



Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, February 17th, 2025, 7:00 pm
Village of Oxford Council Chambers: 22 W. Burdick St, Oxford

1. **Call meeting to order:** Vice Chairperson Marie Powers called meeting to order at 7:00pm
2. **Pledge of Allegiance**
3. **Roll Call:** Members Present 6: Rod Charles, Ashley Ross, Holly Pifer, Jae Choi, Jacob Nicosia, Marie Powers
Members Absent: Pete Scholz (excused), Scott Taylor
Staff Present: DDA Executive Director Kimberly Smith, DDA Admin & Promotions Coordinator/Reporting Secretary Jess Dickieson, Village Manager Joseph Madore
4. **Public Comment on non-agenda items:** None
5. **DDA Staff Introductions:** Jess Dickieson introduced herself to the board
6. **Information Session:** Smith reviewed the accomplishments in 2024 and 2025 priorities of the DDA.
7. **Consent Agenda:**
 - a. **Motion: Ashley Ross/Rod Charles** to change the name of item 11b to explain *"Home & History Committee"*
Vote: Ayes: 6. Nays: 0. Motion carried
 - b. **Motion:** Ashley Ross to approve a, b, c and d
Vote: Ayes: 6. Nays: 0. Motion carried
8. **Financials**

Motion: by Ross to receive and file the financial statements and the revenue expenditure reports, and to pay the December 2024/January 2025 bills in the amount of \$18,816.28, \$27,881.88.

Roll call vote: Ayes: 6. Nays: 0. Motion carried.
9. DDA reports
 - a. Org Committee Report- did not meet in February
 - b. EV Committee Report- did not meet in February
 - c. Promo Committee Report- Pifer
 - d. Design Committee Report- did not meet in February
 - e. Executive Director's Report – Smith



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10. Unfinished/Old Business

- a. **Crosswalk Proposal:** Joe Madore gave report on progress- current status is designs are being developed by service provider.
- b. **Board Training and Planning Session:** Smith proposed adding 30 minutes after the March 17th Board Meeting for this purpose. Board agreed.
- c. **2025 Events:** Smith discussed 2025 Calendar of Events and will be promoting going forward. No concerns from board. Suggestion is to color code calendar for DDA events vs other events.
- d. **Trolley:** Smith proposed, due to a lack of reporting provided by the EV committee, utilizing the Trolley only for Special Events in 2025. Ross and Powers would like to see more data on Trolley usage before making final decisions. Board has agreed to run the Trolley for the March 15th St. Paddy's Day Event and assess for the rest of 2025 after the April board meeting in which the EV committee will need to have a report.

11. New Business

- a. **Committee Appointees**
 - 1. **Jae Choi- EV:** board accepted this appointment
 - 2. **Design- need board liaison:** Powers volunteered.
- b. **Historical Plaque Project:** Charles proposed an ad hoc committee "Home and History Committee" to identify and implement projects in keeping with that area of focus.
Motion: Powers, Charles Seconds
Vote: Ayes: 6. Nays: 0. Motion carried
- c. **Budget Workshop with Village-** will take place after this board meeting.
- d. Secretary Position on Board:
Motion: Nicosia/Ross seconds that Pifer stay on as Secretary
Vote: Ayes: 6. Nays: 0. Motion carried

12. Items moved from consent agenda: None

13. Board Member Comments: Joe Madore proposed that DDA consider to help developers/property owners financially, similar to the grant program, with blighted structures.

14. Extended Public Comment: None



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15. Adjourn: 7:45pm

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