



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
October 20, 2025
7pm
Village Offices

Topic: DDA October 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, Melisa Counelis
4. Public Comment on non-agenda items (3-minute limit)
5. DDA Board Annual Meeting
6. Consent Agenda:
 - a. Approval of proposed agenda
 - b. Approval of September 2025 meeting minutes
 - c. Police Report
 - d. Code Enforcement Report
7. Financials
 - a. Financial statements & revenue expenditure reports
 - b. Bills: September 2025 (\$23,443.08)
8. DDA reports
 - a. Org Committee Report – met October 14th
 - b. EV Committee Report – met October 2nd
 - c. Promo Committee Report – met October 20th
 - d. Design Committee Report – met October 1st
 - e. Home & History Sub Committee – met October 6th
 - f. Executive Director's Report
9. Unfinished/Old Business
 - a. Sidewalk Repairs
 - b. Gazebo Plan Update
 - c. Trolley Status Update
 - d. Brownfield Redevelopment Authority



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
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7pm
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10. New Business

a. Committee Member Recommendation

b. Update the current Ad Hoc Committee

Change "Home & History Ad Committee" to the "America 250/Village 150 Ad Hoc Committee" Extend the ad hoc committees life span through December 31, 2026

c. Sign Grant

d. Soup and Sweet Stroll Reimbursement

e. Excel Brothers Lighting Quote

f. Grant Consultant Quote

11. Items moved from consent agenda

12. Board Member Comments

13. Extended Public Comment

14. Adjourn

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

Organization: DDA		Board Composition									
Community: Oxford		Current Board Members									
Date: 2025											
Board Member Name		Rod Charles	Marie Powers	Pete Scholz	Kelsey Cooke	Scott Taylor	Holly Pifer	Ashley Ross	Melisa Counellis	Jae Choi	
	Term Began	2024	2025	2024		2024	2024	2024	2025	2024	
	Term Ends	2028	2029	2028	na	2028	2028	2028	2029	2028	
	Position		Vice- Chair	Chair							

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ARTICLE VI
Special Meetings

Section 1. Special meetings of the DDA Board may be called upon written request of the Chairperson or any three members of the Board on 24-hours written notice to each member of the DDA Board. The written notice shall designate the purpose of such meeting and shall be served personally or left at the usual place of residence or business of each Board member.

Section 2. No business shall be transacted at any special meeting unless the same has been stated in the notice of such a meeting.

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ARTICLE VII
Annual Meeting

An annual meeting of the DDA Board shall be held in the month of September each year. The purpose of the meeting is to add Board member appointments, vote on the chairperson and vice chairperson, as required per term limits, assess yearly goals and accomplishments, and perform strategic planning for the upcoming year.

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ARTICLE VIII
Executive Director

Section 1. The DDA Executive Director shall manage the daily operations of the DDA. The Executive Director shall be responsible for coordinating the implementation of the DDA's policies, projects, and other duties as the DDA Board may require. The Executive Director shall receive for their services compensation as determined by the DDA.

Section 2. The DDA Executive Director shall report directly to the DDA Board. The DDA Executive Director shall supervise all other DDA staff.

Section 3. The DDA Executive Director shall be the Chief Executive Administrator of the DDA. Subject to the approval of the DDA Board, the Executive Director shall supervise, and be responsible for, the preparation of plans and the performance of the functions of the DDA in the manner authorized by Act 57 of the Public Acts of 2018. The DDA Executive Director shall attend all meetings of the DDA Board and shall render to the DDA Board and the municipality a monthly report covering the activities and financial condition of the DDA.

Section 4. The DDA Executive Director shall serve at the pleasure of the DDA Board and sign a written contract of employment signed and approved by the DDA Board and the municipality. The DDA Executive Director shall present all other staff hiring selections to the DDA for approval. Employment agreements shall be signed by the staff, DDA Executive Director, and DDA Chairperson for all staff recommended by the DDA Executive Director.

Section 5. An annual performance evaluation process and procedure shall be utilized for review of the DDA Executive Director's job performance led by the Organization Committee of the DDA Board.

Section 6. The DDA Executive Director shall perform functions as specified in, and abide by, the DDA Executive Director Job Description.



1. **Call meeting to order:** Chairperson Scholz called the meeting to order at 7:06pm

2. **Pledge of Allegiance**

Roll Call: Members Present: 6

Pete Scholz, Holly Pifer, Ashley Ross, Jacob Nicosia, Jae Choi, Melisa Counelis

Members Absent: Rod Charles, Marie Powers, Scott Taylor

Staff Present: DDA Executive Director Kimberly Smith, Admin & Promo Coordinator

Jess Dickieson

3. **Public Comment on non-agenda items (3-minute limit):** None

4. **Consent Agenda:**

- a. Approval of proposed agenda
- b. Approval of August 2025 meeting minutes
- c. Police Report
- d. Code Enforcement Report

Motion: Ross/Nicosia to approve and file 4 a, b, c and d

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

5. **Financials**

- a. Financial statements & revenue expenditure reports
- b. Bills: August 2025 **(\$24,637.59)**

Motion: Nicosia/Ross to approve and file 5 a and b

Roll Call Vote: Ayes: 6. Nays: 0. Motion carried

6. **DDA reports**

- a. Org Committee Report – Scholz reported
- b. EV Committee Report – Choi reported
- c. Promo Committee Report – Pifer reported
- d. Design Committee Report – Smith reported
- e. Home & History Sub Committee – did not meet this month
- f. Executive Director's Report – Smith reported



7. Unfinished/Old Business

Motion: Ross/Nicosia to move agenda item 8d up to 8a

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

- a. **Brownfield Redevelopment Authority:** Jared Belka explained the project more in depth

Motion: Ross/Scholz to approve and move forward with the proposed plan

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

- b. **Sidewalk Repairs:** Smith gave an update on the project

- c. **Gazebo Plan Update:** Smith updated project, discussion around amended bid.

Motion: Nicosia/Scholz to approve \$3500 price reduction for railings. Will revisit electrical proposal as needed.

Roll Call Vote: Ayes: 6. Nays: 0. Motion carried

- d. **Trolley Status Update:** Discussion around the future of the trolley and looking into 2026.

Motion: Ross/Counelis to honor current contract through April.

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

Motion: Ross/Nicosia to reimburse current sponsors to make the season whole

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

Motion: Ross/Nicosia to sunset the current trolley program in April 2026

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

8. New Business

- a. **Resolution for ARPA Grant:** Discussion around where the DDA is with the ARPA Grant funds

Motion: Ross/Nicosia to approve ARPA project resolution

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

- b. **Committee Member Recommendations:** Discussion around interested committee members

Motion: Ross/Choi to appoint Jake O'Brien to the EV Committee

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



c. **Skyline Lights:** Discussion around a plan for fixing and improving the current skyline lights

d. **Christmas Lights Quote:** Smith presented quote from Excel Bros. for downtown Christmas lighting

Motion: Ross/Pifer to approve holiday lighting package in the amount of \$10,291.00

Roll Call Vote: Ayes: 6. Nays: 0. Motion carried

e. **DIA – Inside Out**

f. **DDA Board Annual Meeting:** Discussion around when Annual Meeting should be

Motion: Ross/Scholz to move DDA Board Annual Meeting to October 2025

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

g. **Redevelopment Liquor License:** 14 S. Washington is inquiring about a redevelopment liquor license. Board is seeking more information and would like owners to come to a meeting to speak on intentions with license.

h. **MSOC Town Rounds:** John Bry from Oakland County is looking to visit and touch base with communities around Oakland County. Smith is working on a date.

9. **Items moved from consent agenda:** None

10. **Board Member Comments**

Board members are excited for the upcoming holiday seasons and the events that come with it.
GO LIONS!

11. **Extended Public Comment:** None

12. **Adjourn:**

Motion: Scholz/Ross to adjourn at 8:26pm

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

Next DDA Board regular meeting: **October 20th 2025 at 7:00 p.m.**

OXFORD VILLAGE POLICE DEPT.

