



Topic: DDA August 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 Counselis
4. Public Comment on non-agenda items (3-minute limit)
5. Consent Agenda:
 - a. Approval of proposed agenda
 - b. Approval of July 2025 meeting minutes
 - c. Police Report
 - d. Code Enforcement Report
6. Financials
 - a. Financial statements & revenue expenditure reports
 - b. Bills: July 2025 (**\$30,691.89**)
7. DDA reports
 - a. Org Committee Report – met August 12th
 - b. EV Committee Report – met August 14th
 - c. Promo Committee Report – met August 12th
 - d. Design Committee Report – met August 5th
 - e. Home & History Sub Committee – met August 11th
 - f. Executive Director’s Report
8. Unfinished/Old Business
 - a. Crosswalk Project
 - b. Gazebo Plan Update
 - c. Sidewalk Repairs
 - Quote Approval
 - d. Trolley Status Update



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
August 18, 2025
7pm
Village Offices

9. New Business

- a. Special Meeting for updates to ARPA application
- b. Trash can and benches restoration quote approval
- c. CivicPlus social media archiving quote approval
- d. MiPDM Program
- e. Brownfield TIF

10. Items moved from consent agenda

11. Board Member Comments

12. Extended Public Comment

13. Adjourn

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



1. Call meeting to order: Chairperson Scholz called meeting to order at 7:00pm
2. Pledge of Allegiance
3. Roll Call: Members Present 9: Pete Scholz, Ashley Ross, Jae Choi, Jacob Nicosia, Rod Charles, Scott Taylor, Holly Pifer, Melisa Counelis, Marie Powers
Members Absent: None
Staff Present: DDA Executive Director Kimberly Smith, Admin & Promo Coordinator Jess Dickieson, Village Manager Joseph Madore
4. Public Comment on non-agenda items: None
5. Consent Agenda:
 - a. Approval Of Agenda
 - b. Approval of June 2025 Meeting Minutes
 - c. Police Report
 - d. Code Enforcement Report

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

Vote: Ayes: 9. Nays: 0. Motion carried
6. Financials
 - a. Financial Statements & Revenue Expenditure Reports
Motion: by Nicosia/Ross to approve and file the financial statements and the revenue expenditure reports, and to pay the May 2025 bills in the amount of \$23,146.75.
Motion: by Nicosia/Taylor to amend statement to say June 2025 bills and file the financial statements and the revenue expenditure reports, and to pay the June 2025 bills in the amount of \$23,146.75.
Roll call vote: Ayes: 9. Nays: 0. Motion carried.
7. DDA reports
 - a. Org Committee Report- Charles reported
 - b. EV Committee Report- Charles reported
 - c. Promo Committee Report- Pifer reported
 - d. Design Committee Report- Powers reported



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- e. Home & History Sub Committee – Ross reported
 - f. Executive Director’s Report – Smith reported
8. Unfinished/Old Business
- a. Crosswalk Project- update and discussion about approving financials and next steps
Motion: by Ross/Taylor to approve \$197,906.15 for crosswalk project.
Motion: by Ross/Taylor to revise motion to include conversation with BSI and to approve \$197,906.15 for crosswalk project.
Roll call vote: Ayes: 8. Nays: 1. Motion carried.
 - b. Gazebo Plan Update- Smith updated. Project went out to bid again including Phase 1: woodwork on gazebo and Phase 2: Addition of ADA ramp. Will go out to bid this week.
9. New Business
- a. Sidewalk repairs – Joe Madore gave an update on sidewalk issues around downtown. Asked if it could be incorporated with ARPA Grant. Board suggested Smith gets a quote from BSI.
 - b. Trolley Status – Smith gave an update on the repairs for the trolley. Discussion around future of the trolley.
10. Items moved from consent agenda: None
11. Board Member Comments- Jae: applauding all the work and safety measures that go into the community. Scott: applauded how well the board engages in conversation around issues in downtown. Marie: Hopes that the board revisits the crosswalks again because she believes it is important to the community. Holly: Happy there is a full board. Pete: Kudos to DPW and how great the flowers look this year. Joe Madore: Kudos to DDA for purchasing the water saving baskets for flowers this year.
12. Extended Public Comment: None
13. Adjourn: 8:04pm

Next DDA Board regular meeting: August 18th, 2025 at 7:00 p.m.

