



Topic: DDA June 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 June 2025 meeting minutes
 - c. Police Report
 - d. Code Enforcement Report
6. Financials
 - a. Financial statements & revenue expenditure reports
 - b. Bills: May 2025 (**\$23,146.75**)
7. DDA reports
 - a. Org Committee Report – met July 8th
 - b. EV Committee Report – met July 10th
 - c. Promo Committee Report – met July 8th
 - d. Design Committee Report – met July 1st
 - e. Home & History Sub Committee –
 - f. Executive Director's Report
8. Unfinished/Old Business
 - a. Crosswalk Project
 - b. Gazebo Plan Update
9. New Business
 - a. Sidewalk Repairs
 - b. Trolley Status
10. Items moved from consent agenda



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting

July 21st, 2025

7pm

Village Offices

11. Board Member Comments

12. Extended Public Comment

13. Adjourn

Next DDA Board regular meeting: **August 18th, 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 8: Pete Scholz, Ashley Ross, Jae Choi, Jacob Nicosia, Rod Charles, Scott Taylor, Holly Pifer, Melisa Counelis.
Members Absent: Marie Powers
Staff Present: DDA Executive Director Kimberly Smith, Village Manager Joseph Madore
4. Public Comment on non-agenda items: None
5. Consent Agenda:
 - a. Approval Of Agenda
 - b. Approval of May 2025 Meeting Minutes
 - c. Police Report
 - d. Code Enforcement Report

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

Vote: Ayes: 8. Nays: 0. Motion carried
6. Financials
 - a. Financial Statements & Revenue Expenditure Reports
Motion: by Nicosia/Taylor to approve and file the financial statements and the revenue expenditure reports, and to pay the May 2025 bills in the amount of \$40,892.71.
Roll call vote: Ayes: 8. Nays: 0. Motion carried.
7. DDA reports
 - a. Org Committee Report- Ross
 - b. EV Committee Report- did not meet
 - c. Promo Committee Report- Pifer
 - d. Design Committee Report- Pifer
Motion: Scholz/Taylor to approve \$2470.83 to upgrade planter boxes in Washington Square
Roll call vote: Ayes: 7. Nays: 1. Motion carried
 - e. Executive Director's Report – Smith



Village of Oxford
Downtown Development Authority
Meeting Minutes
Monday, June 16th, 2025, 7:00 pm
Village of Oxford Council Chambers: 22 W. Burdick St, Oxford

8. Unfinished/Old Business

- a. Crosswalk Proposal- still in communications with MDOT on approvals
- b. Gazebo Plan Review- currently out for bid
- c. Painting Blacktop with Games, Washington Square- Quotes- Kimberly got quotes from artists and both came back with \$0 to paint. Kimberly was approved to move forward with implementing the painting.

9. New Business

10. Items moved from consent agenda: None

11. Board Member Comments- Welcome Melisa!

12. Extended Public Comment: None

13. Adjourn: 7:41pm

Next DDA Board regular meeting: July 21, 2025 at 7:00 p.m.

OXFORD VILLAGE POLICE DEPT.

POLICE CHIEFS REPORT

2025-June

Michael D. Solwold-Chief

	MONTH		YEAR TO DATE			
	June 2025	June 2024	CHG	2025	2024	DIFF
CALLS FOR SERVICE	339	427		2977	2840	137
CITATION/WARNING	301	389		1997	2134	-137
ACCIDENTS	5	8		33	37	-4

POSITION	#
CHIEF	1
OFFICERS/FT	6
OFFICERS/PT	4
Service Aid	2
Reserves	9
TOTAL	22

Below is designated for crime-specific stats:

DUI X 4	
Larceny X 2	
Domestic Assault	
Fraud	

June 2025		WASHINGTON	GLASPIE	E BURDICK	LAKEVILLE	OXFORDLAKES	PONTIAC	W BURDICK	W OF 24	E OF 24	N W LOT	N E LOT	TOTALS
speed	23	6	4	18				30					81
red light	47												47
stop sign		3				15	2		1	3			24
improper turns	3		1	1				4	1				10
seat belt	6	1						1					8
drivers licence violations	12			3				7	1				23
plate violations	14	1	2	3				8					28
insurance/registration	15		1	3	2			12	1				34
equipment	12	2		4				6	2				26
misc. violations	2			2				1	2				7
parking violations	2								1				3
fail to yield to emergency vehicle													0
commercial motor vehicle tickets	9							1					10
Location Totals	145	13	8	34	17	2	70	9	3				301

Grand Total for the Month	301
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CODE ENFORCEMENT ACTIVITY REPORT - June 2025

