

**Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, February 26th, 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 6: Grace Carey, Rod Charles, Bryce Clark, Catherine Colvin, Kelsey Cooke, and Pete Scholz
Members Absent 2: Marie Powers and Leigh Ann Knaus
Staff Present: DDA Director Kelly Westbrook and Recording Secretary Vicki Balongie.
4. **Public Comment on Non-Agenda Items:** none
5. **Consent Agenda:**
Motion: by Scholz/Charles to approve the proposed agenda with addition of 9(c) Election of DDA Board Officers.
Vote: Ayes: 6. Nay: 0. Motion carried.
Motion: by Cooke/Charles to approve January 2024 meeting minutes, and to receive and file the Police and Code Enforcement reports.
Roll call vote: Ayes: 6. 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 January bills in the amount of \$16,760.42.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
7. **DDA Reports:**
 - a. Executive Director and Promotion Committee – Westbrook
 - b. Organization Committee – Scholz/Charles
 - c. Economic Vitality Committee – Carey
 - d. Design Committee - Colvin
8. **Unfinished/Old Business:**
 - a. TIF Plan Update: The second reading of the ordinance to approve the TIF plan is on the March 12th Village Council agenda.
 - b. Trolley Updates: Additional drivers are needed for the trolley.
 - c. Sponsorship Updates: Promo Committee is looking for new trolley sponsors.
 - d. Accreditation success

9. **New Business:**

a. Grant Applications

1. KBlocks BBQ (40 N. Washington)

Motion: by Colvin/Carey to approve 50% sign grant not to exceed \$1500.

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

2. Choice Therapeutics (53 S. Washington)

Motion: by Colvin/Cooke to approve 50% sign grant not to exceed \$1500.

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

b. Tech Grant

Motion: by Charles/Colvin to approve the use of the annual Oakland County Tech Grant to retain an attorney to set up the DDA's 501.

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

c. Election of Officers

The Organization Committee's recommendation of officers:

Chairperson: Pete Scholz

Vice Chair: Grace Carey

Secretary: Leigh Ann Knaus

Motion: by Charles/Colvin to accept the Organization Committee's recommendations.

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

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

11. **Board members comments:**

Cooke: Village Council has approved up to \$5000 for signage in NE lot to address parking concerns.

12. **Extended public comment:** none

13. **Meeting adjourned:** Motion by Charles/Scholz at 7:54pm

Next DDA Board regular meeting: Monday, March 18th, 2024, at 7:00pm