



**Village of Oxford  
Downtown Development Authority  
Meeting Minutes  
Monday, September 16<sup>th</sup>, 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 8: Bryce Clark, Catherine Colvin, Leigh Ann Knaus, Jacob Nicosia, Holly Pifer, Marie Powers, Pete Scholz and Scott Taylor.  
Members Absent: Rod Charles  
Staff Present: DDA Director Kelly Westbrook, Village Manager Joseph Madore, Recording Secretary Vicki Balongie.
4. **Public Comment on Non-Agenda Items:** none
5. **Consent Agenda:**
  - a. **Motion:** by Colvin/Powers to approve the proposed agenda.  
**Vote:** Ayes: 8. Nays: 0. Motion carried.
  - b. **Motion:** by Powers/Colvin to approve the August 2024 meeting minutes; and to receive and file the Police and Code Enforcement reports.  
**Roll call vote:** Ayes: 8. 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 August bills in the amount of \$12,193.33.  
**Roll call vote:** Ayes: 8. Nays: 0. Motion carried.
7. **DDA Reports:**
  - a. Organization Committee - did not meet
  - b. Economic Vitality Committee - did not meet
  - c. Promotion Committee - Westbrook and Pifer
  - d. Design Committee - Westbrook
  - e. Executive Director - Westbrook
8. **Unfinished/Old Business:**
  - a. ARPA Funding – waiting for approval from county
  - b. Crosswalks – Village Council approved DDA’s plans for crosswalks. Request has been made to Rowe Engineering to add repairing the sidewalks on East & West Burdick and replacing the brick pavers to the project. The project will be funded with the ARPA Funds and done Spring 2025.

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

**9. New Business:**

- a. Edison Alley orphaned parcel

**Motion:** by Colvin/Knauss to transfer the small DDA parcel on Edison Alley to the Village of Oxford.

**Roll Call Vote:** Ayes: 8. Nays: 0. Motion carried.

- b. STRAT Plan report

Cristina Sheppard-Decius from POW! Strategies Inc. presented the proposed strategic plan for the next 3-5 years.

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

**11. Board members comments:**

Updates from Village Manager Joe Madore:

1. Weckle Parking Lot – waiting on property surveys and transfers. Working on leasing parking lot from Weckle in the meantime.
2. E. Burdick Street paving project to begin mid-month.
3. Village Council approved funds to improve Methodist Church parking lot that is used for public parking downtown.

**12. Extended public comment:** none

**13. Motion to adjourn** by Colvin/Powers at 8:18pm.

**Vote:** Ayes: 8. Nays: 0. Motion carried.

**Next DDA Board regular meeting: Monday, October 21<sup>st</sup>, 2024, at 7:00pm**