OXFORD VILLAGE POLICE DEPT. POLICE CHIEFS REPORT

2025-July

Micheal D. Solwold-Chief

MONTH		YEAR TO DATE	
	July 2025	July 2024	2025
CALLS FOR SERVICE	436	441	3413
			3281
			DIFF
			-132
CITATION/WARNING	333	488	2330
			2622
ACCIDENTS	3	3	36
			40
			-4

POSITION	#
CHIEF	1
OFFICERS/FT	6
OFFICERS/PT	5
Service Aid	2
Reserves	9
TOTAL	23

Below is designated for crime-specific stats:

Flee & Elude-Captured	
Domestic Assault	
DUI	
Larceny x 2	
Juvenile mischief-Trespassing	

July 2025	TOTALS										
	WASHINGTON	GLASPIE	E BURDICK	LAKEVILLE	OXFORDLAKES	PONTIAC	W BURDICK	W OF 24	E OF 24	N W LOT	N E LOT
speed	24	9	9	31		1	21				95
red light	68										68
stop sign		1			25	3		5			34
improper turns	9	2	1	1			11				24
seat belt	5	1			1		1				8
drivers licence violations	11	3	1	1	1	1	4				22
plate violations	17	1	2	2		1	3				26
insurance/registration	11		1	2	2		3				19
equipment	9	1	2	2	1	1		1			17
misc. violations	2	2		1				1			6
parking violations	2							3	1		6
fail to yield to emergency vehicle											0
commercial motor vehicle tickets	8										8
Location Totals	166	20	16	40	30	7	43	3	8		333

Grand Total for the Month **333**

July 2025 CODE ENFORCEMENT ACTIVITY REPORT

Location / Address	Description	Date Opened	Revisited	Date Closed	Comments / Action Taken
5 Park	vacant grass	6/15/25	7/1/25		contact ownership co. stated that it would be done within 48 hrs.
N. Wash.	3 properties for sale oversized signs	7/1/25			spoke with real estate co. they contacted sign co. 1 week performance
96 S. Wash.	grass ROW	7/1/25			notice sent this date
18 Park	grass	7/1/25	7/10/25		notice sent this date. No action as of 7/10 final notice sent
51 Pontiac	grass	7/1/25			notice sent this date
25 Dennison	grass	7/1/25			notice sent this date
37 Pearl	IPMC paint needed on garage	3/5/25	7/1/25	7/7/25	No movement by perf. Date. Notice advising of next steps
118 East	grass	7/7/25			
122 N. Wash.	grass	7/7/25			notice sent this date
20 Louck	ongoing IPMC issue of brush at rear of home	7/1/25		7/10/25	
29 Pearl	ongoing IPMC C/O received	6/25/25		7/10/25	owner contacted Village most items done cooperative on remainder
50 1st	IPMC paint required at house	3/1/25	several 7/10 7/15 7/17		no start as of today, will monitor
98 S. Wash.	grass	7/10/25			notice sent today
22 Broadway	grass	7/10/25			notice sent today
42 Broadway	grass	7/10/25			notice sent today
51 Park	complaint of skunks on property. Long term IPMC issues	7/10/25			Pictures this date, notice to owner of deadline of July 23 to have skunks removed with proof. Further deadline of August 11 to complete project.
450 Glaspie	newly closed business	7/10/25			advisory to owner of 90 days to remove signs
27/29 Stanton	long term IPMC issues	7/15/25	7/23 7/30		Made contact with outgoing renter in process of cleaning the junk out of yard. States that he will remove vehicle as well will check back 7/23.

