



**Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, April 15th, 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 6: Rod Charles, Bryce Clark, Catherine Colvin, Kelsey Cooke, Marie Powers and Pete Scholz
Members Absent 2: Grace Carey, Leigh Ann Knaus
Staff Present: DDA Director Kelly Westbrook, DDA Kimberly Smith- Recording Secretary
4. **Public Comment on Non-Agenda Items:** Joseph, reporter from Oxford Leader introduced himself to the room
5. **Consent Agenda:**
Motion: by Charles/Colvin to amend the proposed agenda to include the EV and Org committee meeting minutes.
Vote: Ayes: 6. Nays: 0. Motion carried.
Motion: by Cooke/Powers to approve the proposed agenda, and to receive and file the March 2024 meeting minutes, the Police report and the Code Enforcement report.
Vote: Ayes: 6. Nays: 0. Motion carried.
6. **Financials:**
Motion: by Cooke/Charles to receive and file the financial statements and the revenue expenditure reports, and to pay the March bills in the amount of \$17,608.15.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
7. **DDA Reports:**
 - a. Executive Director and Promotion Committee – Westbrook
 - b. Organization Committee – Westbrook/Charles
 - c. Economic Vitality Committee – Westbrook/Charles
 - d. Promotion Committee – Smith
 - e. Design Committee – Colvin
8. **Unfinished/Old Business:**
 - a. Budget
Motion: by Charles/Colvin to recommend approval of budget as presented to the Village Council in May
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
 - 1.

9. **New Business:**

- a. Recommendation to council (Board Member Application)
Motion: by Charles/Powers to recommend Holly Pifer to fill the vacancy of the DDA Board as business interest at the next Village Council meeting in May.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
- b. Staff Reviews:
Motion: by Charles/Powers to recommend 3% pay increase for the DDA Executive Director at the next Village Council Meeting in May.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
- c. Tech Grant-501c3
Motion: by Scholz/Cooke to approve the development of a 501c3 entity through a consulting attorney and utilizing the Oakland County Tech Grant for funding.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.
- d. Washington Square Décor
Motion: by Colvin/Scholz to approve Trex moveable planter boxes in the amount of \$3100.
Roll call vote: Ayes: 6. Nays: 0. Motion carried.

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

11. **Board members comments:**

Village Council will finalize their budget at the May meeting.

12. **Extended public comment:**

13. **Meeting adjourned:**

Motion: by Scholz/Charles to adjourn the meeting at 7:59pm.

Vote: Ayes: 6. Nays: 0. Motion carried.

Next DDA Board regular meeting: Monday, May 20th, 2024, at 7:00pm