OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
Board Meeting Minutes
November 16th, 2026
7pm
Village Chambers

1. **Call meeting to order:** Scholz called meeting to order at 7:00pm.
2. **Pledge of Allegiance**
3. **Roll Call Board Members Present:** Pete Scholz, Marie Powers, Scott Taylor, Melisa Counelis, Dorothy Johnston

   Members Excused: Rod Charles, Ashley Ross, Holly Pifer, Jae Choi

   Others Present: Executive Director Kimberly Smith, Admin and Promotions Coordinator Jess Dickieson, Village Manager Joe Madore
4. **Public Comment on non-agenda items (3-minute limit):** None
5. **DDA Annual Meeting:**

   Motion: Taylor/Counelis to amend agenda and remove #5

   Vote: Ayes: 5. Nays:0. Motion Carried.
6. **Consent Agenda:**
   a. Approval of proposed agenda
   b. Approval of October 2026 meeting minutes
   c. Police Report
   d. Code Enforcement Report

   Motion: Powers/Taylor to approve and file a, b, c and d

   Vote: Ayes: 5. Nays:0. Motion Carried.
7. **Financials:**
   a. Financial statements & revenue expenditure reports
   b. Bills: October 2026 **($95,804.83)**

   Motion: Powers/Taylor to approve and file a and b

   Roll Call: 5 ayes. 0 nays. Motion carried.
8. **DDA reports:**
   a. Org Committee Report – Scholz reported
   b. EV Committee Report – Powers reported

c. Promo Committee Report – Counelis reported

d. Design Committee Report – Powers reported

e. America 250/Oxford 150 Committee – did not meet

f. Executive Director's Report – Smith reported

9. **Unfinished/Old Business:**

   a. **Skyline Lighting Update:** Smith gave an update from Excel on the status of the project. The project is 60-70% complete. There are still a few approvals left to obtain.

   b. **Winter Walkability Program:** Joe Madore spoke regarding outdoor seating locations and how to proceed in regards to the snow removal procedures. Discussion around residential curbside parking spaces.

   c. **Update on NE Sidewalk Project:** Smith gave an update that there is more work to be done than originally proposed. The project will be pushed to Spring.

   d. **Didactics Event - Tuesday, November 24th, 10:30am:** Smith discussed the event timing and how the event will run. This event is just for community partners and stakeholders. Community event will come in 2027.

   e. **Annual Meeting Follow-Up:** Smith asked to push this to December's board meeting.

      1. Chair/Vice Chair Vote
      2. Committee Assignments

10. **New Business:**

    a. **DDA Storage Fence Quotes:** Smith presented both quotes for board approval.

       Motion: Powers/Taylor to accept and approve a quote for TMFence for $5,115.00

       Roll Call Vote: 5 ayes. 0 nays. Motion carried.

11. **Items moved from consent agenda:** None

12. **Board Member Comments:** Thank you for the data and analytics that are coming from Kimberly and Jess. Joe Madore commented on extra planters and bollards that are in the DPW garage and how to move forward with a plan on where to store these items.
13. **Extended Public Comment:** None
14. **Adjourn:** Motion to adjourn Scholz/Taylor 8:01pm

    Next DDA Board regular meeting: **December 14th , 2026**