Location / Address	Description	Date Opened	Date Revisited	Date Closed	Comments / Action Taken
60 Glaspie	grass	6/2/25			tagged 3 day performance
15 Oakwood Dr.	grass	6/2/25			notice sent 72 hr.
800 Glaspie	grass	6/2/25	6/10/25		second notice. Performance by 6/10 or contractor to cut. No progress as of 6/10 contractor contacted
65 S. Wash.	grass in ROW	6/2/25			notice sent 72 hr.
29 East	car on front lawn notices and 1 citation ignored	6/2/25			second citation sent
75 Pineview Ct.	cars backed on to property, probable no license	6/2/25			letter sent ordinance language regarding licenses
20 Louck	complaint received (CR) brush down in backyard	6/4/25	6/10/25		notice sent to clean area, remove brush, evict vermin. Spoke with IMP 6/10 stated they will begin cleanup
5 Center	IPMC issues	6/4/25			large paint job needed tent. Performance 7-1
43 Mechanic	latest round of pictures	6/4/25			long term IPMC issues
15 Oakwood Dr.	grass	6/4/25			tagged 72 hrs. Possible vacant
15 E. Burdick	C/R re: parking near Real Estate entrance	6/10/25			cars in marked spaces in Village lot. Will research time limits allowed
70 E. Burdick	long term blight	6/3/09	6/10/25		progress on cleanup notice from May
10 Lakeville Ct.	grass	6/10/25			notice sent
14 Lakeville Ct.	grass	6/10/25			notice sent
800 Glaspie	grass	4/25/25	6/10/25		notices ignored contractor contacted this date
18 Park	grass	6/10/25			notice sent
43 Mill	grass	6/10/25			letter sent, frequent violations
62 Burdick	grass	6/10/25			notice sent
5 Glaspie	unlicensed vehicles	6/10/25			notice sent
W. Burdick at Pontiac	removed 1 sign ROW	6/12/25		6/12/25	
26 E. Burdick	Feather flags front and rear	6/12/25			notice sent this date
32 East	grass	6/12/25			notice sent this date
2 Glaspie	grass	6/12/25			notice sent this date

60 Glaspie	C/R re: junk over lot surfaces		6/12/25	6/24/ 6/26		appears that property is being turned over. Lots of items from inside house. Nothing I can do at this point except monitor.
50 1st	C/R stating too many cars, covering ROW. Noise all hrs.		3/5/25	6/10/25		Ongoing IPMC issue, no progress seen. Letter to owner explaining consequences if project fails
730 Woodleigh	planted tree in ROW		6/17/25			tagged house for removal when possible
99 S. Wash.	grass		6/17/25			notice to owner
94 S. Wash.	grass		6/17/25			notice sent this date
135 S. Wash.	junk sign at rear		6/17/25			letter to remove sent
74 N. Wash.	vacant business grass		6/17/25			letter to owner
51 Park	expired truck license		6/17/25			emailed owner
3 Maple	grass		6/19/25			notice sent this date
78 Dayton	truck parked on lawn		6/19/25			letter this date 10 day performance
118 East	grass		6/24/25			tagged house for removal when possible
18 Stanton	grass		6/24/25			notice sent this date
12 Pearl	grass		6/24/25			notice sent this date
39/41 Pearl	grass		6/24/25			notice sent this date
31 Broadway	grass		6/24/25			notice sent this date
28 Davison	grass tree down in yard		6/24/25			notice sent this date
32 Davison	grass		6/24/25			notice sent this date
14 Davison	grass		6/24/25			notice sent this date
6 Lakeville Ct.	grass		6/26/25			notice sent this date
325 Lakes Edge	grass		6/26/25			notice sent this date
26 Glaspie	grass		6/26/25			notice sent this date
29 Stanton	grass and junk, unlicensed vehicle		6/26/25			letter sent 7/8 performance. Attempting to work with property owner
592 Lakeville	closed business		6/26/25			notice to prop. Owner re: taking signage down
5 Park	grass vacant		6/26/25	6/30/25		notice sent to owner of record. Another complaint 6/30, contacted new owner by phone performance ASAP
99 East	grass		6/30/25			notice sent this date
8 Maple	grass long term vacant		6/30/25			notice sent this date
61 Lafayette	car parked on front lawn		6/30/25			info only sent this date
814 Baypointe	grass		6/30/25			notice sent this date
683 Baypointe	grass		6/30/25			tagged

07/01/2025 08:51 AM
 User: kdawe
 DB: Oxford

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF OXFORD
 POST DATES 06/01/2025 - 06/30/2025
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Page: 6/10

