



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 May 2025 meeting minutes
 - c. Police Report
 - d. Code Enforcement Report
6. Financials
 - a. Financial statements & revenue expenditure reports
 - b. Bills: May 2025 (**\$40,892.71**)
7. DDA reports
 - a. Org Committee Report – met June 12th
 - b. EV Committee Report – did not meet this month
 - c. Promo Committee Report – met June 12th
 - d. Design Committee Report – met June 10th
 - e. Home & History Sub Committee – met June 4th
 - f. Executive Director's Report
8. Unfinished/Old Business
 - a. Crosswalk Project
 - b. Gazebo Plan Review
 - c. Painting Blacktop with Games, Washington Square - Quotes
9. New Business
10. Items moved from consent agenda
11. Board Member Comments



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting

June 16th, 2025

7pm

Village Offices

12. Extended Public Comment

13. Adjourn

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



1. Call meeting to order: Chairperson Scholz called meeting to order at 7:02pm
2. Pledge of Allegiance
3. Roll Call: Members Present 5: Pete Scholz, Ashley Ross, Jae Choi, Jacob Nicosia, Marie Powers
Members Absent: Rod Charles, Scott Taylor, Holly Pifer. Staff Present: DDA Executive Director Kimberly Smith, DDA Admin & Promotions Coordinator/Recording Secretary Jess Dickieson, Village Manager Joseph Madore
4. Public Comment on non-agenda items: None
5. Consent Agenda:
 - a. Approval Of Proposed Agenda
Motion: Ross/Nicosia to amend agenda and add 9e- Historical Market Application
Vote: Ayes: 5. Nays: 0. Motion carried
 - b. Approval of April 2025 Meeting Minutes
 - c. Police Report
 - d. Code Enforcement Report
Motion: Ross/Nicosia to approve a (amended), b, c and d
Vote: Ayes: 5. Nays: 0. Motion carried
6. Financials
 - a. Financial Statements & Revenue Expenditure Reports
Motion: by Ross/Nicosia to approve and file the financial statements and the revenue expenditure reports, and to pay the April 2025 bills in the amount of \$28,367.43)
Roll call vote: Ayes: 5. Nays: 0. Motion carried.
7. DDA reports
 - a. Org Committee Report- did not meet
 - b. EV Committee Report- Smith
 - c. Promo Committee Report- Smith
 - d. Design Committee Report- Powers/Smith
 - e. Executive Director's Report – Smith
8. Unfinished/Old Business
 - a. Crosswalk Proposal- bids have been received, only one bidder, application with MDOT is pending due to location



- b. Gazebo Plan Review- determined to leave electrical as a separate project from the structural repairs

Motion: Scholz/Nicosia to move forward with sending project out to bid

Roll call vote: Ayes: 5. Nays: 0. Motion carried.

- c. Budget- approved!!

9. New Business

- a. Selfie Wall

Motion: Ross/Powers to approved \$2500 to go toward mural in next fiscal year (25-26)

Roll call vote: Ayes: 5. Nays: 0. Motion carried.

- b. Painting Blacktop with Games, Washington Square- Smith to move forward with getting quotes from artists for this project

- c. Sign Grant- Summer Sundae's- \$1500

Motion: Powers/Nicosia to approve sign grant of \$1500 pending the approval of the Village and resolution of date on application

Roll call vote: Ayes: 5. Nays: 0. Motion carried.

- d. Blighted Structure Grant- Vinnie's Brunch- \$7500

Motion: Powers/Nicosia to approve blighted structure grant of \$7500 to be paid upon completion and close out by the Village

Roll call vote: Ayes: 5. Nays: 0. Motion carried.

- e. Historical Marker Application

Motion: Nicosia/Powers to take to village council the request for \$250 for the application fee as well as \$4785 for the costs of the marker

Roll call vote: Ayes: 5. Nays: 0. Motion carried.

10. Items moved from consent agenda: None

11. Board Member Comments- Welcome Riley!

12. Extended Public Comment: None

13. Adjourn: 7:59pm

Next DDA Board regular meeting: June 16, 2025 at 7:00 p.m.