PERIOD ENDING 07/31/2025

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	AVAILABLE
		AMENDED BUDGET	07/31/2025 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	0.00	291,000.00
248-000-412.000	Delinquent Property Taxes	18,000.00	242.21	17,757.79
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	0.00	10,000.00
248-000-665.000	Interest Earnings	7,000.00	191.04	6,808.96
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	2,279.50	5,720.50
248-000-673.000	Sale of Fixed Assets	0.00	0.00	0.00
248-000-674.000	Donations	12,000.00	1,250.00	10,750.00
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	3,803.36	696,715.64
TOTAL REVENUES		700,519.00	3,803.36	696,715.64
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	8,032.88	63,180.12
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	614.51	7,357.49
248-729-716.000	HEALTH /LIFE INSURANCE	4,800.00	0.00	4,800.00
248-729-716.001	LIFE, ST/LT DISABILITY	827.00	65.67	761.33
248-729-718.000	Retirement	7,121.00	0.00	7,121.00
248-729-718.010	RETIREMENT MERS DC	0.00	0.00	0.00
248-729-723.000	WORKERS COMPENSATION	810.00	132.24	677.76
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	0.00	1,000.00
248-729-740.010	Copying	0.00	0.00	0.00
248-729-740.140	OPERATING SUPPLIES	0.00	40.00	(40.00)
248-729-807.000	Audit	1,800.00	0.00	1,800.00
248-729-810.000	Contracted Services - Admin.	3,806.00	0.00	3,806.00
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

PERIOD ENDING 07/31/2025

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	AVAILABLE
		AMENDED BUDGET	NORMAL (ABNORMAL)	07/31/2025	BALANCE
				NORMAL (ABNORMAL)	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		0.00	1,400.00
248-729-866.000	Mileage	400.00		0.00	400.00
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		0.00	850.00
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		0.00	500.00
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		15,748.51	300,877.49
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		0.00	0.00
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		950.00	34,050.00
248-734-810.160	CONTRACTED SERVICES-DOWNTOWN	0.00		14,670.65	(14,670.65)
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		493.20	9,506.80
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		17,613.85	350,886.15
TOTAL EXPENDITURES		685,126.00		33,362.36	651,763.64
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		700,519.00		3,803.36	696,715.64
TOTAL EXPENDITURES		685,126.00		33,362.36	651,763.64
NET OF REVENUES & EXPENDITURES		15,393.00		(29,559.00)	44,952.00

2025 DDA BILL RUN

Account Name	Account Numbers	Vendor	Amount	Description
Contr Services - Downtown	248-734-810.160	Village of Oxford	\$5,000.00	DPW - monthly
Contr Services - Downtown	248-734-810.160	Village of Oxford	\$2,096.67	Police - monthly
Operating Supplies	248-729-740.140	Gracefully Crafted by Lorry	\$40.00	Staff Shirts
Advertising	248-729-900.000	Blue Water Printing	\$738.61	DDA Brochures
Contr Services - Downtown	248-734-810.160	Various	\$7,700.00	Concerts in the Park 2025
Contr Services - Downtown	248-734-810.000	Fun With Sparkles	\$250.00	Concerts in the Park Face Painting August 14th, 2025
Contr Services - Downtown	248-734810.160	Member Marketplace	\$1,800.00	Shop OC Main Street
Reimbursements	248-000-676.000	Holly Pifer	\$159.39	Design Committee Build Reimbursement
Trolley	248-734-882.000	NOTA	\$888.64	Trolley Services June 2025
Trolley	248-734-882.000	NOTA	\$1,279.80	Trolley Services May 2025
Trolley	248-000-654.010	NOTA	\$277.29	Trolley Services July 2025
Contr Services - Downtown	248-734-810.000	Ryan Cranson	\$650.00	Line Dancing Instructor
Mileage	248-729-866.000	Kimberly Smith	\$120.40	Mileage to Grant Workshop
Trolley	248-734-882.000	Diesel Tech	\$406.75	Trolley Repairs
		Sub Total	\$21,407.55	
Village of Oxford - Prepaid Bills				
Wages	248-729-704.000	Village of Oxford - wages	\$4,769.28	Kimberly's Wages
FICA	248-729-715.000	Village of Oxford - FICA	\$505.91	
Retirement	248-729-718.010	Village of Oxford - 457 plan	\$0.00	
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 - Medical	\$400.00	
Admin Wages	248-729-704.010	Village of Oxford - Wages	\$1,443.75	Jess' Wages
		Sub Total	\$7,118.94	
Prepaid Bills -				
Cell Phone Fees	248-729-856.040	Verizon	\$110.00	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.	248-734-810.160	Cloud Cover Music	\$18.95	Cloud Cover- Music
Downtown Contracted Ser.	248-734-882.000	GPS Trackit Trolley	\$13.95	GPS
		Sub Total	\$283.32	
Credit Card Bills				
Downtown Contracted Ser.	248-734-810.160	Home Depot	\$278.00	Washington Sq. Planter Box Materials
Capital Improvements	248-734-970.000	Amazon	\$1,377.87	Boxwood Panels, Washington Square
Meals	248-729-955.010	Sick Pizza Co.	\$38.66	Lunch for Design Committee Build
Operating Supplies	248-729-740.140	Ace Hardware	\$21.18	Concert Supplies
Operating Supplies	248-729-740.140	Amazon	\$43.03	Concert Supplies
Meals	248-729-955.010	Avalon Café & Bakery/Bitter Tom's	\$99.96	Business Lunches
Meals	248-729-955.010	Tim Horton's	\$23.40	Coffee for DBOM
		Sub Total	\$1,882.08	
		Grand Total	\$30,691.89	



