



Topic: DDA June Board Meeting

1. Call meeting to order
2. Pledge of Allegiance
3. Roll Call: Pete Scholz, Rod Charles, Marie Powers, Ashley Ross, Holly Pifer, Scott Taylor, Jae Choi, Melisa Counselis
4. Public Comment on non-agenda items (3-minute limit)
5. Consent Agenda:
 - a. Approval of proposed agenda
 - b. Approval of May 2026 meeting minutes
 - c. Police Report
 - d. Code Enforcement Report
6. Financials
 - a. Financial statements & revenue expenditure reports
 - b. Bills: May 2026 **(\$57,357.34)**
7. DDA reports
 - a. Org Committee Report – did not meet this month
 - b. EV Committee Report – did not meet this month
 - c. Promo Committee Report – met June 8th
 - d. Design Committee Report – did not meet this month
 - e. America 250/Oxford 150 Committee – met May 28th
 - f. Executive Director's Report
8. Unfinished/Old Business
 - a. ARPA Grant
 1. Gazebo
 2. Sidewalks



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting

June 15th, 2026

7pm

Village Offices

-
- b. Trolley
 - c. Skyline Lights
9. New Business
- a. Fence
 - b. Snow Plow
 - c. Trees Approval
 - d. Marketing Consultant First Installment
10. Items moved from consent agenda
11. Board Member Comments
12. Extended Public Comment
13. Adjourn

Next DDA Board regular meeting: July 20th , 2026



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

2. **Pledge of Allegiance**

3. **Roll Call, Member Present 6:**

Pete Scholz, Scott Taylor, Jae Choi, Rod Charles, Ashley Ross, Holly Pifer

Member Absent: Jake O'Brien, Melisa COUNELIS, Marie Powers

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

Ava Puckett DDA Intern, 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 April 2026 meeting minutes
- c. Police Report
- d. Code Enforcement Report

Motion: Ross/Taylor to approve file agenda items 5 a, b, c, and d.

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

6. **Financials**

- a. Financial statements & revenue expenditure reports
- b. Bills: April 2026 **(\$34,904.84)**

Motion: Ross/Taylor to approve file agenda items 5 a and b.

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

7. **DDA reports**

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



8. Unfinished/Old Business

- a. **Gazebo Update** – Smith reported that project is out to bid. It was extended due to supplier issues and will be opened at 10am on May 20th.
- b. **Trolley** – Smith reported that the trolley will be out at auction on May 20th.
- c. **Skyline Lights** – Smith reported that project went out to bid last week. Bids will be opened on May 28th.

9. New Business

a. Oakland County Main Event Tickets

Motion: Ross/Taylor to approve up to 30 complimentary tickets to relevant parties

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

b. Four Corners Planters

Motion: Scholz/Taylor to approve up to \$3,411.69 for planters.

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

c. Tree Trimming Quote

Joe Madore spoke about splitting costs between DDA and Village.

Motion: Ross/Taylor to approve up to \$4,388.17 for tree trimming.

Roll Call Vote: Ayes: 5. Nays: 1. Motion carried

Motion: Ross/Taylor to have an agreement in writing between DDA and Village to determine responsibility of maintenance of downtown trees.

Roll Call Vote: Ayes: 5. Nays: 1. Motion carried

d. Park Benches

Motion: Ross/Charles to approve up to \$3,900 to powder coat park benches.

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

e. Open Board Position – Discussion around the open board position

Motion: Ross/Taylor to approve removal of Jake O'Brien from DDA Board on May 18th due to three unexcused absences.

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



f. **Washington Square Mural Update** – Smith reported on status of bids

g. **School Millage Table at Concerts/Events** – Discussion around use around the park as a public space and ordinances of the Village.

10. Items moved from consent agenda: None

11. Board Member Comments: Comments around summer being around the corner.

Village Manager Joe Madore updated on status of Vinny's Brunch. Welcome Ava!

12. Extended Public Comment: None

13. Adjourn:

Motion: Ross/Taylor to adjourn meeting at 8:05pm.

Next DDA Board regular meeting: **June 15th, 2026**

OXFORD VILLAGE POLICE DEPT. POLICE CHIEFS REPORT

2026-May

Micheal D. Solwold-Chief

MONTH		YEAR TO DATE		
	May 2026	May 2025	2026	2025
CALLS FOR SERVICE	465	547	-82	2638
CITATION/WARNING	361	336	25	1985
ACCIDENTS	8	6	2	33
				28
				5
				289
				-14

POSITION	#
CHIEF	1
OFFICERS/FT	6
OFFICERS/PT	5
Service Aid	2
Reserves	8
TOTAL	22

Below is designated for crime-specific stats:

Felony Warrant	
Assault & Battery	
Fraud	

May 2026		WASHINGTON	GLASPIE	E BURDICK	LAKEVILLE	OXFORDLAKES	PONTIAC	W BURDICK	W OF 24	E OF 24	N W LOT	N E LOT	TOTALS
speed		37	13	3	24			12		1			90
red light		65	5										70
stop sign						8	1			16			25
improper turns		13						2					15
seat belt						1							1
drivers licence violations		19	3		1	1				2			26
plate violations		30	8	6	1	3		2	2	2			54
insurance/registration		16	5	2	1	4		3		1			32
equipment		21	1	3	1	1		1					28
misc. violations		7		1				1					9
parking violations		1								1			2
fail to yield to emergency vehicle													0
commercial motor vehicle tickets		9											9
Location Totals		218	35	15	28	18	1	21	2	23			361

