



Topic: DDA December 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 November 2025 meeting minutes
 - c. Police Report
 - d. Code Enforcement Report
6. Financials
 - a. Financial statements & revenue expenditure reports
 - b. Bills: October 2025 (**\$281,782.93**)
7. DDA reports
 - a. Org Committee Report – met November 24th
 - b. EV Committee Report – met December 3rd
 - c. Promo Committee Report – met December 8th
 - d. Design Committee Report – met December 3rd
 - e. Home & History Sub Committee – met December 9th
 - f. Executive Director's Report
8. Unfinished/Old Business
 - a. Trolley Status Update
9. New Business
 - a. Strategic Plan/Annual Plan
 - b. Lighting Inventory
 - c. Date of January Board Meeting



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
December 15, 2025
7pm
Village Offices

10. Items moved from consent agenda

11. Board Member Comments

12. Extended Public Comment

13. Adjourn

Next DDA Board regular meeting: **TBD**



1. **Call meeting to order:** Board Chair Pete Scholz called meeting to order at 7:01pm

2. **Pledge of Allegiance**

3. **Roll Call: Members Present: 7**

Pete Scholz, Marie Powers, Ashley Ross, Jacob Nicosia, Melisa Counelis, Rod Charles, Holly Pifer

Members Absent: Scott Taylor, Jae Choi, DDA Executive Director Kimberly Smith

Others Present: Admin & Promo Coordinator Jess Dickieson, Village Manager Joe Madore

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

5. **Consent Agenda:**

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

Motion: Ross/Nicosia to file agenda items 5 a, b, c, and d. To move agenda items 8e, 9a and 9b to December Agenda.

Vote: Ayes: 7. Nays: 0. Motion carried

6. **Financials**

- a. Financial statements & revenue expenditure reports
- b. Bills: October 2025 (**\$18,471.80**)

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

Roll Call Vote: Ayes: 7. Nays: 0. Motion carried

7. **DDA reports**

- a. Org Committee Report – meeting November 24th
- b. EV Committee Report – did not meet this month
- c. Promo Committee Report – Pifer reported
- d. Design Committee Report – Powers reported
- e. Home & History Sub Committee – Ross reported
- f. Executive Director's Report – Dickieson reported



8. Unfinished/Old Business

- a. **Sidewalk Repairs:** Dickieson/Scholz gave update on the project and completion
- b. **Gazebo Plan Update:** Dickieson gave update on completion of Gazebo Restoration project, Phase 1
- c. **Trolley Status Update:** Ross updated on meetings schedule with NOTA to discuss a plan going forward
- d. **Skyline Lights:** Discussion around how to proceed and approval of project amount
Motion: Ross/Charles to approve DDA to move forward with two quadrants this fiscal year not to exceed \$45,000. Allowing Excel Brothers to weigh in on which quadrants to repair first.
Roll Call Vote: Ayes: 7. Nays: 0. Motion carried
- e. Grant Consultant – moved to December Agenda

9. New Business

- a. **Strategic Annual Planning:** moved to December Agenda
- b. **Tech Grant:** moved to December Agenda

10. Items moved from consent agenda: None

11. Board Member Comments: What a bad call at the Lions game last night! Board is looking forward to Soup and Sweet Stroll and excited to see two large projects completed.

12. Extended Public Comment: None

Adjourn

Motion: Ross/Charles to adjourn meeting at 7:35pm

Roll Call Vote: Ayes: 7. Nays: 0. Motion carried

13. Next DDA Board regular meeting: December 15, 2025 at 7:00 p.m.

OXFORD VILLAGE POLICE DEPT. POLICE CHIEFS REPORT

2025-November

Micheal D. Solwold-Chief

MONTH		YEAR TO DATE	
Nov. 2025	Nov. 2024	2025	2024
CALLS FOR SERVICE 514	415	99	5009
CITATION/WARNING 335	333	2	4004
ACCIDENTS 6	5	1	70
DIFF 507			-245

