



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting

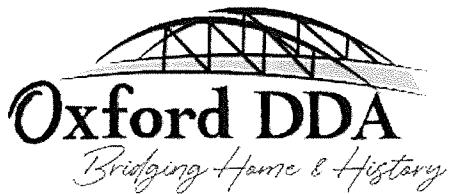
January 19, 2026

7pm

Village Offices

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, Jake O'Brien, 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 December 2025 meeting minutes
 - c. Police Report
 - d. Code Enforcement Report
6. Financials
 - a. Financial statements & revenue expenditure reports
 - b. Bills: December 2025 (**\$19,022.20**)
7. DDA reports
 - a. Org Committee Report – met on January 6th
 - b. EV Committee Report – did not meet this month
 - c. Promo Committee Report – met January 12th
 - d. Design Committee Report – met on January 7th
 - e. American 250/Oxford 150 Committee – met January 7th
 - f. Executive Director's Report
8. Unfinished/Old Business
 - a. Trolley Status Update
9. New Business
 - a. Powder Coating Update
 - b. Accreditation Reminder
 - c. Grant Revisions
 - d. Flowers Quote



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting

January 19, 2026

7pm

Village Offices

- e. Trash Can Liner Quote
- f. Bylaw Review
- g. Master Plan Review
- h. Strategic Plan Workshop

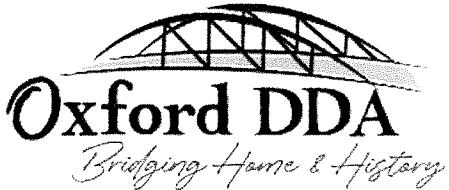
10. Items moved from consent agenda

11. Board Member Comments

12. Extended Public Comment

13. Adjourn

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



Village of Oxford
Downtown Development Authority
Meeting Minutes
December 15th, 7pm
Village of Oxford Council Chambers: 22 W. Burdick St.

1. **Call meeting to order:** Board Chair Pete Scholz called meeting to order at 7:03pm

2. **Pledge of Allegiance**

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

Pete Scholz, Marie Powers, Jake O'Brien, Melisa Counelis, Rod Charles, Holly Pifer, Jae Choi

Members Absent: Scott Taylor, Ashley Ross

Others Present: Executive Director Kimberly Smith, 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 November 2025 meeting minutes
- c. Police Report
- d. Code Enforcement Report

Motion: Powers/Charles to file agenda items 5 a, b, c, and d. Add agenda item 9d requested by Charles for County TIF Changes Proposal information.

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

6. **Financials**

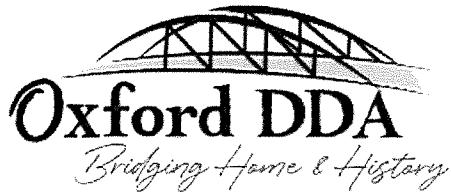
- a. Financial statements & revenue expenditure reports
- b. Bills: October 2025 (**\$281,782.93**)

Motion: Powers/Charles to approve and file 5 a and b.

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

7. **DDA reports**

- a. Org Committee Report – Charles reported
- b. EV Committee Report – Charles reported
- c. Promo Committee Report – Pifer reported
- d. Design Committee Report – Powers reported
- e. Home & History Sub Committee – Smith reported
- f. Executive Director's Report – Smith reported



Village of Oxford
Downtown Development Authority
Meeting Minutes
December 15th, 7pm
Village of Oxford Council Chambers: 22 W. Burdick St.

8. Unfinished/Old Business

- a. **Trolley Status Update** – discussion around the retirement of the trolley, how and when to list it to sell.

9. New Business

- a. **Strategic Plan/Annual Plan** – Smith discussed having a workshop following the January 2026 board meeting to check in on the Annual Plan for the coming year and determine top priorities.
- b. **Lighting Inventory** – Joe Madore spoke and discussed the need to replace certain lights along M24.

Motion: Charles/Counselis to approve building an inventory on lighting needs for downtown.

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

- c. **Date of January Board Meeting** – discussion on if January board meeting should be changed due to it falling on Martin Luther King Jr. Day. Board agreed meeting will stay on the 19th.
- d. **County TIF Changes Proposal** – information, explanation and discussion around the County level TIF program. Both Madore, Smith and Charles talked with the board about the information.

10. Items moved from consent agenda: None**11. Board Member Comments:** Welcome to the board Jake! Merry Christmas!

Thank you to Jacob Nicosia for his expertise and time on the DDA Board. Pete Scholz excited to see that the ARPA project reached completion in 2025. Looking forward to what the DDA will accomplish in 2026!

12. Extended Public Comment: None**13. Adjourn:** Charles/Holly motion to adjourn. Meeting adjourned at 8:30pm

Next DDA Board regular meeting: January 19th, 2026

OXFORD VILLAGE POLICE DEPT.
POLICE CHIEFS REPORT

2025-December

Micheal D. Solwold-Chief

MONTH	YEAR TO DATE				
	Dec. 2025	Dec. 2024	CHG	2025	2024
CALLS FOR SERVICE	510	350	160	6026	5359
CITATION/WARNING	333	232	101	4092	4236
ACCIDENTS	10	4	6	69	74
POSITION	#				
CHIEF	1				
OFFICERS/FT	6				
OFFICERS/PT	5				
Service Aid	2				
Reserves	9				
TOTAL	23				

Below is designated for crime-specific stats:

DUI-Crash
Warrant Arrest
Fraud

Dec. 2025

	WASHINGTON	GLASPIE	PONTIAC	W BURDICK	W OF 24	E OF 24	N WLOT	N ELOT	TOTALS
speed	40	9	6	11	2	2	20		90
red light	85								85
stop sign		3		7	6	1			17
improper turns	17	3		1	4				25
seat belt									0
drivers licence violations	11	2				2			15
plate violations	30	1	1	1	1	3			38
insurance/registration	22			1		2			25
equipment	18	2		1	1	2	1	1	26
misc. violations	2		1						3
parking violations	1			1		1			3
fail to yield to emergency vehicle	1								3
commercial motor vehicle tickets	5								5
Location Totals	232	13	14	12	13	33	3	1	333

Grand Total for the Month

333

CODE ENFORCEMENT ACTIVITY REPORT

Location / Address	Description	Date Opened	Date Revisited	Date Closed	Comments / Action Taken
153 S. Wash.	snow	12/2/25			contacted new Mgr.
151 S. Wash.	snow	12/2/25			warning notice sent
124S. Wash	snow	12/2/25			warning notice sent
146 S. Wash.	snow	12/2/25			warning notice sent
142 S. Wash.	snow	12/2/25			warning notice sent
99 S. Wash.	snow	12/2/25			warning notice sent
122 S. Wash.	snow	12/2/25			warning notice sent
200 Oxford Lakes	snow	12/4/25			warning notice sent
26 E. Burdick	unbroken bxs. In dumpster enclosure	12/4/25			"advisory" notice sent to business
71 S. Wash.	snow	12/4/25			
1000 Industrial	long vacant parcel			12/4/25	property now being used for storage of trailers. 40-60 feet of new chain link fence installed W/O permit
198 Oxford Lakes	snow	12/4/25			warning notice sent
650 Glaspie	snow	12/4/25			warning notice sent
181 Glaspie	snow	12/4/25			warning notice sent
193 Glaspie	snow	12/4/25			warning notice sent
199 Glaspie	snow	12/4/25			warning notice sent
205 Glaspie	snow	12/4/25			warning notice sent
211 Glaspie	snow	12/4/25			warning notice sent
855 Glaspie	snow and unlocked gate	12/4/25			warning notice sent for both
332 Pearl	snow	12/15/25			warning notice sent
49W Burdick	yard waste at curb	12/15/25			yard waste pickup done. Notice sent requesting removal of bags
51 W. Burdick	yard waste at curb	12/15/25			yard waste pickup done. Notice sent requesting removal of bags

CODE ENFORCEMENT ACTIVITY REPORT

User: VHAUFF

DB: Oxford

PERIOD ENDING 12/31/2025

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE	AVAILABLE BALANCE
			12/31/2025 NORMAL (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	1,364.25	16,635.75
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	16,333.41	(9,333.41)
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	38,574.77	(26,574.77)
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) Surplus	0.00	0.00	0.00
Total Dept 000		700,519.00	418,643.39	281,875.61
TOTAL REVENUES		700,519.00	418,643.39	281,875.61
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	47,173.72	24,039.28
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	3,761.75	4,210.25
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	459.45	367.55
248-729-718.000	Retirement	7,121.00	0.00	7,121.00
248-729-718.010	RETIREMENT MERS DC	0.00	3,901.63	(3,901.63)
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	523.84	476.16
248-729-740.010	Copying	0.00	0.00	0.00
248-729-740.140	OPERATING SUPPLIES	0.00	3,165.53	(3,165.53)
248-729-807.000	Audit	1,800.00	1,475.80	324.20
248-729-810.000	Contracted Services - Admin.	3,806.00	3,377.28	428.72
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