Grand Total for the Month	361
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GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	AVAILABLE
		AMENDED BUDGET	NORMAL	05/31/2026	BALANCE
				(ABNORMAL)	(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		385,847.09	(94,847.09)
248-000-412.000	Delinquent Property Taxes	18,000.00		28,118.66	(10,118.66)
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		42,500.00	1,000.00
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		(1,424.63)	11,424.63
248-000-665.000	Interest Earnings	7,000.00		31,012.11	(24,012.11)
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		47,396.96	(35,396.96)
248-000-674.010	ICE FESTIVAL	0.00		0.00	0.00
248-000-675.000	GIFT CARD PROMO	0.00		0.00	0.00
248-000-676.000	REIMBURSEMENTS	0.00		(159.39)	159.39
248-000-677.000	MISCELLANEOUS	0.00		0.00	0.00
248-000-678.000	CORP GRANT	0.00		0.00	0.00
248-000-678.010	CORP GRANT CONSUMERS	0.00		0.00	0.00
248-000-678.020	CORP GRANT T-MOBILE	0.00		0.00	0.00
248-000-696.000	Proceeds Bonds and Notes	0.00		0.00	0.00
248-000-699.101	Transfer In - General Fund	0.00		0.00	0.00
248-000-699.999	Previous Year(Deficit) Surplu	0.00		0.00	0.00
Total Dept 000		700,519.00		776,733.80	(76,214.80)
TOTAL REVENUES		700,519.00		776,733.80	(76,214.80)
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		85,830.42	(14,617.42)
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		6,841.34	1,130.66
248-729-716.000	HEALTH /LIFE INSURANCE	4,800.00		3,600.00	1,200.00
248-729-716.001	LIFE, ST/LT DISABILITY	827.00		787.45	39.55
248-729-718.000	Retirement	7,121.00		0.00	7,121.00
248-729-718.010	RETIREMENT MERS DC	0.00		6,212.51	(6,212.51)
248-729-723.000	WORKERS COMPENSATION	810.00		552.96	257.04
248-729-725.000	Unemployment	0.00		0.00	0.00
248-729-727.000	Office Supplies	500.00		115.41	384.59
248-729-727.030	COMPUTERS	0.00		2,241.87	(2,241.87)
248-729-730.000	Postage - Newsletter	100.00		0.00	100.00
248-729-740.000	Operating Supplies	1,000.00		956.35	43.65
248-729-740.010	Copying	0.00		0.00	0.00
248-729-740.140	OPERATING SUPPLIES	0.00		3,306.17	(3,306.17)
248-729-807.000	Audit	1,800.00		2,366.93	(566.93)
248-729-810.000	Contracted Services - Admin.	3,806.00		4,827.68	(1,021.68)
248-729-810.011	AUDITING & DISTRICT MAINT.	100,000.00		50,687.63	49,312.37
248-729-813.000	Custodial Services	0.00		0.00	0.00

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	AVAILABLE
		AMENDED BUDGET	05/31/2026 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY				
Expenditures				
248-729-818.000	Executive Director	0.00	0.00	0.00
248-729-826.000	Legal: Litigation	0.00	0.00	0.00
248-729-826.114	Legal: Settlement	0.00	0.00	0.00
248-729-830.000	Membership & Dues	600.00	1,808.24	(1,208.24)
248-729-856.000	Telephone	0.00	0.00	0.00
248-729-856.040	COMMUNICATIONS CELL PHONE FEES	1,400.00	762.22	637.78
248-729-866.000	Mileage	400.00	245.10	154.90
248-729-900.000	Advertising	2,500.00	2,111.61	388.39
248-729-905.000	Printing & Publications	100.00	0.00	100.00
248-729-920.000	Utilities	850.00	783.99	66.01
248-729-920.100	Utilities - 32 E. Burdick	0.00	0.00	0.00
248-729-920.200	Utilities - 36 E. Burdick	0.00	0.00	0.00
248-729-933.000	Equipment Maintenance	0.00	0.00	0.00
248-729-941.000	Copier Lease	0.00	0.00	0.00
248-729-955.000	WORKSHOPS	1,200.00	2,930.47	(1,730.47)
248-729-955.010	MEALS	500.00	936.76	(436.76)
248-729-955.020	LODGING	1,000.00	680.77	319.23
248-729-956.000	Volunteer Development	0.00	0.00	0.00
248-729-957.000	Contingency: Year End	0.00	0.00	0.00
248-729-961.000	Taxes: Errors in Roll	0.00	0.00	0.00
248-729-962.000	Insurance	4,323.00	5,784.60	(1,461.60)
248-729-970.000	Capital Improvements	0.00	20,910.31	(20,910.31)
248-729-970.100	ARPA	0.00	255,349.93	(255,349.93)
248-729-991.000	Principal	0.00	0.00	0.00
248-729-992.000	Fees	0.00	0.00	0.00
248-729-993.000	INTEREST	0.00	0.00	0.00
248-729-995.394	Transfer to Debt Service	70,804.00	0.00	70,804.00
248-729-995.494	TRANSFER OUT	0.00	0.00	0.00
Total Dept 729 - Organization/Administration		316,626.00	460,630.72	(144,004.72)
Dept 734 - BUSINESS & DEVELOPMENT				
248-734-727.000	Office Supplies	0.00	82.87	(82.87)
248-734-730.000	Postage	0.00	0.00	0.00
248-734-740.000	DOWNTOWN PROMO	0.00	477.55	(477.55)
248-734-740.010	Copying	1,000.00	0.00	1,000.00
248-734-787.000	Materials	0.00	0.00	0.00
248-734-810.000	CONTRACTED SERVICES -EVENTS	35,000.00	24,500.39	10,499.61
248-734-810.160	CONTRACTED SERVICES-DOWNTOWN	0.00	91,866.67	(91,866.67)
248-734-810.340	ICE FESTVAL	0.00	0.00	0.00
248-734-817.000	Planning Consult - FBZ	0.00	0.00	0.00
248-734-826.000	Legal Fees	0.00	0.00	0.00
248-734-882.000	TROLLY	10,000.00	(6,951.48)	16,951.48
248-734-885.000	Grant - Facade	60,000.00	19,116.95	40,883.05
248-734-900.000	HOLIDAY ADVERTISING	10,000.00	0.00	10,000.00
248-734-905.000	Printing - Celebrate Oxford	2,500.00	0.00	2,500.00
248-734-942.000	Parking Lot Rental	0.00	0.00	0.00
248-734-943.000	EQUIP RENTAL	0.00	1,292.42	(1,292.42)
248-734-956.000	Miscellaneous	0.00	0.00	0.00
248-734-962.000	Insurance - Celebrate Oxford	0.00	0.00	0.00
248-734-970.000	Capital Improvements	250,000.00	1,377.87	248,622.13
248-734-970.100	ARPA	0.00	0.00	0.00
Total Dept 734 - BUSINESS & DEVELOPMENT		368,500.00	131,763.24	236,736.76
TOTAL EXPENDITURES		685,126.00	592,393.96	92,732.04
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:				
TOTAL REVENUES		700,519.00	776,733.80	(76,214.80)
TOTAL EXPENDITURES		685,126.00	592,393.96	92,732.04
NET OF REVENUES & EXPENDITURES		15,393.00	184,339.84	(168,946.84)