POLICE CHIEFS REPORT

2025-September

Micheal D. Solwold-Chief

MONTH			YEAR TO DATE			
	Sep. 2025	Sep. 2024	CHG	2025	2024	DIFF
CALLS FOR SERVICE	553	424	129	4438	4199	239
CITATION/WARNING	350	300	50	3031	3332	-301
ACCIDENTS	3	6	-3	46	58	-12
POSITION		#				
CHIEF		1				
OFFICERS/FT		6				
OFFICERS/PT		5				
Service Aid		2				
Reserves		9				
TOTAL		23				

Below is designated for crime-specific stats:

DUI X 2
Assist Homeland Security-Warrant arrest
Fraud X 2
Larceny
Harassment

CODE ENFORCEMENT ACTIVITY REPORT

Location / Address	Description	Date Opened	Date Revisited	Date Closed	Comments / Action Taken
50 1st	painting exterior of home	3/25/25	several	9/8/25	job in progress 1/2 - 3/4 done
18 Park	vacabt for sale grass to be cut	8/18/25	9/2/25	9/4/25	contractor failed to perform moved job to DPW per ordinance with work order
200 Oxford Lks.	grass	9/2/25			notice sent today
56 W. Burdick	grass	9/2/25			notice sent today
109 Park	unlicensed vehicle parked in yard	9/2/25	9/4/25		notice to co out 9/4
114 Dennison	improper parking boats etc. yearly notice to take them to storage	9/4/25			Perf. 10/1
10 Chari Ct	improper parking boats etc. yearly notice to take them to storage	9/4/25			Perf. 10/1
63 Dayton	improper parking boats etc. yearly notice to take them to storage	9/4/25			Perf. 10/1
635 Thornhill	improper parking boats etc. yearly notice to take them to storage	9/4/25			Perf. 10/1
548 Thornhill	improper parking boats etc. yearly notice to take them to storage	9/4/25			Perf. 10/1
780 Lakes Edge	improper parking boats etc. yearly notice to take them to storage	9/4/25			Perf. 10/1
660 Lakes Edge	improper parking boats etc. yearly notice to take them to storage	9/4/25			Perf. 10/1
77 W. Burdick	improper parking boats etc. yearly notice to take them to storage	9/4/25			Perf. 10/1

[illegible]

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	AVAILABLE
		AMENDED BUDGET	09/30/2025 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY				
Revenues				
Dept 000				
248-000-402.010	Village Revenue	274,019.00	0.00	274,019.00
248-000-402.020	DDA CAPTURE OTHER UNITS	291,000.00	30,849.52	260,150.48
248-000-412.000	Delinquent Property Taxes	18,000.00	514.73	17,485.27
248-000-573.000	LOCAL COMMUNITY STABILIZATION	37,000.00	0.00	37,000.00
248-000-581.000	LOCAL GRANT	43,500.00	0.00	43,500.00
248-000-654.010	TROLLY	10,000.00	(277.29)	10,277.29
248-000-665.000	Interest Earnings	7,000.00	4,281.87	2,718.13
248-000-669.000	INVESTMENT GAINS/LOSSES	8,000.00	5,608.57	2,391.43
248-000-674.000	Donations	12,000.00	6,063.56	5,936.44
248-000-676.000	REIMBURSEMENTS	0.00	(159.39)	159.39
Total Dept 000		700,519.00	46,881.57	653,637.43
TOTAL REVENUES		700,519.00	46,881.57	653,637.43
Expenditures				
Dept 729 - Organization/Administration				
248-729-704.000	Wages	71,213.00	22,853.64	48,359.36
248-729-704.010	ADMIN WAGES	28,000.00	0.00	28,000.00
248-729-705.000	CLERICAL	5,000.00	0.00	5,000.00
248-729-715.000	FICA DDA	7,972.00	1,809.48	6,162.52
248-729-716.000	HEALTH /LIFE INSURANCE	4,800.00	800.00	4,000.00
248-729-716.001	LIFE, ST/LT DISABILITY	827.00	196.87	630.13
248-729-718.000	Retirement	7,121.00	0.00	7,121.00
248-729-718.010	RETIREMENT MERS DC	0.00	1,950.82	(1,950.82)
248-729-723.000	WORKERS COMPENSATION	810.00	264.48	545.52
248-729-727.000	Office Supplies	500.00	0.00	500.00
248-729-730.000	Postage - Newsletter	100.00	0.00	100.00
248-729-740.000	Operating Supplies	1,000.00	30.97	969.03
248-729-740.140	OPERATING SUPPLIES	0.00	515.09	(515.09)
248-729-807.000	Audit	1,800.00	64.75	1,735.25
248-729-810.000	Contracted Services - Admin.	3,806.00	2,670.70	1,135.30
248-729-810.011	AUDITING & DISTRICT MAINT.	100,000.00	0.00	100,000.00
248-729-830.000	Membership & Dues	600.00	750.00	(150.00)
248-729-856.040	COMMUNICATIONS CELL PHONE FEES	1,400.00	152.36	1,247.64
248-729-866.000	Mileage	400.00	120.40	279.60
248-729-900.000	Advertising	2,500.00	1,078.61	1,421.39
248-729-905.000	Printing & Publications	100.00	0.00	100.00
248-729-920.000	Utilities	850.00	171.24	678.76
248-729-955.000	WORKSHOPS	1,200.00	820.00	380.00
248-729-955.010	MEALS	500.00	183.63	316.37
248-729-955.020	LODGING	1,000.00	0.00	1,000.00
248-729-962.000	Insurance	4,323.00	5,784.60	(1,461.60)
248-729-970.100	ARPA	0.00	3,622.50	(3,622.50)
248-729-995.394	Transfer to Debt Service	70,804.00	0.00	70,804.00
Total Dept 729 - Organization/Administration		316,626.00	43,840.14	272,785.86
Dept 734 - BUSINESS & DEVELOPMENT				
248-734-740.000	DOWNTOWN PROMO	0.00	477.55	(477.55)
248-734-740.010	Copying	1,000.00	0.00	1,000.00
248-734-810.000	CONTRACTED SERVICES -EVENTS	35,000.00	5,455.09	29,544.91
248-734-810.160	CONTRACTED SERVICES-DOWNTOWN	0.00	32,804.91	(32,804.91)
248-734-882.000	TROLLY	10,000.00	(8,511.57)	18,511.57
248-734-885.000	Grant - Facade	60,000.00	1,500.00	58,500.00
248-734-900.000	HOLIDAY ADVERTISING	10,000.00	0.00	10,000.00
248-734-905.000	Printing - Celebrate Oxford	2,500.00	0.00	2,500.00
248-734-970.000	Capital Improvements	250,000.00	1,377.87	248,622.13
Total Dept 734 - BUSINESS & DEVELOPMENT		368,500.00	33,103.85	335,396.15
TOTAL EXPENDITURES		685,126.00	76,943.99	608,182.01
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:				
TOTAL REVENUES		700,519.00	46,881.57	653,637.43
TOTAL EXPENDITURES		685,126.00	76,943.99	608,182.01
NET OF REVENUES & EXPENDITURES		15,393.00	(30,062.42)	45,455.42



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Organization Meeting

October 14, 2025

11:30am Evergreen

Meeting called to Order: 11:34am

Members in Attendance: Chair Brad Jacobsen, Pete Scholz, Ashley Ross, Rod Charles, Randy LeVasseur

Members Absent: Scott Taylor

Others in Attendance: Executive Director Kimberly Smith

Organization Committee purpose is to review DDA operations and provide recommendations to the DDA Board regarding such operations.

MEETING DISCUSSION

- **Trolley** – the Trolley is in good, working condition, however, NOTA is having difficulties providing drivers – if no driver is available this weekend, we might need to close the program for the season, with the possible exception of the remaining special events – the committee discussed possible other sources of drivers, such as SMART, local limo services, and the bus service in Lapeer – drivers must be able to operate vehicles with air brakes - Brad to follow up to see if drivers may be available through Lapeer
- **Sidewalk Repairs** – work starting next week
- **Gazebo Renovations** – work started this week – anticipate requesting bids this spring for ramp installation
- **Employee Review** – targeting December for review – significant discussion over the tie in between reviews and employee raises, and the timing of each – options include anniversary date of hire, calendar year, of fiscal year (July 1 to June 30) – discussed use of survey monkey to get feedback on the performance of the DDA and staff – also discussed getting review formats from other sources
- **Grants** – discussed whether the DDA should hire a dedicated grant writer, or whether that role should fall within the job role of the Executive Director – question of whether the Executive Director has sufficient bandwidth to apply for grants while also overseeing other projects underway – discussed committee identifying desired projects that could be completed in the next two or three years, and starting the grant process for those projects well in advance of the desired completion date
- **Next Meeting** – meetings generally set for the second Tuesday of each month, with the next meeting scheduled for Tuesday, November 11, 2025, at 11:30am, at a location to be determined.