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE		AVAILABLE BALANCE			
			12/31/2025	NORMAL (ABNORMAL)				
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
248-729-818.000	Executive Director	0.00	0.00	0.00	0.00			
248-729-826.000	Legal: Litigation	0.00	0.00	0.00	0.00			
248-729-826.114	Legal: Settlement	0.00	0.00	0.00	0.00			
248-729-830.000	Membership & Dues	600.00	1,000.00	(400.00)	(400.00)			
248-729-856.000	Telephone	0.00	0.00	0.00	0.00			
248-729-856.040	COMMUNICATIONS CELL PHONE FEES	1,400.00	381.06	1,018.94	1,018.94			
248-729-866.000	Mileage	400.00	120.40	279.60	279.60			
248-729-900.000	Advertising	2,500.00	1,880.61	619.39	619.39			
248-729-905.000	Printing & Publications	100.00	0.00	100.00	100.00			
248-729-920.000	Utilities	850.00	388.15	461.85	461.85			
248-729-920.100	Utilities - 32 E. Burdick	0.00	0.00	0.00	0.00			
248-729-920.200	Utilities - 36 E. Burdick	0.00	0.00	0.00	0.00			
248-729-933.000	Equipment Maintenance	0.00	0.00	0.00	0.00			
248-729-941.000	Copier Lease	0.00	0.00	0.00	0.00			
248-729-955.000	WORKSHOPS	1,200.00	824.00	376.00	376.00			
248-729-955.010	MEALS	500.00	478.74	21.26	21.26			
248-729-955.020	LODGING	1,000.00	0.00	1,000.00	1,000.00			
248-729-956.000	Volunteer Development	0.00	0.00	0.00	0.00			
248-729-957.000	Contingency: Year End	0.00	0.00	0.00	0.00			
248-729-961.000	Taxes: Errors in Roll	0.00	0.00	0.00	0.00			
248-729-962.000	Insurance	4,323.00	5,784.60	(1,461.60)	(1,461.60)			
248-729-970.000	Capital Improvements	0.00	0.00	0.00	0.00			
248-729-970.100	ARPA	0.00	251,027.38	(251,027.38)	(251,027.38)			
248-729-991.000	Principal	0.00	0.00	0.00	0.00			
248-729-992.000	Fees	0.00	0.00	0.00	0.00			
248-729-993.000	INTEREST	0.00	0.00	0.00	0.00			
248-729-995.394	Transfer to Debt Service	70,804.00	0.00	70,804.00	70,804.00			
248-729-995.494	TRANSFER OUT	0.00	0.00	0.00	0.00			
Total Dept 729 - Organization/Administration		316,626.00	328,120.66	(11,494.66)				
Dept 734 - BUSINESS & DEVELOPMENT								
248-734-727.000	Office Supplies	0.00	70.79	(70.79)	(70.79)			
248-734-730.000	Postage	0.00	0.00	0.00	0.00			
248-734-740.000	DOWNTOWN PROMO	0.00	477.55	(477.55)	(477.55)			
248-734-740.010	Copying	1,000.00	0.00	1,000.00	1,000.00			
248-734-787.000	Materials	0.00	0.00	0.00	0.00			
248-734-810.000	CONTRACTED SERVICES -EVENTS	35,000.00	21,997.73	13,002.27	13,002.27			
248-734-810.160	CONTRACTED SERVICES-DOWNTOWN	0.00	67,098.39	(67,098.39)	(67,098.39)			
248-734-810.340	ICE FESTIVAL	0.00	0.00	0.00	0.00			
248-734-817.000	Planning Consult - FBZ	0.00	0.00	0.00	0.00			
248-734-826.000	Legal Fees	0.00	0.00	0.00	0.00			
248-734-882.000	TROLLY	10,000.00	(7,062.23)	17,062.23	17,062.23			
248-734-885.000	Grant - Facade	60,000.00	3,000.00	57,000.00	57,000.00			
248-734-900.000	HOLIDAY ADVERTISING	10,000.00	0.00	10,000.00	10,000.00			
248-734-905.000	Printing - Celebrate Oxford	2,500.00	0.00	2,500.00	2,500.00			
248-734-942.000	Parking Lot Rental	0.00	0.00	0.00	0.00			
248-734-943.000	EQUIP RENTAL	0.00	0.00	0.00	0.00			
248-734-956.000	Miscellaneous	0.00	0.00	0.00	0.00			
248-734-962.000	Insurance - Celebrate Oxford	0.00	0.00	0.00	0.00			
248-734-970.000	Capital Improvements	250,000.00	1,377.87	248,622.13	248,622.13			
248-734-970.100	ARPA	0.00	0.00	0.00	0.00			
Total Dept 734 - BUSINESS & DEVELOPMENT		368,500.00	86,960.10	281,539.90				
TOTAL EXPENDITURES		685,126.00	415,080.76	270,045.24				
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		700,519.00	418,643.39	281,875.61				
TOTAL EXPENDITURES		685,126.00	415,080.76	270,045.24				
NET OF REVENUES & EXPENDITURES		15,393.00	3,562.63	11,830.37				

Account Name	Account Numbers	Vendor	Amount	Description
Contr Services - Downtown	248-729-810.011	Village of Oxford	\$8,656.62	Auditing and District Maintenance
Contr Services - Downtown	248-734-810.160	Village of Oxford	\$180.00	Gift Cards
Trolley	248-000-654-010	Diesel Tech	\$1,147.34	Trolley Repairs
Contr Services - Downtown	248-734-810.160	Oxford Women's Club	\$80.00	Extra Cedar Roping - Christmas Décor
Village of Oxford - Prepaid Bills		Sub Total	\$10,063.96	
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	\$30.00	Online Hosting Fee -- Gift Cards
Credit Card Bills		Sub Total	\$294.37	
Meals	248-729-955.010	Jimmy John's	\$11.97	Lunch for DPW
Meals	248-729-955.010	Magic Brownie Box	\$60.00	Board Appreciation
Office Supplies	248-734-727.000	Amazon	\$12.08	Laminating Sheets
Contracted Services - Downtown	248-734-810.160	U Printing	\$293.11	Social District Stickers
Membership & Dues	248-729-830.000	Main Street America	\$375.00	Yearly Membership Main Street America
Lodging	248-729-955.020	Hotels.com	\$680.77	MSOC Conference Hotel
Main Street Oakland County	248-729-955.000	Main Street America	\$65.00	MSOC Conference Fees
Operating Supplies	248-729-740.140	Championship Trophies	\$11.00	Board Member Nameplate
Membership & Dues	248-729-830.000	Jib Jab	\$36.00	Membership
		Sub Total	\$1,544.93	
		Grand Total	\$19,022.20	
Signature from Village				
Signature from DDA				



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Promotions Committee Agenda

January 12, 2026

11 am

Evergreens

Members in Attendance:

Members Absent:

Others in Attendance:

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. 2026 Goals of Promo Committee
 - Project Managers- these would be the point person to help coordinate smaller events.
 - Event Analysis- this would be a person or group of people who would analyze information gathered after events to make sure the proper time, energy and funds are being allotted.
 - Marketing Strategy- It will be proposed that a portion of the available funds from 2026 be used to hire a consultant to help with a marketing plan.
 - Communication and Marketing Plan- This will go hand in hand with the marketing strategy as well as finding more ways to spread the word about our downtown.
 - Placemaking Attractions- This is the area of focus needed to determine what brings people to Oxford. What do we have to offer and also, what do we want to offer in the future?
2. Date of meetings this year? Second Monday still work? Yes, we will continue to keep the meetings on the second Monday of the month but we will shift it back to 10am, still held at Evergreens.
3. Polar Express Recap- This is always a great event. With the change in trolley ownership, there may be other options for transportation to explore. Some ideas included carriage rides and van/vehicle rental and using NOTA. More discussion will happen later this year.
4. Mix and Mingle- The goal of the Mix and Mingle is to encourage cross promotion from business to business downtown. The DBOM meeting is also very important to keep business owners involved with updates and feedback, as well as an opportunity to express concerns and ideas for downtown engagement. We will try to combine both the mix and mingle with the DBOM



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Promotions Committee Agenda

January 12, 2026

11 am

Evergreens

meeting to maximize the attendance and productivity of the time we meet. 30 minutes for agenda, 30 minutes for networking.

5. Volunteer Coordinator Assistant- We have a need for more help with coordination of volunteers. Mainly for check in and coordination. Someone to work closely with Holly.
6. Quad Champions- The quad champions will need to be utilized more going forward to help facilitate communication with the DDA.
7. Taste of Oxford- Angie will meet with Victoria and Marie to get ideas, feedback, suggestions for this event and will report back to the promo committee and the DDA staff as to the possibility of this event taking place this year.
8. Cross Business Promotion- We will continue to work on ways to promote each business from within using social media and a downtown business brochure highlighting businesses by category as well as having hours of operations for restaurants to make it easier to refer from one business to another.

Miscellaneous Topics

-The vendor market held in the summer, should we continue this event? Make it once per month since attendance has been low after the first few weeks since the same vendors are there each week? Should the location be moved to be in conjunction with the Farmers Market at Seymour Lake Park? More discussion as the year moves on.

-Kimberly and Holly will be meeting with the library to find ways to partner together and build a relationship. One idea was to have the library use a bike with a mobile library for downtown events.

The next Promo Committee Meeting will take place February 9 at 10am at Evergreens.



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
DESIGN COMMITTEE MEETING
January 7, 2026
9:30 AM
Oxford DDA Offices

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

Members Absent: Sue Bossardet (excused)

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 9:35 AM.
2. Action items from last meetings:
 - A. Grant adjustments finalize edits/discussion.
 - B. Changes needed by 1/13 via email from DC to Kree for 1/15 DDA Board Packet deadline.
3. Current and potential grants:
 - A. No submitted applications.
 - B. See item 2.A above for information about edits to grant language.
 - I. DDA Board will review the proposed Grants with highlighted changes as submitted by the DC at their (Monday, MLK day) January 19, 2026, meeting
4. Budget discussion
 - A. N/A

Oxford DDA Design Committee 1/7/2026 (Cont'd)