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
Organization Meeting
August 12, 2025
10am Evergreens

Meeting called to Order: 10:08am

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

Members Absent: Ashley Ross

Others in Attendance: Executive Director Kimberly Smith briefly (also attending another committee meeting scheduled for the same time)

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

MEETING DISCUSSION

- **ARPA Grant** – discussed sidewalk repairs (\$5,000+); also discussed proposed crosswalk, however, MDOT has denied permission to install at preferred location; also discussed needed repairs to the Gazebo – contractor bids due by August 20th.
- **Trolley** – the Trolley is in good, working condition, however, NOTA is no longer willing to provide insurance for its operation - the Trolley will be out-of-service until new insurance is obtained; current operating costs of the Trolley are approximately \$25,000 per year (above and beyond roughly \$10,000 in sponsorships); the committee discussed the possibility of selling the trolley, and suggested that the Executive Director put together steps for the DDA to take if it chooses to sell; in the event that the DDA chooses to sell the Trolley prior to the expiration of any sponsorship terms, the Executive Director should explore and recommend measures to address.

Meeting adjourned 11:02am.



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
DESIGN COMMITTEE MEETING

Aug 5, 2025
9:30 AM
Oxford DDA Offices

Members in Attendance: Scott Kree (*Chair*), Holly Pifer, Debbie Mick, Marie Power (online), Joe Latozas, Kyle Huntoon
Members Absent: Devoney Crockett (*excused*), Lynn Boonen (*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. Kree opened meeting at 9:37AM
2. Action items from last meeting:
 - A. Didactics Update (see itme #
 - B. Gazebo update
 1. Latozas updated DC on rebidding process
 1. Bid out in 2 phases
 2. 4 companies looking at it
 3. 20th is the due date for bids
 - C. Waste receptacle/bench restoration company feedback
 1. Smith received feedback and there were no issues pertaining to quality of work.
 1. **Pifer made the motion (Latozas - seconded) to recommend to the DDA Board to move forward with H&H Powder Coating's estimated cost to refurbish the existing 10 benches and 12 waste receptacles at the estimated cost of \$14,550 per the quote chosen. 6-0 vote in favor to pass along the recommendation of project.**

Oxford DDA Design Committee 8/4/2025 (Cont'd)


3. Current and potential grants:
 - A. Sign Grant Application & Façade Grant Application (none submitted to date)
 - B. Smith has been in small conversations about the façade for the Chinese restaurant
4. Budget discussion
 - A. New budget fiscal stated July 1, 2025
5. Other Agenda Items:
 1. Huntoon pitched an idea of shipping containers as mall business incubator. A space for the idea needs to be researched (not Washington Square)
 2. Powers commented on a potential of "Temporary store fronts" in new parking lot
 3. Huntoon suggested a Putt-putt idea
 - B. Fall Décor
 1. Scarecrow fest October 5
 1. Mid-September fall décor day
 2. Smith called on truck for Washington Sq.
 1. Will need a decorating day and delivery day on or before Sept. 19th
 3. Inventory of the fall décor is needed
 4. Encourage business owners to decorate (maybe % off at local places)
6. Placemaking
 - A. Smith updated DC about the shed in Washington square
 1. Leaking and in need of repair
 2. Still houses storage for cornhole but is no longer used for holidays
 3. Needs to find out if we need to keep it/move it or demo it
7. Home & History Ad Hoc Committee Update
 - A. Pifer is sending didactic info to Latozas
 - B. Kree updated DC on TLR historical marker
8. Upcoming Events:
 - A. September 2025
 1. Fall decor day
 - B. October:
 1. Scarecrow fest
9. Recent Events:
 - A. Planter build-day recap
 - B. Market & sidewalk sales
10. Future programs, projects, seminars
 - A. Meeting change to Wednesday
11. Close Meeting
 - A. Kree closed meeting at 10:37 AM