Meeting adjourned at 12:34pm

Oxford DDA Economic Vitality Mtg.

10:15 a.m. Oxford Twp offices.

Minutes

Present: Roman Gaskey, Jake O'Brien, Rod Charles,
Kimberly Smith, Jessica Dickieson, Holly Fifer, Joseph Ferrari

Rod discussed difficulty of EV Comm. as to the ambiguity of its mission and what can be implemented on a practical basis. Kimberly discussed identifying businesses that serve as "magnets" to attract retail customers. Kimberly also mentioned that she would like to hire an outside consultant to write grants for the DDA. Jake O'Brien mentioned his experiences in Texas, Portland, Or. and other areas. Jae suggested examining analytics to determine the source of current business traffic and how that might help determine future courses of action. Kimberly will forward previous Main Street info.

Roman said he has been unable to determine a date /location for the Oxford Village Police Chief to attend a meeting. The purpose being to address Roman's concerns re. Traffic speed being an impediment to Downtown business activity. Jake relayed an incident where his wife was clipped by a car while crossing Washington Street while carrying a small child. It was universally agreed that the meeting with the Chief should be congenial and positive. Roman /Kimberly will seek his attendance at an EV meeting rather than a DDA Board mtg.

Jake disc. His business experiences in other cities in the U.S. He suggested more retail is needed and strongly suggested that Oxford implement a theme. He suggested that since Oxford, England is a sister city that we mirror English style facades and activities. This would make Oxford a destination.

Holly brought up that the Christian Scientist bldg. is for sale and posed that perhaps the museum could be relocated there. Holly also mentioned that Oxford could have "incubator" spaces for those who want to take a stab at opening a retail business. The former IGA location, owned by Oxford Bank, was brought up as a possibility.

Oxford Township Treasurer, Joseph Ferrari provided a tutorial on tax captures. He provided the most recent listing of DDA TIF money (attached). Joe explained how it works and disc. his views on the recent brownfield 15-year tax abatement given up by the DDA.

Meeting adjourned, 11:27 a.m.



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
DESIGN COMMITTEE MEETING

October 1, 2025
9:30 AM
Oxford DDA Offices

Members in Attendance: Scott Kree (*Chair*), Holly Pifer, Debbie Mick, Joe Latozas, Devoney Crockett, Lynn Boonen

Members Absent: Marie Power (*excused*), Sue Bossardet (*excused*), Kyle Huntoon

Others in Attendance: Kimberly Smith (*Executive 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.

MEETING AGENDA

1. Open meeting
2. Action items from last meeting
3. Current and potential grants
4. Budget discussion
5. Other Agenda Items
6. Placemaking
7. Home & History Ad Hoc Committee Update
8. Upcoming Events
9. Recent Events
10. Future programs, projects, seminars
11. Close Meeting

MEETING MINUTES

1. Open meeting
 - A. Kree opened the Oxford DDA Design Committee (DC) meeting at 9:34pm
2. Action items from last meetings:
 - A. Didactics update – Latozas discussed review process has been started 50% done
 - B. Gazebo update – Latozas informed DC that the contract is signed (not ramp) materials should be in about 3 weeks; to work with DDA to coordinate timing with event schedule so work does not interfere with planned functions. Re-bid ramp in spring of 2026
3. Current and potential grants:
 - A. Existing grant wording discussed per Kree's email (dated 9/22/2025). DC to review and discuss in more detail at the November 5, 2025, meeting
 - B. Sign Grant Application: for business: Page 18
 - I. Dimensions on drawings are wrong, assumed 30"x72.5" per description
 - II. Questions on differences between quotes. Conf call with applicant, Lori Miller

- III. Applicant leaning toward the more detailed quote with 2 signs.
- IV. Colors might be brown and yellow in lieu of blue and yellow as presented
 - a. **Crockett made the motion (Mick - seconded) to recommend to the DDA Board a 50% grant of the quote chosen not to exceed \$1,500.00 for "Page 18" via a Sign Grant pending sign application approval by the Village of Oxford. 6-0 vote in favor to pass along recommendation of grant.**
- V. SEMCOG Grant: Safe Streets 2027. Grant covers improvements such as traffic calming, curbs work/expansion, crosswalks, etc. \$7million available in funding
 - a. DC to review grant and send relevant projects to Smith ASAP
 - b. Link to grant sent to DC by Smith during meeting
4. Budget discussion
 - A. No new information to share
5. Other Agenda Items:
 - A. none
6. Placemaking
 - A. BOOMS:
 - I. Pifer postponed for imagery collection
7. Home & History Ad Hoc Committee Update
 - A. Last meeting was canceled and rescheduled - no new information to report
 - B. Mick is to take place of Kree at the next H&H meeting. Kree to send Mick meeting invite
8. Upcoming Events:
 - A. October 2025
 - I. Scarecrow Fest 10/5
 - II. DDA Volunteer Appreciation Day 10/8
 - III. Witches' night 10/24
 - B. November/December 2025
 - I. Shop Small & Local Business Saturday 11/29
 - II. Soup & Sweet stroll 12/5
9. Recent Events:
 - A. Appreciation for all that could help with the fall decorating downtown on 9/17 (DC representation: Crockett, Mick, Pifer, Kree)
10. Future programs, projects, seminars
 - A. None currently
11. Close Meeting
 - A. Kree closed the DC meeting at 10:40am

ACTION ITEMS

- ***Mick to represent DC at H&H – send invite***
- ***Existing grant review – read Kree's email***
- ***SEMCOG Email – Review grant and send potential projects to Smith ASAP***

This concludes the meeting report for **Wednesday, October 1, 2025**, DDA Design Committee Meeting. Our next DDA Design Committee meeting will be on **Wednesday, November 5, 2025**. If a quorum can be attained, please reference future emails on this topic.

Respectfully submitted,



Scott E. Kree

Oxford DDA Design Committee Chair/Member



Members in Attendance: Regina, Debbie, Ashley

Members Absent:

Others in Attendance:

2025 Goal

Seek to discover and promote our community's connections to its past to support the Oxford DDA's Mission, Vision, and Transformation Strategy.

Purpose

The Oxford Community will be known for its appreciation, knowledge, and celebration of its historical past.

Meeting Agenda

- Updates
 - Historical Didactics
 - Historic Markers
 - Historical Mural
 - Historical Places Tour
 - Company?
 - Walking tour?
 - Village offices?
 - QR code
 - Trifold
 - Locations
 - Homes = Museum, lawn sign with QR Code?
 - Business = didactics
 - May to October?
 - Village 150th 2026/America 250
 - July 4th - event celebration
 - Concert in the Park - opening, Thursday, July 9
 - Make it a grand event
 - Museum display?, Village donate to Museum
- New Projects
 - Resolution
 - Other new ideas
 - Flag retirement ceremony
- Who, What, When, Why, How, and Resources Needs for each project
- One document showcasing all things America 250/Village 150

Action Items (Items to do before next meeting)



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

HOME & HISTORY AD HOC COMMITTEE

Monday, October 6, 2025

Noon

Teams

- Need agenda item for DDA to change scope
 - Home & History to "America 250/Village 150 Committee" Still ad hoc through December 31, 2026
- 2026 Event Schedule
- Next meeting TBD



Key items to note this month:

- **Meetings**
 - Attended committee meetings
 - Met with Lake Orion DDA
 - Met with MSOC Liaison
 - Chamber Coffee Connect
- **Grants**
 - ARPA- projects are kicking off!
 - Met with grant writing consultant on offerings- quote provided
- **Awards**
- **Business Attraction/Retention**
 - Met with potential/new business owners on space and locations
 - Met with current business owners on concerns, opportunities to partner
 - A lot of promotion of business events/activities
 - Welcomed new businesses to district
 - Cross business support/promotion posts kicked off
- **Community Engagement**
- **Training/Development**
 - MSOC Managers Retreat
 - Accepted into the MiPDM Certification Program through MDA
 - Awarded scholarship for MiPDM program
- **Beautification**
 - Fall decorating day brought out a large volunteer group including Oxford Community Schools LOFT program
- **Events**
 - Downtown Day- Sept 29th- shared several compilations of our district- very well received
 - Scarecrow Fest was a success!
 - Witches Night- Oct 24th
- **Business Development**
 - Grant Writing 101 Training re-scheduled October 20th was cancelled due to low registration
 - Planning Visual Merchandising and Insurance
- **Volunteers**
 - Many volunteers at SCF!! About 30 people participated.
 - Hosted Volunteer Appreciation Event Oct 8th
- **Other**
 - Took a tour of the DPW garages and water plant
 - Shop OC Main Street was in town to gather footage on our community and 3 businesses on the platform. We will get rights to the footage to market.
 - Shared an intern check in of past interns including a thank you to our grant partners for this program

**Scarecrow Festival**

This annual event is a family friendly classic Fall Festival. Every quadrant of downtown has something going on. This event brings several hundred people into town every year.