5. Other Agenda Items:
 - A. Pifer – décor for holidays next year should be looked at due to 50% - 75% off post season
 - I. DC asked Pifer to go forward, work with Smith on budget for items within her email.
6. Placemaking:
 - A. Mobile Planter Walls:
 - I. Washington square – 2 or 3 planters were damaged but can be repaired. First planter that was damaged was noticed on December 16th assumed to be human caused intentional or accidental. Second/third planter(s) assumed to have fallen over in windstorm on December 29th when the area experienced 60+ mph wind gusts. The planters were constructed in July of 2025 and withstood other weather events since their construction with no issues.
 - II. Kree plans to utilize leftover materials (wood/screws) from the original project that are currently stored at DDA office to repair the planters during the cleaning up of holiday décor on January 16th (or sooner). Needs help lifting units to be upright.
7. Ad Hoc Committee Update:
 - A. *America 250 MI/Village 150*:
 - I. Next meeting (virtual) scheduled for (today) Wednesday, 1/7 at 12PM
 - II. Didactics – letters of support were submitted from Oakland County Historic Preservation and MSOC in support of the America 250 MI Grant.
 - III. Multiple events being scheduled throughout the summer of 2026. Time capsule opening scheduled for July 9, 2026.
8. Upcoming Events:
 - A. January 2026
 - I. Holiday decoration removal/undecorate truck – 1/16 at 10:00 AM.
 - II. MSOC Accreditation 1/22, DC members can participate 10:15-11AM at Village offices
 - B. February 2026
 - I. District event being considered (TBD)
9. Recent Events:
 - A. Polar Express
 - I. Smith noted items that were pros and cons that will be useful if the event is held next year
 - II. Trolley might be sold, new trolley might be an option depending on funding (TBD)
10. Future programs, projects, seminars
 - A. Time of this meeting – All DC members in attendance voted to keep the same time/place for future DC meetings. The DC will revisit this topic in summer of 2026 or as needed.
11. Close Meeting
 - A. Kree closed the DC meeting at 10:20AM

ACTION ITEMS

- ***DC to review/comment and submit changes to Façade, Back Entrance, and Sign grants' language to Kree by 1/13.***
- ***Undecorate for Christmas/Holiday season on Friday 1/16 @ 10AM. Calendar invite to be sent out.***
- ***MSOC Accreditation meeting @ 10:15-11:00 AM on Thursday 1/22.***

The submitted information herein concludes the meeting report for **Wednesday, January 7, 2026**, of the DDA Design Committee Meeting. The next DDA Design Committee meeting will be held on **Wednesday, February 4, 2026**, pending agenda items and sufficient quorum.

Respectfully submitted,


Scott E. Kree
Oxford DDA Design Committee Chair/Member



Members in Attendance: Scott, Debbie, Ashley, Regina

2026 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

- Updates
 - Grants
 - Didactics
 - Light post banner
 - 2026 Events Schedule
 - State of Michigan Historic Marker
 - Historical Didactics/Labels
 - Mural
 - Tour
 - Timecapsule
- Other Concepts
 - Logo
 - Banners Downtown
 - Signs in the stores
 - Big picture panels in empty businesses
 - Light post signs
 - DAR sign at joslyn and clarkston road kiosk
 - Banner on the bridge over town
 - Flag Retirement Ceremony
 - Sunday, June 14th = Flag Day
 - Expanded Memorial Day Parade
 - Expansion for next year
 - DAR
 - North Oakland Elite
 - Taste of Oxford
- Funding
- Create a facebook page
 - Regina & Drew
- Logo

Action Items (Items to do before next meeting)



- Next meeting January 7th at noon

OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
American250MI & Village 150 AD HOC COMMITTEE
January 7, 2026
Noon on Teams



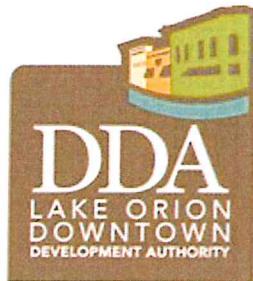
OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Executive Director Report

January 19, 2026

Key items to note this month:

- **Meetings**
 - Attended committee meetings (as applicable)
 - Met with Lake Orion DDA
 - DBOM meeting
 - MSOC DDA Director Meeting
 - Oxford Community Leaders Meeting
- **Grants**
 - Participated in the submittal for America 250
- **Awards**
 - Extensive prep for the Main Street America Accreditation
- **Business Attraction/Retention**
 - Met with potential/new business owners on space and locations
 - Met with current business owners on concerns, opportunities to partner
 - Reimbursements for business owners for Soup & Sweet and Skyline Light Usage 2025
- **Community Engagement**
 - Community Survey
 - Was interviewed for 'Year in Review' for OCTV
 - Was invited to co-host FISH Food Drive as well as participate in the DDA Roundtable through ONTV in early February
- **Training/Development**
 - Completed 5 MiPDM course homework assignments
 - Met with MML representative regarding On Demand Coaching to support local businesses
 - Was invited to speak at the MDA Spring Workshop
 - Performance review process is taking place
- **Beautification**
 - Plants along M24 were cut back
 - All holiday decorations have been removed
 - Benches and trash cans have been collected for refurbishment
- **Events**
 - Taste of Oxford in development
- **Business Development**
 - One on One Hospitality Business Owners Consulting through Thrive and MSOC
- **Volunteers**
 - Working on 2026 needs and call out materials
 - Looking to fill a Coordinating Support role
- **Other**
 - Trolley was moved to landing spot for remainder of winter
 - Talked with possible buyers for trolley
 - Snow removal process discussions with business owners and Village Manager (x2)



118 N. Broadway, Lake Orion, MI 48362
Phone: 248-693-9742 Fax: 248-693-9749
www.downtownlakeorion.org

Matthew Gibb, Executive Director

January 8, 2026

Kimberly Smith, Executive Director
OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
22 W Burdick St
Oxford, MI 48371

Re: Stronger Together Trolley Program

Ms. Smith,

I hope this finds your office, and your great team at the Oxford DDA, well and rested for the New Year. I am writing to you concerning the status and necessary decision of our Board regarding the Stronger Together Trolley.

Our Board was provided a current assessment of the Trolley Program, through which we detailed the status and performance metrics for the Trolley and included discussion notes from our Main Street Committee(s). At this time, Lake Orion is electing to discontinue its participation in the program for a variety of reasons, including, the continual mechanical and operational challenges of the Trolley itself.

Without any assigned fault to the effort, the trolley simply seems ready to retire and with the changes imposed by NOTA for their operation of the route(s), the value and cost is now prohibitive of our partnership. I am mindful that there may be prior expenses that await our participation, to that end please make sure I have any invoicing for our consideration.

This has been a great initiative, and reflection, of the awesome power of our partnership and mutual respect of the communities. Our commitment to that mutual success doesn't waver as a result of this decision but remains steadfast to the next great idea.

Regards,

Matthew A Gibb

cc. Debbie Burgess, LODDA Board Chair

Oxford Downtown Development Authority Sign Grant Improvement Program

This grant program has been developed to encourage property and business owners to improve the appearance of Oxford's commercial and business facades. The program is funded and administered by the Oxford Downtown Development Authority (DDA).

The intent of the *Oxford Sign Grant Program* is to provide a financial incentive for improving the exterior signage on businesses within the DDA District.

There will be a \$1,500 maximum *Sign Grant*. All grants awarded must be matched by the applicant. Grants will be awarded on a first come, first serve basis at the discretion of the DDA. Buildings may be considered for two sign grants, one in the front and one in the rear or on the side provided the ~~existing sign Ordinances is followed~~ proposed sign meets the Village of Oxford's ordinances and codes. A proposed mural may be eligible to apply for this grant, one (1) per building. Submission of an application does not guarantee acceptance. The DDA Design Committee will review each application with final approval by the DDA Board.

Qualifications for Sign Grant Approval:

1. The property must be located in the Oxford DDA District.
2. The applicant must be the property owner or business owner with property owner's written permission, and have a current lease for not less than two (2) years. An applicant can be a merchant/tenant (lease holder), property owner, building owner. Sublease holders, land contact holders, vendee and/or vendors are ineligible to apply for this grant.
3. A proposed sign(s) or mural must be visible within the DDA District from the right of way (R.O.W.) on the exterior façade of the building's street/road address, including special circumstances (corner lots, building's main entry being in rear adjacent/connected to a supporting parking lot, side entry/façade, etc.) as determined by the Design Committee.
4. The grant monies must be used for sign(s) ~~or a mural to be used~~ at the property address listed on the grant request application.
5. Improvements must be recommended for approval by the Oxford DDA Design Committee and approved by the DDA Board before starting the project.
6. Work must be done by an insured contractor. Labor provided by the applicant, owner or any other unlicensed contractor will not be considered.
7. If a commercial building under one ownership is ~~as~~ a multi-tenant building, each separate unit with an individual storefront ~~and~~ or an independent ground floor entry shall be eligible to ~~receive~~ apply for a *Sign Grant*.
8. Any project must comply with the latest ordinances, fire, and building codes
9. All taxes, water, sewer and rubbish bills must be paid in full and any outstanding violations must be corrected.
10. Applicants (i.e. merchant/tenant/lease holder, property owner, building owner) can only apply for a *Sign Grant Program* for the same building (same address) once (1 time) every five (5) years. This includes a mural.
11. No interior signage or murals are eligible, including window signs.
12. If the applicant is a tenant, they must have a lease for the premises for a period not less than two (2) years.
13. Mural applications are permitted one (1) per building/address/property and must be applied for by the building owner and/or with the building owner's full signed consent.
14. Any "sign" proposals for a building are separate from a "mural" proposal for the same building. The grant application must specify if a mural or sign is being applied for. Up to one (1) mural and two (2) signs can be applied for a (1) building/address/property.

Eligible Expenses: Expenses incurred having to do with the project that has been reviewed and approved by the Design Committee and the DDA Board and included in the grant application.

