

**Village of Oxford  
Downtown Development Authority  
Meeting Minutes  
Monday, June 17<sup>th</sup>, 2024, at 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: Grace Carey, Rod Charles, Catherine Colvin, Holly Pifer, Marie Powers, and Pete Scholz.  
Members Absent 3: Bryce Clark, Kelsey Cooke, Leigh Ann Knauss  
Staff Present: DDA Director Kelly Westbrook.
4. **Public Comment on Non-Agenda Items:**
5. **Consent Agenda:**
  - a. **Motion:** by Colvin/Charles approve the proposed agenda.  
**Vote:** Ayes: 0. Nays: 6. Motion failed.  
**Motion:** by Colvin/Charles to approve the amended proposed agenda to add 9b Washington Square Painting  
**Vote:** Ayes: 6. Nays: 0. Motion carried.
  - b. **Motion:** by Carey/Powers to approve the May 2024 meeting minutes, and to receive and file the police and code enforcement reports.  
**Vote:** Ayes: 6. Nays: 0. Motion carried.
6. **Financials:**  
**Motion:** by Powers/Colvin to receive and file the financial statements and the revenue expenditure reports, and to pay the May bills in the amount of \$26,670.84.  
**Roll call vote:** Ayes: 6. Nays: 0. Motion carried.
7. **DDA Reports:**
  - a. Executive Director's report - Westbrook
  - b. Organization Committee report - Charles
  - c. Economic Vitality Committee report - Carey
  - d. Promotions committee report - Westbrook
  - e. Design Committee - Colvin
8. **Unfinished/Old Business:**
  - a. Strategic Planning & Training (7/29/2024, 5pm-8pm)  
Board Members and Committee Members will meet together to discuss goals/objectives before Strategic Planning meeting.
  - b. 501c3 Board of Directors Application Process  
Grace Carey discussed the qualifications for the members of the Board of Directors.

9. **New Business:**

a. Dragon on the Lake Boat Race

Director Westbrook's proposal to compete with the Lake Orion DDA at the Dragon on the Lake Boat Race was not met with enthusiasm from the Board. She will provide more information at the July Board meeting.

b. Washington Square Painting

**Motion:** by Charles/Powers to approve the Washington Square pavement painting project and to seek multiple proposals to complete the work. Approval for funds will need to come back to the board.

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

10. **Extended public comment:** none

11. **Board members comments**

12. **Motion to adjourn** by Colvin at 8:47pm.

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

**Next DDA Board regular meeting: Monday, July 15<sup>th</sup>, 2024, at 7:00pm**