



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting  
January 27, 2025  
7pm  
Village Offices

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Topic: DDA January Board Meeting

1. Call meeting to order
2. Pledge of Allegiance
3. Roll Call: Pete Scholz, Rod Charles, Marie Powers, Ashley Ross, Jacob Nicosia, Holly Pifer, Scott Taylor, Jae Choi
4. Public Comment on non-agenda items (3-minute limit)
5. Check Presentation by Oakland County
6. DDA Staff Introductions
7. Information Session
8. Consent Agenda:
  - a. Approval of proposed agenda
  - b. Approval of December 2024 meeting minutes
  - c. Police Report
  - d. Code Enforcement Report- none this month
9. Financials
  - a. Financial statements & revenue expenditure reports
  - b. Bills: December 2024
10. DDA reports
  - a. Org Committee Report
  - b. EV Committee Report- including amended Dec minutes
  - c. Promo Committee Report- including amended Dec minutes
  - d. Design Committee Report
  - e. Executive Director's Report
11. Unfinished/Old Business
  - a. Crosswalk Proposal
  - b. Board Training and Planning Session
    - 1.2025 Events



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12. New Business

a. Committee Appointees

1. Jae Choi- EV

2. Design- need board liaison

b. Historical Plaque Project

c. Budget Workshop with Village

d. Secretary Position on Board

13. Items moved from consent agenda

14. Board Member Comments

15. Extended Public Comment

16. Adjourn

Next DDA Board regular meeting: **February 17, 2025 at 7:00 p.m.**



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**Village of Oxford  
Downtown Development Authority  
Meeting Minutes  
Monday, December 16<sup>th</sup>, 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 7:03pm.
2. **Pledge of Allegiance**
3. **Roll Call Attendance:**  
Members Present 6: Rod Charles, Jae Choi, Jacob Nicosia, Marie Powers, Ashley Ross and Scott Taylor.  
Members Absent: Catherine Colvin, Holly Pifer and Pete Scholz (virtual for crosswalk discussion).  
Staff Present: DDA Director Kimberly Smith, Village Manager Joseph Madore, Recording Secretary Vicki Balongie.
4. **Public Comment on Non-Agenda Items:** none
5. **Check Presentation by Oakland County:** postponed to later date
6. **Consent Agenda:**
  - a. **Motion:** by Charles/Ross to approve the proposed agenda with the removal of item #5.  
**Vote:** Ayes: 6. Nays: 0. Motion carried.
  - b. **Motion:** by Charles/Nicosia to approve the November 2024 meeting minutes.  
**Vote:** Ayes: 6. Nays: 0. Motion carried.
  - c. **Motion:** by Nicosia/Charles to receive & file the Police and Code Enforcement Reports.  
**Vote:** Ayes: 6. Nays: 0. Motion carried.
7. **Financials:**  
**Motion:** by Nicosia/Charles to receive & file the financial statements and the revenue expenditure reports, and to pay the November bills in the amount of \$29,688.23.  
**Roll call vote:** Ayes: 6. Nays: 0. Motion carried.
8. **DDA Reports:**
  - a. Organization Committee – did not meet
  - b. Economic Vitality Committee – Charles
  - c. Promotion Committee – Smith (Pifer will become lead on Promo Committee)
  - d. Design Committee – Smith
  - e. Executive Director – Smith



9. **Unfinished/Old Business:**

- a. Staffing: Initiated hiring process and started screening process for support role
- b. Crosswalk Proposal

**Motion:** by Ross/Taylor for Rowe Engineering to prepare a formal proposal for Projects 1, 2 & 3 as presented in memorandum.

**Roll call vote:** Ayes: 6. Nays: 0. Motion failed. (rescinded to clarify)

**Motion:** by Ross/Jacobs for Row Engineering to create a proposal and bid packet for Projects 1, 2 & 3 as proposed in their memorandum to start the process with Engineering Costs to be no higher than \$47,000.

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

10. **New Business:**

- a. Skyline Lighting Reimbursement

**Motion:** by Ross/Taylor to pay business owners annually for electricity for skyline lighting.

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

- b. January Board Meeting

**Motion:** by Charles/Taylor to change January board meeting date to 1/27 (20<sup>th</sup> is MLK Day).

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

- c. New Board Members Ashley Ross and Jae Choi introduced themselves to the board.

- d. Organization Committee Appointee

**Motion:** by Charles/Taylor to add Ashley Ross to the Organization Committee.

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

- e. Board Training & Planning Session

Director Smith will email the board proposed dates to meet to discuss priorities for 2025.

- f. Soup & Sweet Reimbursement Process

**Motion:** by Powers/Nicosia to create a 3-tier reimbursement plan for the businesses that provide soups & sweets.

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

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

12. **Board members comments:**

Joe Madore: more discussion will be needed regarding the trolley being used outside the district as the statute requires money to be used within the district.

13. **Extended public comment:** none

14. **Motion to adjourn** by Charles/Ross at 8:51pm.