Members in Attendance: Chris Zitney, Holly Pifer, Melisa Councilis

Members Absent: Angie Green

Others in Attendance: Jess Dickieson, Ava- the intern

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.

2026 GOALS

Per our last meeting here are the items we have discussed as 2026 goals/actions based on the strategic action plan:

- Create **placed based experiences** that align with market audience
- **Volunteer Outreach**- how to get more volunteers
- **Business Owners Outreach**- how to create synergies, communication etc...
- Implements Marketing and Communications plan once created

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. Committee Leader/Volunteers- Created a post looking for volunteers but haven't received any responses yet. Jess or Kimberly will lead the meetings until further notice.
2. Promotional Plan for Poly Ann Trail- This is part of the strategic plan to become a "Trail Town." We will spend some time figuring out how to encourage more use of the trail and therefore more traffic downtown. Some ideas included doing a once-a-month walk/bike event that would encourage families and individuals to gather at a downtown meeting spot. Also wondering if we could get some district maps at the trailheads or possible QR codes along the trail that would share educational facts on trees, plants, animals and landmarks. This app could also link to shops downtown and local events.
 - a. Window Clings- These will have a QR Code that people can scan which will send them to the DDA website. The clings will be scattered along the trail.
 - b. Fix It Station on Patio- This idea for a partnership with Larry from The Bike Shoppe. A place where patrons can do minor tune ups to the bikes while on the trail. There would also be an opportunity to advertise The Bike Shoppe when additional maintenance would be needed. Holly will follow up with Larry on this sponsorship idea.
3. Downtown Gift Cards- Lots of discussion regarding the downtown gift cards. The learning curve and technical issues with the current gift card has brought up the desire to look into other



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
Promotions Committee Agenda
June 8, 2026
9 am
Evergreens

options that would be available for a downtown shopping district. Ava will explore other gift card options that would be available for the DDA to use.

4. Poker Run Event- The group discussed the "Poker Run" type idea. Where local businesses would have Oxford DDA playing cards and when a sale is completed, they would receive a playing card. At the end of the set time period, the customers could turn in the hands of cards to receive a prize. Still have more details to be worked out at future meetings.
 - a. Each business will have different cards, and they will be larger, so the cards are not easily lost around town. The goal for the participants is to get the best hand of cards while supporting our local businesses. Each business would most likely have a custom card with their logo.
 - b. This event would take place in February 2027 for the whole month. There are still more details to discuss about how to determine winners.



Members in Attendance: Ashley, Scott, Drew, Debbie, Regina, Jenine, Kimberly

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

- New Business
 - Flagpole Fundraising
 - Dunk Tank - June 26th - Great American Bar Crawl \$5/pitch \$20/5
- Old Business
 - Events Updates - Regina
 - Roots & Renewal - need a plaque for tree - DDA board/DPW
 - Flag Retirement - refreshments -
 - Law Enforcement Appreciation Event
 - July 8 - reading, pin wheels, pocket declaration ~30minutes - Voices Across America
 - State Historic Marker
 - Approved set for June 2
 - Scarecrow Fest on October 3
 - Time Capsules
 - Library will run passport project "Heritage Passport" - finalizing Friday
 - 150th
 - 5:00p
 - Need a proclamation
 - Park time capsule at July 9
 - DPW dig time capsule - ceremonial opening
 - Read the letters for the time capsule - find the writers or other community members
 - Sign a note to be in the time capsule
 - Music at 6:30p
 - Didactics

Action Items (Items to do before next meeting)

- Next meeting Wednesday. June 24th 11:30am



Key items to note this month:

- **Meetings**
 - MSOC DDA Directors
 - MSOC Liaison 1:1 Check In
- **Grants**
 - Oak Co Tech Grant- Marketing Consultant was retained and plan is being developed
 - T-Mobile Hometown Grant- Received status
 - ARPA
- **Sponsorships**
 - Created Sponsorship Offering Brochure and soliciting business participants for program
- **Awards**
 - Submitted for MSOC Main Street Awards- Event is June 11th
- **Business Attraction/Retention**
 - Met with current business owners on concerns, opportunities to partner
- **Community Engagement**
 - Continuing podcast with business owners and key partners
 - America250/Oxford150 Event Planning
 - Hosted 1st grade school tours
- **Training/Development**
 - Attended MDA Summer Conference and took MiPDM course
- **Beautification**
 - Skyline lights was bid out and successful bidder was awarded, working on property owner approvals
 - Working with Museum and IT to bring sound system online
 - America In Bloom on site visit July 16th . Prep is underway.
 - Walked SW quad for pedestrian safety opportunities
- **Events**
 - Partnered Events
 - All American Restaurant Week and Pub Crawl June 26
 - Concerts and market will kick off June 18th
- **Business Development**
 - Joint DDA Chamber Thrive Marketing training session June 16th
 - Joint DDA Chamber SBA information session July 20th
 - Insurance for Small Business September 21st
- **Volunteers**
 - Working on training materials for volunteers, committees and board members
- **Other**



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Oxford DDA South West Concrete 26 Proposal

Submitted to
Oxford Village
Kim Smith
(248) 770-8587
ksmith@thevillageofoxford.org

Proposal Date 6/5/2026
Project ID 26-0481
Job Site 21 S Washington St
Oxford, MI 48871

