



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
September 15, 2025
7pm
Village Offices

Topic: DDA September 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. Consent Agenda:
 - a. Approval of proposed agenda
 - b. Approval of August 2025 meeting minutes
 - c. Police Report
 - d. Code Enforcement Report
6. Financials
 - a. Financial statements & revenue expenditure reports
 - b. Bills: August 2025 **(\$24,637.59)**
7. DDA reports
 - a. Org Committee Report – met September 10th
 - b. EV Committee Report – met September 11th
 - c. Promo Committee Report – met September 8th
 - d. Design Committee Report – met September 2nd
 - e. Home & History Sub Committee – did not meet this month
 - f. Executive Director's Report
8. Unfinished/Old Business
 - a. Sidewalk Repairs
 - b. Gazebo Plan Update
 - c. Trolley Status Update
 - d. Brownfield Redevelopment Authority



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

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9. New Business

- a. Resolution for ARPA
- b. Committee Member Recommendations
- c. Skyline Lights
- d. Christmas Lights Quote
- e. DIA – Inside Out
- f. DDA Board Annual Meeting
- g. Redevelopment Liquor License
- h. MSOC Town Rounds

10. Items moved from consent agenda

11. Board Member Comments

12. Extended Public Comment

13. Adjourn

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



1. Call meeting to order: Chairperson Scholz called the meeting to order at 7:01pm

2. Pledge of Allegiance

Roll Call: Members Present: 6

Pete Scholz, Marie Powers, Ashley Ross, Jacob Nicosia, Jae Choi, Melisa Counelis

Members Absent: Rod Charles, Holly Pifer, Scott Taylor

Staff Present: DDA Executive Director Kimberly Smith, Admin & Promo Coordinator Jess Dickieson, Village Manager Joseph Madore

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

4. Consent Agenda:

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

Motion: Powers/Counelis to approve and file 4 a and b

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

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

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

5. Financials

- a. Financial statements & revenue expenditure reports
- b. Bills: July 2025 (\$30, 691.89)

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

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 – Counelis reported
- d. Design Committee Report – Powers reported
- e. Home & History Sub Committee – Ross reported
- f. Executive Director's Report – Smith reported/Dickieson reported event reports



Village of Oxford
Downtown Development Authority
Meeting Minutes
August 18, 2025, 7pm
Village of Oxford Council Chambers: 22 W. Burdick St.

10. Board Member Comments

Board members thanked the DDA for the event reports and a job well done on summer events.

Looking forward to Scarecrow Fest.

Joe: Discussed ordinances for temporary sheds in the village. Talked about the shed in Washington Square. Update on Vinny's demo permit.

11. Extended Public Comment

12. Adjourn

Next DDA Board regular meeting: **September 15th, 2025 at 7:00 p.m.**

OXFORD VILLAGE POLICE DEPT.

POLICE CHIEFS REPORT

2025-August

Michael D. Solwold-Chief

MONTH			YEAR TO DATE			
	Aug. 2025	Aug. 2024	CHG	2025	2024	DIFF
CALLS FOR SERVICE	472	494	-22	3885	3775	110
CITATION/WARNING	351	410	-59	2681	3032	-351
ACCIDENTS	7	12	-5	43	52	-9
POSITION		#				
CHIEF		1				
OFFICERS/FT		6				
OFFICERS/PT		5				
Service Aid		2				
Reserves		9				
TOTAL		23				

Below is designated for crime-specific stats:

Minor in possession
MDOP
Fraud
Larceny X 2

August 2025		WASHINGTON	GLASPIE	E BURDICK	LAKEVILLE	OXFORDLAKES	PONTIAC	W BURDICK	W OF 24	E OF 24	N W LOT	N E LOT	TOTALS
speed	28	9	9	27				24		1			98
red light	57												57
stop sign		5				20	7			2			34
improper turns	9		1					17					27
seat belt			1										1
drivers licence violations	11			1				4					16
plate violations	25	1	9	5				3					43
insurance/registration	15		1	5	1	2	5						29
equipment	12		3					7	1	1			24
misc. violations	1	1								1			3
parking violations	3	1							1				5
fail to yield to emergency vehicle													0
commercial motor vehicle tickets	13		1										14
Location Totals	174	17	25	38	21	9	60	2	5				351

Grand Total for the Month	351
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CODE ENFORCEMENT ACTIVITY REPORT