ACTION ITEMS

- ***Decore day and Truck delivery day need to be established***

This concludes the meeting report for **Tuesday, August 5, 2025**, DDA Design Committee Meeting. Our next DDA Design Committee meeting will be on **Wednesday, September 3, 2025**, if a quorum can be attained, please reference future emails on this topic.

Respectfully submitted,



Scott E. Kree

Oxford DDA Design Committee Member/Chair



Concerts in the Park, Summer 2025

The Concerts in the Park, Summer 2025 Series ran every Thursday evening from June 19th to August 14th and took place at the gazebo in Centennial Park.

Event Focus:

With this event, the focus was to bring people downtown to enjoy a free outdoor concert and patronize downtown businesses while they were downtown. This year we offered Bingo games as a pre-show activity. Downtown businesses donated prizes and gift cards to the DDA. We also had several businesses join in on the pre-show fun. Whimsy Art Studio brought blank pottery tiles for kids to paint, Red Piano Music Studio had bucket drumming, Scots Toys had Pokémon Bingo. In addition to pre-show activities, a few non profits set up space as well. Oxford Addison Youth Assistance had two weeks (June 26th and August 14th) as well as MDHHS (July 10th and July 24th).

2025 Concert Attendance Break Down:

June 19th – Cosmic Groove – 150 people
June 26th – Dueling Pianos – 150 people
July 10th – Uptown All Stars – 175 people
July 17th – Toppermost – 300 people
July 24th – Billy Mack & the Juke Joint Johnnies – 100 people
July 31st – RSO – 150 people
August 7th – Minimum Wage – 175 people
August 14th – Kids’ Night w/ DJ – 250 people

2024 Comparison:

We did not track expenses or attendance in 2024. We did secure sponsorship from 9 businesses and our premier sponsor for a total of \$4750.00. We hosted 9 weeks of concerts in 2024. Cost of bands in 2024 was \$7925.00.

Sponsorships:

Downtown businesses could sponsor one week of the concert. This sponsorship would include social media shoutouts, logo on any printed publications, and the option to have presence at the concert with a table or giveaways on the night. The DDA secured all eight sponsorships this year at \$350/week! In addition, we secured a premiere sponsorship from our partner Oxford Bank at \$3000.

Total in Sponsorships: \$5,450.00

June 19th – Cosmic Groove – Oxford Bike Shoppe
June 26th – Dueling Pianos – HomeGrown Brewing Co.
July 10th – Uptown All Stars – Sullivan’s Public House
July 17th – Toppermost – Counelis Farm Bureau Insurance
July 24th – Billy Mack & the Juke Joint Johnnies – Summit Physical Therapy
July 31st – RSO – Embrace Chiropractic
August 7th – Minimum Wage – Orange Theory



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Event Report
Concerts in the Park
Summer 2025

August 14th – Kids’ Night w/ DJ – Shutterbox (in-kind sponsorship for providing a photobooth during the event)

Expenses:

Expense	Item	Price
Marketing	Banners/Kiosk Prints/Flyers/Newspaper Ads	\$889.58
Payroll	DDA Admin Time	\$3,990.00
Supplies for Park	Chalk, Bingo, Games etc.	\$160.00
Band Fees		\$7,700.00
	Total:	\$12,739.58

Tickets:

Tickets weren’t utilized for this event. All concerts for free for the public.

Profit:

The DDA did not make a profit on these events.

Expenses: \$12,739.58

Sponsorships: \$5,450.00

Difference: - \$7,289.58

Notes:



Open Air Market, Summer 2025

The Open Air Market, Summer 2025 Series ran every Thursday evening from July 10th to August 14th and took place in Washington Square. The market hosted 22 vendors this year.

Event Focus:

With this event, the focus was to bring people downtown to enjoy a vendor market of locally made goods and treats while patronizing downtown businesses. The market is paired with the concerts in the park to increase foot traffic.