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 203 Local Street Fund					
Dept 463 Surface					
203-463-810.000	Contracted Services	BLUE SKIES TECHNOLOGY GROU	JUNE IT SERVICES	62.50	65600
203-463-810.000	CONTRACTED SERVICES	CARDMEMBER SERVICE	MAY 2025 (CHASE)	1.80	1146
203-463-810.000	Contracted Services	VISA	MAY 2025 (CHOICEONE)	(4.70)	1158
203-463-810.000	Contracted Services	ROWE PROFESSIONAL SERVICES	MAY 2025: OX LK DR PROJEC	12,473.75	65656
203-463-970.000	Capital Improvements	ROWE PROFESSIONAL SERVICES	APRIL 2025: MOYER ST WATE	13,817.50	65585
203-463-970.000	Capital Improvements	TESTING ENGINEERS & CONSUIO	X LK PAVEMENT REHAB	2,987.00	65624
Total For Dept 463 Surface				30,675.39	
Dept 474 Traffic					
203-474-716.000	HEALTH /LIFE INSURANCE	BLUE CROSS BLUE SHIELD OF	JULY 2025	16.04	1144
203-474-716.000	HEALTH /LIFE INSURANCE	STANDARD INSURANCE COMPAN	JUNE 2025	2.97	1156
203-474-787.000	Materials	DORNBOS SIGN & SAFETY INC.	JORDAN WAY/CONDA LN ST SIG	101.70	65603
Total For Dept 474 Traffic				120.71	
Dept 478 Snow & Ice					
203-478-716.000	HEALTH /LIFE INSURANCE	BLUE CROSS BLUE SHIELD OF	JULY 2025	110.94	1144
203-478-716.000	HEALTH /LIFE INSURANCE	STANDARD INSURANCE COMPAN	JUNE 2025	5.81	1156
Total For Dept 478 Snow &				116.75	
Dept 484 Wages Administration					
203-484-807.000	AUDIT	PLANTE MORAN, PLLC	ACCT SERVICE: APR - JUNE	28.21	65655
Total For Dept 484 Wages A				28.21	
Total For Fund 203 Local s				30,941.06	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 728 ECONOMIC DEVELOPMENT					
248-728-740.010	Copying	VILLAGE OF OXFORD	COPIES: JAN-JUNE 2025/GIF	169.96	65662
Total For Dept 728 ECONOMI				169.96	
Dept 729 Organization/Administration					
248-729-716.001	LIFE, ST/LT DISABILITY	STANDARD INSURANCE COMPAN	JUNE 2025	65.67	1156
248-729-723.000	WORKERS COMPENSATION	MI MUNICIPAL LEAGUE WC FOU	INSTALLMENT #1	132.24	1154
248-729-740.000	Operating Supplies	CARDMEMBER SERVICE	MAY 2025 (CHASE)	961.08	1146
248-729-740.140	OPERATING SUPPLIES	SCHULLER, JASON	CORN HOLE BAGS	977.50	65657
248-729-807.000	AUDIT	PLANTE MORAN, PLLC	ACCT SERVICE: APR - JUNE	56.43	65655
248-729-810.000	Contracted Services - Admi	BLUE SKIES TECHNOLOGY GROU	JUNE IT SERVICES	62.50	65600
248-729-810.000	CONTRACTED SERVICES - ADM	CARDMEMBER SERVICE	MAY 2025 (CHASE)	7.20	1146
248-729-810.000	Contracted Services - Admi	VISA	MAY 2025 (CHOICEONE)	(18.80)	1158
248-729-856.040	COMMUNICATIONS CELL PHONE	VERIZON	MAY CELL PHONES	82.22	65594
248-729-900.000	Advertising	GRACEFULLY CRAFTED BY LORF	TROLLEY STICKERS	234.00	65564
248-729-900.000	Advertising	VIEW NEWSPAPER GROUP	SUMMER ADVERTISING	624.00	65629
248-729-900.000	Advertising	CARDMEMBER SERVICE	MAY 2025 (CHASE)	959.03	1146
248-729-920.000	UTILITIES	DTE ENERGY	MAY 2025	65.42	1149
248-729-955.000	WORKSHOPS	MICHIGAN DOWNTOWN ASSOCIAT	SUMMER WORKSHOP	150.00	65574
248-729-955.000	WORKSHOPS	OXFORD CHAMBER OF COMMERCE	GOLF OUTING	280.00	65617
248-729-955.000	WORKSHOPS	CARDMEMBER SERVICE	MAY 2025 (CHASE)	85.00	1146
248-729-955.000	WORKSHOPS	OAKLAND COUNTY	MAIN ST OC MAIN EVENT	105.00	65651
248-729-955.010	MEALS	CARDMEMBER SERVICE	MAY 2025 (CHASE)	53.03	1146
248-729-962.000	Insurance	NICKEL & SAPH, INC.	K SMITH/V HAUFF REN BOND	350.00	65580
Total For Dept 729 Organiz				5,231.52	
Dept 734 BUSINESS & DEVELOPMENT					
248-734-740.000	DOWNTOWN PROMO	VILLAGE OF OXFORD	COPIES: JAN-JUNE 2025/GIF	35.00	65662
248-734-810.000	CONTRACTED SERVICES -EVEN	SCHULLER, JASON	CORN HOLE BAGS	977.50	65586
248-734-810.000	CONTRACTED SERVICES -EVEN	FUN WITH SPARKLES, LLC	CONCERTS: AUG 14	250.00	65606
248-734-810.000	CONTRACTED SERVICES -EVEN	IGARY HERZENSTIEL	CONCERTS: JULY 31	1,000.00	65607
248-734-810.000	CONTRACTED SERVICES -EVEN	ITHOMAS TESNOW	CONCERTS: AUG 7	1,200.00	65625
248-734-810.000	CONTRACTED SERVICES -EVEN	ITOM DIAB	CONCERTS: JULY 17	1,000.00	65626
248-734-810.000	CONTRACTED SERVICES -EVEN	WILLIAM COWAN	CONCERTS: JULY 24	1,300.00	65631
248-734-810.000	CONTRACTED SERVICES -EVEN	CARDMEMBER SERVICE	MAY 2025 (CHASE)	611.96	1146