Event Focus:

The focus was to bring people downtown to enjoy the event. This brings awareness to our downtown businesses and sponsor names as posted at activity sites and in promotional materials for the event.

2024 Comparison:

We did not track expenses to this level of detail in 2024 so we pulled data from past bill runs and had reports run from the Village staff to help gather these numbers. Please note that this may not be all inclusive of all costs associated with this event in 2024.

The feedback from the vendor market last year was that the vendors would like less competition between types of vendors. This year we reduced the number of vendors per category to accommodate that.

The DDA did not make a profit nor break even on this event in 2024.

Expenses: \$7,233.23

Sponsorships: \$620.00

Vendor(59)/Cornhole Participants (aprox 10): \$1,930.00

Difference: - \$4,683.23

Sponsorships:

Downtown businesses could sponsor an activity for the day. This sponsorship would include social media shoutouts, logo on any printed publications, and the option to have presence at the event.

Total in Sponsorships:

We had 15 sponsors totaling **\$3,700.00**.

Expenses:

Expenses for the event totaled **\$10,292.38**.

Tickets:

Tickets were not sold for this event. All activities were free of charge for the community. However, vendor spots for the market and cornhole teams were ticketed.

Item	Profit
Vendor Fees (40 x \$50.00)	\$2,000.00
Cornhole Tournament Participants (11 x \$20.00)	\$220.00
Total:	\$2,220.00



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Event Report

Scarecrow Festival

Sunday, October 5, 2025

Profit:

The DDA did not make a profit on this event nor did we break even.

Expenses: \$10,292.68

Sponsorships: \$3,700.00

Vendor/Cornhole Participants: \$2,220.00

Difference: - \$5,918.70

Notes:

A business survey was sent out on October 9, 2025 to see how the downtown business felt about the event. The retail businesses that were open saw a large increase in sales on the day. There was feedback around the market and the amount of vendors we had this year (less than last year) with customers wanting more vendors like last year. A few businesses suggested doing some sort of scavenger hunt during next year's Festival to drive people into the businesses a little more. Generally, businesses were happy that there was so much traffic downtown.

A few process improvements were made this year including signs that will be able to be reused each year instead of it being an annual cost as well as offering in kind sponsorships to help save on costs. We also have a new process in which to track detailed expenses going forward.



Committee & Volunteer Form

Committee Member- A committee member serves under one of the 4 committees as part of the Mainstreet America program. The four committees include: Economic Vitality, Design, Promotions, and Organization. See back for descriptions.

The committees meet once a month and committee members are asked to volunteer for hours outside of the meetings, whether it be events, research, special projects, etc.

Volunteer- Volunteers do not attend meetings but will help at special events throughout the year. This is less of a time commitment but still very impactful to our downtown.



Committee Member



Volunteer

Why are you interested in becoming a committee member or volunteer?

As a lifelong resident of Oxford, I am deeply invested in the aesthetics and economy of the downtown. I have helped several founders raise investment capital for their startups, so I understand firsthand how difficult it is for businesses to scale enough to become profitable. Also, I have a degree in financial math, so I have a solid intuition regarding the evolution of capital prices and net present value of cashflows. The downtown is the lifeblood of any municipality—it is where nonresidents come to stimulate the local economy and generate vital revenue for local government. I would be excited and honored to help create a more dynamic business environment for Oxford.

Name: Roman Gaskey

Email: romangaskey@gmail.com

Phone: (248) 961-1174

Address:
971 Defiance Ct
Oxford, MI 48371

VILLAGE OF OXFORD
Building Services Department
22 West Burdick, P.O. Box 94
Oxford, MI 48371-0094
E-Mail: office@thevillageofoxford.org
248-628-2543



SIGN PERMIT APPLICATION

Application is hereby made for a permit to **INSTALL/ALTER** a sign on the following property:

1. Application and Review fees must be included with application
2. Two (2) sets of plan are required – per Chapter 4 (Sign Ordinance).

LOCATION: 1 S. Washington St Sidwell# _____
Name of Business: Page 18
Name of Business Owner: Lori Miller Owner Phone: 734-301-5552
Contractor Name: Orion Signs License/Expiration date: _____
Address: 3202 Adventure Ln City: OXFORD State: MI Zip: 48371
Phone: _____ Email: onpage1818@gmail
Applicant's Signature: Lori Miller

Type of Sign (Fill in Only Those that Apply)

GROUND _____ Sign Area: _____ Height: _____
(not including base or supports)
(including base or supports)

WALL _____ Sign Area: _____ Linear Width of Storefront or Building Frontage _____
Area of any existing or proposed projecting signs: _____

WINDOW _____ Sign Area: _____ Dimensions of window(s) _____

PROJECTING _____ Sign Area: _____ Area of any existing or proposed wall signs: _____

MARQUEE _____ Sign Area: _____
PLEASE NOTE THAT MARQUEE SIGNS REQUIRE PLANNING COMMISSION APPROVAL

TEMPORARY BANNER _____ Sign Area: _____ Proposed dates of display: _____

A-FRAME _____ Sign Area: _____ Height: _____ Materials: _____

SPECIAL LAND USE

Special Land Use approval is required for proposed signs that do not meet the specific requirements of the Ordinance. Special Land Use requires Planning Commission approval after a public hearing.

Do you wish to apply for Special Land Use approval? ☒ No ☐ Yes

PC DESIGN APPROVAL

Planning Commission Design approval is required for all internally illuminated signs in the C-1 Core and C-1 Transition zoning districts.

Do you wish to apply for PC Design Approval? ☐ No ☒ Yes

ADDITIONAL REQUIREMENTS

- Attach a drawing of the location of the sign(s) on the building and/or site.
- Attach a picture of the proposed design of the sign (placeholders may be used if content has not yet been determined).
- All permanent signs must be approved by the Building Department prior to installation.
- Inspection will be required when installation is complete. Contact Village of Oxford to schedule the inspection.

FEES

Application Fee\$15

Permit Fee per sign.....\$85

Contractor Registration Fee\$15

Special Land Use Fee (if needed)\$300

Public Hearing Fee (for SLU)\$150

PC Design Approval\$150

TOTAL FEES: _____

☐ APPROVED ☐ DISAPPROVED

Signature of Building Inspector

Date

Village of Oxford
DDA Sign Grant Application

Please read the eligibility procedures sections prior to completing this application. To be eligible for a grant from the Village of Oxford DDA, Applicants must complete the following form and provide the required information/documentation.

If you have any questions, please contact the DDA Director at 248-770-8587.

9-24-25
Date of Application

Lon Miller / Page 18
Name

☒ Tenant

☐ Property Owner

(If tenant – must have written letter of permission from property owner and provide a lease for the premises for a period of not less than two (2) years.

140 Grampien Dr
Address

OXford MI 48371

734-301-5552
Work Phone Home Phone Fax Number

1 S. Washington St 39 33 08 282
Property Address Tax I.D. Number

Wm J Jean (Patterson trust)
Property Owner (if applicable)

Page 18
Name of Business at this Address

734-301-5552
Primary Contact (if different than above)

Is this property/business listed on the State Historic Registration or the National Register of Historic Place? NO

Proposed Sign: Please attach official quotes for the proposed sign (material and labor listed separately).

Estimated project completion date: OCT. 30th - NOV 1

Project Financial Description: Please attach additional information about project funding source(s) if needed.