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

Below is designated for crime-specific stats:

Acc discharge of firearm causing injury to self-CCW violation
Drug overdose
Domestic assault
Felony Warrant
Fraud

Nov. 2025	WASHINGTON	GLASPIE	E BURDICK	LAKEVILLE	OXFORDLAKES	PONTIAC	W BURDICK	W OF 24	E OF 24	N W LOT	N E LOT	TOTALS
	speed	28	12	9	28	1		27		1		
red light	102											102
stop sign		2			5	5		1	1			14
improper turns	7						11					18
seat belt	1											1
drivers licence violations	5	2					3					10
plate violations	19	1	1	2			1	1				25
insurance/registration	8			1			5	1				15
equipment	10	3					5	1				19
misc. violations	1											2
parking violations	3		1		1		2	2	2			11
fail to yield to emergency vehicle												0
commercial motor vehicle tickets	12											12
Location Totals	196	20	11	31	7	5	54	7	4			335

Grand Total for the Month	335
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GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	AVAILABLE
		AMENDED BUDGET	NORMAL	12/31/2025 (ABNORMAL)	BALANCE (ABNORMAL)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 000					
248-000-402.010	Village Revenue	274,019.00		237,378.97	36,640.03
248-000-402.020	DDA CAPTURE OTHER UNITS	291,000.00		119,364.64	171,635.36
248-000-412.000	Delinquent Property Taxes	18,000.00		1,253.05	16,746.95
248-000-417.000	Unpaid Personal Taxes	0.00		0.00	0.00
248-000-445.000	PENALTY AND INTEREST ON TAXES	0.00		316.95	(316.95)
248-000-528.000	OTHER FEDERAL GRANTS	0.00		0.00	0.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION	37,000.00		0.00	37,000.00
248-000-581.000	LOCAL GRANT	43,500.00		0.00	43,500.00
248-000-581.020	LOCAL GRANT	0.00		0.00	0.00
248-000-581.030	SPONSORSHIPS	0.00		0.00	0.00
248-000-654.010	TROLLY	10,000.00		(277.29)	10,277.29
248-000-665.000	Interest Earnings	7,000.00		13,138.84	(6,138.84)
248-000-665.040	Loan Account Interest	0.00		0.00	0.00
248-000-667.010	COMMUNITY ROOM RENTAL	0.00		0.00	0.00
248-000-669.000	INVESTMENT GAINS/LOSSES	8,000.00		5,747.08	2,252.92
248-000-673.000	Sale of Fixed Assets	0.00		0.00	0.00
248-000-674.000	Donations	12,000.00		20,992.12	(8,992.12)
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		397,754.97	302,764.03
TOTAL REVENUES		700,519.00		397,754.97	302,764.03
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		40,142.84	31,070.16
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		3,223.89	4,748.11
248-729-716.000	HEALTH /LIFE INSURANCE	4,800.00		2,000.00	2,800.00
248-729-716.001	LIFE, ST/LT DISABILITY	827.00		393.85	433.15
248-729-718.000	Retirement	7,121.00		0.00	7,121.00
248-729-718.010	RETIREMENT MERS DC	0.00		3,077.00	(3,077.00)
248-729-723.000	WORKERS COMPENSATION	810.00		396.72	413.28
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		252.58	747.42
248-729-740.010	Copying	0.00		0.00	0.00
248-729-740.140	OPERATING SUPPLIES	0.00		2,500.18	(2,500.18)
248-729-807.000	Audit	1,800.00		1,290.70	509.30
248-729-810.000	Contracted Services - Admin.	3,806.00		3,281.92	524.08
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 12/31/2025