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 734 BUSINESS & DEVELOPMENT					
248-734-810.000	CONTRACTED SERVICES -EVENT124TH STREET TAVERN		SOUP/SWEET STROLL	550.00	65634
248-734-810.000	CONTRACTED SERVICES -EVENTINE OAKLAND HISTORICAL MUSES		SOUP/SWEET STROLL	200.00	65648
248-734-810.160	CONTRACTED SERVICES-DOWNTCBEDROCK EXPRESS, LTD		CEDAR MULCH	249.50	65555
248-734-810.160	CONTRACTED SERVICES-DOWNTCBEDROCK EXPRESS, LTD		CEDAR MULCH	249.50	65555
248-734-810.160	CONTRACTED SERVICES-DOWNTCBUDS & BLOOMS GARDENING LI		DOWNTOWN PLANTERS	593.94	65557
248-734-810.160	CONTRACTED SERVICES-DOWNTCHOME DEPOT CREDIT SERVICES		MULCH	75.00	65568
248-734-810.160	CONTRACTED SERVICES-DOWNTCHORVATH, NICK		POWER WASHING REIMBURSEMEN	125.00	65569
248-734-810.160	CONTRACTED SERVICES-DOWNTCJOS KUTCHEY & SONS, LLC		FLOWERS DOWNTOWN	3,534.00	65572
248-734-810.160	CONTRACTED SERVICES-DOWNTCEXCEL CLEANING BROS INC		FUNKY MONKEY	130.00	65605
248-734-810.160	CONTRACTED SERVICES-DOWNTCEXCEL CLEANING BROS INC		EVERGREENS	150.00	65605
248-734-810.160	CONTRACTED SERVICES-DOWNTCEXCEL CLEANING BROS INC		SICK PIZZA	142.50	65605
248-734-810.160	CONTRACTED SERVICES-DOWNTCEXCEL CLEANING BROS INC		VICTORIAS	150.00	65605
248-734-810.160	CONTRACTED SERVICES-DOWNTCEXCEL CLEANING BROS INC		PATIO LIGHTING REPAIRS	395.00	65605
248-734-885.000	Grant - Facade	MY SHERRE ARMOUR	FACADE GRANT	7,500.00	65577
248-734-885.000	Grant - Facade	SUMMER SUNDAE'S	SIGN GRANT	1,500.00	65623
248-734-943.000	EQUIP RENTAL	NE OAKLAND HISTORICAL MUSES	SKYLINE LIGHTS	90.59	65648
248-734-970.000	Capital Improvements	ROWE PROFESSIONAL SERVICES	APRIL 2025: BURDICK ST SI	8,272.50	65585
248-734-970.000	Capital Improvements	DESIGNHAUS LLC	GAZEBO RESTORATION	2,512.42	65601
Total For Dept 734 BUSINES				32,794.41	
Total For Fund 248 DOWNTOW				38,195.89	
Fund 394 DDA Debt Service					
Dept 906 Debt Service					
394-906-991.000	Principal	HUNTINGTON NATIONAL BANK	2017 CAP IMP BOND	63,800.00	65570
394-906-992.000	Fees	HUNTINGTON NATIONAL BANK	ANNUAL ADMIN FEES	150.00	65610
394-906-993.000	INTEREST	HUNTINGTON NATIONAL BANK	2017 CAP IMP BOND	3,980.25	65570
Total For Dept 906 Debt Se				67,930.25	
Total For Fund 394 DDA Dek				67,930.25	
Fund 590 Sewer Fund					
Dept 559 Sewer					
590-559-716.000	HEALTH /LIFE INSURANCE	BLUE CROSS BLUE SHIELD OF JULY 2025		1,412.54	1144
590-559-716.000	HEALTH /LIFE INSURANCE	STANDARD INSURANCE COMPANY	JUNE 2025	49.48	1156
590-559-723.000	WORKERS COMPENSATION	MI MUNICIPAL LEAGUE WC FUN	INSTALLMENT #1	330.60	1154
590-559-730.000	Postage	VISA	MAY 2025 (CHOICEONE)	58.40	1158
590-559-740.000	Operating Supplies	CARDMEMBER SERVICE	MAY 2025 (CHASE)	6.00	1146
590-559-787.000	Materials	CONTRACTORS CONNECTION INC	UTILITY LOCATING SUPPLIES	265.30	65640
590-559-807.000	AUDIT	PLANTE MORAN, PLLC	ACCT SERVICE: APR - JUNE	112.85	65655
590-559-810.000	Contracted Services	BLUE SKIES TECHNOLOGY GROU	JUNE IT SERVICES	187.50	65600
590-559-810.000	CONTRACTED SERVICES	ELITE IMAGING SYSTEMS	MAY COPIES	31.08	65604
590-559-810.000	CONTRACTED SERVICES	CARDMEMBER SERVICE	MAY 2025 (CHASE)	3.60	1146
590-559-810.000	CONTRACTED SERVICES	MARLIN LEASING CORP	MAY COPIER LEASE	22.35	1153
590-559-810.000	Contracted Services	VISA	MAY 2025 (CHOICEONE)	(9.40)	1158
590-559-815.000	Oakland County Usage Fees	GREAT LAKES WATER AUTHORIT	MAY 2025 IWC	1,316.88	65608
590-559-815.000	Oakland County Usage Fees	OAKLAND COUNTY TREASURERS	MAY SEWERAGE	36,224.04	65616
Total For Dept 559 Sewer				40,011.22	
Total For Fund 590 Sewer F				40,011.22	
Fund 591 Water Fund					
Dept 000					
591-000-677.000	3/4" METER	WECKLE, DAVID	BD PAYMENT REFUND - 32 E E	1,150.00	65666
Total For Dept 000				1,150.00	
Dept 556 Water Maintenance					
591-556-716.000	HEALTH /LIFE INSURANCE	BLUE CROSS BLUE SHIELD OF JULY 2025		2,362.41	1144
591-556-716.000	HEALTH /LIFE INSURANCE	STANDARD INSURANCE COMPANY	JUNE 2025	85.71	1156
591-556-723.000	WORKERS COMPENSATION	MI MUNICIPAL LEAGUE WC FUN	INSTALLMENT #1	495.90	1154
591-556-730.000	POSTAGE & ADVERTISING	U.S. POSTMASTER	EPS1000099318: JUNE WATEF	570.00	65591



Meeting called to Order: 10:02am

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

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

2025 GOALS

- Discussed establishing formal goals for the remainder of the calendar year. Among the potential goals discussed was ensuring all openings on DDA committees are filled, and ensuring those committees meet regularly. The Organization Committee is to discuss goals in greater detail at the next Organization Committee meeting.

