



**Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, July 15th, 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 7: Grace Carey, Rod Charles, Catherine Colvin, Holly Pifer, Marie Powers, Bryce Clark and Pete Scholz.
Members Absent 2: Kelsey Cooke, Leigh Ann Knauss
Staff Present: DDA Director Kelly Westbrook and DDA Assistant Director Kimberly Smith.
4. **Public Comment on Non-Agenda Items:**
5. **Consent Agenda:**
 - a. **Motion:** by Scholz/Charles to approve the amended agenda to add 9c under New Business regarding a resignation
Vote: Ayes: 7. Nays: 0. Motion carried.
 - b. **Motion:** by Colvin/Carey to approve the June 2024 meeting minutes, and to receive and file the police and code enforcement reports.
Vote: Ayes: 7. Nays: 0. Motion carried.
6. **Financials:**
Motion: by Carey/Charles to receive and file the financial statements and the revenue expenditure reports, and to pay the June bills in the amount of \$26,554.64.
Roll call vote: Ayes: 7. Nays: 0. Motion carried.
7. **DDA Reports:**
 - a. Executive Director's report - Westbrook
 - b. Organization Committee report - Charles
 - c. Economic Vitality Committee report – did not meet
 - d. Promotions committee report - Pifer
 - e. Design Committee - Colvin
8. **Unfinished/Old Business:**
 - a. Strategic Planning & Training (7/22/2024, 5pm-8pm)
 1. Board Members and Committee Members will meet together to discuss goals/objectives.
 2. Date has been changed.
 3. Please complete the survey sent via email in preparation of this event.
 - b. 501c3 Board of Directors Application Process
 1. Grace Carey discussed the qualifications for the members of the Board of Directors and some information on the structure and span of control of the entity.

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

2. Kimberly Smith shared feedback on the formation process with our legal counsel and how we are at a standstill until we select at least 3 board members.
3. The board agreed that they would like to review a draft of the bylaws and structure, control etc... to help understand this new entity. They also would like to meet the applicants before approving so the applicants will be invited to the next board meeting.

9. **New Business:**

- a. Bylaw Amendment

Motion: by Charles/Carey to change the bylaw verbiage in Article III, Section 1 regarding the composition of DDA Board members.

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

- b. State Statue Review of DDA Roles and Responsibilities by Joe Madore- Village President

- c. Added agenda item: Resignation by Grace Carey of board position

Motion by Colvin/Charles to accept the resignation of Carey with regrets

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

10. **Extended public comment:** none

11. **Board members comments:** great feedback on the market and concert events, farewell comments to Grace

12. **Motion to adjourn** by Charles/Colvin at 8:20pm.

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

Next DDA Board regular meeting: Monday, August 19th, 2024, at 7:00pm