Estimated Project budget: 3,262.37

Project Funding Source(s): Village Grant, out of pocket for the rest.

Required Supplemental Information: Applicant is required to submit Ten (10) copies of this form with the following information:

1. Current photographs of the property indicating the proposed sign location.
2. Detailed drawings of proposed sign
3. Written description of sign, including materials and colors. Colors must follow the current Oxford DDA color palette
4. Samples of materials and colors being used in the sign
5. Material information brochures should also be included
6. Proof of project funding sources
7. Letter of Approval by the property owner – if applicable

I have read and understand the conditions of the DDA Sign Grant Program and agree to abide by its conditions and guidelines.

I understand that if this application is approved any changes, alterations or modifications to the approved sign design must be authorized in writing by the DDA Director, Design Committee and DDA Board. If unauthorized changes are made I understand that the DDA may withdraw its funding commitment.

I understand that if the project is not completed within the timetable of 90 days, the DDA can withdraw its funding commitment. I understand that I can reapply and that all applications are subject to funding availability at the time of reapplication.

Lori Miller
Applicant's signature

9/24/25
Date

Submit application with attachments and/or questions to:
Oxford DDA
22 W. Burdick St.
P.O. Box 94
Oxford, MI 48371
(248) 770-8587

Orion Signs and Graphics, Inc.

3202 Adventure Ln
Oxford, MI 48371 USA
hanna@orionsignsandgraphics.com



Estimate

ADDRESS

Page 18

**1 S. Washington St.
Oxford, MI 48371**

ESTIMATE

25-797

DATE

09/18/2025

**ESTIMATE NUMBER #
25-797**

**JOB DESCRIPTION
Wall Signs**

**PROJECT MANAGER
Matt Richardson**

DESCRIPTION

- 1. Main Wall Sign - 30" vert. x 72.5" horiz., 1.5" deep, non-lit pan face with dimensional acrylic letters applied to face**
- 2. North Wall Sign - 28" vert. x 68" horiz. - Direct print on 3mm ACM**
- 3. Graphic Design**
- 4. Installation**
- 5. Permit Procurement: ACQUISITION ONLY. Research, technical drawings, application filing & reviews**
- 6. Payment Convenience Fee (2.99% of total including taxes) - Fee will be removed if C.C. not used for payment**

A 50% deposit is required to begin work and the balance is due at the delivery.
Credit card payments are charged a 2.99% fee.

ACH: Orion Signs & Graphics, Inc.
Chase Bank
Acct #031005076
Routing#073800325
Check: 3202 Adventure Lane
Oxford, MI 48371

SUBTOTAL	5,140.78
TAX	121.59
TOTAL	\$5,262.37

Accepted By

Accepted Date



21477 Bridge Street, Suite F
Southfield, MI 48033
(248) 354-8346

PROPOSAL

EST-3496

www.misignscapes.com

Created Date: 8/25/2025

DESCRIPTION: Page 18 Sign

Bill To: Page 18
1 S Washington St
Oxford, MI 48371
US

Pickup At: SignScapes
21477 Bridge Street, Suite F
Southfield, MI 48033
US

Requested By: Lori Miller
Email: onpage1818@gmail.com

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Page 18- HDU Building Sign 18" x 24" x 1.5" HDU Sign, Single Sided, CNC Smooth, Standard painting up to 4 colors *Pending Final Artwork *Raised Borders & Text *Recessed Smooth Background	1	\$1,250.00	\$1,250.00
2	Permitting - SignScapes to prepare and submit permit packet and procure all required building and electrical permits and inspections for signage - Engineering drawings (if required) and city permit fees will be additional and are billed at cost - NOTE THAT PERMIT FEES CHARGED BY THE CITY ARE ADDITIONAL AND WILL BE BILLED TO THE CUSTOMER AT COST	1	\$375.00	\$375.00

For 1 Not including side wall

For all projects under \$500 payment is due prior to beginning work. For all projects over \$500 a 50% deposit is required to initiate the project. Final 50% payment due on the day the sign is installed, delivered or picked up, unless other terms have been agreed in advance. Credit Card payments will incur an additional 3% surcharge.

Subtotal:	\$1,625.00
Taxes:	\$33.00
Grand Total:	\$1,658.00
Deposit Required:	\$829.00

SignScapes and our suppliers are monitoring the Government's intent to apply broad tariffs to imported goods. This may have a significant effect on our costs, potentially between the time we provide an estimate and production starts. We reserve the right to update quoted and/or contracted prices if a tariff implementation affects our costs.

Final price and production ability will be determined upon receipt of quality, usable vector art. Upon receipt of deposit, SignScapes will prepare design proofs for signage. Up to 3 design revisions are included in this quote. Revisions to designs/proofs in excess of 3 will result in additional charges at \$100 per additional design revision.

Prices do not include electrical hook up, permits, engineering or shipping

unless stated otherwise. Customer is responsible for bringing primary electric to within 5' of the sign location. SignScapes to connect to existing electrical.

Customer is responsible for ensuring prior to installation that installation site is free and clear of obstacles that may impede installation. Price doesn't include permits, including sidewalk permits and police detail, taxes, engineering, or installation unless otherwise specified. In cases requiring digging, install price is based on normal digging conditions. Should rock, water, or other impediments arise, additional labor and/or equipment may be charged. Repairs associated with damage sustained during excavation to unmarked utilities outside the jurisdiction of MISS DIGG are the responsibility of the customer. Please mark all private utilities (including but not limited to irrigation systems, invisible fences, etc) prior to installation.

Changes made to orders by the customer after the work has begun may incur additional charges over and above the specifications listed above.

Cancellation after down payment has been posted may result in additional fees. All estimates are valid for 30 days. Quoted price may be subject to change based on final design.

Outstanding invoices greater than 45 days old subject to 5% interest per month.

Thank you for the opportunity to quote your sign project. We look forward to working with you.

Signature: _____ Date: _____

FOR VILLAGE USE ONLY

M.B.C USE GROUP CLASSIFICATION: _____

VILLAGE USE CLASSIFICATION: _____

ZONING CLASS – REQUIRED FOR PROPOSED USE: _____

CURRENT ZONING OF PROPERTY: _____

☐ **APPROVED** – The proposed use meets requirements of the Village of Oxford Zoning Ordinance

