

**Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, March 18th, 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 7: Grace Carey, Rod Charles, Catherine Colvin, Kelsey Cooke, Leigh Ann Knaus, Marie Powers and Pete Scholz
Members Absent 1: Bryce Clark
Staff Present: DDA Director Kelly Westbrook and Oxford Village Manager Joe Madore.
4. **Public Comment on Non-Agenda Items:** none
5. **Consent Agenda:**
Motion: by Powers/Charles to approve the proposed agenda, and to receive and file the February 2024 meeting minutes, the Police report and the Code Enforcement report.
Vote: Ayes: 7. Nays: 0. Motion carried.
6. **Financials:**
Motion: by Charles/Colvin to receive and file the financial statements and the revenue expenditure reports, and to pay the February bills in the amount of \$17,990.49.
Roll call vote: Ayes: 7. Nays: 0. Motion carried.
7. **DDA Reports:**
 - a. Executive Director and Promotion Committee – Westbrook
 - b. Organization Committee – Scholz/Charles
 - c. Economic Vitality Committee – Carey (no meeting this month)
 - d. Promotion Committee – Westbrook
 - e. Design Committee – Colvin
DDA will be receiving \$300,000 ARPA funding this summer to be used for placemaking.
DDA will have to match at 60%.
8. **Unfinished/Old Business:**
 - a. TIF Plan Status: TIF Plan was approved at the last Village Council meeting. DDA has bonds thru 2028 which prohibits other entities from pulling funding until then.
 - b. Placemaking Project Updates: sections of the concrete behind The Embroidery Shop and the Oxford Party Shop will be redone due to water drainage issues. This will be at the contractor's expense.

9. **New Business:**

- a. Staff Reviews: will be ready at next meeting
- b. Excel Brothers Power-washing: \$100 discount for first 25 businesses. DPW will handle the flower boxes, trash cans, and light poles.

Motion: by Carey/Charles to approve \$2500 for Excel Brothers power-washing discount for business.

Roll call vote: Ayes: 6. Nays: 1. Motion carried.

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

11. **Board members comments:**

Charles: Reminder that committees should have agendas and take attendance.

Cooke/Madore: 32 E Burdick is moving forward and Consumer's Energy has installed the gas lines.

12. **Extended public comment:**

Madore: Lighting at Weckle's parking lot will be incorporated into Village's community lighting program with DTE. Crosswalk lighting at PollyAnn Trail will be addressed at the next Polly Ann Trail meeting.

13. **Meeting adjourned:**

Motion: by Scholz/Charles to adjourn the meeting at 7:43pm.

Vote: Ayes: 7. Nays: 0. Motion carried.

Next DDA Board regular meeting: Monday, April 15th, 2024, at 7:00pm