

**Village of Oxford  
Downtown Development Authority  
Meeting Minutes  
Monday, November 18th, 2024, 7:00 pm  
Village of Oxford Council Chambers: 22 W. Burdick St, Oxford MI 48371**

1. **Call to Order:** Vice Chairperson Powers 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, Scott Taylor, Rod Charles  
Members Absent: Pete Scholz (excused)  
Staff Present: DDA Executive Director Kimberly Smith, Village Manager Joseph Madore.
4. **Public Comment on Non-Agenda Items:** none
5. **Consent Agenda:**
  - a. **Motion:** by Colvin/Taylor to approve the amended agenda by adding an item 9f.  
**Vote:** Ayes: 8. Nays: 0. Motion carried.
  - b. **Motion:** by Colvin/Nicosia to approve the October 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 Nicosia/Colvin to receive and file the financial statements and the revenue expenditure reports, and to pay the October bills in the amount of \$16,458.62.  
**Roll call vote:** Ayes: 8. Nays: 0. Motion carried.
7. **DDA Reports:**
  - a. Organization Committee- Charles
  - b. Economic Vitality Committee - did not meet
  - c. Promotion Committee - Smith and Pifer
  - d. Design Committee - Colvin
  - e. Executive Director - Smith
8. **Unfinished/Old Business:**
  - a. Strategic Plan- workplan as prepared by Pow Strategies was presented
  - b. Staffing- Smith proposed moving forward with staffing process for support position  
**Motion:** by Taylor/Powers to approve moving forward in staffing of support staff at 20-30 hrs a week and \$17-20/hr.  
**Vote:** Ayes: 7. Nays: 1. Motion carried
9. **New Business:**
  - a. Holiday Lights  
**Motion:** by Charles/Colvin to approve moving forward with Holiday Lights from Excel Bros  
**Roll Call Vote:** Ayes: 8. Nays: 0. Motion carried.

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

- b. Trolley- board determined to not approve requests for private usage of the trolley outside of the DDA
  - c. Org Committee Appointment  
**Motion:** by Colvin/Powers to approve Taylor to be appointed to the Org Committee.  
**Vote:** Ayes: 8. Nays: 0. Motion carried
  - d. White House District- board determined that white house district should continue to plan and execute area specific events within their group and engage the property/building owners to support beautification improvements. Smith has provided grant applications for sign, façade and rear entry to representatives of the area.
  - e. Holiday Event  
**Motion:** by Taylor/Knaus to approve a DDA holiday gathering (self-funded).  
**Vote:** Ayes: 8. Nays: 0. Motion carried
  - f. Resignation- Leigh Ann Knaus  
**Motion:** by Colvin/Charles to approve the resignation of Knaus.  
**Vote:** Ayes: 8. Nays: 0. Motion carried
10. **Items moved from consent agenda:** none
11. **Board members comments:**
- a. Updates from Village Manager Joe Madore-
    - 1. Budget timing will be in May with workshops in April. Will meet with DDA prior to that on their budget.
    - 2. Crosswalk improvement project proposal will be prepared for December meeting.
  - b. Clark has noted due to a relocation he is no longer serving as the district resident representative. He would be interested in continuing to participate as needed.
12. **Extended public comment:** none
13. **Motion to adjourn** by Charles/Powers at 8:30pm.  
**Vote:** Ayes: 8. Nays: 0. Motion carried.

**Next DDA Board regular meeting: Monday, December 16, 2024, at 7:00pm**