Contact
Tim Forsythe
(586) 257-5425
timf@bsipaving.com

Services

Oxford DDA South West Concrete 26 Estimate

Survey and Staking (1) phase \$8,521.00
If additional trips/phasing needed - additional charges MAY apply

Concrete Remove & Replace - 4" (2) Phase \$10,159.00
Approx. 620 sq ft
- Remove concrete to a depth of (4") and export all material off site
- Grade and compact existing sub-base material
**If poor sub-base found - additional charges will apply to correct
- Install 4" Broom Finished Concrete - 4,000 psi w/3lb per cyd Synthetic Macro Fiber

No restoration or irrigation included - additional charges if needed

Concrete Remove & Replace - Chip existing slab and pour 6" back | within (1) of phases above \$3,121.00
Approx. 40 sq ft
- Chip existing concrete to a depth of (6") and export all material off site
- Drill and install rebar pins
**If poor sub-base found and/or different conditions - additional charges will apply to correct
- Install 6" Broom Finished Concrete - 4,000 psi w/3lb per cyd Synthetic Macro Fiber

**This cost is based upon the existing being poured as a mass footing - if something different is found - additional charges will apply*

No restoration or irrigation included - additional charges if needed



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Oxford DDA South West Concrete 26 Proposal

Curb & Gutter Remove & Replace | within one of the phases above \$820.00

Approx. 10 feet

- Remove existing curb and gutter

**if poor sub-base found - additional charges will apply to correct

- Install new 4,000 psi concrete to match existing curb and gutter

- Includes rebar reinforcement

This is to remove an existing ramp and install curb and gutter in its place due to the ramp NOT being A.D.A. compliant - in front of 24th Street patio - if ramp is to remain - customer and/or 24th street assume all A.D.A. liability.

No restoration or irrigation included - additional charges if needed

STAMPED - Concrete Remove & Replace - 4" (2) Phase \$34,600.00

Approx. 1,860 sq ft

- Remove existing pavers

- Install 6" 21aa crushed concrete base stone

- Grade and compact existing sub-base material

**If poor sub-base found - additional charges will apply to correct

- Install 4" Stamped Finished Concrete - 4,000 psi w/3lb per cyd Synthetic Macro Fiber

-Includes 27 LnFt -RED- ADA Mat - if customer color and/or material wanted - additional charges will apply

1st shade color ONLY

-If darker shade wanted - additional charges will apply

Ashlar slate stamp in stock ONLY

-If different stamp(s) wanted - additional charges will apply per stamp

Customer has been advised that there is NO COLOR MATCH GUARANTEE due to this taking multiple trucks.

Each truck load can have variation in color/dye/shade - this is NOT a warranty issue

Customer also advised there is NO COLOR MATCH GUARANTEE to match the existing stamped concrete previously completed.

No restoration or irrigation included - additional charges if needed

Total: \$57,221.00

Special Notes:

Due to matching existing pavement and/or elevations - no guarantee/warranty against any water issues

If survey and engineering is NOT done - BSI is not liable for ANY A.D.A. compliance

Service Information



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Oxford DDA South West Concrete 26 Proposal

ASPHALT PAVING SERVICES

Price does not include permits, bonds, inspections, SESC, staking, prints, survey, testing, traffic control, lane closure, as built

**Permits/municipality may determine what is needed and/or what can be done and may result in additional charges

Base/Additional stone needed at \$55/ton

Undercutting at \$55/cyd

If poor subgrade found - additional charges will apply to correct

If pavement found to be thicker than quoted - additional charges may apply

If any existing pavement (concrete or asphalt) breaks during service due to normal procedures - customer responsible for replacement costs

If culvert install, reset, or replacement needed - additional charges will apply

If drainage work found needed - additional charges will apply

If FDR areas and/or wedging needed - customer responsible for additional charges

Price for standard commercial HMA mixes - if different mixes wanted - additional charges will apply

Customer responsible for ALL irrigation, restoration, grass, landscape, plants, trees, garden, edging, siding, awning, decking, fencing, railing, brick, veneer, paver, paver reset

Due to matching existing pavement/patching/overlaying - no guarantee/warranty against water shed, pitch, pooling, ponding, re-direction, holding, bleed-through cracking, reflective cracking

If prevailing wage/davis bacon - additional charges will apply and new estimate needed

Projects performed after Nov. 1 do not carry warranty

Due to market volatility, pricing is subject to change if proposal is not signed within 15 days.

CONCRETE SERVICES

Price does not include permits, bonds, inspections, SESC, staking, prints, survey, testing, traffic control, lane closure, as built

**Permits/municipality may determine what is needed and/or what can be done and may result in additional charges

Base/Additional stone needed at \$55/ton

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If poor subgrade found - additional charges will apply to correct

If pavement found to be thicker than quoted - additional charges may apply

If any existing pavement (concrete or asphalt) breaks during service due to normal procedures - customer responsible for replacement costs

If culvert install, reset, or replacement needed - additional charges will apply

If drainage work found needed - additional charges will apply

Customer responsible for ALL irrigation, restoration, grass, landscape, plants, trees, garden, edging, siding, awning, decking, fencing, railing, brick, veneer, paver, paver reset

If prevailing wage/davis bacon - additional charges will apply and new estimate needed

Projects performed after Nov. 1 do not carry warranty

Due to market volatility, pricing is subject to change if proposal is not signed within 15 days.

SEALCOATING & CRACK-FILLING SERVICES

If work area is not prepared for the scheduled service time (parked cars, sprinklers on, trailers, excess debris / dirt, etc) and it delays start time by more than 30mins, additional mobilization charges may apply

If/any peeling flaking present - it will continue

-This may cause adhesion issues with rubber and sealer

Areas that hold water will prematurely wear



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Shade/vegetation may cause premature wear and hazing

Stress and fatigue cracks cannot be filled

Large cracks will sink or pull up

Spider areas will be encased only

Tire marks are normal

Areas where tight turns occur - rubber may pull up

Traffic and plows can pull rubber out

**These are not warranty issues

Due to market volatility, pricing is subject to change if proposal is not signed within 15 days.