Location / Address	Description	Date Opened	Date Revisited	Date Closed	Comments / Action Taken
79 N. Wash.	grass	8/4/25			notice today 8/11
5/7 Park	grass down lg. dumpster in place	8/4/25		8/11/25	will monitor
595 Glaspie	feather flag	8/4/25		8/11/25	notice today 8/11
186 S. Wash.	flag type signs 2	8/6/25		8/14/25	notice today 8/11. No action took sign flags down and put them on grass
72 Dennison	2 open burning complaints	8/6/25			letter to prop. Owner and ordinance language
18 Park	vacant grass	8/11/25	8/20/25		contacted realtor. No action as of 8/20 will move it forward
21 park	grass	8/11/25			notice today 8/11
99 S. Wash.	grass	8/11/25			notice today 8/11
150 S. Wash ?	grass	8/11/25			new coffee shop. All edges have weeds 3' + left tag on bldg.
27 29 Stanton	blight	7/25/25	8/14/25		contact with tenant, letter to owner all unsuccessful. Complaint re: possible squatters on vacant 27 side. None found by me but yard is still the same civil infraction to owner this ddate
800 Glaspie	vacant land grass	8/18/25			notice sent. 1 week performance. Will put contractor on site after deadline
12 Crawford	complaint re: blight	8/18/25	8/25/ 8/27		grass needs cut notice sent this date. As of 8/27 nothing done, was informed by neighbor that duplex is vacant and has sold. Left tag
51 Pearl	resident apparently adding on to garage w/o permits	8/20/25			letter sent requesting stop work until building inspector has been advised
1 Park	grass	8/25/25			notice sent this date
53 Pearl	truck in yard	8/25/25			advised only
3 Crawford	grass	8/25/25			notice sent this date
800 Glaspie	grass	8/25/25			ordinance required notices sent. Contractor called

[illegible]

User: VHAUFF

DB: Oxford

PERIOD ENDING 08/31/2025

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	AVAILABLE
		AMENDED BUDGET	08/31/2025 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	23,985.37	267,014.63
248-000-412.000	Delinquent Property Taxes	18,000.00	482.60	17,517.40
248-000-417.000	Unpaid Personal Taxes	0.00	0.00	0.00
248-000-445.000	PENALTY AND INTEREST ON TAXES	0.00	0.00	0.00
248-000-528.000	OTHER FEDERAL GRANTS	0.00	0.00	0.00
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
248-000-581.020	LOCAL GRANT	0.00	0.00	0.00
248-000-581.030	SPONSORSHIPS	0.00	0.00	0.00
248-000-654.010	TROLLY	10,000.00	(277.29)	10,277.29
248-000-665.000	Interest Earnings	7,000.00	196.39	6,803.61
248-000-665.040	Loan Account Interest	0.00	0.00	0.00
248-000-667.010	COMMUNITY ROOM RENTAL	0.00	0.00	0.00
248-000-669.000	INVESTMENT GAINS/LOSSES	8,000.00	5,608.57	2,391.43
248-000-673.000	Sale of Fixed Assets	0.00	0.00	0.00
248-000-674.000	Donations	12,000.00	4,606.03	7,393.97
248-000-674.010	ICE FESTIVAL	0.00	0.00	0.00
248-000-675.000	GIFT CARD PROMO	0.00	0.00	0.00
248-000-676.000	REIMBURSEMENTS	0.00	(159.39)	159.39
248-000-677.000	MISCELLANEOUS	0.00	0.00	0.00
248-000-678.000	CORP GRANT	0.00	0.00	0.00
248-000-678.010	CORP GRANT CONSUMERS	0.00	0.00	0.00
248-000-678.020	CORP GRANT T-MOBILE	0.00	0.00	0.00
248-000-696.000	Proceeds Bonds and Notes	0.00	0.00	0.00
248-000-699.101	Transfer In - General Fund	0.00	0.00	0.00
248-000-699.999	Previous Year(Deficit) Surplu	0.00	0.00	0.00
Total Dept 000		700,519.00	34,442.28	666,076.72
TOTAL REVENUES		700,519.00	34,442.28	666,076.72
Expenditures				
Dept 000				
248-000-995.494	TRANSFER OUT	0.00	0.00	0.00
Total Dept 000		0.00	0.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT				
248-728-740.010	Copying	0.00	0.00	0.00
248-728-801.000	DDA COUNTY GRANTS	0.00	0.00	0.00
248-728-802.010	CONSUMERS GRANT EXPENDITURES	0.00	0.00	0.00
248-728-802.020	T-MOBILE GRANT EXPENDITURES	0.00	0.00	0.00
248-728-802.030	OTHER PRIVATE GRANTS AND DONATIONS	0.00	0.00	0.00
248-728-810.000	Contracted Services	0.00	0.00	0.00
248-728-810.112	COMMUNITY CLEANUP	0.00	0.00	0.00
248-728-885.000	Grant - Door	0.00	0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00	0.00	0.00
Dept 729 - Organization/Administration				
248-729-704.000	Wages	71,213.00	15,966.76	55,246.24
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
248-729-710.010	Leave Time Buyout	0.00	0.00	0.00
248-729-715.000	FICA DDA	7,972.00	1,252.04	6,719.96
248-729-716.000	HEALTH /LIFE INSURANCE	4,800.00	400.00	4,400.00
248-729-716.001	LIFE, ST/LT DISABILITY	827.00	131.27	695.73
248-729-718.000	Retirement	7,121.00	0.00	7,121.00
248-729-718.010	RETIREMENT MERS DC	0.00	824.64	(824.64)
248-729-723.000	WORKERS COMPENSATION	810.00	264.48	545.52
248-729-725.000	Unemployment	0.00	0.00	0.00
248-729-727.000	Office Supplies	500.00	0.00	500.00
248-729-727.030	COMPUTERS	0.00	0.00	0.00
248-729-730.000	Postage - Newsletter	100.00	0.00	100.00
248-729-740.000	Operating Supplies	1,000.00	14.02	985.98
248-729-740.010	Copying	0.00	0.00	0.00
248-729-740.140	OPERATING SUPPLIES	0.00	249.02	(249.02)
248-729-807.000	Audit	1,800.00	64.75	1,735.25
248-729-810.000	Contracted Services - Admin.	3,806.00	255.08	3,550.92
248-729-810.011	AUDITING & DISTRICT MAINT.	100,000.00	0.00	100,000.00
248-729-813.000	Custodial Services	0.00	0.00	0.00