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	AVAILABLE
		AMENDED BUDGET	NORMAL	12/31/2025 (ABNORMAL)	BALANCE (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		1,000.00	(400.00)
248-729-856.000	Telephone	0.00		0.00	0.00
248-729-856.040	COMMUNICATIONS CELL PHONE FEES	1,400.00		381.06	1,018.94
248-729-866.000	Mileage	400.00		120.40	279.60
248-729-900.000	Advertising	2,500.00		1,479.61	1,020.39
248-729-905.000	Printing & Publications	100.00		0.00	100.00
248-729-920.000	Utilities	850.00		321.57	528.43
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		824.00	376.00
248-729-955.010	MEALS	500.00		465.64	34.36
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		251,027.38	(251,027.38)
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		317,963.94	(1,337.94)
Dept 734 - BUSINESS & DEVELOPMENT					
248-734-727.000	Office Supplies	0.00		70.79	(70.79)
248-734-730.000	Postage	0.00		0.00	0.00
248-734-740.000	DOWNTOWN PROMO	0.00		477.55	(477.55)
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		6,547.73	28,452.27
248-734-810.160	CONTRACTED SERVICES-DOWNTOWN	0.00		35,030.11	(35,030.11)
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		(7,140.84)	17,140.84
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		1,377.87	248,622.13
248-734-970.100	ARPA	0.00		0.00	0.00
Total Dept 734 - BUSINESS & DEVELOPMENT		368,500.00		37,863.21	330,636.79
TOTAL EXPENDITURES		685,126.00		355,827.15	329,298.85
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		700,519.00		397,754.97	302,764.03
TOTAL EXPENDITURES		685,126.00		355,827.15	329,298.85
NET OF REVENUES & EXPENDITURES		15,393.00		41,927.82	(26,534.82)

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
Contr Services - Events	248-734-810.000	4 Imprint	\$748.09	SSS Lanyard Cards
ARPA	248-729-970.100	Trademark Property Solutions	\$40,450.11	Gazebo Renovation Phase 1
ARPA	248-729-970.100	Rowe Professional Services Company	\$21,701.25	Burdick Street Sidewalk Improvements
Membership & Dues	248-729-830.000	Oxford Chamber of Commerce	\$250.00	Oxford Chamber Dues
ARPA	248-729-970.100	Rowe Professional Services Company	\$188,080.12	Burdick Street Sidewalk Improvements
Contr Services	248-734-810.160	ACE	\$499.80	Sidewalk Salt
Contr Services - DOWNTOWN	248-734-810.160	Excel Brothers	\$10,291.00	Downtown Christmas Lighting
Grant - Sign	248-734-885.000	Sign Grant Reimbursement	\$1,500.00	Page 18 Sign Grant Reimbursement
Contr Services - DOWNTOWN	248-734-810.160	Downtown Gift Cards	\$150.00	Raffle Prizes
		Sub Total	\$270,767.04	
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
Downtown Contracted Ser.	248-000-254.000	Factor 4	\$25.00	Online Hosting Fee -- Gift Cards
		Sub Total	\$289.37	
Credit Card Bills				
Operating Supplies	248-729-740.000	Amazon Prime Business Account	\$154.89	Amazon Prime Business Account
Contracted Ser. - Events	248-734-810.000	Memory Time Rentals	\$76.00	Deposit for SCF Table Rental
Contracted Ser. - DOWNTOWN	248-734-810.160	Harvest Time	\$432.48	Christmas Planter Décor
Operating Supplies	248-729-740.000	Amazon	\$166.96	SSS Craft Supplies
Operating Supplies	248-729-740.000	Walgreens	\$44.51	SSS Banners
Trolley	248-734-882.000	Dollar Tree	\$64.66	Trolley Decorations
Operating Supplies	248-729-740.000	Amazon	\$174.85	Christmas Trees
Operating Supplies	248-729-740.000	Amazon	\$26.49	Polar Express Supplies
Advertising	248-729-900.000	View Newspaper Group	\$401.00	Holiday Newspaper Ad
Operating Supplies	248-729-740.000	Etsy	\$34.33	
Operating Supplies	248-729-740.000	Amazon	\$73.19	Polar Express Supplies
Operating Supplies	248-729-740.000	ACE	\$12.69	Office Keys
Contr Services - DOWNTOWN	248-734-810.160	Brentwood's	\$1,945.53	Polar Express Trolley



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
Organization Meeting
November 24, 2025
10:30am Sick Town Hall Restaurant

Meeting called to Order: 10:30am

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

Members Absent:

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.