OXFORD VILLAGE POLICE DEPT. POLICE CHIEFS REPORT

2025-May

Micheal D. Solwold-Chief

MONTH		YEAR TO DATE				
	May 2025	May 2024	CHG	2025	2024	DIFF
CALLS FOR SERVICE	547	523	24	2638	2413	225
CITATION/WARNING	336	389	-53	1696	1745	-49
ACCIDENTS	6	11	-5	28	29	-1
POSITION	#					
CHIEF	1					
OFFICERS/FT	6					
OFFICERS/PT	2					
Service Aid	2					
Reserves	9					
TOTAL	20					

Below is designated for crime-specific stats:

Domestic assault/Resist & obstruct	
Felony warrant/DUI/Flee & elude	
Vehicle theft-recovered	
Identity theft/Fraud/Embezzlement	

May 2025	WASHINGTON	GLASPIE	E BURDICK	LAKEVILLE	OXFORDLAKES	PONTIAC	W BURDICK	W OF 24	E OF 24	N W LOT	N E LOT	TOTALS
	speed	25	11	4	21		2	14		1		
red light	70											70
stop sign		7			9	6		5	1			28
improper turns	3	1			2							6
seat belt	7			1								8
drivers licence violations	9	2		1	2		4					18
plate violations	31	1		5			3					40
insurance/registration	17	1		2	1		4		1			26
equipment	17	1	1		2		1	1	2			25
misc. violations		2		1	2			1				6
parking violations	3	3			3			2				11
fail to yield to emergency vehicle												0
commercial motor vehicle tickets	17	2	1									20
Location Totals	199	31	6	31	21	8	26	9	5			336

Grand Total for the Month **336**

CODE ENFORCEMENT ACTIVITY REPORT

Location / Address	Description	Date Opened	Date Revisited	Date Closed	Comments / Action Taken
75 Dennison	grass	5/5/25			notice this date
86 Dennison	grass	5/5/25			notice this date
109 Dennison	grass	5/5/25			notice this date
105 Dennison	grass	5/5/25			notice this date
59 E. Burdick	grass	5/5/25			notice this date
14 Lakeville Ct.	grass	5/5/25			notice this date
501 Lakeville Ct.	grass	5/5/25			notice this date
87 N. Wash.	grass	5/5/25			notice this date
66 Pleasant	grass	5/5/25			notice this date
57 Broadway	grass	5/5/25			notice this date
95. N. Wash.	grass	5/5/25			notice this date
68 Pleasant	grass	5/5/25			notice this date
ROW 48 E. Burdick	1 sign removed	5/5/25		5/5/25	
5 Park	grass	5/7/25	5/28/25		all addresses below mailed 5/7
200 Oxford Lakes	grass	5/7/25			notice sent. Contacted 5/28 by new service for this vacant property, promised performance 5/28
18 Park	grass	5/7/25			notice sent
13 Jersey	grass	5/7/25			notice sent
99 East	grass	5/7/25			notice sent
67 East	grass	5/7/25			notice sent
27 Dennison	grass	5/7/25			notice sent
25 Dennison	grass	5/7/25			notice sent
43 Park	grass	5/7/25			notice sent
18 Park	grass	5/7/25			notice sent
66 Broadway	grass	5/7/25			notice sent
2 Glaspie	grass	5/7/25			notice sent
168 East	grass	5/7/25			notice sent
7 Lincoln	grass	5/7/25			notice sent
99 S. Wash.	grass	5/7/25			notice sent

25 Lincoln	grass				5/7/25				notice sent
254 Oxford Lakes	grass				5/7/25				notice sent
23 Lincoln	grass				5/7/25				notice sent
31 Park	grass				5/7/25				notice sent
677 Thornhille	grass				5/7/25				notice sent
62 1st	grass				5/7/25				notice sent
29 East	For sale vehicle parked in front yard				4/25/25		5/12/25		correction notice sent in April. P.O. declined to deliver. New notice sent this date to property owner in Fla.
38 Pearl	grass				5/12/25				notice sent
39 N. wash.	Oxford Apts. Grass and dumping of plant and tree debris				5/12/25				letter to property management co. for corection 10 day turnaround
31 Pontiac	grass				5/12/25				notice sent
113 Dennison	grass				5/12/25				notice sent
114 Dennison	grass				5/12/25				notice sent
7 Pleasant	grass				5/12/25				notice sent
62 Pleasant	grass				5/12/25				notice sent
64 Pleasant	grass				5/12/25				notice sent
38 1st	grass				5/12/25				notice sent
E. Burdick / Glaspie	removed 1 sign r.o.w.				5/14/25			5/14/25	
70 E. Burdick	grass and junk in rear				5/14/25				letter sent this date, grass performance asap junk 6/10
800 Glaspie	grass				5/14/25				not needed yet, sent to remind owner of ord.
851 Baypointe	grass				5/14/25				notice sent
32 E. Burdick	grass				5/14/25				notice sent
26 E. Burdick	grass				5/14/25				notice sent
22 E. Burdick	grass				5/14/25				notice sent
96 Park	grass				5/14/25				notice sent
70 Park	grass				5/14/25				notice sent
21 Park	grass				5/14/25				notice sent
18 Stanton	grass				5/19/25				notice sent
30 Pleasant	grass				5/19/25				notice sent
27 Stanton	no performance on warning sent re: blight outside building				4/21/25		5/19/25		citation sent to prop. Owner this date