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

**Next DDA Board regular meeting: Monday, January 27<sup>th</sup>, 2024, at 7:00pm**

# OXFORD VILLAGE POLICE DEPT. POLICE CHIEFS REPORT

2024-December

Micheal D. Solwold-Chief

MONTH		YEAR TO DATE	
Dec. 2024	Dec. 2023	2024	2023
CALLS FOR SERVICE	350	465	6033
		-115	-674
CITATION/WARNING	232	297	3827
		-65	409
ACCIDENTS	4	6	75
		-2	-1
POSITION	#		
CHIEF	1		
OFFICERS/FT	6		
OFFICERS/PT	2		
Service Aid	2		
Reserves	10		
<b>TOTAL</b>	<b>21</b>		

Below is designated for crime-specific stats:

Criminal sexual conduct
Child neglect
DUI X 2
Fraud X 2

Dec. 2024	WASHINGTON	GLASPIE	E BURDICK	LAKEVILLE	OXFORDLAKES	PONTIAC	W BURDICK	W OF 24	E OF 24	N W LOT	N E LOT	TOTALS
	speed	14	3	12				24				
red light	54											54
stop sign		2		16				2				20
improper turns	1	1										2
seat belt												0
drivers licence violations	6	1	1	5	1		1					15
plate violations	23	2	1	4	1		1					32
insurance/registration	12	1	3				4					20
equipment	8	1	1				2	2				14
misc. violations			1	1	1							2
parking violations	3						2	2				7
fail to yield to emergency vehicle												0
commercial motor vehicle tickets	12	1										13
Location Totals	133	9	5	26	19	0	34	4	2			232

**Grand Total for the Month** **232**

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 12/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDTG USED
		AMENDED BUDGET	NORMAL				
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY</b>							
<b>Revenues</b>							
Dept 000							
248-000-402.010	Village Revenue	203,000.00		227,724.85	2,535.16	(24,724.85)	112.18
248-000-402.020	DDA CAPTURE OTHER UNITS	291,000.00		110,404.88	2,556.28	180,595.12	37.94
248-000-412.000	Delinquent Property Taxes	18,000.00		1,281.45	31.24	16,718.55	7.12
248-000-573.000	LOCAL COMMUNITY STABILIZATION	37,000.00		49,260.08	0.00	(12,260.08)	133.14
248-000-581.000	LOCAL GRANT	2,500.00		2,000.00	0.00	500.00	80.00
248-000-581.020	LOCAL GRANT	0.00		600.00	0.00	(600.00)	100.00
248-000-581.030	SPONSORSHIPS	15,000.00		0.00	0.00	15,000.00	0.00
248-000-665.000	Interest Earnings	7,000.00		8,301.42	1.66	(1,301.42)	118.59
248-000-669.000	INVESTMENT GAINS/LOSSES	8,000.00		7,888.81	1,993.15	111.19	98.61
248-000-674.000	Donations	0.00		33,990.15	13,567.98	(33,990.15)	100.00
248-000-677.000	MISCELLANEOUS	0.00		96.76	0.00	(96.76)	100.00
Total Dept 000		581,500.00		441,548.40	20,685.47	139,951.60	75.93
<b>TOTAL REVENUES</b>							
		581,500.00		441,548.40	20,685.47	139,951.60	75.93
<b>Expenditures</b>							
Dept 729 - Organization/Administration							
248-729-704.000	Wages	71,213.00		43,744.97	7,228.92	27,468.03	61.43
248-729-704.010	ADMIN WAGES	27,300.00		0.00	0.00	27,300.00	0.00
248-729-705.000	CLERICAL	4,000.00		0.00	0.00	4,000.00	0.00
248-729-715.000	FICA DDA	7,842.00		3,438.35	553.03	4,403.65	43.85
248-729-716.000	HEALTH /LIFE INSURANCE	4,800.00		1,200.00	0.00	3,600.00	25.00
248-729-716.001	LIFE, ST/LT DISABILITY	1,000.00		197.09	(65.60)	802.91	19.71
248-729-718.010	RETIREMENT MERS DC	7,121.00		3,571.23	953.79	3,549.77	50.15
248-729-723.000	WORKERS COMPENSATION	800.00		482.28	0.00	317.72	60.29
248-729-727.000	Office Supplies	250.00		72.97	22.04	177.03	29.19
248-729-730.000	Postage - Newsletter	100.00		0.00	0.00	100.00	0.00
248-729-740.000	Operating Supplies	1,000.00		239.27	20.00	760.73	23.93
248-729-807.000	Audit	2,000.00		1,575.50	837.50	424.50	78.78
248-729-810.000	Contracted Services - Admin.	4,000.00		4,119.84	517.34	(119.84)	103.00
248-729-810.011	DDA CONT. DPW/PD SERVICES	75,000.00		42,448.54	7,096.67	32,551.46	56.60
248-729-830.000	Membership & Dues	0.00		500.00	250.00	(500.00)	100.00
248-729-856.040	COMMUNICATIONS CELL PHONE FEES	700.00		256.04	51.23	443.96	36.58
248-729-866.000	Mileage	50.00		108.74	108.74	(58.74)	217.48
248-729-900.000	Advertising	2,500.00		1,525.99	694.00	974.01	61.04
248-729-905.000	Printing & Publications	100.00		0.00	0.00	100.00	0.00
248-729-920.000	Utilities	850.00		386.72	63.84	463.28	45.50
248-729-955.000	WORKSHOPS	500.00		618.04	0.00	(118.04)	123.61
248-729-955.010	MEALS	500.00		0.00	0.00	500.00	0.00
248-729-955.020	LODGING	1,000.00		133.75	131.25	866.25	13.38
248-729-962.000	Insurance	4,500.00		5,173.90	13.50	(673.90)	114.98
248-729-995.394	Transfer to Debt Service	66,830.00		0.00	0.00	66,830.00	0.00
Total Dept 729 - Organization/Administration		283,956.00		109,793.22	18,476.25	174,162.78	38.67
Dept 734 - BUSINESS & DEVELOPMENT							
248-734-727.000	Office Supplies	100.00		0.00	0.00	100.00	0.00
248-734-740.000	DOWNTOWN PROMO	0.00		1,251.90	0.00	(1,251.90)	100.00
248-734-740.010	Copying	50.00		0.00	0.00	50.00	0.00
248-734-787.000	Materials	50.00		0.00	0.00	50.00	0.00
248-734-810.000	CONTRACTED SERVICES -EVENTS	35,000.00		14,327.08	2,339.44	20,672.92	40.93
248-734-810.160	CONTRACTED SERVICES-DOWNTOWN	0.00		13,875.27	8,854.95	(13,875.27)	100.00