ASPHALT PATCHING SERVICES

Pothole filling and skin-patching carry no warranty

If tonnage required exceeds what was quoted, additional charges may apply

Due to market volatility, pricing is subject to change if proposal is not signed within 15 days.

30% Deposit required prior to the scheduling of work.



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Project Documents



Notes:



Notes:



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About us

Since 1984, BSI Paving has partnered with commercial property owners, HOAs, and municipalities across Southeast Michigan to deliver reliable asphalt and concrete solutions. We believe successful projects start with trust and clear communication, taking the time to understand each site's needs and provide practical, cost-effective recommendations. Our experienced team is committed to quality execution from start to finish.

Terms & Conditions

WARRANTY COVERAGE: Work quoted in our proposals is covered by our standard warranty against defects in materials and workmanship for a period of 12 months (unless specified otherwise) subject to the terms and conditions contained herein. Due to the volatility of the crude oil market and the potential for geopolitical issues, prices quoted are valid for 30 days from issue date of the proposal, unless specified otherwise.

STANDARD TERMS: This contract shall be subject to the following general conditions and standard terms of the contract printed below. Birmingham Sealcoat Inc., will be referred to as contractor or BSI. The owner, architect, client or Customer to whom this proposal/contract is addressed and authorized by will be referred to as "Customer". A finance charge of 1-1.5% per month will be added to all past due accounts, an annum of 18%.

Payment is due in full upon completion of work or upon invoicing of completed work. In addition, Customer shall pay all costs and attorney fees incurred by BSI in collecting any sums due to BSI.

NO ORAL AGREEMENTS: It is expressly understood that all terms, agreements, and conditions relating to this contract are only those expressed in writing herein, and that there are no oral representations, undertakings, terms, agreements or conditions of any kind.

CHANGES: No changes or alterations in the specifications shall be allowed except in writing and at prices agreed upon at the time the changes are authorized.

EXTRA WORK: Any additional work requested beyond the specifications on the reverse side will be outlined in writing on a separate proposal form. Extra work performed on a time & material basis shall be signed for at the time the work is performed. The lack of a representative of the Customer does not relieve the Customer from payment obligation for the work billed.

ESTIMATED OR APPROXIMATE QUANTITIES: Quantities and areas in this proposal are approximate, arrived at for estimating purposes only. In addition, it is understood that payment is to be made on actual quantities of work completed and actual areas covered unless otherwise indicated.

PROPERTY LINES/STAKING: The Customer shall establish and designate property lines, limits, grade, and stakes and shall be obligated to pay for work performed as ordered in the event the property lines established and designated by Customer trespass on other property. Also, the Customer shall be responsible for any damages caused hereby to the owner of any property encroached on by work specified in this proposal.

DELAYS/TIME OF COMPLETION: BSI shall complete this work within a reasonable time, but shall not be held responsible for delays beyond the control of the contractor.

SUB GRADES: No material shall be placed on a wet, unstable or frozen sub-grade. A suitable sub-grade is a condition precedent to the requirement of performance of this contract.

MINIMUM GRADE: BSI reserves the right to refuse to construct a pavement unless minimum grades of 1% are possible for surface drainage. If



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construction is performed with less than a minimum grade of 1%, it is understood that water ponding may occur and that there is no warranty attached to the work as to satisfactory surface drainage. Depressions over 3/4" can be filled.

WATER DRAINAGE: BSI will make water drain as best as possible. However, we make no guarantees against drainage of new or old pavement of any type when resurfacing and not replacing the project in its entirety. Skin patching is above the existing surface and Customer understands skin patching may hinder drainage or flow of water.

PERMITS: Customers of the work shall obtain and pay for any and all permits, inspections or assessments if they are required, unless otherwise noted. Permits, if obtained by BSI, will be billed with an administrative fee of \$250 plus costs of permits, bonds, inspects, etc.

TRAFFIC MANAGEMENT/CONTROL: If traffic management is needed - Customer is liable for any and all costs relating to traffic management/control.

ZONING REQUIREMENTS & REGULATIONS: BSI assumes no responsibility for determining whether Customer has the legal right or authority to perform the work as specified. Notwithstanding that such work might be deemed to violate any ordinance, zoning regulation, or other law, the Customer shall, nevertheless, be obligated to pay for the work performed as ordered.

EXISTING AREA AND JOB SITE: Customer understands that BSI is not responsible for any existing area, such as but not limited to, grass, asphalt/concrete pavement, or otherwise that may be damaged, disturbed, or otherwise from ingress or egress of the jobsite. Customer is responsible for all restoration and/or repair costs to existing area that may occur during service.

CONCRETE CRACKING: BSI strives for precision in all of our work. Although there are things outside of our control like concrete cracking. With all concrete jobs we will input control joint(s) – this is to try and make the concrete crack where we want it to. Concrete will crack soon after it is poured and will most times, happen the same day. Even with control joints there is no way to guarantee that it will not crack in other places. Cracks that are 3/16" of one inch or less (in height or gap) are considered normal and are within industry standards and ARE NOT considered a warranty issue.

ASPHALT CRACKING: Asphalt, especially when a surface is "resurfaced" or "skin patched" will have at the least "reflective cracking"; Which is the reproduction of cracks that were covered by the resurfacing or patching. This type of cracking can happen relatively quickly, and they are normally larger than the original cracks covered up. This is normal and not considered a warranty issue. Asphalt cracking of something that has been completely removed and replaced may be a warranty issue and will be evaluated on a situational basis.

IRRIGATION: BSI is not responsible for any irrigation systems or components. Customer understands that irrigation components or lines are normally buried very shallow and will be hit or damaged during service. Customer assumes all responsibility and cost of irrigation systems.

STOCKPILING MATERIALS: BSI shall be permitted to stockpile materials necessary to perform its work on the Customer's property or adjacent to the site of the work at no cost.

HIDDEN OBJECTS: BSI assumes no responsibility for removing, damaging, or inadvertently destroying hidden objects encountered during the performance of their work, nor the cost associated with same. It is explicitly the responsibility of the Customer to inform BSI of anything that cannot be seen prior to removal of any objects.