User: VHAUFF

DB: Oxford

PERIOD ENDING 05/31/2025

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE		AVAILABLE
			NORMAL	(ABNORMAL)	BALANCE
			NORMAL	(ABNORMAL)	(ABNORMAL)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 000					
248-000-402.010	Village Revenue	203,000.00	227,724.85		(24,724.85)
248-000-402.020	DDA CAPTURE OTHER UNITS	291,000.00	313,336.92		(22,336.92)
248-000-412.000	Delinquent Property Taxes	18,000.00	3,771.54		14,228.46
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	100,500.00		(100,500.00)
248-000-573.000	LOCAL COMMUNITY STABILIZATION	37,000.00	49,260.08		(12,260.08)
248-000-581.000	LOCAL GRANT	2,500.00	4,000.00		(1,500.00)
248-000-581.020	LOCAL GRANT	0.00	600.00		(600.00)
248-000-581.030	SPONSORSHIPS	15,000.00	0.00		15,000.00
248-000-654.010	TROLLY	0.00	0.00		0.00
248-000-665.000	Interest Earnings	7,000.00	8,319.42		(1,319.42)
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	19,009.23		(11,009.23)
248-000-673.000	Sale of Fixed Assets	0.00	0.00		0.00
248-000-674.000	Donations	0.00	53,379.61		(53,379.61)
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	0.00		0.00
248-000-677.000	MISCELLANEOUS	0.00	96.76		(96.76)
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		581,500.00	779,998.41		(198,498.41)
TOTAL REVENUES		581,500.00	779,998.41		(198,498.41)
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	500.00		(500.00)
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	500.00		(500.00)
Dept 729 - Organization/Administration					
248-729-704.000	Wages	71,213.00	72,253.88		(1,040.88)
248-729-704.010	ADMIN WAGES	27,300.00	0.00		27,300.00
248-729-705.000	CLERICAL	4,000.00	0.00		4,000.00
248-729-710.010	Leave Time Buyout	0.00	0.00		0.00
248-729-715.000	FICA DDA	7,842.00	5,772.32		2,069.68
248-729-716.000	HEALTH /LIFE INSURANCE	4,800.00	3,200.00		1,600.00
248-729-716.001	LIFE, ST/LT DISABILITY	1,000.00	262.77		737.23
248-729-718.000	Retirement	0.00	0.00		0.00
248-729-718.010	RETIREMENT MERS DC	7,121.00	5,879.59		1,241.41
248-729-723.000	WORKERS COMPENSATION	800.00	667.64		132.36
248-729-725.000	Unemployment	0.00	0.00		0.00
248-729-727.000	Office Supplies	250.00	242.94		7.06
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	1,756.28		(756.28)
248-729-740.010	Copying	0.00	0.00		0.00
248-729-740.140	OPERATING SUPPLIES	0.00	0.00		0.00
248-729-807.000	Audit	2,000.00	1,882.64		117.36
248-729-810.000	Contracted Services - Admin.	4,000.00	5,127.58		(1,127.58)
248-729-810.011	AUDITING & DISTRICT MAINT.	75,000.00	77,931.89		(2,931.89)
248-729-813.000	Custodial Services	0.00	0.00		0.00