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)	12/31/2024	12/31/2024	MONTH 12/31/2024	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDDT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY										
Expenditures										
248-734-882.000	TROLLY	10,000.00		4,527.41		2,399.99		5,472.59		45.27
248-734-885.000	Grant - Facade	65,000.00		4,483.00		0.00		60,517.00		6.90
248-734-900.000	HOLIDAY ADVERTISING	5,000.00		0.00		0.00		5,000.00		0.00
248-734-905.000	Printing - Celebrate Oxford	2,500.00		0.00		0.00		2,500.00		0.00
248-734-970.000	Capital Improvements	120,000.00		12,906.48		1,750.00		107,093.52		10.76
	Total Dept 734 - BUSINESS & DEVELOPMENT	237,700.00		51,371.14		15,344.38		186,328.86		21.61
TOTAL EXPENDITURES		521,656.00		161,164.36		33,820.63		360,491.64		30.89
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:										
TOTAL REVENUES		581,500.00		441,548.40		20,685.47		139,951.60		75.93
TOTAL EXPENDITURES		521,656.00		161,164.36		33,820.63		360,491.64		30.89
NET OF REVENUES & EXPENDITURES		59,844.00		280,384.04		(13,135.16)		(220,540.04)		468.52

Account Name	Account Numbers	Vendor	Amount	Description
Contr Services - Downtown	248-729-810.011	Village of Oxford	\$5,000.00	DPW - monthly
Contr Services - Downtown	248-729-810.011	Village of Oxford	\$2,096.67	Police - monthly
Grant	248-734-885.000	Oxford Jewelers	\$1,500.00	Grant Reimbursement
Workshops	248-729-955.000	Michigan Downtown Association	\$660.00	Workshops
Operating Supplies	248-729-740.000	Village of Oxford	\$238.44	Copies
Contracted Services Events	248-734-810.000	LASER	\$200.00	SSS Sound
Contracted Services Events	248-734-810.000	Oxford Chamber of Commerce	\$35.00	Event Registration
Contracted Services Events	248-734-810.000	Summer Sundae's	\$191.00	SBS & Polar Express Service
Grant	248-734-885.000	Scots Toys	\$1,304.00	Grant Reimbursement
Trolley	248-734-882.000	NOTA	\$2,332.03	Trolley Expenses
Contracted Services Events	248-734-810.000	Brad Jacobsen	\$350.00	Santa Polar Express
Memberships	248-729-830.000	Oxford Chamber of Commerce	\$250.00	Annual Membership
		<b>Sub Total</b>	<b>\$14,157.14</b>	
<b>Village of Oxford - Prepaid Bills</b>				
Wages	248-729-704.000	Village of Oxford - wages	\$2,732.34	
FICA	248-729-715.000	Village of Oxford - FICA	\$0.00	
Retirement	248-729-718.000	Village of Oxford - 457 plan	\$115.40	
Life, ST/LT Disability	248-729-716.001	Village of Oxford - Life, ST/LT Disability	\$0.00	Life and Disability Insurance - Dearborn National (Ascend)
Medical Insurance	248-729-716.000	Village of Oxford	\$0.00	
Admin Wages	248-729-704.010	Village of Oxford- Wages	\$1,440.00	Kim's Wages
		<b>Sub Total</b>	<b>\$4,287.74</b>	
<b>Prepaid Bills -</b>				
Cell Phone Fees	248-729-856.040	Verizon	\$51.24	Monthly - Cell Phone
contracted services	248-729-810.000	Multitech	\$37.50	IT services
contracted services	248-729-810.000	Credit Card	\$20.00	Constant Contact
utilities	248-729-920.000	DTE	\$63.97	Electricity
Downtown Contracted Ser.	248-734-810.160	Cloud Cover Music	\$18.95	Cloud Cover- Music
Downtown Contracted Ser.	248-734-882.000	GPS Trackit Trolley	\$13.95	GPS
		<b>Sub Total</b>	<b>\$205.61</b>	
<b>Credit Card Bills</b>				
Contracted Services- Admin	248-729-810.000	Amazon Prime	\$15.89	Prime Membership
Contracted Services- Admin	248-729-810.000	Canva	\$149.90	Design Platform
		<b>Sub Total</b>	<b>\$165.79</b>	
		<b>Grand Total</b>	<b>\$18,816.28</b>	

Signature from Village \_\_\_\_\_

Signature from DDA \_\_\_\_\_

## **Oxford DDA – Organization Committee Minutes – January 7, 2025**

Meeting at Sick Pizza Company, called to order by the Chair, Brad Jacobsen, at 12:00pm. Present: Brad Jacobsen, Rod Charles, Scott Taylor, Randy LeVasseur, and Executive Director Kimberly Smith. Absent: Pete Scholz and Ashley Ross.

