenda Items:** none
5. **Consent Agenda:**
 - a. **Motion:** by Colvin/Taylor to approve the amended agenda by adding an item 9f.
Vote: Ayes: 8. Nays: 0. Motion carried.
 - b. **Motion:** by Colvin/Nicosia to approve the October 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 Nicosia/Colvin to receive and file the financial statements and the revenue expenditure reports, and to pay the October bills in the amount of \$16,458.62.
Roll call vote: Ayes: 8. Nays: 0. Motion carried.
7. **DDA Reports:**
 - a. Organization Committee- Charles
 - b. Economic Vitality Committee - did not meet
 - c. Promotion Committee - Smith and Pifer
 - d. Design Committee - Colvin
 - e. Executive Director - Smith
8. **Unfinished/Old Business:**
 - a. Strategic Plan- workplan as prepared by Pow Strategies was presented
 - b. Staffing- Smith proposed moving forward with staffing process for support position
Motion: by Taylor/Powers to approve moving forward in staffing of support staff at 20-30 hrs a week and \$17-20/hr.
Vote: Ayes: 7. Nays: 1. Motion carried
9. **New Business:**
 - a. Holiday Lights
Motion: by Charles/Colvin to approve moving forward with Holiday Lights from Excel Bros
Roll Call Vote: Ayes: 8. Nays: 0. Motion carried.

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



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- b. Trolley- board determined to not approve requests for private usage of the trolley outside of the DDA
 - c. Org Committee Appointment
Motion: by Colvin/Powers to approve Taylor to be appointed to the Org Committee.
Vote: Ayes: 8. Nays: 0. Motion carried
 - d. White House District- board determined that white house district should continue to plan and execute area specific events within their group and engage the property/building owners to support beautification improvements. Smith has provided grant applications for sign, façade and rear entry to representatives of the area.
 - e. Holiday Event
Motion: by Taylor/Knaus to approve a DDA holiday gathering (self-funded).
Vote: Ayes: 8. Nays: 0. Motion carried
 - f. Resignation- Leigh Ann Knaus
Motion: by Colvin/Charles to approve the resignation of Knaus.
Vote: Ayes: 8. Nays: 0. Motion carried
10. **Items moved from consent agenda:** none
11. **Board members comments:**
- a. Updates from Village Manager Joe Madore-
 - 1. Budget timing will be in May with workshops in April. Will meet with DDA prior to that on their budget.
 - 2. Crosswalk improvement project proposal will be prepared for December meeting.
 - b. Clark has noted due to a relocation he is no longer serving as the district resident representative. He would be interested in continuing to participate as needed.
12. **Extended public comment:** none
13. **Motion to adjourn** by Charles/Powers at 8:30pm.
Vote: Ayes: 8. Nays: 0. Motion carried.

Next DDA Board regular meeting: Monday, December 16, 2024, at 7:00pm

OXFORD VILLAGE POLICE DEPT. POLICE CHIEFS REPORT

2024-November

Micheal D. Solwold-Chief

MONTH		YEAR TO DATE				
	Nov.2024	Nov.2023	2024	2023	DIFF	
CALLS FOR SERVICE	415	476	-61	5009	5568	-559
CITATION/WARNING	333	310	23	4004	3530	474
ACCIDENTS	5	5	0	70	69	1
POSITION	#					
CHIEF	1					
OFFICERS/FT	6					
OFFICERS/PT	2					
Service Aid	2					
Reserves	10					
TOTAL	21					

Below is designated for crime-specific stats:

Domestic Assault	
DUI/DUI 2nd	
Larceny	
Identity theft	

Nov. 2024	WASHINGTON	GLASPIE	E BURDICK	LAKEVILLE	OXFORDLAKES	PONTIAC	W BURDICK	W OF 24	E OF 24	N W LOT	N E LOT	TOTALS
	speed	30	5	8	13			41				
red light	55											55
stop sign		6			41			5				52
improper turns	9	1	2	1		1	1					15
seat belt												0
drivers licence violations	3	1	1	4	1		3					13
plate violations	11	1	2		3		4	1	1			23
insurance/registration	19		1	3	2		14					39
equipment	11	4	2	1	1		6					25
misc. violations	7	1	1	1	1							11
parking violations	2	1										3
fail to yield to emergency vehicle												0
commercial motor vehicle tickets												0
Location Totals	147	20	17	23	49	1	69	6	1			333