Oxford Organization Committee Objectives:

To be discussed at the next Organization Committee meeting.

MEETING DISCUSSION

- **Meeting Minutes** – Going forward, the Organization Committee to use a meeting minutes template provided by Executive Director Smith.
- **Committee Goals** – The Organization Committee discussed setting formal, written goals. Among those discussed include ensuring all openings on DDA committees are filled, and ensuring the committees meet regularly. The Organization Committee is to discuss goals in greater detail at the next Organization Committee meeting.
- **Attendance at meetings of other committees** – Chair Jacobsen recommended that members of the Organization Committee attend meetings of other committees from time-to-time to better understand their activities. Executive Director Smith is to share with the Organization Committee members information regarding upcoming meetings of other committees.
- **NOTA** – For now, NOTA is unable to provide additional vehicles for special events but is still able to provide drivers for the DDA's trolley for those events. If additional vehicles are desired, they will need to be chartered through other sources.
- **Trolley** – The Trolley currently is inoperable, awaiting an air hose which is on order. Executive Director Smith is hopeful the Trolley will be repaired and operational again this coming weekend.
- **Sidewalks/Crosswalks** – The DDA received just one bid for sidewalk/crosswalk work on Burdick. That bid was higher than expected. MDOT, however, has disapproved of the proposed crosswalk as it was too close to MDOT's right-of-way. By eliminating the proposed crosswalk and proceeding only with sidewalk improvements, it will save approximately \$19,000 on the proposed project.



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Organization Meeting

July 8, 2025

10am Evergreens

-
- **Gazebo** – Only one bid came in for Gazebo improvements, which was much higher than expected. Executive Director Smith is recommending that the specifications for the proposed project be reduced and modified, and the matter resubmitted for new bids.
 - **Events** – Executive Director indicated that DDA events this summer – such as cornhole, dancing, and concerts – are going well. Scarecrow Fest is scheduled for October 5, 2025. Magnets promoting DDA events are being distributed in many ways, including by local businesses within the DDA district.
 - **Mural** – A local group is proposing a “welcome” mural, to be located on the north wall of the building where the Brownie Box is located. The DDA is to provide \$2,500 to supplement other funds raised by the group through crowdfunding. The anticipated total budget for the project - including crowdfunding - is \$5,500.
 - **Historic Wall Sign** – Chair Jacobsen indicated that efforts to recreate an historic wall sign on the wall of the building next to the old pharmacy building is unlikely to progress due to the inability to access such wall in a safe manner agreeable to all interested parties.

Meeting adjourned 10:40am.



**Oxford Downtown Development Authority.
Economic Vitality Committee
July, 2025**

present: Roman Gaskey, Rod Charles, Marie Powers

absent: Jae Choi

- Discussed potential of collaborating with Oxford 7 to do decade movie nights. We noted past actions favoring the Oxford 7, landscape/sidewalk improvement and light grant. Resolved to call Eric about this potential collaboration.
- Brainstormed other options should the Oxford 7 not materialize. For ex. What other non-food/establishments could bring in more foot traffic?
- Decided to invite Oxford Village police to next meeting as past practice. What is the status of speed/traffic enforcement on Washington Street?

Economic Vitality Committee

Through economic vitality, we can show you how to strengthen your community's existing economic assets while diversifying its economic base. Successful communities accomplish this by evaluating how to retain and expand successful businesses to provide a balanced commercial mix, sharpening the competitiveness and merchandising skills of business owners, and attracting new businesses that the market can support. Many Main Street programs also achieve success through creative reuse of historic properties. Converting unused or underused commercial space into economically productive property also helps boost the profitability of the district. The goal is to build a commercial district that responds to the needs of today's consumers while maintaining the community's historic character.



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

Members Absent: intern- Riley

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. Volunteer Program
 - a. The volunteer program is going well. We have a couple volunteers who have been very helpful. Summer is all set for volunteer needs, however we will push for more when fall approaches in anticipation for Scarecrow Fest.
2. Upcoming business led events
 - a. Funky Monkey-
 - i. July 19- adult focused book fair
 - ii. July 24-26 sidewalk sales
 - b. Wild and Rooted and Scots Toys- Aug 2- Family Health and Wellness fair/Anniversary Celebration.
3. Scarecrow Fest- October 5, 2025- There wasn't any reported negative feedback so the plan is to keep the events this year the same as last year. At next month's promo meeting, we will decide on a theme for the business decorated scarecrows.
4. Promo Ideas



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
DESIGN COMMITTEE MEETING

July 1, 2025

9:30 AM

Oxford DDA Offices

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

Members Absent: Devoney Crockett (*excused*), Marie Powers (*excused*), Sue Bossardet (*excused*), Kyle Huntoon