Discussed potential accreditation through Main Street America, whose representatives will pay a visit to the DDA's office on February 5, 2025. In preparation for such meeting, the Committee reviewed and offered its suggestions for revisions to the Committee's workplan, which was last updated in 2024. Suggested revisions included among other things updating the roster of committee members, updating the date and time of regularly scheduled meetings, updating the list of Capital Improvement Projects (identifying the park reconfiguration referenced more specifically as "Centennial Park"), and considerations of whether the current gazebo should be repaired or replaced by an amphitheater. Ms. Smith noted that the funding for the gazebo/amphitheater is coming from ARPA, with a deadline to complete improvements in September 2026. The Committee further noted that with regard to "Placemaking", the DDA recently completed patio and courtyard enhancements, and adding plaques to inform pedestrians of places of historical significance may be desirable.

The Committee discussed programs to recognize and encourage volunteer efforts, including a pizza party

The Committee discussed the costs and the future of the Trolley, which may include either continued operation or its sale. The Trolley's future is also being considered by the Economic Vitality Committee of the DDA.

The Committee discussed bus tours of the area to introduce passengers to points of interest and the activities of current businesses.

The Committee discussed efforts to hire a new assistant to the Executive Director. Ms. Smith indicated that she has reached out to approximately a dozen applicants for the position, conducting video interviews with five of those applicants. She recommends an interview for one of those applicants by the Organization Committee, which ideally would happen within the week. This is a part-time position with an anticipated wage in the \$17-\$20/hour range. Once this position is filled, the Committee believes consistent walk-in office hours, at the same time each week, are desirable.

The Committee discussed the 2025 meeting schedule. The Chair shall reserve the option to adjust such schedule as appropriate, but tentatively such meetings shall be monthly, on the second Tuesday of each month, at 12:00pm.



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY  
ECONOMIC VITALITY COMMITTEE MEETING

Thursday, 9 January 2025  
12:00-1:00PM  
Evergreens Cafe

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**Members in Attendance:** Marie, Rod, C.J.,  
Kimberly

**Members Absent:** Ashley  
**Others in Attendance:**

**ECONOMIC VITALITY** focuses on capital, incentives, and other economic and financial tools to assist new and existing businesses, catalyze property development, and create a supportive environment for entrepreneurs and innovators that drive local economies.

**2024 GOALS**

1. Increase walkability, grow the footprint of the downtown, and increase pedestrian/driver safety.
2. Foster community connection through the downtown and public spaces.
3. Utilize capital improvement opportunities to improve infrastructure within the district.
4. Explore strategic measures to increase demographic reach within the greater Oxford area, bringing people into the downtown on a sustained, regular basis.

**OXFORD E/V OBJECTIVES: (adapted July 2022)**

Foster and develop relationships that encourage a diverse economic base.  
Create cohesiveness throughout the entire district. This should be visual, physical, auditory, obvious and include things like signs, social districts, and art projects.

**PREVIOUS ACTION ITEMS**

- ~~Meet with developers and find what attract/keeps away dense property developers~~
- Get trained on the BOOM system
  - Load 1 property into BOOM
- OWPTC
  - Can OWPTC operate a murder mystery throughout Oxford? - In Progress
    - Determine next steps for OWPTC
  - Connect OWPTC with Oxford 7, bars, the dealership

**MEETING AGENDA**

- Oxford Wildcat Professional Theatre Company
  - Willing to operate in the park/Washington square
  - Was very open to the murder mystery fundraiser
  - Lease with Metamora Theatre ends in May
- Establishment of a Historical ad hoc committee.
- Oxford Trolley
  - Anticipated Expenses
  - Total Revenue generated to businesses
  - Plans for loss of partnerships
  - Plans to make the trolley system more effective



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY  
ECONOMIC VITALITY COMMITTEE MEETING

Thursday, 9 January 2025

12:00-1:00PM

Evergreens Cafe

- 
- 2025 Goals, objectives and Action Items?

## MEETING MINUTES

### 12:12: Murder mystery

- Find interested parties to talk logistics before bringing it to the meeting
- DDA is mostly interested in FYI about this item, possibly to help with logistics and thinking through
- What are the minimum and maximum number of customers available, changes the number of businesses we want to include \
- 

### 12:18: Dealership adding extra items inside their facility?

### 12:25: OWPTC Cont.

- Performance outside at plaza
- Share performance postings

### 12:30: Historical committee

- Ty Cobb, Sea Ray guy, Lone Ranger
- Summaries of historical buildings were made (in progress)
- Make sure listing are accurate
- Markers on buildings
- Pricing of items will be discovered by committee, not expected to be particularly high
- Are there grants available?
- Nobody should do this alone
- Can we coordinate with similar activities happening outside of the district?
- Apparently we were designated as a historic district, and what's the significance of this?

### 12:55 Trolley Information

- Total ridership should be divided by 4
- Average Director hours is 2 hours a week (\$3500ish dollars of executive money)
- Possible alternatives:
  - Changing routes to accommodate dense populations
  - Sell Trolley
- Cannot charge because it would bump our licensing amount
  - Would require increased spending to fix trolley
- Wrap a Nota bus to look historic?
- Hybrid Model, only operate during peak rates
- Nota does not feel interested in the Trolley

## ACTION ITEMS

Gather People that are interested and get business information from kimberly to make sure we have buy-in to complete the murder mystery



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY  
ECONOMIC VITALITY COMMITTEE MEETING  
Thursday, 9 January 2025  
12:00-1:00PM  
Evergreens Cafe

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Ask if there's a stage in the movie theatre  
Possible performance option in Washington  
Square

Share Performance Postings  
Are we a historic distance, and what's the significance?  
Create new routes for Possible Trolley Routes and times to add these stops  
Rod Contacts Lynn regarding a designated route



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY  
ECONOMIC VITALITY COMMITTEE MEETING  
Friday, 12 December 2024  
1:30-2:30PM  
Evergreens Cafe

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**Members in Attendance:** Marie, Rod, C.J.,  
Kimberly?  
**Members Absent:** Ashley  
**Others in Attendance:**

**ECONOMIC VITALITY** focuses on capital, incentives, and other economic and financial tools to assist new and existing businesses, catalyze property development, and create a supportive environment for entrepreneurs and innovators that drive local economies.

