



**1. Call meeting to order:** Scholz called meeting to order at 7:00pm.

**2. Pledge of Allegiance**

**3. Roll Call, Board Members Present: 6**

Pete Scholz, Rod Charles, Holly Pifer, Scott Taylor, Jae Choi, Melisa Counelis, Dorothy Johnston

**Members Excused:** Jae Choi, Ashley Ross

**Members Unexcused:** Marie Powers

**Others Present:** Executive Director Kimberly Smith, Admin and Promotions Coordinator Jess Dickieson

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

**5. DDA Annual Meeting** – moved to follow this board meeting

**Motion:** Scholz/Taylor to move DDA Annual Meeting to after current board meeting

**Vote:** Ayes: 6. Nays 0. Motion carried.

**6. Consent Agenda:**

- a. Approval of proposed agenda
- b. Approval of September 2026 meeting minutes
- c. Police Report
- d. Code Enforcement Report

**Motion:** Taylor/Scholz to move DDA Annual Meeting to after current board meeting and approve and file a, b, c, d.

**Vote:** Ayes: 6. Nays:0. Motion Carried.

**7. Financials**

- a. Financial statements & revenue expenditure reports
- b. Bills: September 2026 **(\$34,222.29)**

**Motion:** Taylor/Johnston to approve and file a and b

**Roll Call Vote:** Ayes: 6 Nays: 0



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## 8. DDA reports

- a. Org Committee Report – did not meet
- b. EV Committee Report – did not meet
- c. Promo Committee Report – Pifer reported
- d. Design Committee Report – Smith reported
- e. America 250/Oxford 150 Committee – did not meet
- f. Executive Director's Report – Smith reported

## 9. Unfinished/Old Business

- a. **Skyline Lights:** Mickey from Excel Brothers gave an update of where the skyline light project is at. He demonstrated how the lights are being installed.
- b. **Snow Program:** Smith gave an update on where the equipment is and when it will be arriving. Discussion around temporary fencing to come down at certain businesses and no overnight curb parking for program to be effective. Smith opened up for discussion with Board.
- c. **NE Sidewalk Project:** Smith gave an update that all approvals have come from business owners and are excited to move forward with project. There were drainage concerns brought to the DDA's attention so more information and planning needs to take place before the project moves forward. There is no start date at this time.
- d. **Director Purchasing Threshold:** Smith discussed that this was an agenda item at the last Organizational Committee. Smith brought to the Board to increase the Director Purchasing Threshold to \$5,000. Board discussed not needing to increase the threshold but to build in contingencies into larger projects or schedule emergency meetings.



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- e. Downtown Gift Cards:** Smith gave an update on her conversations with the village attorney and how to continue with the sunsetting of the downtown gift card program.

**Motion:** Charles/Taylor to have the DDA redeem any outstanding gift cards. Card holders will have the option to redeem at participating businesses or redeem for payment within a 90 day period. The 90 day period will begin when communication about the program comes out.

**Vote:** Ayes: 6. Nays: 0. Motion carried.

**10. New Business:**

- a. MSOC Board Training – October 27<sup>th</sup>, Lake Orion:** Smith strongly encouraged all board members to go to the training as a refresher course.

- b. Winter Foliage:** Smith presented the winter foliage photos and quotes.

**Motion:** Scholz/Charles spend \$3,800 with Detroit Style Planter Company for winter foliage.

**Roll Call Vote:** Ayes: 6. Nays: 0. Motion carried.

- c. Holiday Lighting:** Discussion on which bid to go with for the Holiday Lighting this season.

**Motion:** Taylor/Johnston to approve Excel Brothers Holiday Lighting quote totaling \$9,325.00.

**Roll Call Vote:** Ayes: 6. Nays: 0. Motion carried.

- d. December Board Meeting Date**

**Motion:** Taylor/Pifer to move December Board Meeting from December 21<sup>st</sup> to December 14<sup>th</sup>.

**Vote:** Ayes: 6. Nays: 0. Motion carried.

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



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting - Amended

October 12<sup>th</sup>, 2026, 7pm

Village Chambers

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**12. Board Member Comments:** Looking forward to the winter foliage! Great job on

Scarecrow Fest! Thank you to Holly for organizing the Volunteer Program.

**13. Extended Public Comment:** None.

**14. Adjourn:** Scholz/Taylor to adjourn at 8:02pm.

**Vote:** Ayes: 6. Nays: 0. Motion carried.

Next DDA Board regular meeting: **November 16<sup>th</sup>, 2026**