PERIOD ENDING 05/31/2025

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025 NORMAL (ABNORMAL)	AVAILABLE 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	0.00	0.00	0.00
248-729-856.000	Telephone	0.00	615.89	(615.89)
248-729-856.040	COMMUNICATIONS CELL PHONE FEES	0.00	0.00	0.00
248-729-866.000	Mileage	700.00	631.35	68.65
248-729-900.000	Advertising	50.00	234.74	(184.74)
248-729-905.000	Printing & Publications	2,500.00	1,768.16	731.84
248-729-920.000	Utilities	100.00	0.00	100.00
248-729-920.100	Utilities - 32 E. Burdick	850.00	742.58	107.42
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	0.00	0.00	0.00
248-729-955.010	MEALS	500.00	1,526.21	(1,026.21)
248-729-955.020	LODGING	500.00	614.34	(114.34)
248-729-956.000	Volunteer Development	1,000.00	148.75	851.25
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	0.00	0.00	0.00
248-729-970.000	Capital Improvements	4,500.00	5,173.90	(673.90)
248-729-970.100	ARPA	0.00	840.00	(840.00)
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	0.00	0.00	0.00
248-729-995.494	TRANSFER OUT	66,830.00	0.00	66,830.00
		0.00	0.00	0.00
Total Dept 729 - Organization/Administration		283,956.00	187,273.45	96,682.55
Dept 734 - BUSINESS & DEVELOPMENT				
248-734-727.000	Office Supplies	0.00	0.00	100.00
248-734-730.000	Postage	100.00	0.00	0.00
248-734-740.000	DOWNTOWN PROMO	0.00	0.00	0.00
248-734-740.010	Copying	0.00	1,251.90	(1,251.90)
248-734-787.000	Materials	50.00	0.00	50.00
248-734-810.000	CONTRACTED SERVICES -EVENTS	50.00	0.00	50.00
248-734-810.160	CONTRACTED SERVICES-DOWNTOWN	35,000.00	33,249.44	1,750.56
248-734-810.340	ICE FESTVAL	0.00	14,913.17	(14,913.17)
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	0.00	0.00	0.00
248-734-885.000	Grant - Facade	10,000.00	10,976.12	(976.12)
248-734-900.000	HOLIDAY ADVERTISING	65,000.00	7,287.00	57,713.00
248-734-905.000	Printing - Celebrate Oxford	5,000.00	0.00	5,000.00
248-734-942.000	Parking Lot Rental	2,500.00	0.00	2,500.00
248-734-943.000	EQUIP RENTAL	0.00	0.00	0.00
248-734-956.000	Miscellaneous	0.00	1,429.98	(1,429.98)
248-734-962.000	Insurance - Celebrate Oxford	0.00	0.00	0.00
248-734-970.000	Capital Improvements	0.00	0.00	0.00
		120,000.00	33,733.98	86,266.02
Total Dept 734 - BUSINESS & DEVELOPMENT		237,700.00	102,841.59	134,858.41
TOTAL EXPENDITURES		521,656.00	290,615.04	231,040.96
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:				
TOTAL REVENUES		581,500.00	779,998.41	(198,498.41)
TOTAL EXPENDITURES		521,656.00	290,615.04	231,040.96
NET OF REVENUES & EXPENDITURES		59,844.00	489,383.37	(429,539.37)