Grand Total for the Month	333
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PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR MONTH 11/30/2024 INCREASE (DECREASE)
		2024-25 AMENDED BUDGET	11/30/2024 NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY				
Revenues				
Dept 000				
248-000-402.010	Village Revenue	203,000.00	225,189.69	0.00
248-000-402.020	DDA CAPTURE OTHER UNITS	291,000.00	107,848.60	0.00
248-000-412.000	Delinquent Property Taxes	18,000.00	1,250.21	208.91
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	37,000.00	49,260.08	0.00
248-000-581.000	LOCAL GRANT	2,500.00	2,000.00	0.00
248-000-581.020	LOCAL GRANT	0.00	600.00	0.00
248-000-581.030	SPONSORSHIPS	15,000.00	0.00	0.00
248-000-654.010	TROLLY	0.00	0.00	0.00
248-000-665.000	Interest Earnings	7,000.00	8,299.76	4.23
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	8,000.00	0.00	0.00
248-000-673.000	Sale of Fixed Assets	0.00	0.00	0.00
248-000-674.000	Donations	0.00	8,319.58	165.00
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	96.76	96.76
248-000-678.000	CORP GRANT	0.00	0.00	0.00
248-000-678.010	CORP GRANT CONSUMERS	0.00	0.00	0.00
248-000-678.020	CORP GRANT T-MOBILE	0.00	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		581,500.00	402,864.68	474.90
TOTAL REVENUES		581,500.00	402,864.68	474.90
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	0.00	0.00	0.00
248-728-802.020	T-MOBILE GRANT EXPENDITURES	0.00	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		0.00	0.00	0.00
Dept 729 - Organization/Administration				
248-729-704.000	Wages	71,213.00	33,290.91	1,543.50
248-729-704.010	ADMIN WAGES	27,300.00	0.00	0.00
248-729-705.000	CLERICAL	4,000.00	0.00	0.00
248-729-710.010	Leave Time Buyout	0.00	0.00	0.00
248-729-715.000	FICA DDA	7,842.00	2,638.60	118.08
248-729-716.000	HEALTH /LIFE INSURANCE	4,800.00	1,200.00	0.00
248-729-716.001	LIFE, ST/LT DISABILITY	1,000.00	262.69	65.66
248-729-718.000	Retirement	0.00	0.00	0.00
248-729-718.010	RETIREMENT MERS DC	7,121.00	2,617.44	0.00
248-729-723.000	WORKERS COMPENSATION	800.00	482.28	160.76
248-729-725.000	Unemployment	0.00	0.00	0.00
248-729-727.000	Office Supplies	250.00	50.93	0.00
248-729-727.030	COMPUTERS	0.00	0.00	0.00
248-729-730.000	Postage - Newsletter	100.00	0.00	0.00
248-729-740.000	Operating Supplies	1,000.00	219.27	65.00
248-729-740.010	Copying	0.00	0.00	0.00
248-729-740.140	OPERATING SUPPLIES	0.00	0.00	0.00
248-729-807.000	Audit	2,000.00	738.00	436.50
248-729-810.000	Contracted Services - Admin.	4,000.00	3,602.50	199.80
248-729-810.011	DDA CONT. DPW/PD SERVICES	75,000.00	35,351.87	14,193.34
248-729-813.000	Custodial Services	0.00	0.00	0.00
248-729-818.000	Executive Director	0.00	0.00	0.00