☐ **ADDITIONAL APPROVALS REQUIRED**

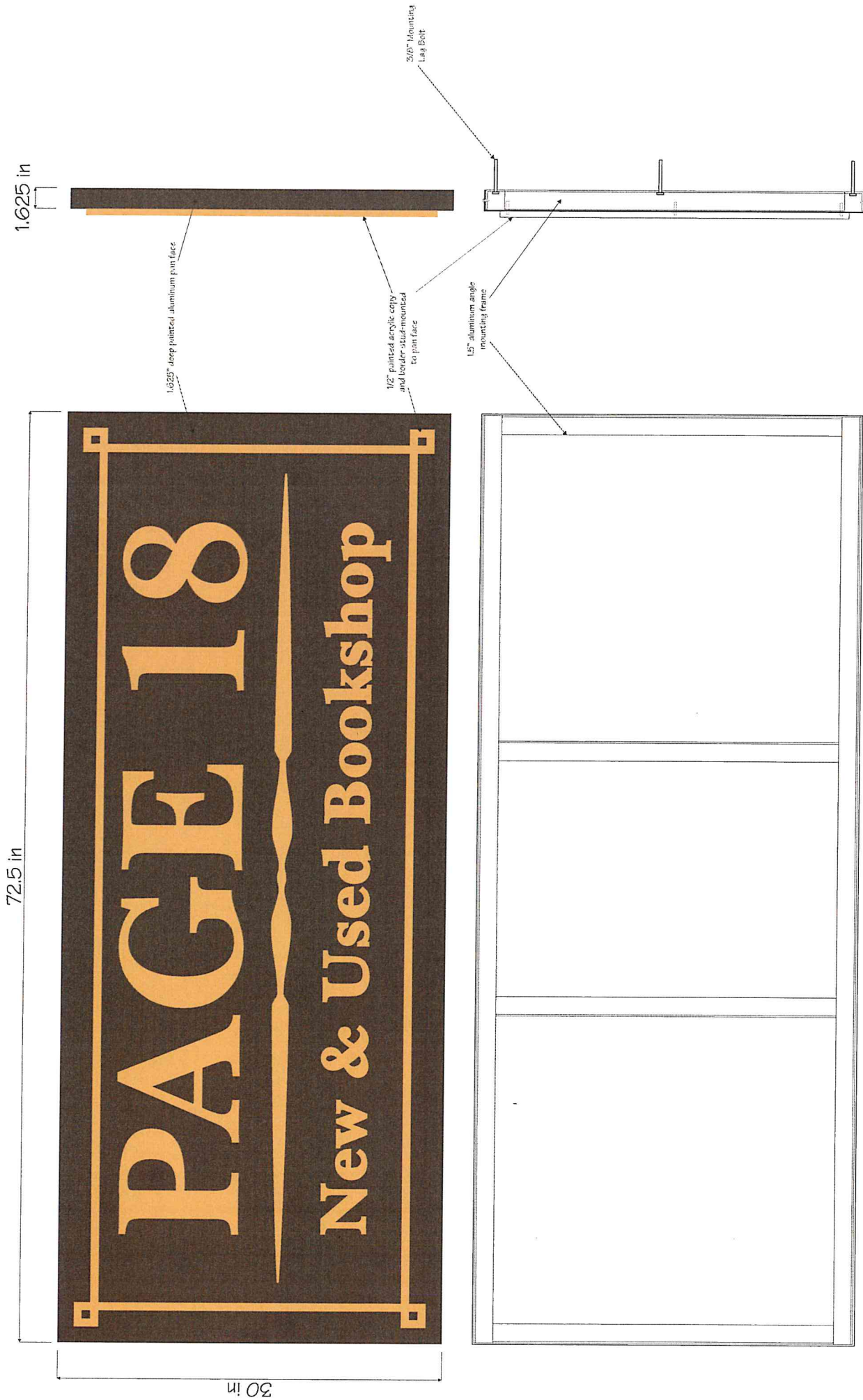
☐ Sketch Plan

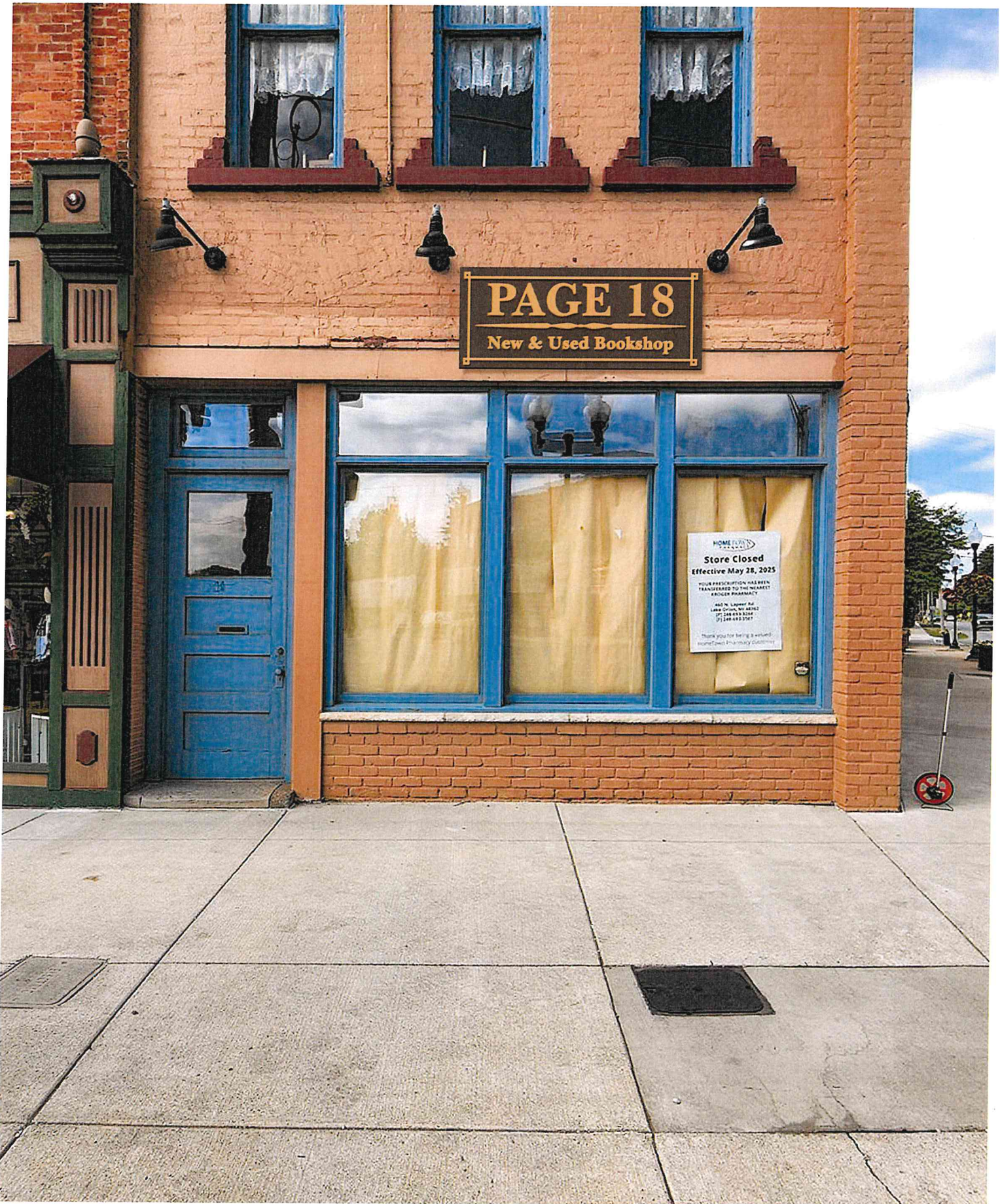
☐ Site Plan

☐ Special Use

☐ **DENIED** – The proposed use does not meet requirements of the Village of Oxford Zoning Ordinance for the following reasons:

Page 18 ~ 1 S. Washington St., Oxford, MI 48371 ~ Proposed 30" vert. x 72.5" horiz. 1.625" deep pan-face sign
Aluminum pan will have .5" thick routed & painted acrylic graphics applied to face ~ Sign will be flush mounted
to wall with appropriate wall anchors





Estimate

Date: Oct 13, 2025

No. 2683

Excel Cleaning Bros. Inc.

75 N Washington St.
Oxford, MI 48371
248-897-1125 Office
ExcelCleaningBros.com
service@excelcleaningbros.com



Presented To:

Oxford DDA
Kimberly Smith - Executive Director
22 West Burdick Street
Oxford, MI 48371
248-628-9941 Business
248-770-8587 Kimberly
ksmith@thevillageofoxford.org

Description	Qty	Each	Amount
Location: 22 West Burdick Street; Oxford, MI 48371			
Skyline Permanent RGBW Lights	1	\$93,850.00	\$93,850.00

To replace where all lights are at now facing N / S Washington St. and Burdick St. on both sides (excludes roof line lights above back patio behind Red Knapps, and additional 2 lines on 2 S Washington St. that was privately added etc). Includes roof line lights and vertical sections throughout included sections:

Use Minleon RGBW Pebble Lights in a variety of track based, glued down clips, magnetic based, and lights hot glued on vertical areas to accommodate different install needs per building.

Included are Meshtek controllers, Meshtek power supplies, and a wifi gateway for remote access. (wifi access needed) This will give cohesive control.



Maintenance

1

With the glued areas, we expect to need periodic maintenance to check over and re-attach some areas. First year is provided free.

Hot gluing the vertical sections is **not a permanent solution** (although it is noninvasive). Better option is to be able to mount them in the tracks, which need to be attached with screws into grout lines, etc. The more places we can do this, the better! It needs to be discussed with the businesses on this. As well as those areas that have clay tile roofs, etc. If there is a way for more direct attachments than gluing plastic clips with construction adhesive, it will be less maintenance.

Lift Charge	1	\$1,100.00	\$1,100.00
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We will be renting a lift for installing many of the roof lines. Many will also be accessed via the rooftop.