MEETING DISCUSSION

- **Employee Review** – discussed review format to share with DDA members and committee members for the Executive Director’s review – Ms. Ross discussed the need for establishing more formal goals, which then could be used to review progress in future reviews – for this year only, references to goals in the suggested review form to be eliminated – Ms. Ross to share review form with DDA members and committee members through Google form – Ms. Ross also to create a Google form for feedback from business owners and others within the community regarding the DDA’s performance – targeting responses back shortly after the holidays
- **Bylaw Amendments** – the DDA tasked the committee with reviewing and proposing amendments to the bylaws regarding appointments – Ms. Ross, Mr. LeVasseur, and Ms. Smith to work on preparing proposed amendments for the committee’s review
- **2026 Projects** – Ms. Smith to compile ideas for 2026 DDA projects and share with the committee
- **Chamber of Commerce** – the Chamber has a new executive director; the Chamber also would like the DDA to consider maintaining year-round lighting on the bridge over M-24
- **Trolley** – the Trolley broke down on November 22nd and is going back to the shop
- **Outdoor Music Speakers** – neighbors have complained of music playing at inappropriate late-night times – discussed the need for greater control over the operation of the speakers
- **Organization Committee Chair** – Mr. Jacobsen expressed the intent to step down as chair of the committee in the coming months - perhaps in February 2026, though no firm date has been set - Mr. Jacobsen intends to stay on for a bit to provide for a smooth transition to a new chair

On Mr. Taylor’s motion, seconded by Mr. Charles, with unanimous support, the meeting adjourned at 11:29am.



Members Present: Rod Charles, Roman Gaskey, Jake O'Brien, Jae Choi, Erick Phillips, Marie Powers, Kimberly Smith

1. DTE Presentation – Roman Gaskey

Summary

Roman Gaskey from DTE delivered a PowerPoint presentation addressing Oxford's ongoing challenges with energy reliability.

Key Points

- Oxford continues to experience frequent power reliability problems.
- Michigan currently ranks 51st in the U.S. for energy reliability.
- DTE indicated that local influence is limited, with few direct intervention options available to the DDA or the Village.
- The most effective opportunity for improvement is to pressure DTE for data and ongoing updates.
- Conclusion: The single most impactful mitigation strategy for preventing outages is consistent tree trimming, as overgrown trees remain the primary cause.

2. Parking Concerns – Marie Powers (Homegrown)

Summary

Marie Powers spoke about ongoing parking challenges behind her restaurant, Homegrown.

Key Points

- Marie controls a significant section of the parking lot behind her establishment.
- She is reluctant to restrict parking exclusively to patrons, as this may cause community frustration.
- The committee agreed that Oxford likely needs additional parking capacity.
- Options: constructing a parking garage or removing nearby homes to expand surface parking.
- Both options were noted as undesirable but may be necessary long-term.
- Committee members encouraged Marie to review city ordinances regarding food trucks parking behind her business.



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- Uncertainty remains about whether the current setup is legally permitted.
 - If not permitted, the city may need to designate an official foodtruck parking area.

3. Economic Snapshot – Mr. Phillips

Summary

Mr. Phillips presented updated data on Oxford's economic and retail activity.