User: VHAUFF

DB: Oxford

PERIOD ENDING 08/31/2025

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	AVAILABLE
		AMENDED BUDGET	08/31/2025 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY				
Expenditures				
248-729-818.000	Executive Director	0.00	0.00	0.00
248-729-826.000	Legal: Litigation	0.00	0.00	0.00
248-729-826.114	Legal: Settlement	0.00	0.00	0.00
248-729-830.000	Membership & Dues	600.00	0.00	600.00
248-729-856.000	Telephone	0.00	0.00	0.00
248-729-856.040	COMMUNICATIONS CELL PHONE FEES	1,400.00	76.18	1,323.82
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	87.99	762.01
248-729-920.100	Utilities - 32 E. Burdick	0.00	0.00	0.00
248-729-920.200	Utilities - 36 E. Burdick	0.00	0.00	0.00
248-729-933.000	Equipment Maintenance	0.00	0.00	0.00
248-729-941.000	Copier Lease	0.00	0.00	0.00
248-729-955.000	WORKSHOPS	1,200.00	0.00	1,200.00
248-729-955.010	MEALS	500.00	21.61	478.39
248-729-955.020	LODGING	1,000.00	0.00	1,000.00
248-729-956.000	Volunteer Development	0.00	0.00	0.00
248-729-957.000	Contingency: Year End	0.00	0.00	0.00
248-729-961.000	Taxes: Errors in Roll	0.00	0.00	0.00
248-729-962.000	Insurance	4,323.00	5,784.60	(1,461.60)
248-729-970.000	Capital Improvements	0.00	0.00	0.00
248-729-970.100	ARPA	0.00	0.00	0.00
248-729-991.000	Principal	0.00	0.00	0.00
248-729-992.000	Fees	0.00	0.00	0.00
248-729-993.000	INTEREST	0.00	0.00	0.00
248-729-995.394	Transfer to Debt Service	70,804.00	0.00	70,804.00
248-729-995.494	TRANSFER OUT	0.00	0.00	0.00
Total Dept 729 - Organization/Administration		316,626.00	26,591.45	290,034.55
Dept 734 - BUSINESS & DEVELOPMENT				
248-734-727.000	Office Supplies	0.00	0.00	0.00
248-734-730.000	Postage	0.00	0.00	0.00
248-734-740.000	DOWNTOWN PROMO	0.00	450.00	(450.00)
248-734-740.010	Copying	1,000.00	0.00	1,000.00
248-734-787.000	Materials	0.00	0.00	0.00
248-734-810.000	CONTRACTED SERVICES -EVENTS	35,000.00	2,000.00	33,000.00
248-734-810.160	CONTRACTED SERVICES-DOWNTOWN	0.00	24,012.76	(24,012.76)
248-734-810.340	ICE FESTVAL	0.00	0.00	0.00
248-734-817.000	Planning Consult - FBZ	0.00	0.00	0.00
248-734-826.000	Legal Fees	0.00	0.00	0.00
248-734-882.000	TROLLY	10,000.00	913.90	9,086.10
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
248-734-942.000	Parking Lot Rental	0.00	0.00	0.00
248-734-943.000	EQUIP RENTAL	0.00	0.00	0.00
248-734-956.000	Miscellaneous	0.00	0.00	0.00
248-734-962.000	Insurance - Celebrate Oxford	0.00	0.00	0.00
248-734-970.000	Capital Improvements	250,000.00	0.00	250,000.00
248-734-970.100	ARPA	0.00	0.00	0.00
Total Dept 734 - BUSINESS & DEVELOPMENT		368,500.00	28,876.66	339,623.34
TOTAL EXPENDITURES		685,126.00	55,468.11	629,657.89
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:				
TOTAL REVENUES		700,519.00	34,442.28	666,076.72
TOTAL EXPENDITURES		685,126.00	55,468.11	629,657.89
NET OF REVENUES & EXPENDITURES		15,393.00	(21,025.83)	36,418.83