#### 2024 GOALS

1. Increase walkability, grow the footprint of the downtown, and increase pedestrian/driver safety.
2. Foster community connection through the downtown and public spaces.
3. Utilize capital improvement opportunities to improve infrastructure within the district.
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#### PREVIOUS ACTION ITEMS

- ~~Meet with developers and find what attract/keeps away dense property developers~~
- Can the theatre work with the Oxford Theatre group? - In Progress

#### MEETING AGENDA

- Oxford Wildcat Professional Theatre Company
  - New business, doesn't have a ton of start-up base
  - Operates at Metamora Opera House for \$400 for 8 days
  - Lacks Contacts
    - Connected them to a contact in Ann Arbor.
  - Lacks grant knowledge
  - Lacks fundamental business knowledge
  - How do we connect this individual to more resources?
  - Can we get contact information for
    - Local Bars/breweries?
    - Oxford Theatre
      - Any grants for retrofitting this to be more theatre-friendly?
      - Information regarding the theatre



- Connect him to Volunteers?
- Meeting with Chuck Schneider: How do developers operate?
  - Only profitable buildings at this time are Residential, should focus on those opportunities more than others
    - Rents for retail and office are the same as they were in 2007
  - **We need a property inventory system!**
    - Surveys of properties
    - (very Basic) Sample Site plans if we can get them.
    - Which houses/ commercial properties are vacant/dilapidated?
    - Which buildings are for sale/lease?
  - How can we build better relationships with developers to ensure more idealized building patterns?
  - Can our empty properties be filled in?
  - Can our museum either be opened up more often or be sold to somebody that wants to use it? Surely there are better and more profitable uses than keeping it open for 6 hours during the workday
    - Apparently the village owns it?
- 2025 Goals, objectives and Action Items?

## MEETING MINUTES

1:30 Dealership updates

1:40: Soup and Sweet updates

- Can we bring in new people into town?
  - Targeted facebook ads
  - Newspaper ads
- You will be contacted issue, Need to use a new system
- Switch to using Eventbrite with ticket sales

1:50 Theatre location for play

- It's tough to work with a group that works in New York
- Talk to Kyle from the Dealership
- Outdoor plays at the park
- Improv opportunities,
  - Gravcap
  - Homegrown
- THemed Opportunities with the Trolley
- Murder Mystery opportunity with the Trolley Going from Location to Location
- We want to connect OWPTC with opportunities and increase engagement of pedestrians



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY  
ECONOMIC VITALITY COMMITTEE MEETING  
Friday, 12 December 2024  
1:30-2:30PM  
Evergreens Cafe

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2:00 Accreditation is coming up February 5,

2:10 Goals for the year

- Empower others
- Offload items
- Connect to volunteers
- Connect to the school

2:15 D&D group Approved!

2:20 Developer meeting

- Oakland County Developer expo
- Local realtor working with Boom system for in Oxford DDA area

#### **ACTION ITEMS**

Connect OWPTC with Oxford 7, bars

Get trained on the BOOM system

Load 1 property into BOOM

Can OWPTC operate a murder mystery throughout Oxford?

OWPTC doesn't have a venue after May, we need to get started



**Members in Attendance:** Angie Green, Melisa Counelis, Chris Zitney

**Members Absent:** Holly Pifer, Lorry Graybeal

**Others in Attendance:** Kimberly Smith

**Promotion Committee** positions the downtown or commercial district as the center of the community and hub of economic activity, while creating a positive image that showcases a community's unique characteristics.

#### **2025 GOALS**

- Utilize all committee members skill sets to achieve goals.
- Create a positive image of downtown Oxford.

#### **Oxford Promotions Committee Objectives: (adapted December 2023)**

To create, maintain and enhance a welcoming downtown Oxford. To help support new business by attracting people into the downtown area with events, activities and engagement.

#### **MEETING AGENDA**

1. Restaurant Week
2. Accreditation- Feb 5<sup>th</sup>
3. Work Plan
4. Meeting Times
5. Summer Concerts

#### **MEETING ACTIONS:**

1. Melisa to reach out to restaurants to see if they would be interested in a friendly restaurant week competition to gain momentum and drive traffic to businesses
2. Kimberly will send out a meeting invitation for meeting same time for 2025
3. Kimberly will move forward with reviewing and selecting summer concert bands
4. Kimberly will update work plans in preparation for the accreditation
5. Team will look for opportunities to expand reach for events as well as promotion of Oxford outside of events



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY  
Promotions Committee Meeting Minutes  
AMMENDED  
December 9th, 2024  
11am  
Evergreens

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**Members in Attendance:** Holly Pifer, Melisa Counelis, Chris Zitney, Angie Green

**Members Absent:** Lorry Graybeal

**Others in Attendance:** Kimberly Smith

**Promotion Committee** positions the downtown or commercial district as the center of the community and hub of economic activity, while creating a positive image that showcases a community's unique characteristics.

**2024 GOALS**

- Utilize all committee members skill sets to achieve goals.
- Create a positive image of downtown Oxford.

**Oxford Promotions Committee Objectives: (adapted December 2023)**

To create, maintain and enhance a welcoming downtown Oxford. To help support new business by attracting people into the downtown area with events, activities and engagement.