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:
 - A. Washington Square (NW):
 - B. The PatiO (NE):
 - C. Centennial Park (SW):
 - D. The Courtyard (SE)
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. Welcome and attendance/introductions.
 1. Kree opened the meeting at 9:37AM
2. Action items from last meeting:
 - A. Planter box – (see item #6.A.1 below)
 - B. MSOC BOOMS
 1. Smith gave update on training
 2. Pifer and Riley Robertson (intern) to work on this project
 - C. Gazebo update (see item #6.C.1 below)

3. Current and potential grants:
 - A. No current grant applications
 4. Budget discussion
 - A. Fiscal year starts today (July 1)
 5. Other Agenda Items
 - A. Building Inventory – Façade improvement opportunity
 1. Smith will send the information about Golden Dragon façade rendering from Oakland County Historic Preservation that Kree submitted
 - B. Placemaking Furniture
 1. Powder coating Benches/Waste receptacles second quote review
 1. \$675 bench, \$525 waste receptacle, \$250/item vs \$600 bench and \$700 waste receptacle
 1. 1st quote (Express metal coating): Approx \$14,400 (no pickup or installation)
 2. 2nd quote (H&H): Approx \$ 14,550 (no pickup or installation)
 3. Everything new = \$19,000 (+\$20k for shipping) approximated
 2. Benches = 10, Trash cans = 12
 3. Smith to get pictures and comments from other local DDAs that have used the companies that sent quotes
 2. Building lighting: redo to cost \$80k – plan for in future
6. Placemaking:
 - A. New Initiative: Stewards of Public Spaces (SOPS)
 1. Kree asked that something be created “officially” to get people involved in monitoring and/or “Straightening up” public spaces near their business/home daily routine.
 2. Smith will bring it up at the business owners’ meeting (9AM, 7/7)
 3. Potential Facebook post to the public in this effort
 - B. Washington Square (NW):
 1. Checkerboard being painted currently
 2. Planter box updates: Funding approved, build date:
 1. Tuesday, July 22 9AM-Noon +/-, Washington Square planter update build day – **Volunteers needed**
 2. **Materials need to be bought before 7/22**
 - C. The PatiO (NE):
 1. NE Quad: East Street mural – update:
 1. Private project, DDA donating funding
 2. DTE Screen (attached)
 1. Looking for better ideas or continuing with Kree’s screening sketch that could be a project for next year
 2. Mick suggested transforming (the transformer) into artwork w/ paint (DTE approval might be needed)
 - D. Centennial Park (SW):
 1. Gazebo update
 1. Latozas gave bid update: \$158K (too high)
 2. Includes ramp, sidewalk, replace railings, few bricks tuck point, some roof cornice woodwork
 3. Going to rebid and contact others to bid.
 4. Demo and/or some of the proposed woodwork could be done by volunteers to keep costs down, if needed
 - E. The Courtyard (SE)
 1. No update
7. Home & History Ad Hoc Committee Update

- A. Meeting update held on 6/23
 1. Didactics – Samples (provided at meeting for review)
 1. Kree and Pifer gave update on designs
 2. DDA logo and QR locations shown on boards
 1. Both Museum and DDA shown on display
 2. QR code would direct readers to link that could read aloud (potentially self-guided tour)
 3. Smith sent an email to Kree and Pifer (during the meeting) with the fabricator's information that was recommended last year
 4. Building owners need to be shown samples and ideas of how to attach (assumed adhesive TBD) for full transparency of project
 5. Once completed, potential unveilings next year during U.S. 250yr and Oxford 150yr celebrations
 2. Kree gave H&H update on State of Michigan - Historical Marker and Tunstead Hardware mural
8. Upcoming Events:
 - A. July 2025
 1. Cornhole, line dancing, etc.
 2. Library 100-year celebration – Held at Indianwood G&CC, tickets \$100, Friday July 25th
9. Recent Events:
 - A. Summer events are running
10. Future programs, projects, seminars
 - A. None to report
11. Close Meeting
 - A. 10:57AM

ACTION ITEMS

- ***Send Chinese restaurant façade info to building owners***
- ***Finalize didactic designs***
- ***Purchase Planter box materials; volunteers need for build day 7/22***
- ***Obtain new bids for Gazebo***
- ***Follow-up on Quotes provide for bench/waste receptacle with other local DDA's on companies***

This concludes the meeting report for **Tuesday, July 1, 2025**, DDA Design Committee Meeting. Our next DDA Design Committee meeting will **be on August 5, 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



Key items to note this month:

- **Meetings**
 - Attended committee meetings
 - Met with Lake Orion DDA
 - Hosted DBOM- Business Owners Meeting
 - Met with Main Street Oakland County Liaison
- **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
 - Submitted application to DIA Inside Out program
- **Awards**
 - Certificate of Special Senatorial Recognition on receiving the Spirit of Main Street award through Main Street Oakland County.
 - Received scholarship to attend SEMCOG hosted Grant Writing training in late July
 - Received \$1000 toward the trolley from the 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 opening/events/activities
- **Community Engagement**
 - Continuing with Podcast- Vol 2
- **Training/Development**
 - Powers and Financing of DDA's- Board, Council encouraged to Attend- Aug 28th
 - BOOMS training- Building Inventory System through Oakland County
 - MDA Lunch and Learn session on Grants
 - Main Street America training- Sowing the Seeds of Service: Creating Committed Volunteers for Life
- **Beautification**
 - New picnic tables in Wash Sq
 - Checkerboard painted in Washington Square
 - New patio table in The Courtyard
 - Planter Box Upgrade in Washington Square, build Date July 22nd
 - Stamped concrete ribbon has been restrained in SE quad
- **Events**
 - Implementing Summer Concerts, Markets
 - Implemented Our American Summer Restaurant Week and Pub Crawl
 - Partnering on cornhole, line dancing, car shows, senior shopping day
- **Business Development**
 - Hosted AI Training for business owners and key constituents- very well attended!
 - Planning Insurance, Visual Merchandising, Grants, Small Business Tax sessions
 - Partnering with Thrive to recommend consultants to join the program



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Executive Director Report

July 21, 2025

-
- Discussing joint after hours networking event with Lake Orion
 - **Volunteers**
 - Staffed for every concert and market this summer!!
 - **Other**
 - Updated Downtown Business Directory and Map- large posters in kiosks and trifolds are available for pick up.



Our American Pub Crawl

The Our American Pub Crawl covered Baldwin and Lapeer roads, Downtown Oxford and Downtown Lake Orion. This was the 10th year of the pub crawl.

Event Focus:

With this event, the focus was to bring people downtown to patronize restaurants and pubs for a summer pub crawl. There were shuttles all throughout the downtowns with different routes to take patrons to all the different locations. Lanyards were purchased ahead of time for \$35 that unlocked deals around the downtowns.

2024 Comparison:

The trolley was working in 2024 and was not in 2025. This resulted in the DDA helping to cover costs for a charter bus for the evening.

Sponsorships:

N/A

Expenses:

Expenses included:

DDA Admin time amounted to 10 hours totaling **\$165.00**

Charter Bus costs for night of the event: **\$986.40** split 50/50 with Lake Orion making the Oxford DDA portion **\$493.20**

There were no marketing costs for this event as all marketing was done via social media.

Total Amount Spent on Event: \$658.20

Tickets:

Tickets were sold online through the Our American Summer Pub Crawl but was handled through a third party and not by the DDA.

Profit:

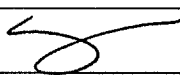
Brian Birney, coordinator of the Pub Crawl, is giving back **\$1000.00** to the Oxford DDA.

Notes:

A survey was sent out to all business owners on July 15th to gauge the impact of the Pub Crawl and if there was an increase of business on that evening. The businesses that responded did not see an increase.



INVITATION TO BIDDERS

PROJECT DATA		BID INSTRUCTIONS	
NAME	CENTENNIAL PARK GAZEBO RENOVATION	Return sheet 1-4 of this form completed with your bid Submittal.	
ADDRESS	Centennial Park downtown Oxford		
CITY / STATE / ZIP	OXFORD, MI 48371		
CONTRACTOR DATA ("BIDDER")		Use RFI form attached for information requests.	
COMPANY	C&S Homes	All Bids must be sealed	
ADDRESS	3619 Buckingham Ave		
CITY / STATE / ZIP	Detroit MI 48224		
PHONE	269-267-8486		
BID AUTHORITY	Shannon Flatley, Owner		
BID CONTACT	Shannon Flatley		
ADDITIONAL DATA	Licensed & Insured Michigan Builder License #242401268 Non-Union, S-Corp, COI Available upon request		
BID DOCUMENTS			
INVITATION TO BIDDERS – 5 PAGES DRAWINGS – 25.06.04_Centennial Park Gazebo_Bid Set – 4 PAGES			
SCHEDULE			
INVITATION DATE	06.05.2025	BIDS WILL NOT BE ACCEPTED AFTER 10:00 AM ON THE BID DUE DATE.	
BID DUE DATE	06.30.2025		
PERMITS	The project will be submitted for permit review following the Bid period		
CONSTRUCTION	ANTICIPATED START DATE Fall of 2025		
REQUEST FOR INFORMATION			
<ul style="list-style-type: none"> To protect the integrity of the bid process any questions or clarifications relative to this bid/Proposal shall be submitted to DESIGNHAUS ARCHITECTURE in writing on the attached form. 			
CONTACTS	JOE LATOZAS	joe@designhaus.com	
BASE BID INFORMATION			
The signature below confirms the Bid documents have been comprehensively reviewed and understood, the site has been visited and you are familiar with the local conditions of the project. This Bid/Proposal hereby proposes to furnish all labor, material, equipment, supplies, transportation and to perform all Work in accordance industry standard quality within the time set forth for the sum of			
BASE BID	\$ 158,441 158,441	SIGNATURE 	
AVAILABLE START DATE	September 2025, or upon permit issuance	# OF WEEKS TO FINISH (CofO)	4 Weeks

INVITATION TO BIDDERS (CONTINUED)

ALTERNATES			
PROPOSED ALTERNATES	<ul style="list-style-type: none"> ▪ Alternates to materials and systems indicated are allowed to be suggested within the following format below. Alternates must be equivalent in every manner and aspect. It is the responsibility of the contractor to compare and verify to the Architect and Owner the alternate is in every way equivalent. ▪ Suggestions are not guaranteed to be accepted. ▪ 		
	ITEM	ADD / DEDUCT	AMOUNT
Alternate #1	NOTES		
Alternate #2	NOTES		
Alternate #3	NOTES		
Alternate #4	NOTES		
Alternate #5	NOTES		
Alternate #6	NOTES		
Alternate #7	NOTES		
Alternate #8	NOTES		
Alternate #9	NOTES		