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
Trolley	248-734-882.000	NOTA	\$1,057.61	Trolley Services, April 2025
Contr Services - Downtown	248-734-810.160	Buds & Blooms Gardening LLC	\$593.94	Downtown Planters
Workshops	248-729-955.000	Main Street Oakland County	\$105.00	Main Event 2025
Workshops	248-729-555.000	MDA	\$150.00	MDA Summer Workshop
Contr Services - Downtown	248-734-810.160	Jos. Kutchey and Sons LLC	\$3,534.00	Downtown Planters
Contr Services - Downtown	248-734-810.60	Bedrock Express, Ltd.	\$499.00	Downtown Mulch
ARPA Grant	248-734-970.100	Rowe Professional Services Company	\$8,272.50	Burdick Street Improvements
Contr Services - Downtown	248-734-810.160	Nick Horvath State Farm	\$125.00	Power Washing Reimbursement
Contr Services - Events	248-734-810.000	Klutch Cornhole	\$977.50	New Cornhole Bags
Grant - Façade	248-734-885.000	My Sherre Armour	\$7,500.00	Grant Façade Reimbursement
Advertising	248-729-900.000	View Newspaper Group	\$624.00	Summer Advertising
Workshops	24-729-955.000	Oxford Area Chamber of Commerce	\$280.00	Golf Outing
		Sub Total	\$30,815.22	
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.	248-734-882.000	GPS Trackit Trolley	\$13.95	GPS
		Sub Total	\$264.37	
Credit Card Bills				
Operating Supplies	248-729-740.000	Amazon	\$416.22	Event Supplies
Operating Supplies	248-729-740.000	Tractor Supply	\$28.97	Propane for Outdoor Fire Tables
Workshops	248-729-955.000	Oakland Thrive	\$85.00	40th Annual Economic Outlook Luncheon
Advertising	248-729-900.000	Crestline	\$794.10	Magnet Calendar for Summer Giveaways
Advertising	248-729-900.000	Walgreens	\$135.64	Summer Concert Kiosk Posters
Meals	248-729-955.000	Sick Pizza Co.	\$52.98	Workshop
Meals	248-729-955.010	Tim Horton's	\$94.82	Workshop
Advertising	248-729-900.000	VistaPrint	\$184.95	Trolley Stickers
Operating Supplies	248-729-740.000	Costco	\$904.50	Picnic Tables



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Organization Meeting

June 12, 2025

10am Evergreens

Members in Attendance: Brad Jacobsen, Scott Taylor, Ashley Ross, Randy LeVasseur

Members Absent: Rod Charles

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

- Catch Up
- Summer Schedule
 - Next meeting will be July 8th 10am at Evergreens



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

Members Absent: Chris Zitney

Others in Attendance: Kimberly Smith, Jess Dickieson, Ella (Farm Bureau Intern)

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. Concerts
2. Market
3. Volunteer Program
4. Dancing
5. Cornhole

MEETING ACTIONS:

1. Kimberly to schedule a joint EV and Promo meeting
2. DDA to reach out to Kevin Winn at the Legion to get dancing lesson rates
3. Kimberly to reach out to Erick at Oak County to attend future Promo meeting to discuss statistics on Oxford and strategic planning
4. Melisa to develop training session for business owners on Insurance and give date for DDA to help coordinate



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

Members Absent: Lynn Boonen (*excused*), Sue Bossardet (*excused*), Kyle Huntoon (*excused*)

Others in Attendance: Kimberly Smith (*Executive Director*), Ashley Ross (*Guest - Board Member*)

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
 - A. Welcome and attendance/introductions.
2. Action items from last meeting:
 - A. Planter box – estimated cost of materials (see item #6.A.1 below)
 - B. MSOC BOOMS
 - C. Gazebo update (see item #6.C.1 below)
 - D. MSOC Main Event (see item #8.A.1 below)
3. Current and potential grants:
 - A. Sign Grant Application (if any)
 - B. Façade Grant Application (if any)
4. Budget discussion
 - A. Update, if any
5. Other Agenda Items
 - A. Building Inventory
 1. 1983 OC information
 - B. Placemaking Furniture
 1. Benches - review quotes
 2. Waste receptacles
6. Placemaking:
 - A. Washington Square (NW):
 1. Planter box updates – shrubbery/tree/screening upgrade (see action items #2.A above)
 1. Materials, working session for pricing, potential site visit after meeting
 - Boxwood (artificial) panels
 - Wood (pressurized/treated) framing
 - Solar Lighting (optional)
 2. Painted games on sidewalk/surface lot
 3. Picnic Tables – issues
 - B. The PatiO (NE):
 1. NE Quad: East Street mural – update if any

Oxford DDA Design Committee 6/10/2025 (Cont'd)

- C. Centennial Park (SW):
 - 1. Gazebo (see action items #2.C above)
 - D. The Courtyard (SE)
 - 7. Home & History Ad Hoc Committee Update
 - A. Meeting update: held on 6/4
 - 1. Didactics – DC tasked with display options/sizes
 - 2. State of Michigan - Historical Marker update
 - 3. Tunstead Hardware mural (replicating old painted signage at 3 South Washington St.).
Neighboring owners' engagement request.
 - 8. Upcoming Events:
 - A. June 2025:
 - 1. MSOC Main Event, June 12 @ the Roxy in Downtown Rochester
 - 2. Washington Square spruce-up work
 - B. July 2025
 - 1. TBD
 - 9. Recent Events:
 - 1. Flower planting day?
 - 10. Future programs, projects, seminars
 - A. If any...
 - 11. Close Meeting
-