Ineligible Expenses: Any expense not specifically stated under eligible expenses such as but not limited to:

1. Expenses incurred prior to the DDA's receipt, review and approval of an application
2. Site plan, building & permit fees
3. Sign design fees
4. Any portion or expenses for which applicant pays a contractor in merchandise or trade for service
5. Attorney, architectural and engineering fees
6. Interior furnishings and improvements of any kind.
7. Work concerning the façade or structural elements pertaining to the building allowing a sign or mural. If façade improvements are required, certain circumstances may allow for the applicant to apply for a *Façade Grant*. For more information, go to: <https://downtownoxford.info/grants-resources/>

Grant Procedure:

1. Contact the Oxford DDA Office for information, application and design guidelines or go online at www.downtownoxford.org.
2. Review the proposed sign design with the DDA Executive Director.
3. Submit two (2) print copies or one (1) digital of your completed application with design plans and cost estimates to the DDA office.
4. After being submitted the application is reviewed by the DDA Executive Director, who will send it to the Design Committee Chairperson to put it on the agenda for the Design Committee, ~~who meets the first Thursday of each month, which the applicant must attend.~~
5. **Grant applicants shall coordinate with the DDA Executive Director and DDA staff upon submission of an application to determine the item's placement on a scheduled Design Committee agenda (time/place) and if the applicant should attend the Design Committee meeting depending on the complexity of a grant request.**
6. After being reviewed by the Design Committee a written recommendation for approval is sent to the DDA Board or applicant is notified of recommended changes or denial of request
7. The DDA Board acts upon the application at their regular meeting which is the third Monday of each month, which the applicant must attend.
8. A written notice is sent to the applicant notifying him/her of the decision of the DDA Board.
9. The DDA Director will refer a change in the sign to the Design Committee or back to the DDA Board who must authorize any modifications to the approved application and sign design in writing. Any changes to the approved sign including but not limited to changes in materials must be authorized in advance by the DDA in writing or the funding commitment may be rescinded.
10. At the completion of construction/**installation**, the applicant must submit a project financial report and provide the DDA Design Committee with proof that approved sign expenses are paid (canceled checks, paid invoices). The Design Committee will then review the completed project and sign off on the application, which will then be forwarded to the Executive Director.
11. The DDA Director prepares a final project report for review by the DDA Board and puts it on the next regular meeting agenda. If all conditions for payment are satisfied, the DDA Board authorizes disbursement of funds.
12. **Approval or denial of this grant does not supersede the Village of Oxford's ordinances and permitting process. More information can be found on such procedures on the Village of Oxford website: <https://www.thevillageofoxford.org/>**

Application: The following items must be submitted to the Oxford DDA office before the application can be reviewed. Contact the Executive Director for a copy of the grant application. Items required by the applicant:

1. Completed application; incomplete applications will not be accepted. Deadline for submittal shall be

the last Thursday of each month. Applicant may elect to have a preliminary review by the Design Committee to obtain feedback prior to formal submittal of the grant request.

2. Current photos of the property to be improved
3. Detailed drawings of the proposed sign including the sign location.
4. Written description of proposed sign, including materials and color.
5. Samples of materials and colors being used in the sign. Material information brochures should also be included.
6. Proof of project funding sources.
7. Three bids for each contracted service (materials and labor listed separately).

Review/Approval:

After the completed application, with all required information, has been submitted to the DDA Director, (a site visit of the property **may be requested**), along with a review of the application will be conducted by the DDA Director and the applicant. This will be scheduled by the DDA Executive Director.

The applicant ~~must~~ **may** attend the Design Committee meeting **depending on the complexity of the project as determined by the Executive Director or DDA staff**, ~~which meets the first Thursday of each month, to make a~~ **A** presentation and review **of** the application **will be given to the Design Committee by the applicant, Executive Director and/or DDA staff with the committee**.

The DDA Design Committee reviews each application separately. Due to the number of buildings within the DDA, history of grants awarded to a building, and special circumstances in each case, the Design Committee reserves the right to use its discretion in reviewing each case and to uphold the intention of the grant being applied for as it pertains to the visual benefit of the DDA and surrounding properties.

After review by the DDA Design Committee, the committee will make a decision on the application and make a recommendation to the DDA Board. Final approval will be granted by the DDA Board of Directors, which meets the third Monday of every month, which the applicant must attend. Final approval must be received from the DDA Board prior to beginning the project. After the Board reviews the project, a letter will be ~~send~~ **sent** to the applicant ~~advising~~ **advising** them of the Boards decision.

Approval or denial of this grant does not supersede the Village of Oxford's ordinances and permitting process. Outcomes for each scenario are as follows:

- If a grant is **awarded** for a proposed sign or mural, the applicant must follow procedures for permitting and approval through the Village of Oxford's planning commission/staff.
- If a proposed sign or mural is **not awarded** a grant but meets the ordinance and codes of the Village of Oxford, the project can still proceed through the permitting and approval process as determined by the Village of Oxford's planning commission/staff.
- More information can be found on such procedures on the Village of Oxford website:
<https://www.thevillageofoxford.org/>

Final Payment:

Grant improvements must be completed within 90 days of approval or the applicant must apply for an extension, which will be granted at the sole discretion of the DDA Board.

Upon completion of the project the applicant prepares financial reports and provides the DDA with proof that the approved sign expenses are paid (canceled checks, paid invoices). Verification of the completed work will also be made by the DDA Design Committee.

The DDA Executive Director prepares a final project report, which summarizes actual project expenses and

payments for work completed for review by the DDA Board. If all conditions for payment are satisfied the DDA Board authorizes disbursement of funds. These funds are disbursed within 30 days of the DDA Board approval of completed work.

**Village of Oxford
DDA Sign Grant Application**

Please read the eligibility procedures sections prior to completing this application. To be eligible for a grant from the Village of Oxford DDA, Applicants must complete the following form and provide the required information/documentation. If you have any questions, please contact the DDA Director at 248-770-8587.

Date of Application

Name _____

Tenant

Property Owner

(If tenant – must have written letter of permission from property owner and provide a lease for the premises for a period of not less than two (2) years.

Address

Work Phone

Home Phone

Fax Number

Property Address

Tax I.D. Number

Property Owner (if applicable)

Name of Business at this Address

Primary Contact (if different than above)

Is this property/business listed on the State Historic Registration or the National Register of Historic Place?

Proposed Sign: Please attach official quotes for the proposed sign (material and labor listed separately). To ensure competitive bidding, you must submit a minimum of three quotes for the proposed sign.

Estimated project completion date: _____

Project Financial Description: Please attach additional information about project funding source(s) if needed.

Estimated Project Budget: _____

Project Funding Source(s): _____

Required Supplemental Information: Applicant is required to submit Ten (10) copies of this form with the following information:

1. Current photographs of the property indicating the proposed sign location.
2. Detailed drawings of proposed sign
3. Written description of sign, including materials and colors. Samples of materials and colors being used in the sign
4. Material information brochures should also be included
5. Proof of project funding sources
6. Letter of Approval by the property owner – if applicable

I have read and understand the conditions of the DDA Sign Grant Program and agree to abide by its conditions and guidelines.

I understand that if this application is approved any changes, alterations or modifications to the approved sign design must be authorized in writing by the DDA Director, Design Committee and DDA Board. If unauthorized changes are made I understand that the DDA may withdraw its funding commitment.

I understand that if the project is not completed within the timetable of 90 days, the DDA can withdraw its funding commitment. I understand that I can reapply and that all applications are subject to funding availability at the time of reapplication.

Applicant's signature

Date

Submit application with attachments and/or questions to:

Oxford DDA
22 W. Burdick St.
P.O. Box 94
Oxford, MI 48371
(248) 628-2543

OFFICE USE ONLY:

Date application sent/given to applicant: _____

Date completed application was received: _____

Total Project Cost: _____

Total Eligible Cost: _____

DDA Executive Director's Signature and Date: _____

All taxes, water, sewer and trash bills current and any code violations corrected? _____

Date this application reviewed by the Building Inspector: _____

Date received by Design Committee: _____

Date on Design Committee Agenda: _____

Date Design Committee recommends approval to DDA Board: _____

Date on DDA Board Agenda: _____

Date approved/denied by DDA Board: _____

If approved, Total grant amount approved: _____

Date letter sent to the applicant: _____

Date of project completion: _____

Date of Design Committee verification: _____

Date financial expenses submitted: _____

Date to DDA Board for authorization of disbursement of funds: _____

Date funds disbursed: _____

Oxford Downtown Development Authority Façade Grant Improvement Program

The grant program has been developed to encourage property and business owners to improve the appearance of Oxford's commercial and business district. The program is funded and administered by the Oxford Downtown Development Authority, (DDA).

The intent of the Oxford Grant Program is to provide financial incentive for improving the exterior appearance of its buildings. This program provides an opportunity to preserve the architectural heritage of Oxford and enhance the unique character of the downtown. A well maintained downtown creates an image of a flourishing community and as a result encourages potential businesses to consider locating in Oxford. The DDA believes the best approach to creating a vibrant downtown is through the preservation of a building's original architectural features. This preservation-based philosophy is a key component of the National MainStreet Program.

- Proposed New designs should be compatible with existing buildings. This does not mean limiting the architectural style but rather that designs should respect existing buildings and strive for visual harmony with the character of the street.
- Each individual building should take advantage of its historic past. This does not necessarily mean to reproduce the appearance of the building exactly as it looked during a particular period in time but to improve the appearance by using what exists and emphasizing positive features.
- The removal of inappropriate tacked on “modernizations”; simple maintenance; the addition of a well-designed, **original/historic exterior looking sign** or **improved/additional awnings** and **the care** in the selection of colors and materials can produce a **surprisingly good better visual result of the existing façade**.
- By coordinating improvements, individual merchants/**tenants**, and property owners are able to retain their individual identities while at the same time strengthening the image of the DDA district.

There will be an \$11,500 maximum Facade Grant which earmarks \$10,000 for the façade and the remaining \$1,500 may be used for an awning. All grants awarded must be matched **and/or exceeded** by the applicant. Grants will be awarded on a first come, first serve basis at the discretion of the DDA. The Facade grant will be limited to **two one (1)** application per building, **one (1) front and or one (1) rear (or one (1) side, in special circumstances) as determined by the Design Committee**. **An opportunity to split the grant award between the front and rear of an existing building will be reviewed on a case-by-case basis by the Design Committee**. Submitting **the an** application does not guarantee **acceptance** **an award of the grant**. The DDA Design Committee will review each application with final approval by the DDA Board.

The grant's definition of an eligible “façade” is limited to the face of an existing building's principle front exterior that faces the addressed street or road of the property which acts as the primary entry to access the interior of the structure. A “rear entry” or “back entrance façade” is a building's entrance that typically faces a parking lot or driveway not visible from the addressed street/road the building fronts, as defined above. An “awning” is considered a secondary covering that is attached to a front façade over a window, door, or entire storefront.