**MEETING AGENDA**

1. Indoor Market
2. Polar Express
  - a. Need volunteers
3. Accreditation- Feb 5<sup>th</sup>
4. New Leader of Committee

**MEETING ACTIONS:**

1. Polar Express
  - a. Holly to reach out to SSS volunteers to see if any can attend this event
  - b. Angie will check schedule to see if she can be Mrs. Clause
  - c. Holly will order and donate Mrs. Clause costume to DDA
2. Committee Leader
  - a. Holly will be the new chair for the Promo committee starting Jan 2025



**Members in Attendance:** Scott Kree (Chair), Sue Bossardet, Devoney Crockett, Debbie Mick

**Members Absent:** Sue Oles (excused), Lindsey Gregor (excused), *vacant seat* (Bd. Liaison)

**Others in Attendance:** Kimberly Smith (Director)

**DESIGN COMMITTEE** focuses on creating an inviting and inclusive atmosphere that protects and celebrates the historic character of the downtown with an emphasis of fostering accessible, people-centered public spaces.

### 2023 GOALS

1. Utilize all board member skill sets to achieve goals.
2. Award sign and façade grants to applicable businesses.
3. Obtain grants that support the DDA design committee's mission.

**OXFORD DESIGN COMMITTEE OBJECTIVES:** (adapted July 13, 2023)

*To create, maintain and enhance a more beautiful and welcoming downtown Oxford.*

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### MEETING AGENDA

1. Open meeting
  - A. Welcome and attendance/introductions.
2. Action items from last meeting:
  - A. Historical Sign update
3. Current and potential grants:
  - A. If any
4. Budget discussion
  - A. Update, if any
5. Upcoming events:
  - A. January/February 2025:
    1. If any
6. Placemaking:
  - A. Washington Square (NW):
    1. Undecorate truck and Washington Sq. – Date and time needs to be set. Volunteers needed.
  - B. The PatiO (NE):
    1. Update, if any
  - C. Centennial Park (SW):
    1. Update, if any
  - D. The Courtyard (SE)
    1. Update, if any
7. Recent events:
  1. Holiday Market, parade, other holiday events, etc.
8. Future programs, projects, seminars
  - A. MSOC accreditation process and work plans (see the attached 2024 work plan and the 2024 Transformation-Strategy for reference)
9. Close Meeting

## MEETING MINUTES

1. Open meeting
  - A. Kree opened Design Committee (DC) meeting at 9:38 A.M.
  - B. Welcome and attendance.
    1. Kree informed DC that Colvin and Wilber officially, via email, have stepped down from serving on the DC and their spots will need to be filled by those that are interested. People that are interested should inquire to Smith.
    2. Smith said the Township has recommended Rod Charles to take Colvin's place
      - i. Village Council must accept recommendation first before moving forward.
      - ii. DC will await the Township and the Village's decision on this matter.
    3. Smith informed of a potential local candidate that might be interested in being on DC to take Wilber's spot.
2. Action items from last meeting:
  - A. Historical Signs
    1. Smith looked into costs (sign creator) and properties but might still be missing information.
      - i. Bossardet said everything was sent months ago as it was assumed there was a time limit to the funding.
      - ii. Mick said the museum can resend the information that was originally submitted.
3. Current and potential grants:
  - A. Past application: Oxford Jewelers is requesting an extension on the time limit of the grant due to issues with selling the business.
    1. Consensus of DC: ownership of the business and documents associated with such are not of the DC's concern as the grant was already recommended and approved before the sign was installed
    2. DC recommended the reauthorizing of the approved grant funding to be released to Oxford Jewelers by Smith and/or DDA Board.
4. Budget discussion
  - A. No discussion was held on the budget
5. Upcoming events:
  - A. January/February/March
    1. Restaurant week options are being investigated by Smith for last week in February
    2. St. Patty's Day pub crawl in March
    3. Leaving room for potential Training / education events
6. Placemaking:
  - A. Washington Square (NW):
    1. Undress truck Friday, January 24<sup>th</sup> 1:00 pm
      - i. Kree noted that volunteers are desperately needed. Volunteerism has dropped significantly throughout 2024. DC members have been the majority of volunteers to consistently show up and setup Washington square (Sept for Fall and Nov for Holiday décor with the help of the OHS LOFT Program and Excel) and the setup for the Holiday Market (only DC members helped). It seems to fall on the DC members to now take down everything too. We need more volunteers outside of the DC to step-up.
      - ii. Smith will try to find more volunteers to help.
      - iii. Crockett and Kree will bring their pickup trucks to expedite the take down and cleanup efforts scheduled for that day.
    2. Smith will contact Excel about their lights for the planter boxes as to "who" will take down.
  - B. The PatiO (NE):
    1. No updates currently
  - C. Centennial Park (SW):
    1. No updates currently

Oxford DDA Design Committee 1/7/2025 (Cont'd)


- D. The Courtyard (SE)
  - 1. No updates currently
- 7. Recent events:
  - A. Market was good but the room's space allows for no area to grow in that area (at max capacity).
    - 1. Smith received positive feedback from public and vendors.
  - B. Some issues with Polar Express – Trolley is out of service (in repair) until St. Patty's Day event
  - C. Parade was well attended
- 8. Future programs, projects, seminars, other....
  - A. Main Street Oakland County (MSOC) accreditation process and work plans
    - 1. Kree sent out the 2024 work plan and the 2024 Transformation-Strategy for reference
  - B. MSOC Accreditation 10AM -11AM DDA office, Wednesday, February 5<sup>th</sup>
    - 1. DC to look at existing work plan and add changes via email within the next 2 weeks
- 9. Kree closed meeting 10:50 AM