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR
		AMENDED BUDGET	11/30/2024	MONTH 11/30/2024
			NORMAL (ABNORMAL)	INCREASE (DECREASE)
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	0.00	250.00	0.00
248-729-856.000	Telephone	0.00	0.00	0.00
248-729-856.040	COMMUNICATIONS CELL PHONE FEES	700.00	204.81	51.23
248-729-866.000	Mileage	50.00	0.00	0.00
248-729-900.000	Advertising	2,500.00	831.99	460.00
248-729-905.000	Printing & Publications	100.00	0.00	0.00
248-729-920.000	Utilities	850.00	322.88	68.89
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	500.00	618.04	150.00
248-729-955.010	MEALS	500.00	0.00	0.00
248-729-955.020	LODGING	1,000.00	2.50	2.50
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	4,500.00	5,160.40	0.00
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	66,830.00	0.00	0.00
248-729-995.494	TRANSFER OUT	0.00	0.00	0.00
Total Dept 729 - Organization/Administration		283,956.00	87,845.11	17,515.26
Dept 734 - BUSINESS & DEVELOPMENT				
248-734-727.000	Office Supplies	100.00	0.00	0.00
248-734-730.000	Postage	0.00	0.00	0.00
248-734-740.000	DOWNTOWN PROMO	0.00	1,251.90	1,017.23
248-734-740.010	Copying	50.00	0.00	0.00
248-734-787.000	Materials	50.00	0.00	0.00
248-734-810.000	CONTRACTED SERVICES -EVENTS	35,000.00	11,987.64	1,101.36
248-734-810.160	CONTRACTED SERVICES-DOWNTOWN	0.00	5,020.32	298.95
248-734-810.340	ICE FESTVAL	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	10,000.00	2,127.42	13.95
248-734-885.000	Grant - Facade	65,000.00	4,483.00	0.00
248-734-900.000	HOLIDAY ADVERTISING	5,000.00	0.00	0.00
248-734-905.000	Printing - Celebrate Oxford	2,500.00	0.00	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	120,000.00	11,156.48	272.27
Total Dept 734 - BUSINESS & DEVELOPMENT		237,700.00	36,026.76	2,703.76
TOTAL EXPENDITURES		521,656.00	123,871.87	20,219.02
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:				
TOTAL REVENUES		581,500.00	402,864.68	474.90
TOTAL EXPENDITURES		521,656.00	123,871.87	20,219.02
NET OF REVENUES & EXPENDITURES		59,844.00	278,992.81	(19,744.12)

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 - DOWNTOWN	248-734-810.160	Excel Bros	\$8,836.00	Holiday Lights
Contracted Services Events	248-734-810.000	Gracefully Crafted by Lorry	\$1,035.00	SBS Event
Contr Services - DOWNTOWN	248-734-810.160	Oxford Womens Club	\$280.00	Holiday Décor
Contracted Services Events	248-734-810.000	Amy Schodowski	\$350.00	White House District Market Vendor Payments
Contracted Services Events	248-734-810.000	4 Imprint	\$748.09	SSS Ticket Printing
Contracted Services Events	248-734-810.000	ChangeN	\$119.78	SSS Signs
Capital Improvements	248-734-970.000	Pow Strategies	\$1,750.00	STRAT Planning (Tech Grant)
Trolley	248-734-882.000	NOTA	\$2,386.04	Trolley Expenses
Contracted Services Events	248-734-810.000	Tim May	\$100.00	Santa SSS
Advertising	248-729-900.000	View Newspaper Group	\$694.00	Soup & Sweet Advertising
		Sub Total	\$23,395.58	
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	Amazon Prime	\$15.89	Prime Membership
Contracted Services Events	248-734-810.000	Amazon	\$1,364.89	Courtyard Furniture
Office Supplies	248-729-727.000	Amazon	\$22.04	Office Supplies
Operating Supplies	248-729-740.000	Amazon	\$67.83	Operating Supplies
Contracted Services- Admin	248-729-810.000	Google	\$1.99	Advertising
Meals	248-729-955.010	Evergreens	\$11.39	Appreciation Meal
Contracted Services Events	248-734-810.000	Dollar Tree	\$56.25	SSS Supplies
Meals	248-729-955.010	CFE	\$7.87	Business Meeting
Meals	248-729-955.010	Sick Pizza	\$83.72	Appreciation Meal
Contracted Services- Admin	248-729-810.000	Microsoft	\$8.75	Office Subscription
Contracted Services Events	248-734-810.000	Uprinting	\$158.68	Social District Stickers
		Sub Total	\$1,799.30	
		Grand Total	\$29,688.23	



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
ECONOMIC VITALITY COMMITTEE MEETING
Friday, 12 December 2024
1:30-2:30PM
Evergreens Cafe

Members in Attendance:
Members Absent:
Others in Attendance:

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.