Qualifications for Facade Grant Approval:

1. The property must be located in the Oxford DDA District.
2. The applicant must be the property owner or business owner with property owner's written permission.

3. Improvements must be visible within the DDA District **from the right of way (R.O.W.) at the front of the building, as defined above, of the building's street/road address, including special circumstances.**
4. The grant monies must be used for façade improvements such as, but not limited to ~~paint, window repair or replacement, masonry repair, cornice repair or replacement~~ that includes the following architectural exterior elements/features that are eligible for repair or replacement:
 - Exterior coverings (including masonry, metal, paint, tile, stone, wood)
 - Roof Elements (including cornices, gables, dormers, eaves, turrets, parapets, metal standing seam, shingles tile/clay/slate/composite/asphalt at the Design Committee discretion)
 - Windows and doors (including thresholds, jams, headers, mullions)
 - Exterior lighting that is consistent with the surrounding buildings
 - Awnings (including structural materials of wood, aluminum/metal, reinforced plastics and steel consisting of durable, weatherproof fabrics such as canvas, vinyl-coated polyester, and acrylic fabric)
 - Other architectural features as determined by the Design Committee.
5. Improvements must be recommended for approval by the Oxford DDA Design Committee and approved by the DDA Board before starting the project.
6. Work must be done by a licensed, insured contractor. Labor provided by the applicant, owner or any other unlicensed contractor will not be considered.
7. If a commercial building, under one ownership is a multi-tenant building, each separate unit with an individual storefront and an independent ground floor entry shall be eligible to receive a Façade/Awning Grant.
8. Any project must comply with **the latest** ordinances, **fire**, and building codes.
9. All taxes, water, sewer and rubbish bills must be paid in full and any outstanding violations must be corrected to be eligible.
10. Applicants (**i.e. merchant/tenant, property owner, building owner**) can only apply for a Facade Grant for the same façade (**same address**) once **(1)** every five **(5)** years. **This includes awnings.**
11. No interior renovations are eligible, including the interior window display area.

Eligible Expenses: Expenses incurred having to do with the project that has been reviewed and approved by the Design Committee and the DDA Board and included in the grant application.

Ineligible Expenses: Any expense not specifically stated under eligible expenses such as but not limited to:

1. Expenses incurred prior to the DDA's receipt, review and approval of an application
2. Property acquisition
3. Mortgage, land contract refinancing or loan fees
4. Site plan, building & sign fees
5. Attorney, architectural and engineering fees
6. Interior furnishings and improvements of any kind.
7. Any portion of the expenses for which the applicant pays a contractor in merchandise or trade for service
8. **Exterior materials not listed including but not limited to vinyl siding, aluminum cladding/siding, mechanical equipment, roofing materials (tar, bitumen, membrane, concrete, vegetative/green roofs), other items not visible from the R.O.W. as defined above.**
9. Signs, murals and materials/location of such are not part of this grant. See the "Oxford

Sign Grant Program" for more information, located online at:

<https://downtownoxford.info/grants-resources/>

10. Depending on the building and the case for a façade grant, additional options are available for the rear entry/façade of a building. See "Back Entrance Façade Grant Program" for more information, located online at: <https://downtownoxford.info/grants-resources/>

Grant Procedure:

1. Contact the Oxford DDA Office for information, application and design guidelines or go online at www.downtownoxford.org.
2. Review the proposed façade improvement design with the DDA Executive Director.
3. Submit one (1) copy of your completed application with design plans, three (3) cost estimates, and color and material samples to the DDA office.
4. After being submitted the application is reviewed by the DDA Executive Director, then it will be sent it to the Design Committee Chairperson to put it on the agenda for the Design Committee. (who meets the second Thursday of each month, which the applicant should attend).
5. Grant applicants shall coordinate with the DDA Executive Director and DDA staff upon submission of an application to determine the item's placement on a scheduled Design Committee agenda (time/place) and if the applicant should attend the Design Committee meeting depending on the complexity of a grant request.
6. After being reviewed by the Design Committee a written recommendation for approval is sent to the DDA Board or applicant is notified of recommended changes or denial of request
7. The DDA Board acts upon the application at their regular meeting, which is the third Monday of each month, which the applicant must attend.
8. A written notice is sent to the applicant notifying him/her of the decision following the DDA Board meeting.
9. The DDA Director will refer a change in construction plans to the Design Committee or back to the full DDA Board who must authorize any modifications to the approved application and façade grant in writing. During construction, any changes to the approved facade, including but not limited to exterior changes in materials, window, doors, cornices, etc. must be authorized in advance by the DDA in writing or the funding commitment may be rescinded.
10. At the completion of construction, the applicant prepares a project financial report and provides the DDA with proof that approved renovation expenses are paid (canceled checks, paid invoices, contractor's sworn statement, sub-contractor's waiver of lien, etc). The Design Committee must also review the completed project and sign off on the project.
11. The DDA Director prepares a final project report for review by the DDA Board and puts it on the next regular meeting agenda. If all conditions for payment are satisfied, the DDA Board authorizes disbursement of funds.

Application: The following items must be submitted to the Oxford DDA office before the application can be reviewed. Contact the Executive Director for a copy of the grant application. Items required by the applicant:

1. Completed application; incomplete applications will not be accepted. Deadline for submittal shall be the last Thursday of each month. Applicant may elect to have a “preliminary review” by the Design Committee to obtain feedback prior to formal submittal of the grant request.
2. Current photos of the property to be improved
3. Detailed drawings of the proposed improvements
4. Written description of proposed improvements, including materials and color (colors must follow the current DDA color palette).
5. Samples of materials and colors being used in the improvement. Material information brochures should also be included.
6. Proof of project funding sources.
7. Three bids for the project for each contracted service (materials and labor listed separately)

Review/Approval:

After the completed application, with all required information, has been submitted to the DDA a site visit of the property along with a review of the application will be conducted by the DDA Director and the applicant. This will be scheduled by the Executive Director of the DDA.

The applicant must attend the Design Committee meeting, which meets the first Thursday of each month, to make a presentation and review the application with the committee. The Design Committee may, at their discretion, forego the requirement for three bids.

After review by the DDA Design Committee, the committee will make a decision on the application and a recommendation to the DDA Board. Final approval will be granted by the DDA Board of Directors, which meets the third Monday of every month, which the applicant must attend. Final approval must be received from the DDA Board prior to beginning the project.

After the Board approves the project a letter will be send to the applicant committing funds or advising them of the project’s status.

Final Payment:

Grant improvements must be completed within six (6) months of approval or the applicant must apply for an extension, which will be granted at the sole discretion of the DDA Board.

Upon completion of construction the applicant prepares financial reports and provides the DDA with proof that approved renovation expenses are paid (canceled checks, paid invoices). Verification of the completed work will also be made by the DDA Design Committee.

The DDA Executive Director prepares a final project report, which summarizes actual project expenses and payments for work completed for review by the DDA Board. If all conditions for payment are satisfied the DDA Board authorizes disbursement of funds. These funds are disbursed within 30 days of the DDA Board approval of completed work.

Village of Oxford
DDA Façade Grant Application

Please read the eligibility procedures section prior to completing this application. To be eligible for a grant from the Village of Oxford DDA, Applicants must complete the following form and provide the required information/documentation.

If you have any questions, please contact the DDA Director at 248-770-8587.

Date of Application

Name

Address

Work Phone

Home Phone

Fax Number

Property Address

Tax I.D. Number

Property Owner (if applicable)

Name of Business at this Address

Primary Contact (if different than above)

Is this property/business listed on the State Historic Registration or the National Register of Historic Place?

Proposed Improvements: Please attach official quotes (labor and material indicated separately for each contracted service), for the individual proposed improvement activities:

Estimated project start date: _____

Estimated project completion date: _____

Project Financial Description: Please attach additional information about project funding source(s) if needed.

Estimated Project budget: _____

Project Funding Source(s): _____

Required Supplemental Information: Applicant is required to submit Ten (10) copies of this form with the following information:

1. Current photographs of the property to be improved.
2. Detailed drawings of proposed improvements
3. Written description of proposed improvements, including materials and colors. Colors must follow the current Oxford DDA color palette
4. Samples of materials and colors being used in the improvement
5. Material information brochures should also be included
6. Proof of project funding sources
7. Letter of Approval by the property owner – if applicable

I have read and understand the conditions of the DDA Façade Grant Program and agree to abide by its conditions and guidelines.

I understand that if this application is approved any changes, alterations or modifications to the approved façade design must be authorized in writing by the DDA Director, Design Committee and DDA Board. If unauthorized changes are made I understand that the DDA may withdraw its funding commitment.

I understand that if the project is not completed within the timetable of six (6) months, the DDA can withdraw its funding commitment. I understand that I can reapply and that all applications are subject to funding availability at the time of reapplication.

Applicant's signature

Date

Submit application with attachments and/or questions to:
Oxford DDA
22 W. Burdick St.
P.O. Box 94
Oxford, MI 48371
(248) 770-8587

Oxford Downtown Development Authority Back Entrance Façade Grant Program

The *Back Entrance Façade Grant Program* has been developed to encourage property and business owners to improve the appearance of Oxford's commercial and business district's rear entrance. The *Back Entrance Façade Grant* should be applied for, as it pertains to, the location of the project, scope of the project, and if the *Façade Grant Improvement Program* has been previously awarded to the building (within 5 years), or if the proposed project is outside of the scope of that grant. The *Back Entrance Façade Grant Program* is funded and administered by the Oxford Downtown Development Authority, (DDA).

The intent of the *Back Entrance Façade Grant Program* is to provide financial incentive for improving the exterior appearance of its building's rear entrance. This program provides an opportunity to preserve the architectural heritage of Oxford and enhance the unique character of the downtown and is a key component of the National MainStreet Program. Proposed new designs should be compatible with existing buildings. Each individual building should take advantage of its historic past with the goal to improve the appearance by using what exists and emphasizing positive features.

