

**Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, October 21st, 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: Rod Charles, Bryce Clark, Catherine Colvin, Jacob Nicosia, Holly Pifer, Marie Powers, Pete Scholz and Scott Taylor.
Members Absent: Leigh Ann Knaus
Staff Present: DDA Assistant Director Kimberly Smith, Village Manager Joseph Madore, Recording Secretary Vicki Balongie.
4. **Public Comment on Non-Agenda Items:** none
5. **Consent Agenda:**
 - a. **Motion:** by Charles/Colvin to approve the proposed agenda.
Vote: Ayes: 8. Nays: 0. Motion carried.
 - b. **Motion:** by Powers/Nicosia to approve the September 2024 meeting minutes; and to receive and file the Police and Code Enforcement reports.
Vote: Ayes: 8. Nays: 0. Motion carried.
6. **Financials:**
Motion: by Charles/Colvin to receive and file the financial statements and the revenue expenditure reports, and to pay the September bills in the amount of \$28,909.57.
Roll call vote: Ayes: 8. Nays: 0. Motion carried.
7. **DDA Reports:**
 - a. Organization Committee - Charles
 - b. Economic Vitality Committee - Charles
 - c. Promotion Committee - Pifer
 - d. Design Committee - Colvin
 - e. Executive Director - Smith
8. **Unfinished/Old Business:**
 - a. Strategic Plan
Since the board did not have any changes to last month's strategic plan presentation, Kimberly Smith will instruct POW! Strategies to move forward with the final plan.

9. **New Business:**

a. Sign Grants

1. Scot's Toys

Motion: by Colvin/Charles to approve 50% sign grant up to \$1500.

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

2. Oxford Jewelers

Motion: by Colvin/Taylor to approve 50% sign grant up to \$1500, contingent on sale of business.

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

b. Resignation

Motion: by Charles/Colvin to accept the resignation of Kelly Westbrook effective immediately.

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

c. Staffing

1. Executive Director

Motion: by Charles/Colvin to appoint Kimberly Smith as Interim DDA Director for 120 days at a salary of \$58,000.

Roll Call Vote: Ayes: 1. Nays: 7. Motion failed.

Motion: by Scholz/Taylor to promote Kimberly Smith to DDA Executive Director at a salary of \$72,000.

Roll Call Vote: Ayes: 7. Nays: 1. Motion carried.

2. Assistant Director

Organization Committee will establish job responsibilities.

d. Board Chair Interim

During Pete Scholz's absence for November and possibly December, Marie Powers will serve as Board Chair.

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

11. **Board members comments:**

Charles: Additional specific language is needed regarding absences from board meetings. All committee meeting minutes need to include a list of the members, especially in regard to spending funds.

12. **Extended public comment:** none

13. **Motion to adjourn** by Colvin/Charles at 7:59pm.

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

Next DDA Board regular meeting: Monday, November 18th, 2024, at 7:00pm