**ACTION ITEMS**

- *Committee Member & Volunteer Form to be filled out and resubmitted to Smith*
- *Un-decorate Washington Square/truck has been scheduled for **Friday, January 24, 1:00 PM – Volunteers needed***
- *MSOC Accreditation – **February 5**, DC to review existing work plan further in next two weeks. Submit changes to group via email by **January 21**.*

This concludes the meeting report for the **January 7, 2025**, Oxford DDA Design Committee Meeting. **Next DDA Design Committee meeting will be on Tuesday, February 4, 2025.**

Respectfully submitted,



Scott E. Kree  
Oxford DDA Design Committee Member/Chair



Key items to note this month:

- Hosted Downtown Business Owners meeting
- Attended committee meetings
- Met with Lake Orion DDA weekly
- Main Street America accreditation prep- our accreditation will be February 5<sup>th</sup> 2025
- Attended Shop OC Main Streets Manager meeting
- Secured approx. 15k of sponsorships for trolley
- Personal Development- Completed MDA Manager training program
- Met with several potential/new business owners
- Worked through staffing process for Admin position
- Developed event calendar for 2025
- Worked through admin process to receive ARPA fund distribution
- Scheduled time with key partners on 2025 areas of focus
- Created Business Development training plan
- Developed Information Session for DDA
- Updated work plans for committees
- Worked with Volunteer Coordinator to increase robustness to the program
- Developed grant tracking document
- Oakland County Stats
- Updated Volunteer and Committee documents

THE VILLAGE OF

**Memorandum**

To: Honorable President, Kelsey Cooke  
Council Members

From: Joseph M. Madore, Village Manager

Date: January 12, 2025

Re: DDA crosswalk and sidewalk repair project design/engineering proposal

---

**Background:** The Oxford DDA is receiving grant funding from Oakland County for walkability, crosswalks and placemaking. DDA Chair Pete Scholz, Paul O'Meara from Rowe Professional Services and myself walked the area on Burdick Street between Hudson and the Oxford United Methodist Church last fall. We noted areas where brick pavers and concrete sidewalk sections were in disrepair. Based on the onsite visit Rowe prepared a project estimate for DDA consideration at their December 16<sup>th</sup> Board meeting

**Analysis:** At the December 16<sup>th</sup> DDA meeting the cost estimate for engineering and construction costs was presented to the DDA Board. The cost estimates included the area noted above and a 3<sup>rd</sup> area at Mill St. and E. Burdick where the ADA approach needs replacement. The DDA voted to approve Rowe to prepare a proposal for engineering not to exceed \$47,000 as noted in the estimate. In the Council packet is a design/engineering proposal for a lump sum of \$29,000 that will cover engineering costs prior to construction.

**Recommendation:** Approve the Rowe Design Engineering Services Proposal dated 1-3-2025 for Burdick Street sidewalk improvements Hudson Street to Mill Street as noted in the Rowe proposal and memo dated 12-11-2024.

Joseph M. Madore  
Village Manager

8 D.



128 N. Saginaw Street  
Lapeer, MI 48446 | (810) 664-9411  
www.rowepsc.com

# Memorandum

**To:** Joe Madore, Village Manager  
Kimberly Smith, DDA Director  
**From:** Paul O'Meara, Senior Project Manager  
**Date:** December 11, 2024  
**RE:** Burdick Street Sidewalk Improvements

As requested, ROWE has prepared a cost opinion for the construction of the following sidewalk improvements on Burdick Street, from Hudson Street to Mill Street.

### Project #1 – Crosswalks

In August of this year, the Oxford Downtown Development Authority (DDA) hired Sharpe Engineering to prepare a plan depicting the installation of sidewalk ramps and pavement markings to provide marked crosswalks at two locations east and west of M-24:

- At the west leg of the Burdick Street and Hudson Street intersection.
- At the pedestrian alley adjacent to 10 East Burdick Street.

For this project, the following notes are provided:

1. Americans with Disabilities Act (ADA)-compliant ramps would be installed at each end of each ramp (for a total of four), including modifications to the concrete curb and gutter.
2. Pavement markings would include "continental" style crosswalks constructed of cold plastic pavement overlays.
3. Four crosswalk signs would be installed, two for each crosswalk.

### Project #2 – Streetscape

As an enhancement to Project #1, the existing sidewalks would be improved on both sides of Burdick Street, between Hudson Street and M-24 on the west side, and between M-24 and the two municipal parking lot entrances east of M-24. For these segments, the following work is included:

1. Existing brick paver strips directly behind the existing curb and gutter would be removed and replaced with colored, stamped concrete to match the similar product that was installed in 2023 adjacent to both the northwest and southwest municipal parking lots.

**SINCE 1962**

Joe Madore, Village Manager  
Kimberly Smith, DDA Director  
December 11, 2024  
Page 2

2. Remaining sidewalks between the colored concrete and the adjacent buildings would be removed and replaced on an as-needed basis. Removals would be completed to address cracked or damaged sidewalks, or to remove the now defunct tree wells where present (no trees would be replaced).

Project #3 – Burdick Street and Mill Street Handicap Ramps

The existing sidewalk ramps on the north side of this intersection need to be removed and replaced to meet ADA compliance requirements. If a sidewalk crew is working in the area, this will be a more efficient time to get this work completed as well. No signs or pavement markings are included in this job.

Using the above descriptions, the following cost opinions are provided for planning purposes, assuming the work would be completed by late 2025. The engineering cost is intended to represent both the design phase and the construction phase.