Key Points

- Data included:
- Where residents and visitors shop
- Demographics
- Age groups driving spending
- General consumer behavior trends
- Community interest is high for businesses such as:
- Trader Joe's
- Wine bar
- Deli
- Butcher shop

4. Retail Development, Traffic Flow, and Branding Discussion

Key Points

- Trader Joe's Feasibility: Best potential location would be the current Oxford Market due to limited open land.
- Traffic on M24: Heavy, fastmoving traffic results in visitors driving through Oxford without stopping.
- Key question: How do we get people to stop?
- DDA Exec. Director will arrange for Oxford Police representative to come to a Board meeting to discuss.
- Branding Concept – Oxford, England Theme:
- Doubledecker buses, red call boxes, and a cohesive Englishinspired look.



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
Economic Vitality Meeting Minutes
December 3, 2025
Oxford Township Offices

-
- Community Resistance: Residents express desire for change but often resist the steps required to implement it.
 - CoOp Advertising:
 - Proposed joint advertising efforts to reach outlying communities.
 - Goal: Highlight Oxford as not only a dining destination but also a strong retail shopping area.

Adjournment

Meeting discussions concluded after review of all agenda items.



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Promotions Committee Agenda

December 8, 2025

11 am

Evergreens

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

Members Absent: Chris Zitney

Others in Attendance: Kimberly Smith, Jess Dickieson

Promotion Committee positions the downtown or commercial district as the center of the community and hub of economic activity, while creating a positive image that showcases a community's unique characteristics.

2025 GOALS

- Utilize all committee members' skill sets to achieve goals.
- Create a positive image of downtown Oxford.

Oxford Promotions Committee Objectives: (adapted December 2023)

To create, maintain and enhance a welcoming downtown Oxford. To help support new business by attracting people into the downtown area with events, activities and engagement.

MEETING AGENDA

1. Small Business Saturday Feedback- This year there seemed to be less foot traffic but similar numbers in sales as previous years. The duck hunt was fun but didn't necessarily bring more/new people to downtown businesses. The people who participated had fun.
2. Soup and Sweet Feedback- As always, this was a great event. There were many volunteers and they all seemed to be helping and communicating very well. A couple businesses suggested moving soup and sweet to January or February when business is slower. The opposition is that this has been an event for so many years and would not be received well if moved to another time of year. It was brought up that some soup booths were not punching cards again this year. At this point, we don't have a suggestion on how to solve this issue. The Dealership was a great place for the vendor market and there were lots of compliments on how the event turned out.
3. Oxford Olympics- The olympics take place Feb 6-22. There has been some concern over having a flame in centennial park so that will not be an option for this event. A survey will go out to see if the businesses are willing to participate and come up with ideas for the event or if there are other event ideas that they have to encourage traffic for the slower months.
4. Miscellaneous- A suggestion for some kind of Home Services and Health and Medical Services event/exposure. This will be a brainstorm for another meeting.

DBOM Mix and Mingle meeting will be held at Scots Toys on January 5th at 9:30

Next Promo meeting is January 12 at 11am



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

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

Members Absent: n/a

Others in Attendance: Kimberly Smith (*Executive Director*)

DESIGN COMMITTEE focuses on creating an inviting and inclusive atmosphere that protects and celebrates the historic character of the downtown with an emphasis of fostering accessible, people-centered public spaces.

2023 GOALS

1. Utilize all board member skill sets to achieve goals.
2. Award sign and façade grants to applicable businesses.
3. Obtain grants that support the DDA design committee's mission.

OXFORD DESIGN COMMITTEE OBJECTIVES: (adapted July 13, 2023)

To create, maintain and enhance a more beautiful and welcoming downtown Oxford.

MEETING AGENDA

1. Open meeting
 2. Action items from last meeting
 3. Current and potential grants
 4. Budget discussion
 5. Other Agenda Items
 6. Placemaking
 7. Home & History Ad Hoc Committee Update
 8. Upcoming Events
 9. Recent Events
 10. Future programs, projects, seminars
 11. Close Meeting
-

MEETING MINUTES

1. Open meeting
 - A. Kree opened the Oxford DDA Design Committee (DC) meeting at 9:30am
2. Action items from last meetings:
 - A. Grant adjustments discussion (definitions, including roofs, etc.)
 - I. Kree presented edits for façade grant, asked for input on edits and other grants (sign and back entrance grants).
 - II. Grant language discussion and work session was held for the grants during the meeting
 - III. DC to work on language (via working documents and email) to have a review of grants verbiage with changes by the January DC meeting. Following DC approval, edits to all the grant's language are to be presented to DDA board in mid-January 2026.

