



Village of Oxford
Downtown Development Authority
Meeting Minutes

January 19th, 2026 7pm

Village of Oxford: Council Chambers 22 W. Burdick

1. Call meeting to order: Board Chair Pete Scholz called meeting to order at 7:00pm

2. Pledge of Allegiance

3. Roll Call, Member Present 8:

Pete Scholz, Rod Charles, Marie Powers, Ashley Ross, Holly Pifer, Scott Taylor,

Jae Choi, Melisa Counelis

Member Absent: Jake O'Brien

Others Present: Executive Director Kimberly Smith, Admin & Promo Coordinator Jess Dickieson

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

5. Consent Agenda:

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

Motion: Ross/Taylor to approve file agenda items 5 a, b, c, and d. Add agenda item 9i requested by Ross for Executive Director Performance Review.

Vote: Ayes: 8. Nays: 0. Motion carried

6. Financials:

- a.** Financial statements & revenue expenditure reports
- b.** Bills: December 2025 (**\$19,022.20**)

Motion: Ross/Powers to approve and file agenda items 6 a and b.

Roll Call Vote: Ayes: 8. Nays: 0. Motion carried

7. DDA reports:

- a. Org Committee Report:** Ross reported
- b. EV Committee Report:** Did not meet this month
- c. Promo Committee Report:** Pifer/Smith reported
- d. Design Committee Report:** Powers reported
- e. American 250/Oxford 150 Committee:** Ross reported
- f. Executive Director's Report:** Smith reported



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8. Unfinished/Old Business:

a. Trolley Status Update

Discussion around potential purchasers of trolley. Board requested to list trolley on auction site and contact trolley broker as the weather breaks.

9. New Business:

a. Powder Coating Update

All benches and trash cans have been picked up and are starting the process of powder coating

b. Accreditation Reminder

Reminder that board is invited to accreditation happening on Thursday, January 22nd.

c. Grant Revisions

Scott Kree, DDA Design Committee, presented revisions made to the three grants that DDA offers (sign, façade and back entrance). Board voted to approve revisions.

Motion: Charles/Taylor to change verbiage in application only every 2 years for sign grant

Vote: Ayes: 0. Nays: 8. Motion denied

Motion: Ross/Charles to change verbiage in application to every 2 years incorporating previous motion to approve other changes for sign grant

Vote: Ayes: 8. Nays: 0. Motion carried

Motion: Ross/Counelis to approve façade and back entrance grant revisions.

Vote: Ayes: 8. Nays: 0. Motion carried

d. Flowers Quote

Ross/Powers to approve \$1,665.00 for hanging flowers downtown

Roll Call Vote: Ayes: 8. Nays: 0. Motion carried

e. Trash Can Liner Quote

Motion: Ross/Taylor to approve and purchase as needed not to exceed 30 trash can liners.

Roll Call Vote: Ayes: 8. Nays: 0. Motion carried

f. Bylaw Review



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Motion: Charles/Powers to approve recommended changes to the bylaws

Vote: Ayes: 8. Nays: 0. Motion carried

g. Master Plan Review

Smith updated the Board that the Village's Master Plan is up for review. Board can submit changes. Scholz gave brief overview of Master Plan.

h. Strategic Plan Workshop- to take place after this board meeting

i. Executive Director Performance Review

Motion: Ross/Charles to close session for performance review

Vote: Ayes: 8. Nays: 0. Motion carried.

Motion: Powers/Taylor to open session

Vote: Ayes: 8. Nays: 0. Motion carried.

Motion: Scholz/Charles approve 2.8% increase to Executive Director pay retroactive to January 1st, 2026.

Roll Call Vote: Ayes: 8. Nays: 0. Motion carried

10. Items moved from consent agenda: None

11. Board Member Comments: Looking forward to Spring. Board is grateful for all the hard work put in over the last year and looking forward to 2026!

12. Extended Public Comment: Smith thanked Board for their time and effort over the last year.

13. Adjourn:

Motion: Scholz/Taylor to end meeting at 8:25pm

Vote: Ayes: 8. Nays: 0. Motion carried

Next DDA Board regular meeting: **February 16th, 2026**