PREVIOUS ACTION ITEMS

- ~~Meet with developers and find what attract/keeps away dense property developers~~
- Can the theatre work with the Oxford Theatre group? - In Progress

MEETING AGENDA

- Oxford Wildcat Professional Theatre Company
 - New business, doesn't have a ton of start-up base
 - Operates at Metamora Opera House for \$400 for 8 days
 - Lacks Contacts
 - Connected them to a contact in Ann Arbor.
 - Lacks grant knowledge
 - Lacks fundamental business knowledge
 - How do we connect this individual to more resources?
 - Can we get contact information for
 - Local Bars/breweries?
 - Oxford Theatre
 - Any grants for retrofitting this to be more theatre-friendly?
 - Information regarding the theatre
 - Connect him to Volunteers?



- Meeting with Chuck Schneider: How do developers operate?
 - Only profitable buildings at this time are Residential, should focus on those opportunities more than others
 - Rents for retail and office are the same as they were in 2007
 - ***We need a property inventory system!***
 - Surveys of properties
 - (very Basic) Sample Site plans if we can get them.
 - Which houses/ commercial properties are vacant/dilapidated?
 - Which buildings are for sale/lease?
 - How can we build better relationships with developers to ensure more idealized building patterns?
 - Can our empty properties be filled in?
 - Can our museum either be opened up more often or be sold to somebody that wants to use it? Surely there are better and more profitable uses than keeping it open for 6 hours during the workday
 - Apparently the village owns it?
- 2025 Goals, objectives and Action Items?

MEETING MINUTES

ACTION ITEMS

Meet with developers and find what attract/keeps away dense property developers
Can the theatre work with the Oxford Theatre group?



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 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. Indoor Market
2. Polar Express
 - a. Need volunteers
3. Accreditation- Feb 5th
4. New Leader of Committee

MEETING ACTIONS:

1. Polar Express
 - a. Holly to reach out to SSS volunteers to see if any can attend polar express event this Sunday to help with flow of traffic
 - b. Angie will check schedule to see if she can be Mrs. Claus
 - c. Holly will order and donate Mrs. Claus costume to DDA
2. Holly will be the new leader of the Promo Committee starting Jan 2025
3. Feedback on Soup & Sweet Stroll
 - a. Very positive feedback overall
 - b. Trash from Parks & Rec was wonderful to have but not great to manage during/after event. Need to consider what we want to do for next year- have businesses be responsible for their own trash cans? Hire service for event?
 - c. Consider changing the style/colors on the lanyards
 - d. Consider offering more punches per lanyard or Family Packs
 - e. Blocked streets was a great add
 - f. Consider offering give a ticket initiative to people who maybe can't afford the event for



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
Promotions Committee Meeting Minutes
December 9th, 2024
11am
Evergreens

- g. Ladles were too big for the cups this year. Order different ones for next year.
- h. Can we get donations for cups/spoons next year?
- i. Have representative get with businesses in person to see volunteering needs next year... may help streamline process
- j. Consider quarterly planning for events and volunteers- hold meetings for volunteers to see what is coming up and have them sign up early



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

Members Absent: Sue Oles (excused), Lindsey Gregor (excused), Denine Wilber (excused)

Others in Attendance: Kimberly Smith (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/Holiday decorations/lights (excel quote) – Continued (if needed)
 - B. Historical Signs
 - C. Trolley Décor
3. Current and potential grants:
 - A. If any?
4. Budget discussion
 - A. Update, if any
5. Upcoming events:
 - A. December:
 1. Soup & Sweets Stroll (12/6)
 2. Dude's Day (12/7)
 3. Holiday Market (12/15)
 4. Polar Express (12/15)
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:
 1. Fall decor takedown – Holiday decor put up
 2. Small Business Saturday/Remembrance Day (11/30)