2024 Comparison:

In 2024 we hosted 29 vendors for our summer market series that ran from July 11- Aug 15. Each vendor was charged \$110 for the 6 week series totaling \$3190.00. As part of this cost a DDA vendor branded t-shirt was provided. We did acquire 2 sponsors for this series totaling \$1100. We did not track expenses or attendance in 2024.

As all of the vendors could not fit inside Washington Square we had several vendors in the parking lot and blocked off the east side driveway each week. Feedback from businesses in this quad was very unfavorable of this choice. We elected to not do this again in 2025 and reduce the number of vendors to fit within the space.

Sponsorships:

For the market, we had two \$500 sponsorships available. This sponsorship included a vendor spot at the market as well as the business logo on banners and on all printed and social media materials.

Embrace Life Chiropractic sponsored the whole market with \$1,000.00!

Expenses:

Expense	Item	Price
Marketing	Banner	\$54.97
Payroll	DDA Admin Time	\$2,388.00
Admin	Welcome Packets for Vendors	\$25.00
	Total Expenses:	\$2,467.97



Tickets:

Tickets weren't utilized for this event. The market was free to the public. However, vendors paid \$150 for a spot for the run of the series.

Item	Profit
Vendor Fees (18 x \$150.00)	\$2,700.00
Vendor Fill In (1 x \$100.00)	\$100.00
Vendor Fill In (1 x \$60)	\$60.00
Embrace Life Chiropractic Sponsor (1 x \$1,000.00)	\$1000.00
Total:	\$3,860.00

Profit:

The DDA profited **\$1,392.03** for the summer market this year.

Expenses: \$2,467.97

Sponsorships/Vendor Spots: \$3,860.00

Profit: \$1,392.03

Notes:

On a weekly basis, traffic for the market varied. On the week of August 4th, we sent out an email for feedback for vendors on sales and attendance for this year but also in comparison to 2024. The feedback that we received was that this years market was a less traffic than last years. Most vendors made about half of what they had made last year. The market did not have a meat vendor or a produce vendor this year which could have contributed to the lower foot traffic. The DDA is discussing what the market will look like next summer and reviewing options based on the feedback.



Line Dancing, Summer 2025

Line Dancing took place every Tuesday evening from June 17th – July 29th in Washington Square. This year, Nicole, owner of Refinery Aesthetics + Wellness volunteered to host the class. She did an incredible job!

Event Focus:

With this event, the goal was to partner with Sullivan’s Public House to provide drinks with a discount to all dancers. The dance class was a way to bring the community downtown, enjoy a fun evening activity and patronize the business while they were downtown.

2025 Line Dancing Attendance:

Every week, line dancing brought in about 15-20 people. This was a mix of series ticket holders and drop ins.

2024 Comparison:

In 2024 there were 45 participants that purchased a series pass for this event. The compensation structure was different, but these sales yielded \$2320. We paid the instructor \$600 for services. We do not have a record in files of drop in attendance.

Sponsorships:

This event did not have set sponsors but the DDA provided an in-kind sponsorship for Refinery Aesthetics + Wellness for volunteering to lead the event. Refinery had their logo on all communications, advertising and shout outs on social media as well as free attendance at the event.

Expenses:

Expense	Item	Price
Dance Instructor		\$650.00
Payroll	DDA Admin Time Prep (8hrs x \$18)	\$144.00
Payroll	DDA Intern Time (4 hrs/wk x \$15)	\$60.00
Marketing	Social media	\$0.00
Appreciation Gift	Nicole Stapp	\$50.00
		\$904.00



Tickets:

The DDA offered a series ticket, 6 classes for \$60. There was also a drop-in option of \$10 per week per class.

Item	Profit
Series Ticket (15 x \$60)	\$900.00
Drop Ins	\$430.00
Total Income	\$1330.00

Profit:

The DDA profited a total of \$426 for this event series.

Notes:



Cornhole, Summer 2025

The Cornhole Tournament took place every Wednesday evening from June 17th – August 13th. It was spread out through the Dealership back lot, GravCap and the Tap. The tournament was broken up into two divisions – recreational and competitive. This year, two community members Dan Acheson and Ryan Metzger, organized and ran the tournament for the season with assistance from the DDA.