MEETING MINUTES for *Design Committee (DC)*

- 1. Open meeting
 - A. Welcome and attendance/introductions.
 - 1. Introduce Ashley Ross as guest for Home & History Update (see item #7 below)
- 2. Action items from last meeting:
 - A. Planter box – estimated cost of materials (see item #6.A.1 below)
 - B. MSOC BOOMS
 - 1. Smith obtained access
 - 2. Intern to input information
 - 3. Training will be made available through MSOC
 - C. Gazebo update (see item #6.C.1 below)
 - D. MSOC Main Event (see item #8.A.1 below)
- 3. Current and potential grants:
 - A. Sign Grant Application - None
 - B. Façade Grant Application - None
- 4. Budget discussion
 - A. No info to discuss
- 5. Other Agenda Items
 - A. Building Inventory
 - 1. Kree shared 1983 OC information pertaining to files acquired
 - 2. Files obtained will be kept in DDA office
 - B. Furniture
 - 1. Existing:
 - 1. Benches - review quotes (along M-24 only)
 - 1. Cost per unit \$600/ bench (10)
 - 2. Powder coating
 - 3. Strip, powder coating, painting

2. Waste receptacles
 1. Rehab existing – after witch’s night remove and rehab, however there are paint issues on existing ones that were rehabbed by same company 5 years earlier (near parking lots)
 2. Cost per unit \$700/waster receptacles (12), 32 gal. \$14,000+ total cost. This only includes along the M-24 corridor downtown
 3. DPW suggested sizes
 3. Bench and Waste Receptacles were replaced in 2020 with M-24 project. Existing benches/waste receptacles were refurbished and moved to the parking lot area. The current items have lasted 5 years with extreme ware in current condition
 4. DC suggested another quote for refurbish
 5. Smith handed out new options that could last longer
 6. DC will discuss other options at the July meeting once other quotes can be reviewed to preserve the existing.
6. Placemaking:
- A. Washington Square (NW):
 1. Planter box updates – shrubbery/tree/screening upgrade (see action items #2.A above)
 1. Materials, working session for pricing, as discussed:
 1. Boxwood (artificial) panels:
 1. Boxwood screening wrap to replace decapitated trees
 2. link: <https://a.co/d/9ADcAbz> (48"x120") @ 170.00 ea.
 3. Planter boxes = Length (96"x2) + Width (26"x2) = Perimeter of one box
 4. Perimeter: 244 x 6 planter boxes = 1,464'/120 = 12.2 screens needed
 2. Wood (pressurized/treated) framing"
 1. 4x4x8 pressure treated lumber framing (post): \$13/ea. (2 per box, cut in-half – 4 total posts), 6 x \$26 = \$156x0.06 = approx. \$165.36
 2. Link: <https://www.homedepot.com/p/4-in-x-4-in-x-8-ft-2-Ground-Contact-Pressure-Treated-Southern-Yellow-Pine-Timber-194354/205220341>
 3. 2x4X8 pressure treated lumber framing (bracing): \$5/ea. (2 per box) 6 x \$10 = \$60x0.06 = approx. \$63.60
 4. Link: <https://www.homedepot.com/p/2-in-x-4-in-x-8-ft-2-Pressure-Treated-Lumber-2210252/100026893>
 5. Decking crews (#9 x 3") 24x6 = 144 min = \$32 (365pc.)
 6. Link: <https://www.homedepot.com/p/DECKMATE-9-x-3-in-Black-Exterior-Self-Starting-Torx-Drive-Flat-Head-Deck-Screw-5-lbs-365-Piece-115926/313358326>
 3. Solar Lighting (optional) – not included in this estimate
 2. **COST Estimated Total = \$2470.83**
 1. Boxwood screening: 13 screens = \$2,209.87
 2. Wood costs: framing (bracing & posts) = \$228.96
 3. Fasteners: decking screws = \$32.00
 4. Labor and tools = \$0.00
 2. Painted games on sidewalk/surface lot
 1. Get quotes for Washington Sq
 1. Painters are donating time/materials potentially
 3. Picnic Tables – issues
 1. Missing two (2), One (1) was broken after scarecrow fest last fall
 2. New picnic tables are needed - Smith to order folding three (3) picnic tables that are commercial grade as discussed. Similar to: <https://www.costco.com/lifetime-6-foot-folding-picnic-table.product.100681272.html>