8. Future programs, projects, seminars
 - A. If any
9. Close Meeting

MEETING MINUTES

1. Open meeting
 - A. Kree opened Design Committee (DC) meeting at 9:33 A.M.
 - B. Welcome and attendance.
2. Action items from last meeting:
 - A. Christmas/Holiday decorations/lights
 1. Crockett, Gregor, Kree decorated Truck on 11/22, LOFT program assisted with fall cleanup.
 2. Excel is fixing decoration lights in Washington Sq.
 3. Some lights on truck/trees maybe broken and rainwater is an issue
 - B. Historical Signs
 1. One sign - Pictures have been submitted
 2. Smith to investigate intern's computer for documents
 3. Unclear if it is under a grant funded timeline
 - C. Trolley
 1. Smith decorated interior of Trolley last week
 2. Lake Orion to provide battery and hookup interior décor
 3. Excel helping with exterior decorating
 4. Limited use: Soup & Sweet, parade, and polar express. No heat and issues with gages.
 5. Will go in for repairs following holiday events and expected to be out of service until 3/17/25
3. Current and potential grants:
 - A. Colvin suggested that place making grants for White House could be a potential if applied for properly.
 - B. No applications were submitted over the month of November.
 - C. Kree acknowledged façade work on Granite Home Design at Mechanic and Washinton is underway as they were recommended a façade grant a few months ago
4. Budget discussion
 - A. No discussion was held on the budget
 - B. Smith is planning to organize and analyze budgeted costs to host events and future design improvements in early 2025
5. Upcoming events:
 - A. December:
 1. Soup & Sweets Stroll (12/6)
 1. A few more volunteers might be helpful. Roughly 30 people have committed to assist
 2. Parade (12/7)
 1. Participants needed – space on trolley is available
 3. Holiday Market & Santa at the Dealership (12/15)
 1. Decorating Holiday Market help needed (Friday 10AM 12/13). Crockett is looking into a better-quality backdrop for Santa
 4. Polar Express (12/15)
 1. Need volunteers (check-in, hot coco, Mrs. Claus, conductor). Bossardet & Mick recommended some people for Smith to contact that might be good candidates to help.
6. Placemaking:
 - A. Washington Square (NW):
 1. Truck décor lighting being fixed by Excel.
 - B. The PatiO (NE):
 1. Holiday Market, Santa, Polar Express being at The Dealership location could prompt activities but nothing is official through DDA.


- C. Centennial Park (SW):
 - 1. Annual Tree Lighting / Santa @ Soup & Sweets Stroll (12/6)
 - 2. Bossardet suggested the lobby between the OX and Mero Mero be used for Santa next year. It was used a few years ago and its heated.
- D. The Courtyard (SE)
 - 1. No updates currently
- 7. Recent events:
 - A. November 16th and 20th was Dude Day and Widows Night. Lower turnout than expected but has options to be improved for next year.
- 8. Future programs, projects, seminars, other....
 - A. Undecorate Truck/Washington Square, discuss and set volunteer date at January meeting
 - B. Colvin announced she may not be on the DDA in the future as things may change for Township representation in 2025.
- 9. Kree closed meeting 10:38 AM

ACTION ITEMS

- *Decorate for Santa/Holiday Market @ Dealership on Friday, 12/13, 10AM – Volunteers needed*
- *Historical signs*
- *Volunteers for events as listed above*

This concludes the meeting report for the **December 3, 2024**, Oxford DDA Design Committee Meeting. **Next DDA Design Committee meeting will be on Tuesday, January 7, 2024.**

Respectfully submitted,



Scott E. Kree

Oxford DDA Design Committee Member/Chair



Key items to note this month:

- Event planning
 - Ladies Shopping Event/Dudes Day
 - Remembrance Day/Small Business Saturday
 - Soup and Sweet Stroll
 - Polar Express
 - Holiday Market
 - Working on event reports and ROI analysis
- Meetings
 - All for Oxford Advisory Committee and Resiliency Center
 - Oakland County Managers Meeting
 - Oxford Community Leaders Monthly Meeting
 - Committee meetings
 - Lake Orion DDA- weekly
 - Village Council Meeting
 - Chamber of Commerce Coffee Connect to share what DDA is working on
 - Chamber of Commerce Holiday Mixer
 - Shop OC Main Streets Manager meeting
- Personal Development
 - Attended MDA Lunch and Learn training and networking series
- Administrative
 - Social Media
 - Meeting agenda, minutes, work plans, activity reports
 - Phone calls, emails, walk in visitors
 - Bill reconciliation and identify opportunities for cost savings
 - Gift card preparation
- Support board and committee openings by soliciting interest and initiating process
- Met with property owner- Meet and Greet
- Supported business owners with promotional campaign
- Met with Pow Strategies for deep dive into Strategic Plan deliverables
- Décor of downtown- facilitate volunteers, help decorate
- Skyline Lights reimbursement process identified
- Fostering relationships with village and board
- Participated in Village Recognition events
- Appreciation Activities
- 2025 Calendar and Priority Planning
- Staffing
 - Initiated hiring process and started screening process for support role
 - Solidified and signed employment offer

Kimberly Smith

From: Paul O'Meara <POMeara@rowepsc.com>
Sent: Wednesday, December 11, 2024 4:17 PM
To: Joe Madore; Kimberly Smith
Subject: Burdick Street Cost Opinion
Attachments: Memorandum Burdick Crosswalks Estimate.pdf

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

Hello Joe and Kim,

Here is a cost opinion for you concerning the Burdick Street Sidewalk project. I am thinking that the DDA will want to look at this before we write a formal proposal. If the Board does decide to move forward with this for 2025 construction, having the go-ahead soon will be helpful for all involved. If the Board feels that these numbers are workable, I can get a proposal ready for the January Council meeting.

Let me know if you have any questions or concerns.



Paul T. O'Meara, PE | Senior Project Manager

ROWE Professional Services Company

ENR Top 500 Design Firm

O: (810) 664-9411 | C: (248) 318-1492

128 N. Saginaw Street | Lapeer, MI 48446

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Memorandum

To: Joe Madore, Village Manager
Kimberly Smith, DDA Director

From: Paul O'Meara, Senior Project Manager

Date: December 11, 2024

RE: Burdick Street Sidewalk Improvements

As requested, ROWE has prepared a cost opinion for the construction of the following sidewalk improvements on Burdick Street, from Hudson Street to Mill Street.

Project #1 – Crosswalks

In August of this year, the Oxford Downtown Development Authority (DDA) hired Sharpe Engineering to prepare a plan depicting the installation of sidewalk ramps and pavement markings to provide marked crosswalks at two locations east and west of M-24:

- At the west leg of the Burdick Street and Hudson Street intersection.
- At the pedestrian alley adjacent to 10 East Burdick Street.

For this project, the following notes are provided:

1. Americans with Disabilities Act (ADA)-compliant ramps would be installed at each end of each ramp (for a total of four), including modifications to the concrete curb and gutter.
2. Pavement markings would include "continental" style crosswalks constructed of cold plastic pavement overlays.
3. Four crosswalk signs would be installed, two for each crosswalk.

Project #2 – Streetscape

As an enhancement to Project #1, the existing sidewalks would be improved on both sides of Burdick Street, between Hudson Street and M-24 on the west side, and between M-24 and the two municipal parking lot entrances east of M-24. For these segments, the following work is included:

1. Existing brick paver strips directly behind the existing curb and gutter would be removed and replaced with colored, stamped concrete to match the similar product that was installed in 2023 adjacent to both the northwest and southwest municipal parking lots.

SINCE 1962

Joe Madore, Village Manager
Kimberly Smith, DDA Director
December 11, 2024
Page 2

2. Remaining sidewalks between the colored concrete and the adjacent buildings would be removed and replaced on an as-needed basis. Removals would be completed to address cracked or damaged sidewalks, or to remove the now defunct tree wells where present (no trees would be replaced).

Project #3 – Burdick Street and Mill Street Handicap Ramps

The existing sidewalk ramps on the north side of this intersection need to be removed and replaced to meet ADA compliance requirements. If a sidewalk crew is working in the area, this will be a more efficient time to get this work completed as well. No signs or pavement markings are included in this job.