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Organization Meeting

September 10, 2025

10am Evergreens

Members in Attendance: Brad Jacobsen, Scott Taylor, Pete Scholz, Randy LeVasseur

Members Absent: Rod Charles, Ashley Ross

Others in Attendance: Kimberly Smith

Promotion Committee involves creating a strong foundation for a sustainable revitalization effort, including cultivating partnerships, community involvement, and resources for the district.

2023 GOALS

- Goal 3
- Goal 2
- Goal 3

Oxford Organization Committee Objectives: (adapted June 12, 2023)

1-3 sentence description of agreed annual objectives

MEETING AGENDA

- Trolley
- Organization Updates
- Update on capital improvements

Minutes/ACTION ITEMS

- Discussed the current status of the trolley and next steps by the board and EV committee
- Kimberly to reach out to county to see if they have a storage location for the trolley off season
- Kimberly to put together compensation analysis for DDA Staff
- Discussed marketing ideas- Scott has a contact at radio station we can leverage, discussed the cross promotion program between business owners that will be kicking off
- Pete updated the group on the capital improvement projects
- Kimberly shared updates on volunteer program
- Determined we will keep Tuesdays at 10am as standard meeting time for the committee



Members in Attendance: Angie Green, Lorry Graybeal, Holly Pifer,

Members Absent: Melisa Counelis, Chris Zitney

Others in Attendance: Kimberly Smith, Jess Dickieson

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. Downtown Day- September 27- Michigan version of small business Saturday- the DDA won't be initiating activities for this event because Scarecrow Fest is the following weekend. However, any businesses participating, promotions will be shared.
2. Scarecrow Fest- October 5-
 - a. Elements of the event that are well underway: Chili cook off, Run, Vendor market- will close both sides of Burdick, dog adoption, dance party, corn hole, petting zoo, obstacle course, police/fire vehicles, pie eating contest, trick or treating, face painters/balloons, and chalk art contest. There will not be Stag Leap this year.
 - b. Elements still being worked out: red piano/whimsy will have an event in the park, Chris is looking into characters to make appearances, tractor rides- need a driver for tractor and trailer being provided by Angie Green.
3. Witches Night- October 24- There will be another meeting with more planning for this event after Scarecrow Fest details are complete. Ideas discussed: Outdoor event, flash mob dance with drone coverage, local dance studio to provide dance lesson/link.
4. Miscellaneous information-
 - a. Michigan Downtown take over instagram- what attracts people to Oxford? Lots of dining options, night life, coffee shops, several non retail businesses downtown: realty, dentistry, hair salons.
 - b. Decorating day- September 17.