Oxford DDA Design Committee 6/10/2025 (Cont'd)

- B. The PatiO (NE):
 1. NE Quad: East Street mural – no update
 2. Excell is moving lights higher to avoid height issues, including cornhole.
 3. Attached, sketch of potential screening around DTE box
- C. Centennial Park (SW):
 1. Gazebo (see action items #2.C above)
 1. No update. Potentially out for bid. Postponed update/discussion until July meeting.
- D. The Courtyard (SE)
 1. Furniture has been moved to behind Summer Sundae
 2. Issues with durability of furniture when attached to umbrellas
 3. Umbrellas should be moved to other areas due to tree coverage and umbrellas not needed.
7. Home & History Ad Hoc Committee Update
 - A. Meeting update: held on 6/4
 - B. Ashley Ross
 1. Didactics – DC tasked with display options/sizes, DDA/DC communicate with owners
 1. Find a company to fabricate
 2. 11x17 and/or 16x16 sizes were discussed
 3. Need installed in time for next year's 150 anniversary Oxford/ U.S. 250 anniversary, potentially lineup unveiling of didactics with anniversaries next year.
 4. Link: <https://drive.google.com/drive/folders/1SHAnHZPyrzOwq0MwJbofmvvhak90Ldfc>
 2. State of Michigan - Historical Marker, ongoing
 3. Tunstead Hardware mural (replicating old painted signage at 3 South Washington St.).
Neighboring owners' engagement request. – should stick to historical sign design.
8. Upcoming Events:
 - A. June 2025:
 1. MSOC Main Event, June 12 @ the Roxy in Downtown Rochester
 2. Washington Square spruce-up work
9. Recent Events:
 1. Flower planting day was done by 3 residents (5/30) – work was done and flowers purchased
10. Future programs, projects, seminars
 - A. If any...
11. Close Meeting
 - A. 10:45 close meeting

ACTION ITEMS

- ***Send screening option for DTE***
- ***Feedback on pricing for movable planter boxes update (see above)***
- ***Quotes on refurbishing existing benches/garbage cans***

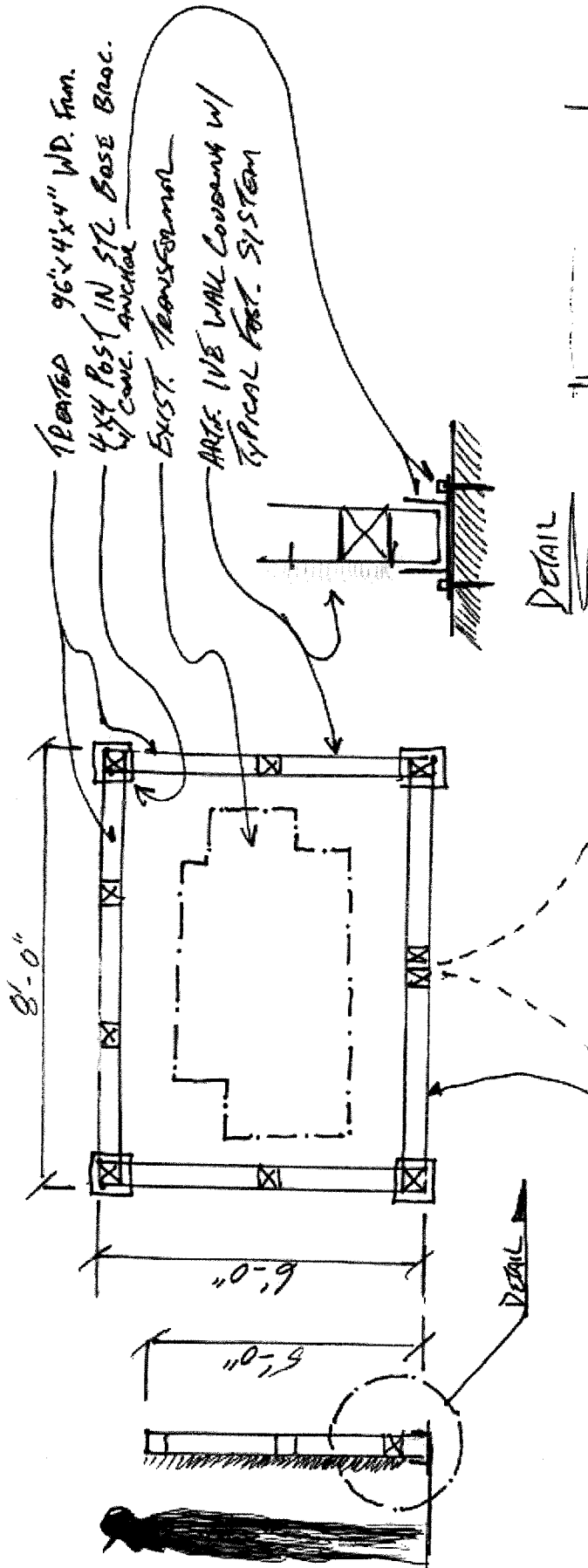
This concludes the meeting report for **Tuesday, July 1, 2025**, DDA Design Committee Meeting. Our next DDA Design Committee meeting will **TBD** due to there being a scheduling conflict, please reference future emails on this topic.