INVITATION TO BIDDERS (CONTINUED)

BREAK OUT SUMMARY				
#	CATEGORY		AMOUNT	NOTES
01	GENERAL CONDITIONS		\$5,000	Site protection, mobilization, porta potty, admin
02	EXISTING CONDITIONS		\$0	
03	DEMOLITION		\$ 21,491	Removal of railings, fixture, partial concrete
04	EARTHWORK		\$ 19,891	Ramp and footing excavation
05	SITE WORK		\$ 15,941	Sidewalk patching, light grading
06	CONCRETE		\$ 27,541	Ramp, slab, sidewalk, trench footing , forming & rebar. Includes patching of existing stair crack per plans
07	MASONRY		\$ 22,800	CMU and brick veneer, tuckpointing
08	METALS		\$15,688	ADA compliant handrail system
09	WOOD/PLASTICS/COMPOSITES		\$12,644	PVC railing system + additional trim and repairs
12	FINISHES		\$7,400	Paint, prep, primer - all exterior finishes
14	SPECIALITIES		\$0	
15	ELECTRICAL		\$2,500	Fixture + 4 GFCIs with rewiring, demo cap
16	PROJECT CONTINGENCY		\$0	
17	COSTS NOT CATEGORIZED		\$0	
18	PROFIT PERCENTAGE	5%	\$ 7,545 \$ 15,090	
24	TOTAL		\$ 120,109 \$ 158,441	Lump sum bid per contract documents
	NOTES		\$ 158,441	

INVITATION TO BIDDERS (CONTINUED)

QUALIFICATIONS		
#	CATEGORY	NOTES
01	General Conditions	Temporary fencing is not included. If required, it will be addressed via change order. Clarification was requested via RFI with no response received.

05	Site Work	Bid assumes existing fence will be reinstalled after slab installation. If new fencing is required, this will be addressed via change order. Clarification was requested via RFI with no response received.
15	Electrical	Bid includes removal and replacement of 1 light fixture and 4 GFCI receptacles, with rewiring between them and capping of service prior to demo. Any additional work or upgrades required will be addressed via change order. Clarification was requested via RFI with no response received.

INVITATION TO BIDDERS (CONTINUED)

Descrip	Qty	Unit	Unit \$	Amount \$
Maintain traffic	1	Isum	\$ 31,834.00	\$ 31,834.00
Mob 10% max	1	Isum	\$ 6,316.60	\$ 6,316.60
Audio Visual survey	1	Isum	\$ 1,485.00	\$ 1,485.00
Pave Rem - REMOVE 12 syd	53	syd	\$ 107.25	\$ 5,684.25
Sidewalk Rem - REMOVE 60 Syd	330	syd	\$ 98.75	\$ 32,587.50
Misc Structures Rem	1	Isum	\$ 4,000.00	\$ 4,000.00
Soil Erosion and sed control	1	Isum	\$ 1,050.00	\$ 1,050.00
Pavt Repr HMA - REMOVE 12 syd	38	syd	\$ 185.00	\$ 7,030.00
Curb and gutter Conc replacement - REMOVE 55 LnFt	120	ft	\$ 164.00	\$ 19,680.00
detectable warning cast iron - REMOVE from 8"	0	ft	\$ 125.00	\$ -
detectable warning plastic - REMOVE 15 LnFt	20	ft	\$ 115.00	\$ 2,300.00
sidewalk ramp conc 4 inch - REMOVE #2	0	sqft	\$ 77.02	\$ -
sidewalk ramp conc 6 inch - REMOVE 55 SqFt	105	sqft	\$ 54.80	\$ 5,754.00
sidewalk ramp conc 8 inch - REMOVE #4	0	sqft	\$ 48.55	\$ -
sidewalke conc 4 inch - REMOVE 360 SqFt	1540	sqft	\$ 13.55	\$ 20,867.00
sidewalk conc 4 inch STAMPED	1240	sqft	\$ 24.92	\$ 30,900.80
sidewalk conc 8 inch - REMOVE #1A	0	sqft	\$ 48.45	\$ -
sidewalk expansion joint sealing - REMOVE 35 LnFt	1	Isum	\$ 2,700.00	\$ 2,700.00
pavement markings	1	Isum	\$ 3,850.00	\$ 3,850.00
turf establishment - REMOVED 40 SqFt	1	Isum	\$ 5,610.00	\$ 5,610.00
curb stop box adj case 1	3	ea	\$ 575.00	\$ 1,725.00
dr structure cover adj case 1	6	ea	\$ 1,250.00	\$ 7,500.00
dr structure adj add depth	3	ft	\$ 250.00	\$ 750.00
dr structure cover type D ADA compliant	1	ea	\$ 1,086.00	\$ 1,086.00
dr structure cover Type K	2	ea	\$ 1,098.00	\$ 2,196.00
curb stop box install only	1	ea	\$ 500.00	\$ 500.00
permanent traffic signs	1	Isum	\$ 2,500.00	\$ 2,500.00

BID TOTAL	\$	197,906.15
Original	\$	215,043.25
DIFF	\$	(17,137.10)