This is a matching grant program with 50% of business costs matched up to \$1000. Grants will be awarded on a first come, first serve basis at the discretion of the DDA. The grant will be limited to one application per business, every 3 years. Submitting the application does not guarantee acceptance.

Qualifications for Facade Grant Approval:

1. The property must be located in the Oxford DDA District.
2. The applicant must be the property owner or business owner with property owner's written permission. *An applicant can be a merchant/tenant (lease holder), property owner, building owner. Sublease holders, land contact holders, vendee and/or vendors are ineligible to apply for this grant.*
3. Improvements must be visible within the DDA District *from the right of way (R.O.W.) or supporting adjacent parking lot at the rear of the building, as defined above, of the building's street/road address, including special circumstances (corner lots, side entry, etc.).*
4. The grant monies must be used for façade improvements such as, ~~but not limited to: paint, window repair or replacement, masonry repair, cornice repair or replacement, seating, sidewalks, signage, awnings, structures or lighting, replacement~~ *that includes the following architectural exterior elements/features that are eligible for repair or replacement:*
 - Exterior coverings (including masonry, metal, paint, tile, stone, wood)
 - Roof Elements (including cornices, gables, dormers, eaves, turrets, parapets, metal standing seam, shingles tile/clay/slate/composite/asphalt at the Design Committee's discretion)
 - Windows and doors (including thresholds, jams, headers, mullions)
 - Exterior lighting that is consistent with the surrounding buildings
 - Awnings (including structural materials of wood, aluminum/metal, reinforced plastics and steel consisting of durable, weatherproof fabrics such as canvas, vinyl-coated polyester, and acrylic fabric)
 - Other architectural features as determined by the Design Committee.
5. Improvements must be recommended for approval by the Oxford DDA Design Committee and approved by the DDA Board before starting the project.
6. Work must be done by a licensed, insured contractor. Labor provided by the applicant, owner or any other unlicensed contractor will not be considered.
7. If a commercial building, under one ownership is a multi-tenant building, each separate unit with an

individual storefront and or an independent ground floor entry shall be eligible to receive apply for a *Back Entrance Façade Grant* at the decision of the DDA Executive Director, DDA staff, and/or Design Committee.

8. Any project must comply with the latest ordinances, fire, and building codes.
9. All taxes, water, sewer and rubbish bills must be paid in full and any outstanding violations must be corrected to be eligible.
10. Applicant (i.e. merchant/tenant, property owner, building owner) can only apply for a *Back Entrance Façade Grant* for the same business (same address) once (1 time) every three five (5) years. This includes awnings.
11. No interior renovations are eligible, including the interior window display area.

Eligible Expenses: Expenses incurred having to do with the project that has been reviewed and approved by the Design Committee and the DDA Board and included in the grant application.

Ineligible Expenses: Any expense not specifically stated under eligible expenses such as but not limited to:

1. Expenses incurred prior to the DDA's receipt, review and approval of an application
2. Property acquisition
3. Mortgage, land contract refinancing or loan fees
4. Site plan, building & sign fees
5. Attorney, architectural and engineering fees
6. Interior furnishings and improvements of any kind.
7. Any portion of the expenses for which the applicant pays a contractor in merchandise or trade for Service.
8. Exterior materials not listed including but not limited to vinyl siding, aluminum cladding/siding, mechanical equipment, roofing materials (tar, bitumen, membrane, concrete, loose stone, vegetative/green roofs), other items not visible from the R.O.W or parking lot.
9. Signs, murals and materials/location of such are not part of this grant. See the "*Oxford Sign Grant Program*" for more information, located online at: <https://downtownoxford.info/grants-resources/>

Grant Procedure:

1. Contact the Oxford DDA Office for information, application and design guidelines or go online at www.downtownoxford.org.
2. Review the proposed façade improvement design with the DDA Executive Director.
3. Submit one (1) copy of your completed application with design plans, two (2) cost estimates, and color and material examples to the DDA office.
4. After being submitted, the application is reviewed by the DDA Executive Director, then it will be sent it to the Design Committee Chairperson to put it on the agenda for the Design Committee meeting (the second Thursday of each month).
5. Grant applicants shall coordinate with the DDA Executive Director and DDA staff upon submission of an application to determine the item's placement on a scheduled Design Committee agenda (time/place) and if the applicant should attend the Design Committee meeting depending on the complexity of a grant request.
6. After being reviewed by the Design Committee a written recommendation for approval is sent to the

DDA Board or applicant is notified of recommended changes or denial of request.

7. The DDA Board acts upon the application at their regular meeting (the third Monday of each month).

8. A written notice is sent to the applicant notifying him/her of the decision following the DDA Board meeting.

9. The DDA Director will refer a change in construction plans to the Design Committee or back to the full DDA Board who must authorize any modifications to the approved application and façade grant in writing. During construction, any changes to the approved façade must be authorized in advance by the DDA in writing or the funding commitment may be rescinded.

10. At the completion of construction, the applicant prepares a project financial report and provides the DDA with proof that approved renovation expenses are paid (canceled checks, paid invoices, contractor's sworn statement, sub-contractor's waiver of lien, etc). The Design Committee must also review the completed project and sign off on the project.

11. The DDA Director prepares a final project report for review by the DDA Board and puts it on the next regular meeting agenda. If all conditions for payment are satisfied, the DDA Board authorizes disbursement of funds.

12. **Approval or denial of this grant does not supersede the Village of Oxford's ordinances and permitting process. More information can be found on such procedures on the Village of Oxford website:**
<https://www.thevillageofoxford.org/>

Application: The following items must be submitted to the Oxford DDA office before the application can be reviewed. Contact the Executive Director for a copy of the grant application. Items required by the applicant:

1. Completed application; incomplete applications will not be accepted. Deadline for submittal shall be the ~~second~~ last Thursday of each month. Applicant may elect to have a "preliminary review" by the Design Committee to obtain feedback prior to formal submittal of the grant request.
2. Current photos of the property to be improved.
3. Detailed drawings of the proposed improvements.
4. Written description of proposed improvements, including materials and color (colors must follow the current DDA color palette).
5. Examples of materials and colors being used in the improvement.
6. Proof of project funding sources.
7. Two bids for the project for each contracted service (materials and labor listed separately).

Review/Approval:

After the completed application, with all required information, has been submitted to the DDA (~~a site visit of the property may be requested~~), along with a review of the application will be conducted by the DDA Director and the applicant. This will be scheduled by the Executive Director of the DDA.

~~The applicant ~~must~~ may attend the Design Committee meeting depending on the complexity of the project as determined by the Executive Director or DDA staff, which meets the first Thursday of each month, to make a presentation and review of the application will be given to the Design Committee by the applicant, Executive Director and/or DDA staff with the committee.~~ The Design Committee may, at their discretion, forego the requirement for three bids.

~~The DDA Design Committee reviews each application separately. Due to the number of buildings~~

within the DDA, history of grants awarded to a building, and special circumstances in each case, the Design Committee reserves the right to use its discretion in reviewing each case and to uphold the intention of the grant being applied for as it pertains to the visual benefit of the DDA and surrounding properties.

After review by the DDA Design Committee, the committee will make a decision on the application and a recommendation to the DDA Board. Final approval will be granted by the DDA Board of Directors, which meets the third Monday of every month. Final approval must be received from the DDA Board prior to beginning the project. After the Board approves the project, a letter will be ~~sent~~ to the applicant committing funds or advising them of the project's status.

Approval or denial of this grant does not supersede the Village of Oxford's ordinances and permitting process. Outcomes for each scenario are as follows:

- If a grant is awarded for a proposed project, the applicant must follow procedures for permitting and approval through the Village of Oxford's planning commission/staff.
- If a proposed project is not awarded a grant but meets the ordinance and codes of the Village of Oxford, the project can still proceed through the permitting and approval process as determined by the Village of Oxford's planning commission/staff.
- More information can be found on such procedures on the Village of Oxford website: <https://www.thevillageofoxford.org/>

Final Payment:

Grant improvements must be completed within six (6) months of approval or the applicant must apply for an extension, which will be granted at the sole discretion of the DDA Board.

Upon completion of construction the applicant prepares financial reports and provides the DDA with proof that approved renovation expenses are paid (canceled checks, paid invoices). Verification of the completed work will also be made by the DDA Design Committee.

The DDA Executive Director prepares a final project report, which summarizes actual project expenses and payments for work completed for review by the DDA Board. If all conditions for payment are satisfied the DDA Board authorizes disbursement of funds. These funds are disbursed within 30 days of the DDA Board approval of completed work.

Village of Oxford
DDA Back Entrance Façade Grant Application

Please read the eligibility procedures prior to completing this application. To be eligible for a grant from the Village of Oxford DDA, Applicants must complete the following form and provide the required information/documentation. If you have any questions, please contact the DDA Director at 248-628-9941.

Date of Application

Name

Tenant Property Owner
(If tenant – must include written letter of permission from property owner)

Address

Work Phone Home Phone Fax Number

Property Address Tax I.D. Number

Property Owner (if applicable)

Name of Business at this Address

Primary Contact (if different than above)

Is this property/business listed on the State Historic Registration or the National Register of Historic Place? _____

Proposed Improvements: Please attach official quotes (labor and material indicated separately for each contracted service), for the individual proposed improvement activities:

Estimated project start date: _____

Estimated project completion date: _____

Project Financial Description: Please attach additional information about project funding source(s) if needed.

Estimated Project budget: _____

Project Funding Source(s): _____

Required Supplemental Information: Applicant is required to submit this form with the following information:

1. Current photographs of the property to be improved.
2. Detailed drawings of proposed improvements
3. Written description of proposed improvements, including materials and colors. Colors must follow the current Oxford DDA color palette.
4. Samples of materials and colors being used in the improvement
5. Material information brochures should also be included
6. Proof of project funding sources
7. Letter of Approval by the property owner – if applicable.

I have read and understand the conditions of the DDA Façade Grant Program and agree to abide by its conditions and guidelines.