Respectfully submitted,



Scott E. Kree

Oxford DDA Design Committee Member/Chair



DDA of Oxford
 Br. Scot c. Knox
 NORTH
 Scale 3/8" = 1'-0"

GRADES/LATCH/HINGE/SOL. PREVENTION
 SYSTEM ON EAST WALL W/ GUIDE
 WHEELS BELOW



Members in Attendance: Ashley Ross, Scott Kree

Members Absent: Allison Kemp, Rod Charles

Others in Attendance:

2025 Goal

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

Purpose

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

Meeting Agenda

- Projects
 - Historical Didactics
 - With Design Committee for production and building owner permissions
 - Historic Markers
 - AR working on completing application
 - Historical Mural
 - RC will follow up building owner
 - AR research and recommend process
 - Historical Places Tour
 - RC to follow up
 - Village 150th 2026/America 250
 - Year-long celebration
 - Museum Building-Limestone
 - AR and LP researching recommendations and best practices
- Who, What, When, Why, How, and Resources Needs for each project

Action Items (Items to do before next meeting)

- Next meeting Monday, June 23 noon via zoom



Key items to note this month:

- **Meetings**
 - Attended committee meetings
 - Met with Lake Orion DDA
 - Oak Co Economic Outlook Luncheon
 - Hosted DBOM- Business Owners Meeting
- **Grants**
 - ARPA- gazebo project went out to bid, crosswalk project on hold pending approval of MDOT
 - OC Tech- waiting for update
 - Oak Co Economic Development Grant Resource- matching with businesses
- **Awards**
 - Oakland County Main Street Accreditation Presentation at Village Council
 - Oakland County Main Street- Main Event Awards Ceremony
- **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
 - Hosted Coffee Connect, Oxford Chamber June gathering at Village Offices
 - Hosted 1st grade IB student tour
 - Chamber Golf Outing
- **Training/Development**
 - Attended MDA Spring Conference
- **Beautification**
 - All planters and hanging baskets have been installed, mulch spread. Tables and chairs set out- HUGE shout out to DPW for all of their help in getting the district ready to go!!
 - Worked with volunteers to plant flowers
 - Worked with Excel Bros to relocate lights in The PatiO due to low clearance
 - Partnered with Excel Bros to offer discounts to businesses on façade power washing
 - New picnic tables in Wash Sq and some new umbrellas throughout downtown
- **Events**
 - Planning for Summer Concerts, Markets
 - Partnering on cornhole, line dancing, car shows, All American Summer Pub Crawl, senior shopping day
- **Business Development**
 - Planning Insurance, Visual Merchandising, AI and Small Business Tax sessions
 - Partnering with Thrive to recommend consultants to join the program
 - Discussing joint after hours networking event with Lake Orion
- **Volunteers**
 - Staffed for every concert and market this summer!!



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Executive Director Report

June 16, 2025

-
- Other
 - Working with OCTV on promotional materials
 - Downtown Business Directory and Map went to print!!
 - Summer event magnets designed and received!