THICKNESS OF ASPHALT PAVEMENT: All descriptions of pavement in this proposal refer to average thickness. Variations in sub-grade and technical limitations may result in variations from the average. BSI warrants that sufficient material will be used on the project as to result in the average thickness specified.



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SOIL CONDITIONS: BSI assumes no responsibility for any unusual soil conditions encountered that are not specifically referred to in this proposal. Also, BSI assumes no responsibility for the excavation, removal or disposal of any contaminated soils encountered during any excavation for the Customer. The Customer will pay any extra cost for such conditions incurred by BSI.

TREE ROOTS: Contractor shall not be responsible for any damage to trees occasioned by the removal of tree or tree roots in preparing the site.

UNDERGROUND STRUCTURES: It is the Customer's responsibility to advise contractor of the existence and location of all underground structures such as sewers, water lines, gas lines, etc., which might be encountered by BSI in the performance of its work. BSI shall be deemed to have notice of the existence of only those structures specifically referred to in this proposal and of the location thereof as indicated in this proposal. If a condition develops in the performance of BSI's work where the identity or location of the underground structures varies from those specified herein, any extra cost incurred thereby in moving, protecting or covering same, or otherwise, shall be borne by the Customer.

COLD WEATHER CONDITIONS: Effective October 1st, jobs are subject to winter conditions (50 degrees or below). Roller marks and asphalt marks may be visible due to cold weather temperatures and are not considered a warranty issue.

STREET PRINT® : The sample card replicates as closely as possible the Street Bond Surface System. Natural pigments are used in the colorants, and as a result some color variation may occur. It is recommended that these colors be applied in an inconspicuous area of asphalt to verify color choice.

STAMPED CONCRETE: Color samples shown represent the color of the finished product as closely as possible when sealed with two coats of hard bright sealer. Variations occur due to differences in cement aggregate, water/cement ratio, weather, finishing and application methods.

NOTICE OF COMMENCEMENT: Notice of Commencement is requested per Sec. 570.1108a (1)(9)(10)(11) of the Michigan Construction Lien Act 497 of 1980, on any signed contract.

LIMITATION OF LIABILITY: in recognition of the relative risks, rewards, and benefits of the project to both the customer and BSI, the risks have been allocated such that the customer agrees that, to the fullest extent permitted by law, BSI's liability to customer for any and all injuries, claims, losses, expenses, damages, or claims expenses arising out of this agreement from any cause or causes shall not exceed the value of the fee received by BSI for the services provided by BSI.

STANDARD TERMS OF CONTRACT: Customer shall not withhold payment to BSI in the event of any dispute arising out of this contract. In the event of a dispute, Customer will deposit any unpaid balance due on this contract with a mutually agreed upon bank, which will act as an Escrow Agent until the dispute is resolved. Any dispute arising out of this contract that cannot be resolved between the Customer and BSI shall be submitted to an arbitrator who shall be a registered engineer or architect selected by both parties. In the event the parties cannot agree upon such an arbitrator, the American Institute of Architects shall select the arbitrator and the arbitration proceedings shall be governed by their rules. The decision of the arbitrator shall be binding upon the parties and enforceable in a Circuit Court for the State of Michigan. The arbitrator shall be empowered to direct the Escrow Agent to disburse the funds held in escrow to the proper party and to direct such other relief as he determines necessary. The cost of the arbitration shall be borne equally by both parties. In the event of an anticipatory breach of this contract by Customer, BSI shall be entitled to liquidated damages equal to 25% of the total contract amount. The Customer shall pay BSI all costs, including actual attorney's fees, incurred by contractor in enforcing this contract, including collection of any payment due herein. I have read all pages and agreed to these general conditions. The general conditions and prices and specifications associated with this contract are hereby accepted. Birmingham sealcoat Inc. is authorized to perform this work.

SCHEDULING PAYMENT AND HOLD: Birmingham Sealcoat Inc. requires a 30% deposit on the total proposed amount with signatures on the



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proposal in order to be put in queue for scheduling of work and to begin work. Remaining balance for a residential Customer is due upon completion of the job. Commercial work terms will be specified between BSI representative and the Customer. Any exceptions to the above must have management approval. In the event deposit and proposal signatures are not both together and input, the job will not be considered for scheduling and the job will be put into the "hold queue" until necessary documents/payments have been collected from Customer.

CANCELLATION NOTICE REQUIREMENTS: Birmingham Sealcoat Inc. requires at least 24-hour notice prior to start of day job was scheduled. Failure to produce sufficient notification will result in a \$25.00 service fee.

MEDIA RELEASE WAIVER: By signing this proposal you waive your right to have your property photographed or video recorded by Birmingham Sealcoat Inc. to be used in any way shape or form. This includes but may not be limited to social media, advertisement or educational purposes.

DISCLAIMER OF UNION BENEFIT PLAN CONTRIBUTION LIABILITY: Notwithstanding any term or provision on this quote or the bid package to the contrary, BSI shall not under any circumstances, agree to make any contributions to any of the operating engineers' fringe benefit plans, including, without limitation, the operating engineers' local 324 pension plan ("Plan"). If awarded this work, a condition to BSI accepting this award shall be that the contractor represent and agree that the subcontract/purchase order shall not require BSI to make any contributions to any of the operating engineers' fringe benefit plans, including without limitation, to the plan.