Additional Details: These lights are made by Minleon, and are designed to be left up year round (unlike the Christmas Lights). The twist and lock connections are sealed, as are the light pebbles, which will not allow the water intrusions like the Christmas lights allow. They also will hold up to the UV rays. The LED lights are rated for 50,000 hours, but as is the case with most LED lights, something else usually fails first before the actual LED fails, and LED lights dim over time. We can expect these to last at least 8 to 10 years with minor maintenance that may be needed. 2 year warranty on the product from Minleon.

The largest maintenance concerns are not the lights themselves, but the glued areas, especially the hot glue vertical sections which is not a permanent attachment solution.

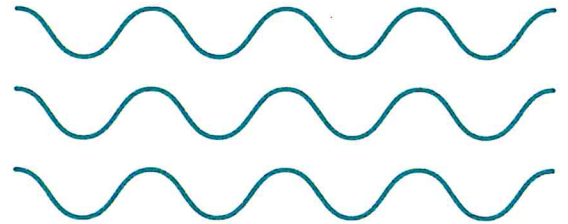
Track options are available in white, black, brown, gray and sand.

Subtotal	\$94,950.00
discount (13%)	-\$12,343.50
Total	\$82,606.50

Thank you for allowing us the opportunity to present our service to you!

GRANT WRITING SERVICES

PROJECT PROPOSAL



This proposal summarizes the work plan, deliverables, pricing, and a preliminary list of grant programs to explore so Oxford DDA can move forward quickly and cost-effectively.

Presented to

Oxford Downtown Development Authority (Oxford DDA)

Presented by

GD Placemaking

*G. D.
Placemaking*

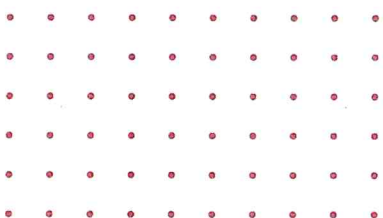
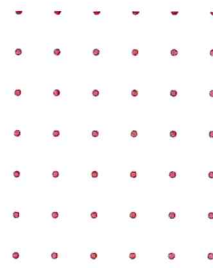


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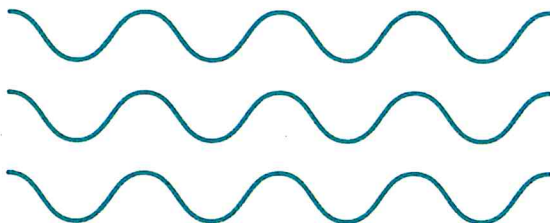
7 Scope of Work

9 Project Budget

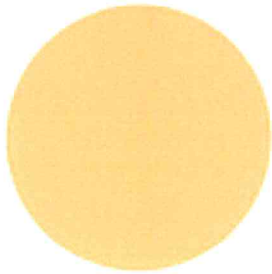
10 Timeline

11 Potential Grants

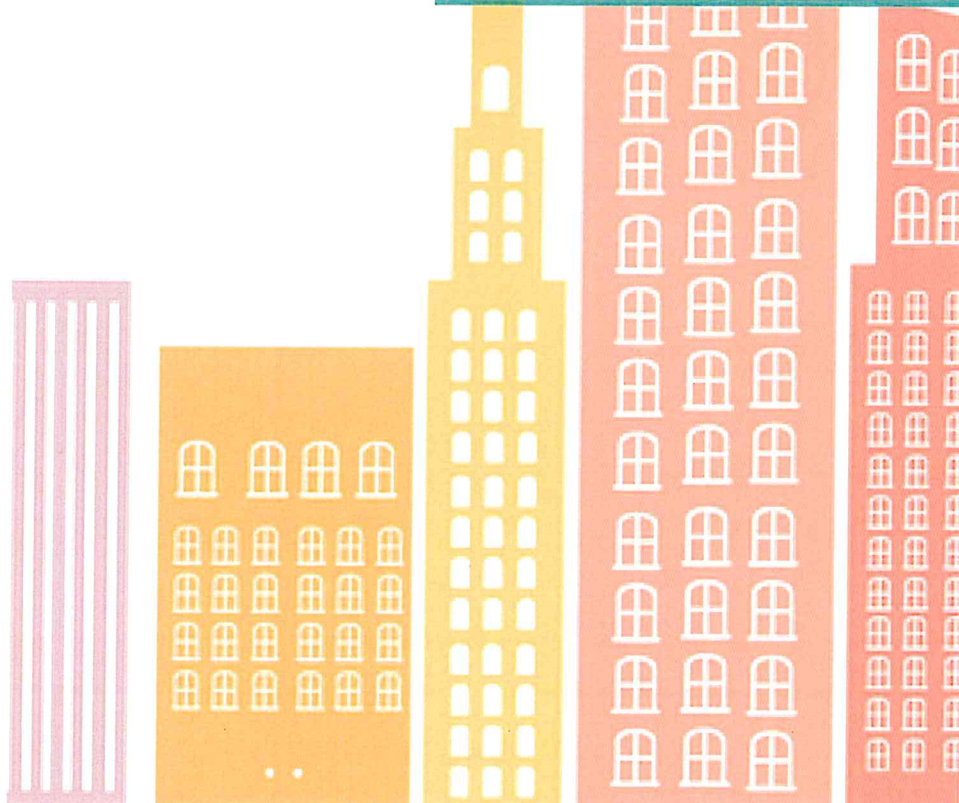
14 Contact Information



ABOUT G. D. PLACEMAKING



GD Placemaking is committed to creating lasting value. Our mission is to elevate communities, property owners, and businesses by partnering to turn dreams into reality. We believe in the power of collaboration and innovation to transform spaces and drive sustainable growth.



ORGANIZATION



Rae Gosling, MSARP
Co-Founder & Small
Business Specialist



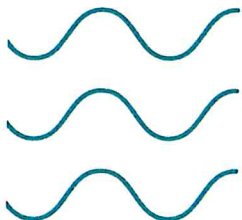
Lindsey Dotson, MSARP
Co-Founder & CEO



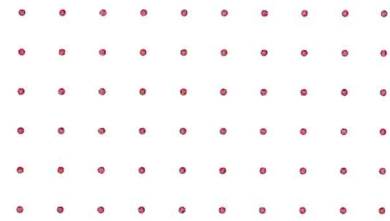
Trevor Dotson
Head Researcher &
Genealogist



Dee Fortino
Director of Operations



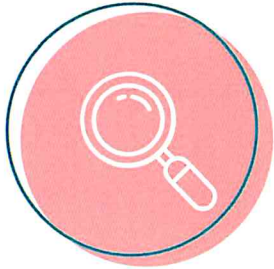
EXECUTIVE SUMMARY



Oxford DDA is advancing several downtown enhancements—including a trolley program (in partnership with Lake Orion), street-tree replacement and green-space creation, exterior building lighting upgrades, and downtown sound-system improvements—but has limited internal capacity to identify and pursue external funding.

GD Placemaking offers a flexible, phased grant-writing engagement that combines strategic program discovery with compelling, storytelling-driven applications. This proposal summarizes the work plan, deliverables, pricing, and a preliminary list of grant programs to explore so Oxford DDA can move forward quickly and cost-effectively.

OBJECTIVES FOR OXFORD DDA



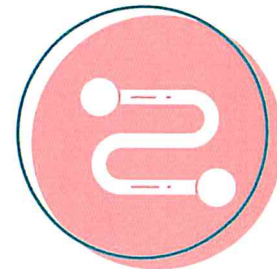
Identify Opportunities

Surface viable grant opportunities matched to Oxford DDA's projects, status, and timelines.



Submit Applications

Prioritize and submit competitive applications that emphasize the human and community outcomes of each project.



Build Pipeline

Build a repeatable grant pipeline Oxford DDA can leverage across fiscal years.

CURRENT CONTEXT

- Not Redevelopment Ready Certified (RRC) through MEDC.
- Not a Certified Local Government (CLG).
- No designated local historic district (a historic marker is being pursued) but the downtown is listed on the National Register of Historic Places (happened in 2019).
- Downtown features a historical museum that can strengthen heritage and educational narratives.

These factors not only influence eligibility for certain programs but also highlight opportunities to emphasize placemaking, safety, accessibility, and cultural storytelling in applications.