Oxford DDA Design Committee 12/3/2025 (Cont'd)

- B. Didactics update
 - I. Latozas gave updates on pricing, materials, and the attachment process from Rochester Sign Shop and Orion Sign and Graphics.
 - II. There is an approximately 50% difference in price that is caused by exposed fastener connections vs. hidden and the thickness of the display board.
3. Current and potential grants:
 - A. No submitted applications
 - B. See item 2.A above for information about edits to grant language
4. Budget discussion
 - A. No new information to share
5. Other Agenda Items:
 - A. Polar Express (12/14)
 - I. Check in at legacy center
 - II. Sullivans tent
 - a. **Decorating help needed on December 12, at 11:30am**
 - III. Summer Sunday's - Santa in igloo behind Summer Sundae
6. Ad Hoc Committee Update
 - A. *America 250 MI/Village 150*:
 - I. Next meeting (virtual) scheduled for Tuesday, 12/9 at 12PM
 - II. Didactics – see item 2.B above
7. Upcoming Events:
 - A. December 2025
 - I. Soup & Sweet stroll 12/05
 - II. Polar Express 12/14
 - B. January 2026
 - I. Holiday decoration removal/undecorate truck – Date TBD
8. Recent Events:
 - A. Lip-dub, video was posted
9. Future programs, projects, seminars
 - A. None currently
10. Close Meeting
 - A. Kree closed the DC meeting at 10:32am

ACTION ITEMS

- ***DC to submit changes to grant language to Kree for discussion at January DC meeting.***
- ***Polar Express decorators needed December 12 @ 11:30AM. Calendar invite to be sent out.***
- ***Undecorate for Christmas/Holiday season on TBD. Calendar invite to be sent out.***

The submitted information herein concludes the meeting report for **Wednesday, December 3, 2025**, of the DDA Design Committee Meeting. Our next DDA Design Committee meeting will be held on **Wednesday, January 7, 2026**, pending agenda items and sufficient quorum. Please reference emails and other communications on this topic for future meeting information.

Respectfully submitted,


Scott E. Kree
Oxford DDA Design Committee Chair/Member



Key items to note this month:

- **Meetings**
 - Attended committee meetings
 - Met with Lake Orion DDA
- **Grants**
 - ARPA- current projects are complete!
 - Met with grant writing consultant on offerings
- **Awards**
 - Shop OC Main Streets Challenge Award winner
- **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**
 - Partner with Chamber on bridge lighting event, Santa Mailbox
 - Podcast continues
 - Met with Saradan
- **Training/Development**
- **Beautification**
- **Events**
 - Small Business Saturday- Nov 29th
 - Soup and Sweet Stroll- Dec 5th
 - Polar Express- Dec 14th
- **Business Development**
- **Volunteers**
- **Other**
 - Met with NOTA on future of trolley
 - Appreciation events for key partners



Soup and Sweet Stroll

This annual event is a family friendly holiday tradition. Restaurants can serve a soup and retail businesses can stay open late to offer a treat and time to shop.

Event Focus:

The focus was to bring people downtown to enjoy the event. This brings awareness to our downtown businesses and sponsor names as posted at activity sites and in promotional materials for the event.

Soup: 10 soup choices from 9 restaurants

Sweets: 22 businesses

Craft/game stations: 6 crafts

Other: 2 photo opportunities (one in Curtis Insurance and one lighted photo wall in Centennial Park)

2024 Comparison:

The DDA did not make a profit nor break even on this event in 2024.