Next meeting is September 22 at 10am Evergreens



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
DESIGN COMMITTEE MEETING
September 3, 2025
9:30 AM
Oxford DDA Offices

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

Members Absent: Joe Latozas (*excused*), Kyle Huntoon (*excused*), Sue Bossardet (*excused*)

Others in Attendance: Kimberly Smith (*Executive Director*), Jess Dickieson (*Admin & Promo Coordinator*)

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 9:30pm
2. Action items from last meetings:
 - A. See Item #4 .A Fall Décor
3. Current and potential grants:
 - A. Sign Grant Application & Façade Grant Application (none submitted to date)
 - I. Mick shared that the Museum might be looking for a sign change in the future as the existing wood sign is old and in need of repair
4. Budget discussion
 - A. No new information to share

5. Other Agenda Items:

A. Fall Décor, dates needed

- I. Truck for Washington Square is being **delivered next week**. Same spot as last year.
 - a. Smith to confirm Wednesday (9/10) or Friday (9/13), between 9:30am and 2pm works best for delivery of Truck. Kree will be on site.
- II. DC reviewed inventory of fall décor during meeting:
 - a. A few larger decorations are needed. Dickieson will order as discussed.
- III. Smith informed DC that 25 mums have been ordered.
- IV. Focus on Décor in community spaces this year.
 - a. Wednesday 9/17 @ 10:30AM. Fall Decoration Day – **Volunteers needed**
 1. Hay bales (22) same as last year. Smith to check with DPW for delivery options
 2. Corn stalks (42) same as last year on light posts and gazebo (if not interfering with restoration work)

6. Placemaking

A. Didactics update:

- I. Pifer gave update, waiting for review comments

B. Gazebo update:

- I. Kree gave update from Latozas' email in his excused absence
 - a. Phase 1: Restoration work
 1. 3 bids were received.
 2. Trademark Property Solutions (in Oxford) had best bid at just under \$44,000.00
 - b. Phase 2: ADA Ramp
 1. Change in materials are being discussed to get better numbers and more bids.

B. Waste receptacle/bench restoration update:

- I. Smith gave update that restoration project was Approved.
- II. Benches and waste receptacles to be removed 2nd week of December following the holiday parade and the Soup & Sweets event

7. Home & History Ad Hoc Committee Update

A. Kree gave update:

- I. Hardware Store Mural:
 - a. Quotes needed, Ross has developed an RFP for the project
 1. It is assumed a cherry picker will be needed as adjacent property rooftops are unavailable for use.
 2. Setup/work along M-24 (Washington St.) is within the MDOT R.O.W. and MDOT permits may be required.
- II. Historical Marker:
 - a. Lone Ranger, application will be/has been submitted by Ross. Proposed location, if approved, is assumed to be Centennial Park

8. Upcoming Events:

A. September 2025

- I. Downtown Day 9/27
- II. OXtoberfest at Homegrown 9/13

B. October 2025

- I. Scarecrow Fest 10-5
 - a. Hayride **referrals needed**
- II. Witches' night 10-24

9. Recent Events:

- A. All summer events have ended or will end this week

10. Future programs, projects, seminars
 - A. Volunteer Appreciation Event 10/8, **RSVP by 9/24 to Dickieson**
11. Close Meeting
 - A. Kree closed the DC meeting at 10:15am

ACTION ITEMS

- ***Truck delivery day/time needs to be confirmed on 9/10 or 9/12***
- ***Volunteers needed: Fall Décor Day – Wednesday 9/17 @ 10:30AM – 12:30PM***
- ***RSVP for Volunteer Appreciation event(10/8), RSVP by 9/24***
- ***Hayride providers needed***

This concludes the meeting report for **Wednesday, September 3, 2025**, DDA Design Committee Meeting. Our next DDA Design Committee meeting will **be on Wednesday, October 1, 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



Key items to note this month:

- **Meetings**
 - Attended committee meetings
 - Hosted DBOM- Business Owners Meeting
 - Met with Ortonville DDA Director
 - Met with MSOC Liaison
- **Grants**
 - ARPA- had check in meeting with MSOC
 - Met with grant writing consultant on offerings
- **Awards**
 - Selected community for DIA Inside Out program- initial call on program took place
 - Submitted nomination for Washington Square as Project of the Year (last 1-3 yrs) for MDA Annual Conference
- **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
- **Community Engagement**
 - Continuing with Podcast- Vol 2
 - MDA IG Takeover Day to highlight Oxford state wide
 - Dragon Boat Races- 2nd place!!!
- **Training/Development**
 - MSOC Powers & Financing of DDA's on Aug 28th
- **Beautification**
- **Events**
 - Senior shopping day 8/21 was a success
- **Business Development**
 - Grant Writing 101 Training scheduled Sept 15 was cancelled due to low registration
 - Planning Visual Merchandising and Insurance
- **Volunteers**
 - Planning Volunteer Appreciation Event Oct 8th 4-6pm.
 - Sign Up Genius is posted for Community Space coverage. Please help share and fill!
- **Other**