I understand that if this application is approved any changes, alterations or modifications to the approved façade design must be authorized in writing by the DDA Director, Design Committee and DDA Board. If unauthorized changes are made I understand that the DDA may withdraw its funding commitment.

I understand that if the project is not completed within the timetable of six (6) months, the DDA can withdraw its funding commitment. I understand that I can reapply and that all applications are subject to funding availability at the time of reapplication.

Applicant's signature

Date

Submit application with attachments and/or questions to: Oxford
DDA
22 W. Burdick St.
Oxford, MI
48371
(248) 628-9941

JOS. KUTCHEY AND SONS LLC
17110 26 Mile Rd
Macomb, MI 48042-1104 USA
5868558710
skutchev@comcast.net

Estimate

ADDRESS
Village of Oxford

ESTIMATE #	DATE
26-1032	01/10/2026

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
23" H20 Labor Saver Basket w/liner	flowering baskets with soil/flowers	37	45.00	1,665.00
Please confirm colors with Joe @ 586-855-8710				
TOTAL				\$1,665.00

Accepted By

Accepted Date



SITESCAPES

2401 Production Dr.
Roca, Nebraska 68430
Tel: 888.331.9464 Fax: 402.421.9479
info@sitescapesonline.com
www.SiteScapesOnline.com

Quote

Date Issued	Quote Num
1/9/2026	87452

To:
Village of Oxford DDA
c/o Estimating Dept.
Email: dda@thevillageoxford.org

From:
SiteScapes, Inc.
c/o Ethan Warren
2401 Production Dr.
Roca, NE 68430
Tel: 402.421.9464
Fax: 402.421.9479
Email: ethan@sitescapesonline.com

Project Name:
Village of Oxford

Standard lead time is 1 to 7 days.

Pricing good for thirty days.

Comments:

product	description	price	qty	amount
PL1-40	Round rigid plastic liner, 40 Gallon, Black, Onyx	\$50.00	10	\$500.00
freight to zip code 48371				\$425.00
sales tax				TBD
total				\$925.00
less 2% prox 10				
50% deposit due at time of order.				

***Purchaser is responsible for confirming options, materials, quantities, etc., for completeness and conformity to plans and specifications

***Consignee responsible for off -loading, lift gates, pallet jacks or other services. Special services must be requested in advance and are subject to additional charges

***Refused deliveries and re-routes are subject to additional charges

www.SiteScapesOnline.com :: info@sitescapesonline.com :: p 888.331.9464 :: f 402.421.9479

* If we are not included on your Invitation to Bid list, please add us under 2870 or 129300 - Site Furnishings.

* The above quotation 87452, is based on information provided to SiteScapes, Inc. at the time of quotation. It is the responsibility of the purchaser to confirm products, quantities and dollar amount of this quotation are accurate and in compliance with specifications. Any addendums, supplements or additions that may exist without SiteScapes, Inc. knowledge by way of plan holder notification, electronic project management or other unspecified communications will require a revised quotation.



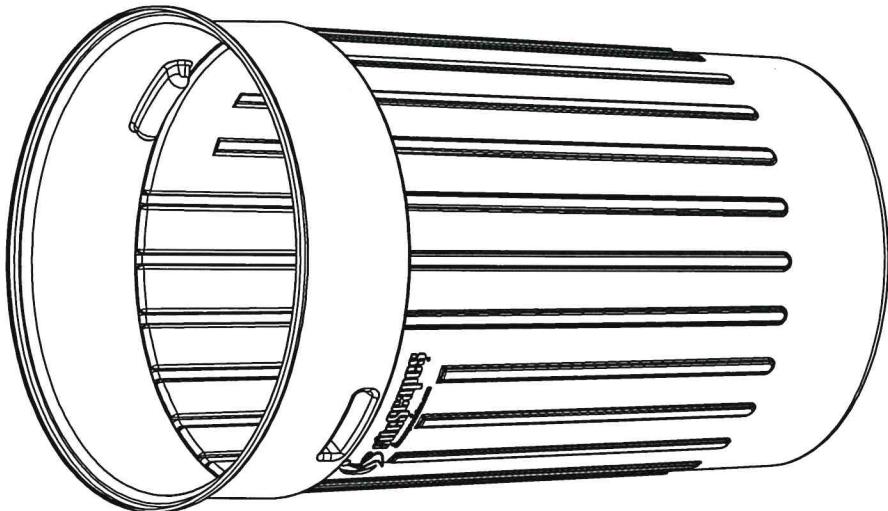
P.O. Box 22326
Lincoln, NE 68542

PF: 402/421-9464 | WEBSITE: www.sitescapesonline.com
FX: 402/421-9479 | E-MAIL: info@sitescapesonline.com

TITLE SITESCAPES PRODUCT NO.
 40 GALLON LINER PL 1-40

*Available in powder coat and DuraCoat finishes

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P.O. Box 22326
Lincoln, NE 68542

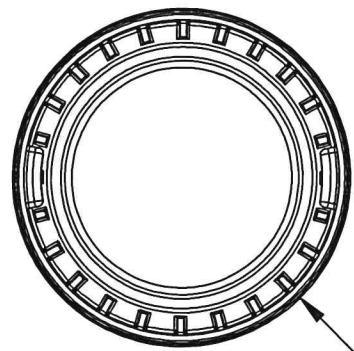
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TITLE SITESCAPES PRODUCT NO.
 40 GALLON LINER PL 1-40

* Available in powder coat and DuraCoat finishes

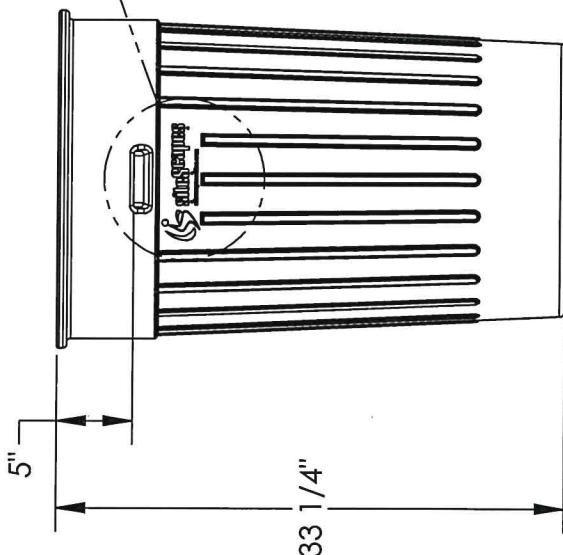
INCH TOLERANCES U.O.S.
FRACTION-- $\pm 1/16''$
ANG----- $\pm 1^\circ$

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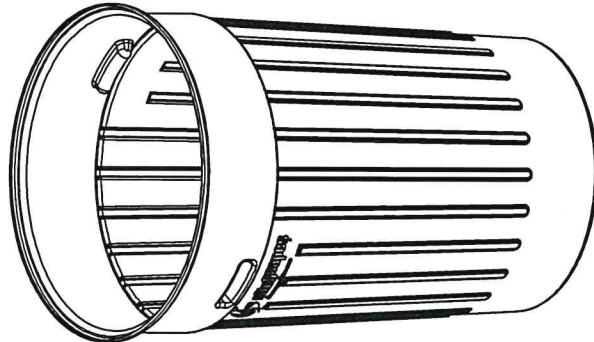
Ø 22"

TOP VIEW



33 1/4"

FRONT VIEW



MATERIALS LIST:
(1) 40 Gallon Plastic Liner

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Bylaws of the Oxford Downtown Development Authority of Oxford, Michigan

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ARTICLE I Name

Section 1. The name of this organization shall be the Oxford Downtown Development Authority (DDA), hereinafter referred to as the DDA.

Section 2. The municipality of this organization is the Village of Oxford, hereinafter referred to as the municipality.

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ARTICLE II Mission Statement/Purpose

Section 1. Mission Statement: The Oxford DDA is dedicated to the physical and economic development of the district's designated geographic area with emphasis on preserving its historical heritage.

Section 2. The DDA is organized to stimulate DDA district economic development, through organization (encouraging cooperation and building leadership in the business community); promotion (creating a positive image for the district by promoting the district as an exciting place to live, shop, and invest); design (improving the appearance of the district); and economic vitality (strengthening and expanding the economic base of the district).

Section 3. To take remedial actions to eliminate the physical, economic, and social deterioration of the DDA district and thereby promote Oxford's historic preservation, contribute to community betterment, and enhance the social welfare of residents in and around the district.

Section 4. To provide a forum for organizations and individuals to communicate with each other about the past, present, and future of Oxford's DDA district.

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ARTICLE III Board Members

Section 1. The DDA Board is comprised of nine members. Eight of the DDA Board Members shall be appointed by the municipality. The Charter Township of Oxford may recommend one member from the Township Board, subject to the approval of the Village Council. The remaining member shall be the Village President of the municipality or their designee from the municipality's Village Council.

Section 2. Pursuant to Section 204(1) of Michigan Public Act 57 of 2018 (Recodified Tax Increment Financing Act), not less than a majority of the DDA Board Member must be persons having an interest in property located in the DDA District. In addition, if the DDA district has 100 or more persons residing in it, not less than one of the DDA Board Members shall be a resident of said district.

1 Section 3. It is the specific intent in recruiting volunteers for the DDA Board and committees to seek out a
2 broad and diverse spectrum of viewpoints and interests and to include representatives from both the
3 residential and business communities to ensure the broadest possible participation and support from the
4 community. The DDA strives to be representative of the district's, municipality's, and immediate
5 surrounding area's diverse make-up by being inclusive and accessible for all.

6
7 Section 4. DDA Board Members shall serve four-year terms. As much as possible, these terms shall be
8 staggered.

9
10 Section 5. If a vacancy is created by the death, resignation, or removal of a Board member, a successor
11 shall be appointed by the municipality for the remainder of the unexpired term.