	Project #1 Crosswalks	Project #2 Streetscape	Project #3 Mill Street Ramps
Construction Cost	\$37,000	\$105,000	\$17,000
Engineering Cost	\$12,000	\$30,000	\$5,000
Total	\$49,000	\$135,000	\$22,000

Feel free to contact me if you have any questions.



(8 D.)

128 N. Saginaw Street  
Lapeer, MI 48446 | (810) 664-9411  
www.rowepsc.com

January 3, 2025

Mr. Joe Madore, Village Manager  
Village of Oxford  
22 W. Burdick Street  
Oxford, MI 48371

RE: Burdick Street Sidewalk Improvements  
Hudson Street to Mill Street  
Design Engineering Services Proposal and Contract

Dear Mr. Madore:

ROWE Professional Services Company is pleased to present this proposal to provide engineering services to prepare design documents for the subject sidewalk and streetscape project located on Burdick Street within the downtown area. The following describes the project:

- 1) Two marked and American with Disabilities Act (ADA) compliant crosswalks will be installed. One will be on the west leg of the Burdick and Hudson intersection. The other will connect the Northeast and Southeast municipal parking lots. The crosswalks will be marked with high visibility pavement markings and crosswalks signs.
- 2) The existing sidewalks between these two points will be improved to replace the existing streetscape elements on this corridor on both sides of the street. Colored and stamped concrete matching that used in adjacent parking lot projects in 2023 will be installed behind the curb. The special concrete will be designed to complement (but not match) the brick pavers installed on Washington Street in 2020.
- 3) Damaged sidewalks adjacent to the new streetscape element will be removed and replaced where needed. Old tree wells will also be removed.
- 4) The existing sidewalk ramps on the north side of the Mill Street intersection will be removed and replaced to be ADA compliant.

### SCOPE OF SERVICES

ROWE proposes the following scope of services for your consideration:

- The existing right-of-way has been surveyed by others in the area of the crosswalks. ROWE will review the survey file provided by the village to verify it is adequate for preparing design drawings. The survey will be supplemented where missing to cover the remainder of the project area.
- To ensure that the Contractor exercises proper standards, ROWE will prepare a standard detail sheet for sidewalk construction, as well as the cross-section for the colored and stamped concrete. Standard notes will also be provided to clarify proper protocol on the Contractor's part for various topics, such as traffic management, obtaining permits, protection of utilities, etc.

**SINCE 1962**

Flint, MI | Lapeer, MI | Farmington Hills, MI | Grand Rapids, MI | Mt. Pleasant, MI | Oscoda, MI | Grayling, MI | Myrtle Beach, SC

- Provide a streetscape design and jointing plan to ensure that the final product meets expectations. The plans will include caulking joints on both sides of the colored concrete sections, as well as any new concrete installed directly adjacent to existing buildings.
- Provide a grading design to depict proposed grades of the concrete surface throughout the proposed work area. The design will include grading for new ADA compliant accessible ramps that were described above.
- Prepare a separate pavement marking and signing plan for the new crosswalks crossing Burdick Street.
- Apply for and obtain a construction permit from the Michigan Department of Transportation (MDOT) for the installation of construction signs on M-24.
- Prepare a construction cost opinion once the design has been completed.
- The design will have the various quantities of work added to the plans. Specifications will be written, and a contract book assembled. ROWE will assist the village with the advertising of the project, and distribution of bidding documents to prospective contractors. We will review the bid documents and assist the village with awarding the construction contract.

#### CLARIFICATIONS

- The contractor will be allowed to close a ten-foot-wide strip of the Burdick Street pavement to provide a workspace (focusing on one side of the street at a time). Given the short time span involved, it is assumed that MDOT will allow shifting traffic to one side of the street (including temporary left turn lanes) without the need to relocate traffic signal heads temporarily during construction.
- Given the size and location of the project, it is assumed that a soil erosion control permit will not be required.
- The project does not include upgrading existing street signs, work on existing catch basins or manholes, or any other utility work. Pavement marking work will be limited to that needed to complement the new Burdick Street crosswalks.
- The project will be funded using local funds, and there is no special funding or grant requirements. No site plan review by the Planning Commission, or other permitting will be required from the village (other than MDOT).
- No assistance with construction engineering, construction management, or staking has been included in this proposal. Once the design has been completed, should the village wish to consider these services, ROWE will be able to submit a proposal at that time.

#### COMPENSATION

ROWE proposes to provide these services for a lump sum fee of **\$29,100**. We will invoice the village monthly based upon the work completed during that billing period. If you require engineering services that are not specifically outlined in this proposal, ROWE will provide a written Contract Amendment that outlines the additional services and the associated fees.

Mr. Joe Madore, Village Manager  
January 3, 2025  
Page 3

### SCHEDULE

If authorized in January, we can begin design work upon completion of survey work, with the intention to have the job ready for bid by early April. Construction should be able to be completed in June of this year.

ROWE appreciates the opportunity to provide this proposal and is looking forward to assisting the village with this project. If this proposal is acceptable to you, please sign and return the attached ROWE Standard Contract via email.

Please contact me on my cell phone at (248) 318-1492 if you have any questions.

Sincerely,  
ROWE Professional Services Company

Paul O'Meara

Digitally signed by Paul O'Meara  
DN: C=US, E=pomeara@rowepsc.com,  
O="ROWE Professional Services Co.",  
OU=Design, CN=Paul O'Meara  
Date: 2025.01.03 16:09:27-05'00'

Paul T. O'Meara, PE  
Project Manager

Attachment

R:\Projects\2400003\Docs\Proposal and Contract\Burdick St. Crosswalks\Proposal Burdick St. Sidewalks.docx