Event Focus:

With this event, the goal was to partner with GravCap, the Dealership and the Tap to provide players with a place to grab a drink during the tournament as well as bring people downtown.

2025 Cornhole Attendance:

Most weeks saw all teams come out for the tournament. August 13th was the final tournament where DDA gift cards were presented to winners and runner-ups for both divisions. This event series was very well attended.

2024 Comparison:

In 2024 the DDA hosted and ran this event. Locations included Washington Square, The Patio and the patio near Oxford Tap. 32 teams participated with ticket sales at \$50 per team totaling \$1600. Expenses and time were not tracked. Materials- 17 sets of cornhole boards and bags were purchased for \$4505.00 with support from business sponsorships of \$100 per business totaling \$1700 with a gap of \$2805.00. Administrative time including preparations and attending the event was overwhelming and it was determined we needed heavy support in order to justify continuing this event.

Sponsorships:

This year, the DDA needed to invest in new cornhole bags. To offset the cost of new bags, we offered sponsorships to businesses to have their logo on the bags. Businesses could sponsor a set of 2 bags for \$50.

Expenses:

Expense	Item	Price
Supplies	Cornhole Bags	\$1,955.00
Payroll	DDA Admin Time & Event Prep	\$1,330.00
Marketing	Social media	\$0.00
Prizes	Leadership and Division Champions	\$400.00
	Total Expenses:	\$3,685.00



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Event Report
Cornhole Tournament
Summer 2025

Tickets:

The DDA offered a team ticket (2 per team) for this event for \$70.

Item	Profit
Two Person Team Ticket (32 teams X \$70)	\$2,240.00
Bag Sponsorships	\$600.00
Total Income	\$2,840.00

Profit:

The DDA did not profit from this event.

Expenses: \$3,685.00

Tickets/Sponsorships: \$2,840.00

Difference: -845.00

Notes:

There were a few administrative and organization tasks that needed to be sorted out at the beginning of the season but once those were ironed out the tournament went smoothly. The community really loves this event series.



Key items to note this month:

- **Meetings**
 - Attended committee and Ad Hoc committee meetings
 - Met with Lake Orion DDA
 - Hosted DBOM- Business Owners Meeting
 - MSOC Managers Meeting
- **Grants**
 - ARPA- gazebo project, received bids, crosswalk project, did not receive approval of MDOT
 - OC Tech- approved!!
 - Oak Co Economic Development Grant Resource- matching with businesses
- **Awards**
 - Was included in MML Summer Edition Magazine "Preservation Meets Revitalization on Main Street"
 - Received \$1000 from Our American Summer Pub Crawl
- **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
 - Chamber of Commerce Coffee Connect
- **Training/Development**
 - Grant Writing training with Four Counties Community Foundation and SEMCOG/Grant Writing USA
 - Main Street America training: Bridging Humanities and Preservation Through Community Storytelling
 - Jess has joined the MDA DDA Support Staff cohort that meets monthly to network, share ideas and information and best practices
 - Powers and Financing of DDA's- Board, Council encouraged to Attend- Aug 28th
- **Beautification**
 - Planter Box Upgrade in Washington Square
- **Events**
 - Concerts, Market, Line Dancing and Cornhole have concluded
 - Wine Down Wed and Car shows run until early Sept, senior shopping day 8/21
- **Business Development**
 - Small Business Tax training held Aug 18th
 - Grant Writing 101 Training scheduled Sept 15th
 - Planning Visual Merchandising and Insurance
- **Volunteers**
 - Staffed for every concert and market this summer!!
 - Planning Volunteer Appreciation Event Oct 8th 4-6pm.
 - Sign Up Genius is posted for Community Space coverage. Please help share and fill!



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Executive Director Report

Aug 18, 2025

-
- **Other**
 - SEMCOG Member Meetup: Auburn Hills Downtown Development

FW: M24 sidewalks

From Kimberly Smith <ksmith@thevillageofoxford.org>
Date Thu 8/14/2025 1:31 PM
To Jessica Dickieson <jdickieson@thevillageofoxford.org>

From: Tim Forsythe <timf@bsipaving.com>
Sent: Tuesday, July 22, 2025 9:18 AM
To: Kimberly Smith <ksmith@thevillageofoxford.org>
Subject: Re: M24 sidewalks

Caution: This is an external email and may be malicious. Please take care when clicking links or opening attachments.