SCOPE OF WORK & APPROACH

Phase 1 — Discovery & Grant Mapping

- Conduct a structured scan of federal, state, foundation, and corporate programs relevant to:
 - Trolley Program Re-Invigoration (shared with Lake Orion)
 - Tree Replacement & Green-Space Creation
 - Exterior Lighting System Upgrades (Downtown Buildings)
 - Sound System Improvements
- Produce a Grant Landscape Memo for each project, including: program overview, eligibility notes (incl. match requirements and Oxford DDA status considerations), award ranges, competitiveness, storytelling angles, due dates/cycles, and a go/no-go recommendation.
- Convene a 45–60 minute prioritization meeting to align on which programs to pursue first based on deadlines and board priorities.



PHASE 1
Discovery & Grant
Mapping



PHASE 2
Application
Development &
Submission



ONGOING
As Needed



SCOPE OF WORK & APPROACH

Phase 2 — Application Development & Submission

- Develop application narratives, budgets, letters of support, work plans, match documentation, and required forms.
- Coordinate with partners (e.g., Village/Township, Lake Orion DDA, museum, local nonprofits/businesses) for data, commitments, and letters.
- Prepare and submit applications; track status; compile post-submission materials as required.
- Upon award, advise on administrative next steps and reporting expectations; percentage of permissible admin/indirect fees negotiable (see Pricing).

Ongoing (as needed)

- Rolling opportunity monitoring and rapid response for time-sensitive programs.
- Brief board updates with a dashboard of opportunities pursued, status, and next actions.



PHASE 1
Discovery & Grant
Mapping



PHASE 2
Application
Development &
Submission

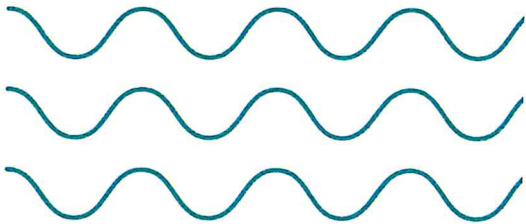


ONGOING
As Needed



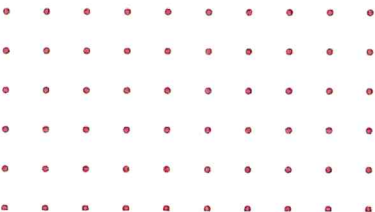
DELIVERABLES

- **Phase 1: Grant Landscape Memos** (one per project) and a consolidated Funding Roadmap with a prioritized timeline.
- **Phase 2: Completed Application Packages** (narratives, forms, budgets, attachments) for approved targets.
- **Status Dashboard** (brief) tracking opportunities, deadlines, submissions, and outcomes.



PRICING & TERMS

Project and Initiative	Value
Initial deposit for research & eligibility assessment (applied to Phase 1 work)	\$1,000
Per grant application (covers up to 8 hours of work per application)	\$750
For any work beyond 8 hours per application (pre-approved if expected to exceed 8 hours)	\$100/hour
Negotiable percentage of allowable admin/indirect fees if the grant is awarded (to be finalized per award and funder rules).	TBD

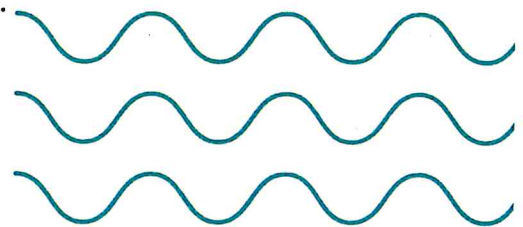


NOTES & ASSUMPTIONS

- Pricing excludes hard costs (e.g., notarization, printing/ mailing, grant platform fees); any such costs will be pre-approved and billed at cost.
- If a funder requires fiscal sponsorship or a specific applicant type, we will coordinate with the appropriate entity.
- Oxford DDA will provide timely access to data, budgets, quotes, vendor info, match commitments, letters of support, and required signatures.
- Unless otherwise requested, all work is performed virtually with periodic check-ins.

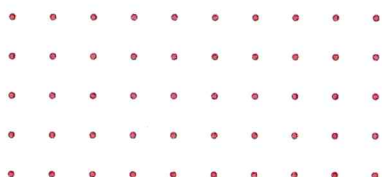
INVOICING

- Initial deposit invoiced upon approval.
- Application fees invoiced at kick-off for each application; hourly overages (if any) invoiced monthly in arrears.
- Payment terms: Net 30.



TIMELINE

- **By October 15:** Proposal delivered to Oxford DDA for board review.
- **Late October (Board Meeting):** Board consideration/approval.
- **Immediately Upon Approval:** Initiate Phase 1 discovery (1–2 weeks for the first pass across projects) and schedule prioritization meeting.
- **Phase 2:** Application development begins immediately after prioritization, paced to funder deadlines (rolling vs. fixed cycles) and board direction.



POTENTIAL GRANT PROGRAMS TO EXPLORE

Initial Shortlist

Multimodal & Trolley / Mobility

- Federal/State transportation and mobility funds serving first- and last-mile connections, congestion mitigation, and main-street access (including regional transit coordination opportunities with Lake Orion).
- Regional planning or transit authority pilot funds supporting shared services, route planning, or equipment.

Trees, Streetscape, & Green Space

- State and foundation urban forestry and street-tree programs (tree replacement, maintenance planning, and canopy goals).
- Placemaking and tactical-urbanism funds supporting pocket parks/green spaces, stormwater/sustainability elements, and ADA access.

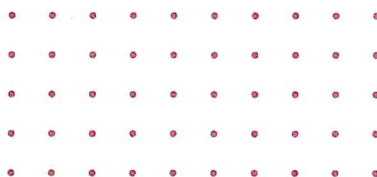
Exterior Lighting (Building & District-Scale)

- Downtown safety, façade, and energy-efficiency programs supporting exterior illumination, dark-sky compliance, and coordinated lighting plans.
- Utility and corporate foundation programs focused on safety, vitality, and energy savings.

Downtown Sound System Improvements

- Quality-of-life, arts/culture, and events-infrastructure mini-grants supporting public-realm audio and wayfinding.
- Accessibility and communication grants enhancing inclusive audio for events and emergencies.

A detailed matrix with program names, deadlines, match ratios, and eligibility notes will be provided in the Phase 1 Grant Landscape Memos to ensure accuracy and alignment with current cycles.



RELEVANT EXPERIENCE

- **Extensive fundraising and grant-writing background** for DDAs and nonprofits, including narrative development, budgets, work plans, and compliance.
- **Experience across 501(c)(3)s and DDAs**, with familiarity in municipal processes and board approvals.
- **Storytelling-forward approach** that emphasizes human outcomes (safety, access, inclusion, economic vitality) and ties projects to compelling community narratives.
- **Program design and review experience**, including contributions to grant program creation and application review (e.g., National Endowment for the Humanities involvement), providing insight into reviewer expectations.

ROLES & COLLABORATION

- **Oxford DDA:** Define priorities; provide project details, budget estimates, match commitments, and letters of support; review drafts; authorize submissions.
- **GD Placemaking:** Lead discovery and eligibility assessment; prepare narratives, budgets, and attachments; manage timelines and submission logistics; coordinate partners; advise on post-award admin.

OXFORD TO PROVIDE

- Project descriptions/scope, budget ranges, and any engineering/quotes available.
- Evidence of match funding (cash or in-kind) where required.
- Letters of support (government, business, nonprofit, school, museum, and regional partners).
- Organizational documents as needed (DDA resolution/board authorization, EIN, SAM.gov/UEI status if applicable, policies).
- Contact points for partner entities (e.g., Lake Orion DDA, municipal departments).

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APPROVAL & NEXT STEPS

- **Oxford DDA Board Review** (late October): Approve this engagement and initial deposit.
- **Kimberly** sends the consolidated project list and any existing materials.
- **Kick-off:** Begin Phase 1 discovery and schedule prioritization meeting.
- **Execute:** Proceed with agreed Phase 2 applications according to the Funding Roadmap.

AUTHORIZATION

By signing below, Oxford DDA authorizes GD Placemaking to commence Phase 1 discovery and, upon subsequent board direction, Phase 2 application development under the pricing and terms outlined above.

Authorized Signer (Oxford DDA)

Title: _____

Date: _____

Lindsey J. Dotson of GD Placemaking

Date: _____

Thank you for the opportunity to support Oxford's downtown—its people, stories, and public spaces.



G.D. Placemaking

FOR INQUIRIES, CONTACT US



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