12
13 Section 6. DDA Board Members are required to attend all meetings of the DDA Board. The DDA Board
14 may recommend that the municipality replace any member that misses, unexcused, three or more
15 meetings during a calendar year.

16
17 Section 7. Pursuant to Section 204(1) of Michigan Public Act 57 of 2018 (Recodified Tax Increment
18 Financing Act), members of the Board shall serve without compensation but shall be reimbursed for
19 actual and necessary expenses approved by the DDA Board.

20
21 Section 8. All new DDA Board Members shall participate in an orientation program to familiarize
22 themselves with the objectives, responsibilities, and procedures of the DDA Board within the first three
23 months of their term. Onboarding is the responsibility of the Board Chair and Executive Director.

24
25 Section 9. All DDA Board Members shall abide by the DDA job descriptions of their positions on the
26 Board.

27
28 Section 10. By appointment of the DDA Board, ex-officio members will serve as non-voting members.
29 The Oxford Village Manager shall be an ex-officio member.

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32 **ARTICLE IV**
33 **Officers of the Board**
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35 Section 1. The DDA shall elect from its membership a chairperson and vice chairperson. The chairperson
36 manages and focuses the DDA Board's responsibilities, oversees the Board's interactions, and handles
37 administrative matters related to policy set by the DDA Board. The vice chairperson works closely with
38 the chairperson providing support through shared responsibilities, and, when the chairperson is absent,
39 assumes the duties of same. The Village of Oxford President or designee and the Charter Township of
40 Oxford representative may not serve in either chairperson or vice chairperson role.

41
42 Section 2. The DDA shall elect from its membership a secretary and/or assign, with compensation, an
43 employee of the municipality to be the primary record keeper of the DDA Board.

44
45 Section 3. The DDA Executive Director will work in conjunction with the Village of Oxford Treasurer to
46 manage all financial and budgetary matters relating to the operation of the DDA and in accordance with
47 Sections 205(2) and 205(3) of Michigan Public Act 57 of 2018 (Recodified Tax Increment Financing
48 Act).

49
50 Section 4. No DDA Board Member shall hold more than one executive role on the DDA Board at a time.

1 Section 5. Officers of the Board serve a 2-year term and may serve no more than two consecutive terms as
2 an officer.

5 **ARTICLE V**
6 **Regular Meetings**
7

8 Section 1. Regular meetings of the Oxford DDA shall be held on the third Monday of each month at 7:00
9 p.m. In the event that the DDA regular meeting conflicts with a legal holiday or other public meetings of
10 the municipality, the regular meeting of the DDA shall be rescheduled by a vote of the Board. The
11 meeting location is designated by the DDA Board and will be publicly posted.

12 Section 2. All regular meetings and special meetings of the DDA shall be open to the public and held in
13 compliance with Act No. 267 of the Public Acts of 1976.

16 Section 3. Each agenda of the regular and special meetings of the DDA Board shall provide for "Public
17 Comment." Under this item, the public shall have a reasonable opportunity to be heard. Any person may
18 address the DDA Board with permission of the Chairperson. At any regular or special meeting of the
19 DDA any matter brought up from the public may be deferred to another time or referred for study and
20 recommendation upon request of the DDA Board. The Chairperson may allow inquiries or comments to
21 be made at such time as the related subject appears on the prepared agenda.

23 Section 4. A majority roll call vote of the DDA Board shall be required to call a closed session, except for
24 closed sessions permitted under Section 8 of Act 267 of 1976 dealing with the dismissal, suspension, or
25 disciplining of or to hear complaints or charges brought against an employee or staff member or
26 individual agents when the named person requests a closed hearing.

28 Section 5. The DDA shall have the power to adjourn any regular or special meeting to a date and time
29 which shall not be beyond the time of the next regular meeting. The adjourned meeting shall be
30 considered as a continuation of the same regular or special meeting. Any business which would have been
31 proper for the DDA to consider at such meeting may be considered and acted upon at the adjourned
32 meeting.

34 Section 6. The majority of the DDA shall constitute a quorum for the transaction of business at all
35 meetings. In the absence of a quorum, two or more members may adjourn any regular or special meeting
36 to a later date.

38 Section 7. Draft minutes of any meeting of the DDA will be distributed to all members of the DDA for
39 their review prior to the next regularly scheduled meeting. Minutes of closed meetings shall be
40 maintained in conformity with and shall be subject to the provisions of the Open Meetings Act, Act 267
41 of the Public Acts of 1976, as amended.

ARTICLE VI

Special Meetings

Section 1. Special meetings of the DDA Board may be called upon written request of the Chairperson or any three members of the Board on 24-hours written notice to each member of the DDA Board. The written notice shall designate the purpose of such meeting and shall be served personally or left at the usual place of residence or business of each Board member.

Section 2. No business shall be transacted at any special meeting unless the same has been stated in the notice of such a meeting.

ARTICLE VII

Annual Meeting

An annual meeting of the DDA Board shall be held in the month of October ~~September~~ each year. The purpose of the meeting is to review ~~add~~ Board member committee appointments, vote on the chairperson and vice chairperson, as required per term limits, assess yearly goals and accomplishments, and perform strategic planning for the upcoming year.

ARTICLE VIII

Executive Director

Section 1. The DDA Executive Director shall manage the daily operations of the DDA. The Executive Director shall be responsible for coordinating the implementation of the DDA's policies, projects, and other duties as the DDA Board may require. The Executive Director shall receive for their services compensation as determined by the DDA.

Section 2. The DDA Executive Director shall report directly to the DDA Board. The DDA Executive Director shall supervise all other DDA staff.

Section 3. The DDA Executive Director shall be the Chief Executive Administrator of the DDA. Subject to the approval of the DDA Board, the Executive Director shall supervise, and be responsible for, the preparation of plans and the performance of the functions of the DDA in the manner authorized by Act 57 of the Public Acts of 2018. The DDA Executive Director shall attend all meetings of the DDA Board and shall render to the DDA Board and the municipality a monthly report covering the activities and financial condition of the DDA.

Section 4. The DDA Executive Director shall serve at the pleasure of the DDA Board and sign a written contract of employment signed and approved by the DDA Board and the municipality. The DDA Executive Director shall present all other staff hiring selections to the DDA for approval. Employment agreements shall be signed by the staff, DDA Executive Director, and DDA Chairperson for all staff recommended by the DDA Executive Director.

Section 5. An annual performance evaluation process and procedure shall be utilized for review of the DDA Executive Director's job performance led by the Organization Committee and approved by ~~of~~ the DDA Board.

Section 6. The DDA Executive Director shall perform functions as specified in, and abide by, the DDA Executive Director Job Description.

ARTICLE IX Committees

Section 1. The DDA shall have at least four standing committees which shall be entitled Design, Economic Vitality, Organization, and Promotion as outlined by the Main Street America organization. Each committee shall consist of not less than three members, at least one of which must be a DDA Board Member. Each committee shall have a chairperson who is responsible for directing and coordinating the committee's activities and for preparing a report for presentation to the DDA Board. Each committee shall have a chairperson who will be responsible for compiling a report to be presented at the DDA Board meeting and will direct and coordinate efforts of the committee. Each committee member will be appointed by the DDA Chairperson with consent of the Board and have an application on file. ~~Each committee chairperson shall be appointed by the DDA Chairperson with consent of the DDA Board.~~ Committee members shall serve on no more than two (2) committees simultaneously.

Section 2. The DDA Executive Director shall act as a permanent consultant to each committee and attend all committee meetings. The committees may include outside consultants, residents of the municipality, businesspeople within the municipality, and anyone with an interest in the well-being of Oxford's community.

Section 3. The duties of the committees are to The Committee Chair shall notify the DDA Executive Director and committee members in advance of the date, time, and location of all committee meetings, with sufficient notice to allow for the Executive Director to attend. notify other committee members. The Committee Chair shall provide advance notice to the DDA Executive Director of the date, time, and location of all committee meetings in sufficient time to allow for attendance. notify the DDA Executive Director and Chairperson of all meeting times, dates, and locations; The duties of the committees are to keep written minutes of each meeting to be filed with the DDA; keep the DDA Executive Director informed of the events of each meeting by means of the Chairperson if the Director was unable to attend; fulfill charges of and answer to the DDA; present monthly minutes, reports, and recommendations at DDA meetings; and act in the best interest of the DDA at all times.

Section 4. The Design Committee shall focus on historic character, activating and maintaining public spaces, building improvements, design education, technical assistance, business owner grant application review and recommendations and design regulations and enforcement.

Section 5. The Economic Vitality Committee shall focus on market research, ~~business operational and assistance~~, financial assistance to new or existing businesses, and property development, and creating a supportive environment for entrepreneurs and innovators.

Section 6. The Organization Committee shall ~~include~~ focus on building leadership and a strong organization, community engagement which includes volunteer and membership development, communication and public relations, and fundraising including external grant identification.

Section 7. The Promotions Committee shall include marketing and, image building of the downtown, retail and business promotions, and special events.

Section 8. The DDA Board, by resolution adopted by a majority of Board Members, may designate or appoint one or more committees, in addition to the above-named standing committees. Each additional committee must have one or more DDA Board Member on it.

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2 Section 9. All committee members shall abide by the DDA job description for their positions on the
3 committee(s). Committee members shall have no authority for decision-making but will report findings
4 and suggestions to the Board.

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6 Section 10. Committee members who miss-unexcused, three or more scheduled committee meetings in a
7 calendar year may be replaced at the discretion of the DDA Chairperson or the DDA Board by a majority
8 vote of the Board.

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10 Section 11. By a majority vote, the Board may remove committee members at its discretion.

11 **ARTICLE X**
12 **Fiscal Year**

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14 Section 1. The fiscal year of the DDA shall coincide with the Village of Oxford's fiscal year.

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28 Adopted by the Downtown Development Authority on August 21, 2006. Amended on October 17, 2022
29 January 19th 2026.

30 Approved by the Village of Oxford Council October 19, 2022.

31
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37 Chairperson

38 Date

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42 Vice Chairperson

43 Date