**VILLAGE OF OXFORD DOWNTOWN DEVELOPMENT AUTHORITY/
OAKLAND COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY TAX
INCREMENT PASS-THROUGH RESOLUTION**

WHEREAS, the Village of Oxford Downtown Development Authority (hereafter "DDA") is entitled to capture taxes attributable to an increase in the taxable value of real estate and personal property over a certain base amount with respect to property located within the downtown of the Village of Oxford, Michigan (the "DDA District"); and

WHEREAS, the Oakland County Brownfield Redevelopment Authority (hereafter "BRA") is considering approval of the Meadows of Oxford LLC Brownfield Plan for the proposed construction of a new housing project located at 147 S. Washington Street, Village of Oxford, MI 48371 (Parcel #04-27-278-020) (the "Property"), which proposes the capture of future incremental tax increases within a portion of said DDA District (the "Plan"); and

WHEREAS, the Plan is subject to concurrence by the Village of Oxford Village Council (the "Village"); and

WHEREAS, subject to the Village's concurrence, the DDA is supportive of the Plan and has passed this Resolution dated _____, in which it agrees to the pass-through of future tax increment revenues to the BRA attributable to the redevelopment of the Property, as outlined in the Plan.

NOW, THEREFORE

The DDA agrees that future tax increment revenues attributable to the redevelopment of the Property, as outlined in the Plan, shall be captured by the BRA to be used in accordance with the Plan, and following reimbursement under the Plan, incremental revenues shall revert back to the DDA and be used in accordance with the approved DDA tax increment revenue plan.

**VILLAGE OF OXFORD
DOWNTOWN DEVELOPMENT
AUTHORITY**

Dated: _____

By: _____
Name: _____
Title: _____

**RESOLUTION OF THE OXFORD DOWNTOWN DEVELOPMENT
AUTHORITY**

Approval of Amendments to ARPA Projects

WHEREAS, the Oxford Downtown Development Authority (“DDA”) is committed to advancing the economic vitality, sustainability, and quality of life in the downtown district through strategic projects and investments; and

WHEREAS, the DDA has previously identified and approved a series of projects to be funded through the American Rescue Plan Act (ARPA) allocation provided to the Village of Oxford; and

WHEREAS, after careful review and consideration, the DDA Board recognizes the need to amend the scope, timeline, or prioritization of certain ARPA-funded projects to better reflect current community needs, funding availability, and long-term goals of the downtown district; and

WHEREAS, the proposed changes have been presented to the DDA Board, discussed in open session, and determined to be consistent with the mission of the DDA and the guidelines of ARPA funding;

NOW, THEREFORE, BE IT RESOLVED, that the Oxford Downtown Development Authority Board hereby approves the amendments to the ARPA-funded projects as presented, and authorizes staff to take the necessary steps to implement said changes in coordination with the Village of Oxford and relevant partners; and

BE IT FURTHER RESOLVED, that the DDA Board affirms its continued commitment to transparency, fiscal responsibility, and the advancement of projects that strengthen the economic development and community vitality of downtown Oxford.

Adopted this 15 day of September, 2025.

AYES:

NAYS:

ABSENT:

Chairperson

Secretary

Proposal

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

Service location:

22 West Burdick Street
Oxford, MI 48371

Description	Amount
Christmas Lights- Tree	\$4,155.00

Switch to warm white with some red scattered throughout:
C9 sized LED Christmas lights installed on Oxford's main Christmas tree in Centennial Park. Spaced about 18 inches apart on whole tree.

- Twinkle lights scattered throughout tree
- 12 inch icicle drop lights scattered throughout tree
- 75x 6.5" Glitzer bursts throughout tree
- trunk wrap with mini lights, very close spacing, from ground up to where branches hang

(reflects discounted price)

Christmas Lights: Light Poles	\$4,650.00
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5mm sealed plug mini lights on light poles along M-24. About 93 poles.

Install / Remove Red Bows	\$520.00
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Clean / Fluff / Install / Remove / Pack bows. Install along main light poles in downtown, zip tie top bow, and tie loosely bottom ribbon.

RGB Lighted Photo Area	\$1,265.00
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In Centennial Park, make a 10 x 10 lighted square light curtain with lights about 4 inches apart. Separately controlled lighted presents on the ground. Will come with remotes to control lights.

Additional Details: Prices include use of lights and materials for the season, installation, and removal in January.

Subtotal	\$10,590.00
Extra Discount	-\$299.00
Total	\$10,291.00