	2024
Soups	17
Sweets	21
Crafts	7
Revenue	19,200
Sponsors	8
Expenses	3,100
Sponsorship \$	1,900
Profit	17,300
Payout- Soup	550
Payout- Sweet	200, 400 to commercial kitchen
Total Payout to Businesses	\$14,350.00

Sponsorships:

Downtown businesses could sponsor an activity for the evening. This sponsorship would include social media shoutouts, logo on any printed publications, and the option to have presence at the event.

Total in Sponsorships:

We had 11 sponsors totaling \$6,500.00.

Expenses:

Expenses included supplies such as cups, spoons, hole punches, ladles etc.. as well as advertising, contracted services and craft supplies. Orion Signs & Graphics comped the sponsors signs for us this year which was a great bonus. Expenses totaled \$2,069.56.

Soup & Sweet Reimbursement Back to Businesses: \$15,450.00



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Event Report

Soup and Sweet Stroll

Friday, December 5, 2025

Tickets:

Tickets were sold for this event. There were two ticket options.

Item	Profit
Single Ticket (\$13.00 x 600)	\$7,800.00
Pack of 5 Tickets (\$55.00 x 180)	\$9,900.00
Total:	\$17,700.00
Fees/Refunds:	\$2,614.60
Total Profit:	\$15,085.40

Sponsorships: \$6,500.00

Ticket Sales: \$15,085.40

Expenses: \$2,069.56

Profit: \$19,515.84

Notes:

A business survey was sent out on December 8, 2025 to see how the downtown business felt about the event. Businesses saw an increase in foot traffic however not an increase in sales. Feedback was given on parking and creating a parking map for ticket holders. There was some feedback on the amount of soups, that it was less than last year. Feedback from ticket holders was that the event was better than previous years, with more activities.



CORE VALUES

- Community
- Fun/Entertainment
- Welcoming
- Friendly
- Diverse
- Safe
- Vibrant

DOWNTOWN VISION PILLARS

- Small Town Feel
- Strategic Growth
- Walkable
- Historic

ORGANIZATION VISION PILLARS

- Innovative
- Passionate
- Collaborative
- Engaged
- Longstanding
Authentic
Partnerships

KEY GOALS

- Walkability/Crosswalks
- Housing Development
- Education on DDA Role
- Support Historical
Attributes
- Beautification
- Financial Health

KEY STRATEGIES

- Walkable and Welcoming
- Smart Growth
- Sustainable Organization



December 4, 2025

Bill and Ship To:

VILLAGE OF OXFORD DPW
150 South Gaspie Street
Oxford, MI 48371

Job Number D-25105-1
Tear-drop style globes

CONFIRMATION OF ORDER

Ten-(10) Tear-drop style globes
THREE THOUSAND SEVEN HUNDRED AND SEVENTY FIVE DOLLARS
AND NO CENTS.....\$3,775.00*

*Above prices does NOT include freight.

Payment to be made as follows:

PAYMENT SCHEDULE:
100% DUE UPON DELIVERY

Acceptance of order: You are authorized to purchase and ship the above specified items as per terms outlined.

Date of Acceptance

Signature

Purchase Order Number
(Please Provide Copy of PO via email)

Print Name & Title



November 25, 2025

Bill and Ship To:

VILLAGE OF OXFORD DPW
150 South Gaspie Street
Oxford, MI 48371

Job Number D-25106-1
Sternberg replacement globes

CONFIRMATION OF ORDER

Five-(5) Sternberg replacement poly acorn globe
TWO THOUSAND ONE HUNDRED TEN DOLLARS AND NO CENTS.....\$2,110.00*

*Above prices does include freight.

Payment to be made as follows:

PAYMENT SCHEDULE:
100% DUE UPON DELIVERY

Acceptance of order: You are authorized to purchase and ship the above specified items as per terms outlined.

Date of Acceptance

Signature

Purchase Order Number
(Please Provide Copy of PO via email)

Print Name & Title