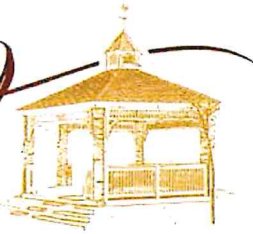
Using the above descriptions, the following cost opinions are provided for planning purposes, assuming the work would be completed by late 2025. The engineering cost is intended to represent both the design phase and the construction phase.

	Project #1 Crosswalks	Project #2 Streetscape	Project #3 Mill Street Ramps
Construction Cost	\$37,000	\$105,000	\$17,000
Engineering Cost	\$12,000	\$30,000	\$5,000
Total	\$49,000	\$135,000	\$22,000

Feel free to contact me if you have any questions.

THE VILLAGE OF

Oxford
MICHIGAN



22 W. Burdick St., Oxford, Michigan 48371 ~ Phone 248/628-2543

BOARD AND COMMISSION APPLICATION

Thank you for considering volunteering your time and efforts to serve your community!

To assist the Council in making the best match between boards and members, please complete this brief application telling us a little more about yourself and your interests. Please note you must be a registered voter to be eligible for some positions, and that completion of this application does not guarantee an appointment.

Should you have any questions, please feel free to contact the Village Clerk or Manager at 248-628-2543.

Applicant's Name: **Jae Choi**

- Planning Commission** reviews plans, studies and makes recommendations to Council on planning and zoning matters. Meetings: First and third Tuesday of the month, 7:00 p.m.
- Zoning Board of Appeals** considers appeals to zoning regulations. Meetings: First Monday of the month, 7:00 p.m. as needed.
- Oxford Beautification** promotes landscaping and flowering through an awards program and other activities. Meetings: Third Monday of the month, 8:30 a.m. as needed.
- Oxford Downtown Development Authority (DDA)** promotes economic development in the Village including business attraction, retention, and expansion. Meetings: Third Monday of the month, 7:00 p.m.

There are also four committees serving under the DDA

- | | |
|---|--|
| <input type="checkbox"/> Economic Vitality | <input type="checkbox"/> Design |
| <input type="checkbox"/> Promotion | <input type="checkbox"/> Organization |

How long have you lived in the Village or within the Oxford area?

I have lived in Oxford for almost 7 years. I rented in the Oxford Lakes subdivision from 2018-2023. My wife Tammy and I have resided in downtown Oxford for about 2 years now.

Why do you want to serve and what do you feel you have to offer the board(s), or boards for which you have indicated an interest?

It has always been my desire to be involved in the local community I reside in and now that my wife and I live and own a brick-and-mortar business in the Village, we want to be involved in making our local area better. We are both always present in the Village and we believe availability alone would be a great asset. I have always loved working as a team to accomplish the common goals set. I love the problem solving aspect of civil service and have a passion to grow our downtown community's vitality and reputation.

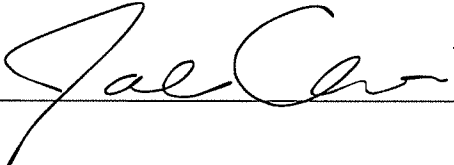
Please give a summary of your educational and work background as well as any previous civic or service club involvement.

After graduating from Troy High School in 2005, I attended college at Georgia Tech, studying Engineering. After coming back to Michigan, I chose to pursue the path of Massage Therapy as a backup career, but has now turned into a 14 year career. I have always had a desire for growth, which pushes me to continue to learn new things and gain certifications in my field and beyond. This year, 2024, my wife and I decided to take a leap in opening our own Stretch and Therapeutic Massage clinic to help those in this tight-knit community feel better with whole-body wellness. We are growing to help our clients in more effective ways, and have really come to love the Oxford-Orion community.

Applicant's Name: **Jae Choi**

Address: **33 1/2 N. Washington St** Telephone: **(248)225-7555**
Oxford, MI 48371 Telephone: _____

Email Address: **JAECHOI@ME.COM**

Signature:  Date: **11/22/2024**

Please Return This Form To:
Village of Oxford President
22 W. Burdick St., Oxford, Michigan 48371