



**Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, May 13th, 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: Pete Scholz, Marie Powers, Catherine Colvin, Grace Carey, Bryce Clark, Leigh Ann Knaus, and Kelsey Cooke
Members Absent 1: Rod Charles
Staff Present: DDA Director- Kelly Westbrook, Intern- Lola Boyer, Intern- Larissa Hollingsworth, and Village Council- Allison Kemp
4. **Public Comment on Non-Agenda Items:** none
5. **Consent Agenda:**
Motion: by Powers/Carey to approve the proposed agenda, and to receive and file the April 2024 meeting minutes, the Police report and the Code Enforcement report.
Vote: Ayes: 7. Nays: 0. Motion carried.
6. **Financials:**
Motion: by Cooke/Carey to receive and file the financial statements and the revenue expenditure reports, and to pay the April bills in the amount of \$31,783.10
Roll call vote: Ayes: 7. Nays: 0. Motion carried.
7. **DDA Reports:**
 - a. Executive Director and Promotion Committee – Westbrook
 - b. Organization Committee – Westbrook
 - c. Economic Vitality Committee – Carey (no meeting this month)
 - d. Promotion Committee – Knaus
 - e. Design Committee – Colvin
8. **Unfinished/Old Business:**
 - a. Budget
Motion: Cooke/Powers to approve the village request for additional 10k from DDA
Roll call vote: Ayes: 7. Nays: 0. Motion carried.
9. **New Business:**
 - a. Sign grants
 1. Blu Ivy
 - Sign- up to \$250:
 - Facade up to \$2750: New paint, new door, and lighting in front and back of building

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

Motion: Cooke/Colvin to approve the sign grant up to \$250 and the facade grant up to \$2750 for Blu Ivy

Roll call vote: Ayes: 7. Nays: 0. Motion carried.

2. CFE – sign up to \$1100

Motion: Carey/ Knaus to approve the sign grant up to \$1100 for CFE

Roll call vote: Ayes: 7. Nays: 0. Motion carried.

b. Proposal for Strategic Planning and training

Motion: Cooke/Carey to approve the project one downtown strategic plan from house strategies for \$3500 to be covered by the tech grant

Roll call vote: Ayes: 7. Nays: 0. Motion carried.

c. Intern Program: Lola Boyer and Larissa Hollingsworth

Motion: Powers/Colvin to approve the summer intern program with a sum of \$2784 and the remainder of the stipend will be paid by Four Communities

Roll call vote: Ayes: 7. Nays: 0. Motion carried.

d. Staff Updates

Motion: Cooke/Colvin to change the title for Kimberly Smith to assistant director of the Downtown Development Authority

Roll call vote: Ayes: 7. Nays: 0. Motion carried.

e. 501c3 Board of Directors: Recommendation for at least three members and at least one DDA board member. Applications should be submitted and considered by the board similar to DDA board positions.

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

11. **Board members comments:**

Clark: Recognizing the historical plaque project

Cooke: Board review of the budget, linking the DDA and the village, crosswalk project, and staff reviews

12. **Extended public comment:**

Kemp: Reiteration that the village council and the DDA have shared goals and touches on the budget process.

13. **Meeting adjourned:**

Motion: by Scholz to adjourn the meeting at 8:05pm.

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

Next DDA Board regular meeting: Monday, June 17th, 2024, at 7:00pm