Good Morning!

Shoot me a couple of days and times that will work for you!

For the add on slabs:
With them being stoned up they will need a little prep time
I have an additional 305 SqFt
I have these at \$18.00/sqft = \$5490.00 additional



Tim Forsythe
Estimator
O 248.647.8373
C 586.257.5425
E Tim@BSIpaving.com

BSI Paving
2651 Metamora Rd,
Oxford, MI 48371

www.BSIpaving.com

BSI Paving was previously branded as:

Birmingham Sealcoat
Asphalt & Concrete

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From: Kimberly Smith <ksmith@thevillageofoxford.org>
Sent: Tuesday, July 22, 2025 8:17 AM

To: Tim Forsythe <timf@bsipaving.com>
Subject: FW: M24 sidewalks

CAUTION: This email originated from outside of BSI Paving. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Morning- these are the areas that they would like a quote on. The village will remove the concrete and fill with stone to prep for your work. If you could make it an add on cost that would be ideal in the event they do not want to move forward with this portion.

They have approved the revised quote you sent (removing the crosswalks) but as mentioned Pete/Joe would like to meet to discuss the line item costs. When do you think the project will be able to be scheduled for?

Thank you-

Kimberly Smith
Executive Director
Oxford DDA
248-628-9941



From: Joseph Madore <manager@thevillageofoxford.org>
Sent: Tuesday, July 15, 2025 9:32 AM
To: Kimberly Smith <ksmith@thevillageofoxford.org>
Subject: FW: M24 sidewalks

Kim,

Here is the list of sidewalks in the DDA district on M24 that need repair/replacing due to heaving or cracking.

Any work from the M24 streetscape project that was done by MDOT was only covered by a warrantee for 1 year.

The DPW has already removed the bad sections at 155 S. and one of the areas at 89 South and has placed stone in the area temporarily.

Perhaps this work could be added to the work that was already bid out and being considered by the DDA. The DPW could provide in-kind services that would count toward the overall costs and BSI could provide the prepping and installation of the new concrete.

Joe

Joseph M. Madore
Village Manager



22 W. Burdick Street, Oxford, MI 48371
(248) 628-2543
Manager@thevillageofoxford.org

From: Rudy Reyes <dpw1@thevillageofoxford.org>
Sent: Tuesday, July 1, 2025 10:46 AM
To: Joe Madore <Manager@thevillageofoxford.org>
Subject: M24 sidewalks

The following are the addresses that have sidewalk in need of repair for heaving and or significant cracking.

155 South Washington 8.5'x6'
120 South Washington 5'x5'
110 South Washington 5'x5'
96 South Washington 10'x5'
Oxford Bank between drives 4.5'x5'
75 South Washington (ATT) 11.5'x5'
89 South Washington 5'x5'
89 South Washington 10'x5'

Rudy Reyes

Superintendent of Public Works



22 W. Burdick Street, Oxford, MI 48371

DPW1@thevillageofoxford.org

Trash Can Restoration Project 2025

Item	Cost per piece	Total Pieces	Total Cost	Notes
Bench	\$675.00	10	\$6,750.00	Strip, Prime coat, Top Coat with Low Gloss Black
Trash Can	\$525.00	12	\$6,300.00	Strip, Prime Coat, Top Coat with Low Gloss Black
Pick Up	\$250.00	3	\$750.00	3 trips
Delivery	\$250.00	3	\$750.00	3 trips
			\$14,550.00	



Invoice

Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

#342583

9/16/2025

Bill To

Joe Madore
Village of Oxford, MI
PO Box 94
Oxford MI 48371

TOTAL DUE

\$4,397.40

Due Date: 10/16/2025

Terms
Net 30

Customer
Village of Oxford, MI

Approving Authority

Qty	Item	Start Date	End Date
1	Social Media Archiving Subscription - Up to 12 Accounts & Up To 1.6k Records Per Month	9/16/2025	9/15/2026

Total \$4,397.40
Due \$4,397.40

To pay your invoice with a credit card [Click Here](#).

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to remittance@civicplus.com. That address is not monitored for other inquiries or notifications. For any other invoice questions or information, please contact us at accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021