Acceptance

Kim Smith
Oxford Village
ksmith@thevillageofoxford.org

Date

Tim Forsythe
BSI Paving
timf@bsipaving.com

PROPOSAL



TMF Services LLC
 700 S Main St. STE 109 PMB 138
 Lapeer MI 48446
 United States
 Phone : (810) 962 9936
 tmfservicesmichigan@gmail.com
 https://tm-fence.com/

INVOICE NO:	
QUOTE NO:	S00348
P.O NO:	
DATE:	05/29/2026

NAME : Rudy Reyes	Job Location : 22 W Burdick St - Oxford - Michigan - United States - 48371
STREET : 22 W Burdick St	
CITY : Oxford STATE : Michigan ZIP : 48371	EMAIL : oxfordvillagedpw@gmail.com
CONTACT PERSON : Rudy Reyes HOME PHONE : -----	BUSINESS PHONE : +1 248-410-6018 SITE PHONE : 2484106018

DEPOSIT \$ 5727.05 Non-Refundable BALANCE : \$ 5727.05 All Sales Final. SPECIAL TERMS:	DESCRIPTION	QUANTITY
	Wood Fence Sections (8, Shadow Box, 6)	8.00
	PostMaster v3 Line Post (12) 2 3/8" X 8"	9.00
	Wood Fence Sections (8, Shadow Box, 6)	25.00
	PostMaster v3 Line Post (12) 2 3/8" X 8"	26.00
Labor and Material	1.00	

ESTIMATORS SIGNATURE
 Tim Marshall
 810-962-9936
 www.tm-fence.com
 tmfservices

SPECIAL NOTES: ***Fence construction shall utilize galvanized steel PostMaster® posts (or equivalent galvanized steel structural posts). All wood materials shall be pressure-treated for exterior use. All fasteners, screws, and hardware shall be galvanized, polymer-coated, stainless steel, or otherwise rated for use with pressure-treated lumber and suitable for long-term outdoor exposure.***	MATERIALS	\$ 11,454.10
	TAX	\$ 0.00
	LABOR COST	\$ 0.00
	TOTAL	\$ 11,454.10

WEINGARTZ EVERYTHING FROM LAWN TO SNOW

QUOTATION

To: **CLARKSTON CUSTOMER**
 6585 DIXIE HWY
 CLARKSTON, MI 48346

Quote #: **60516370-00**
 Date: **02/12/26**
 Exp Date:

Attn:
 Phone: **(248) 922-2280**
 Email:

Prepared By: **Traci Medley**
 Phone: **(248) 922-2274**
 Email: **tmedley@weingartz.com**

Product number	Product and Description	Qty	Sale Price	Total
VT4520N-SEAT-3PT	4520N Tractor (39.51225 70.4167-99, 70.4160-99) List Price: \$38,875.00	1	\$34,209.00	\$34,209.00
VT39.55401	Ventrac 52" Broom KJ520 List Price: \$6,510.00	1	\$5,728.00	\$5,728.00
VT70.8192	Kit, 12V Actuator KJ/NX/ NJ Superseded Prod: VT70.8211 List Price: \$405.00	1	\$378.40	\$378.40
VT70.4161	Kit, 12V Front 4520 Interchange Prod: 70.4161 List Price: \$405.00	1	\$356.40	\$356.40
VT39.55428	Ventrac KX480 48" Snowblower List Price: \$6,510.00	1	\$5,728.80	\$5,728.80
VT39.55275	Ventrac SE530 V-Blade List Price: \$4,830.00	1	\$2,912.80	\$2,912.80
VT70.8048	Kit, KV Polyurethane Edge List Price: \$380.00	1	\$334.40	\$334.40
VT70.2018	Ventrac KW454 Cab List Price: \$9,600.00	1	\$8,448.00	\$8,448.00
VT70.8272	Cab hazard & turn lights List Price: \$425.00	1	\$374.00	\$374.00
VT70.8161	Kit, Cab Strobe Light List Price: \$410.00	1	\$360.00	\$360.00
VT70.8273	Cab Windshield Washer kit List Price: \$300.00	1	\$264.00	\$264.00
VT70.2018-1 inued	Defrost Fan Kit	1 0	\$255.00	\$255.00

QUOTATION

To: **CLARKSTON CUSTOMER**
 6585 DIXIE HWY
 CLARKSTON, MI 48346

Quote #: **60516370-00**
 Date: 02/12/26
 Exp Date:

Attn:
 Phone: (248) 922-2280
 Email:

Prepared By: **Traci Medley**
 Phone: (248) 922-2274
 Email: tmedley@weingartz.com

Product number	Product and Description	Qty	Sale Price	Total
	List Price: \$290.00			
VT70.2014-51	Kit, KW452 Heatr Install 4500Y Interchange Prod: 70.2014-51 Includes VT70.4146 & VT70.8136 to complete this Kit List Price: \$380.00	1	\$334.40	\$334.40

Total \$59,683.20

Approved By

Customer

Date

Weingartz Representative

Date

V-BLADE

Model	KV552
Stock Code	39.55271
Required 12 Volt Switch/Plug Kit for 4500 Tractor	70.4104
Hydraulic Power Angle	Independent cylinders
Blade Wing Selection	Electric Solenoid
Spring Trip	Mechanical On/Off
Max Wing Angle (Left/Right)	30 Degrees
Adjustable Skid Shoes	Standard

Optional Accessories

Top Deflection Flap	70.8044
Flare Kit, 12/6 inch extension (31/15 cm)	70.8046
Straight Extension Kit, 6 inch (15 cm)	70.8047
Polyurethane Cutting Edge	70.8048

Dimensions

Length, Wings Back	38 inches (96 cm)
Length with 4000 Series Tractor	105.75 inches (269 cm)
Width, Wings Back	48 inches (122 cm)
Width, Wings Straight	55 inches (140 cm)
Width, Wings Forward	48.5 inches (123 cm)
Height	24 inches (61 cm)
Weight	240 lbs (109 kg)

All specifications subject to change without notice or obligation.

STANDARD FEATURES

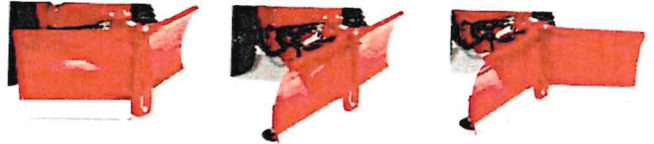
- Hydraulically angle either wing (Requires 12 Volt Switch Plug Kit)
- Adjustable cast iron skid shoe discs
- Adjustable Spring controlled trip mechanism
- Trip Lockout Pin for Digging in material
- Reversible, Changeable Cutting Edge
- Center mounted skid shoe

Optional Accessories

- Top Deflection Flap
- 1½ inch Flare Extension kits
- Polyurethane Cutting Edge
- 6" Straight Ext Kit



HYDRAULICALLY ANGLE EITHER WING



The 55-inch wide Ventrac KV552 V-Blade maximizes efficiency with the ability to quickly change from V-plow to scoop to straight blade, all from the convenience of Ventrac's exclusive S.D.L.A. Control System. With a 48" V width, the KV552 is ideal for walks and areas that larger blades are unable to plow.

