

**Village of Oxford  
Downtown Development Authority  
Meeting Minutes  
Monday, January 15, 2024, 7:00 pm  
Village of Oxford Council Chambers: 22 W. Burdick St, Oxford MI 48371**

1. **Call to Order:** Chairperson Charles called the meeting to order at 7:00pm.
2. **Pledge of Allegiance**
3. **Roll Call Attendance:**  
Members Present 8: Grace Carey, Rod Charles, Kelsey Cooke, Leigh Ann Knaus, Marie Powers, Catherine Colvin, Bryce Clark and Pete Scholz  
Members Absent 0  
Staff Present: DDA Director Kelly Westbrook and Recording Secretary Kimberly Smith.
4. **Public Comment on Non-Agenda Items:** none
5. **Consent Agenda:**
  - a. **Carey** modified the proposed agenda to add 9(e) Review of DDA survey results.  
**Motion:** by Powers/Colvin to amend the January meeting minutes to add DDA survey results  
**Vote:** Ayes: 8. Nays: 0. Motion carried.  
**Motion:** Scholz/Colvin to approve the proposed agenda as modified, the December 2023 meeting minutes, and to receive and file the Police report.  
**Roll call vote:** Ayes: 8. Nays: 0. Motion carried.
6. **Financials:**  
**Motion:** by Scholz/Powers to receive and file the financial statements and the revenue expenditure reports, and to pay the December bills in the amount of \$21,655.05.  
**Roll call vote:** Ayes: 8. Nays: 0. Motion carried.
7. **DDA Reports:**
  - a. Executive Director Report and Design Committee – Westbrook
  - b. Promotion Committee- Knaus
  - c. Economic Vitality Committee - Carey
8. **Unfinished/Old Business:**  
TIF Plan Update: final draft of the TIF Plan from Mario Ortega (McKenna) was given to each board member to review.  
**Motion:** Charles/Powers to recommend the document be given to the Oxford Village Council for their February meeting for review.  
**Roll call vote:** Ayes: 8. Nays: 0. Motion carried.
9. **New Business:**
  - a. Reschedule date for February Board Meeting to the 26<sup>th</sup>.

**Motion:** by Carey/Colvin to approve the rescheduling of the February board meeting to Monday February 26th.

**Roll call vote:** Ayes: 8. Nays: 0. Motion carried.

- b. Adopt Transformation Strategy statement in preparation of the Main Street Accreditation process.

**Motion:** by Cooke/Charles to adopt transformation strategy as presented

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

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

11. **Board members comments:**

**Cooke:** shared that the Village was in the process of finalizing the Purchasing Policy. Also, in an effort to get ahead of potential parking issues, a work group headed by the Village has been created and will be meeting to come up with possible solutions to anticipated parking issues in the NE quad.

12. **Extended public comment:** none

13. **Meeting adjourned:** Motion by Charles/Colvin at 8:00pm

**Roll call vote:** Ayes: 8. Nays: 0. Motion carried.

**Next DDA Board regular meeting: Monday, February 26th, 2024, at 7:00pm**