Standard features include hydraulically activated wing cylinders, mechanical trip, adjustable cast iron skid shoe discs, reversible high carbon hardened steel cutting edges, and a center shoe for gliding over rough terrain. Pivot points are fully greasable to ensure proper operation, even in the worst environments.



NARROW BROOM

Model	KJ520
Stock Code	39.55401
Rotation Direction	Forward/Reverse (with optional actuator)
"Cornerless" Frame	Both Sides
Gauge Wheels/Diameter	2 adjustable/ 9 inches (23 cm)
Nylon Wafer Diameter	24 inches (61 cm)
Broom RPM @ Engine RPM	277 rpm @ 3500 Engine RPM
	*Requires Optional Electrical Actuator

Optional Accessories

Electric Actuator**	70.8211
12V Switch/Plug Kit 4500 Tractor	70.4104
	** Requires 12V Switch/Plug Kit

Dimensions

Length	58 inches (147 cm)
Width	61 inches (155 cm)
Working Width	52 inches (132 cm)
Angled Width	48 inches (122 cm)
Broom Diameter	24 inches (Wafers)
Height	32.5 inches (82.5 cm)
Weight	500 lbs (227 kg)

All specifications subject to change without notice or obligation



The KJ520 Power Broom is optimized to handle a wide variety of snow on sidewalks. With a higher tip speed and increased hydraulic capacity, this broom can clear snow where other brooms struggle.

This broom can be hydraulically angled 30° left and right and lifted up or down all with the S.D.L.A. Control.

An optional electric actuator allows the operator to adjust the speed and direction of the broom rotation, maximizing effectiveness and allowing the operator to reverse broom rotation, all from the seat of the tractor.

STANDARD FEATURES

- 52" working width
- 48" Angled working width
- Center pivot with 30 degree angle left and right
- 24" Broom diameter
- 45% more hydraulic power than HB580
- Faster broom tip speed than HB580
- Dual jack stands for easier connection
- Top-mounted hydraulic motor for tighter working areas
- Easily replaceable wafer bristles



SNOW BLOWERS

Model	KX523	KX480
Stock Code	39.55427	39.55428
Auger	Double spiral serrated	
Two Stage	Standard	
Paddles	4	
Chute	Rotates 220 degrees	
Throwing Distance ¹	Approx 35-40 feet (10.6-12.2 meters)	

Optional Accessories:

Chute Actuator	70.8025
12 Volt Switch/Plug (required for actuator)	70.4039
Deep Snow Auger Kit	70.8072

Dimensions:

Length	49 inches (124.5 cm)	49 inches (124.5 cm)
Width	52 inches (132 cm)	48 inches (122 cm)
Height	56.5 inches (144 cm)	56.5 inches (144 cm)
Weight	517 pounds (235 kg)	490 pounds (222 kg)
Shipping Weight	625 pounds (283.5 kg)	625 pounds (283.5 kg)

¹ Dependent on wind and snow conditions

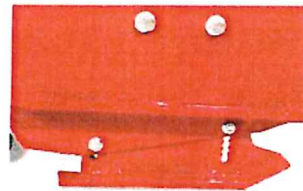
All specifications subject to change without notice or obligation

STANDARD FEATURES

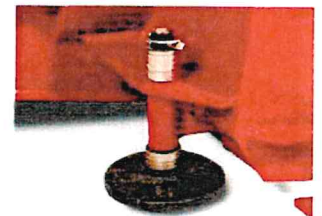
- 2-Stage System
- Double spiral serrated auger
- Double hinged chute deflector with optional electric actuator
- Standard hydraulic controlled
- 220 degree rotation discharge chute
- Extra heavy-duty shaft and bearings
- Chute guard quick release rubber latches
- Chute liners to reduce snow leakage
- Front crossbar protection bumper
- Cleanup stick for dislodging clogged snow
- Ventrac Mount System

Optional Accessories

- 12 Volt Chute Actuator (requires 12 Volt Switch/Plug Kit)
- Deep Snow Auger Kit



3/8 inch thick abrasive resistant steel adjustable side skid shoes



One piece, shaft mounted adjustable cast iron skid shoe discs

Ventrac Snow Blowers are built for commercial snow clearing operations of sidewalks, driveways, and other areas. Available in width options of 48" and 52", these two stage snow blowers feature a 16" diameter solid auger for best snow transfer, a large 20" diameter fan, and the ability to launch snow at distances up to 40 feet.

Standard features include adjustable cast iron skid shoe discs at the rear, high carbon hardened steel shoes at the side, and a reversible high carbon hardened steel cutting edge.

The hydraulically activated discharge chute can rotate 220 degrees, all from the convenience of the operator's seat, using Ventrac's exclusive S.D.L.A. control system. Chute deflection is manually adjustable and an electric chute deflection controller is optional.



AGREEMENT BETWEEN VILLAGE OF OXFORD – AND NEW MOON VISIONS

1. This Agreement details the terms whereby New Moon Visions (hereinafter referred to as “New Moon”) is to perform services for Village of Oxford MI. (hereinafter referred to as the “Client”) under the general direction of and for the benefit of the Client. The scope and nature of the services to be performed (hereinafter referred to as the “Project”) are more fully detailed in Attachment A.
2. New Moon’s compensation will be derived from the sources below:
 - a. New Moon will provide professional services for the Client as set forth in Attachment A. The general outline of such services is attached as part of the Contract.
 - b. The Project, as specified in the outline of services attached hereto, will be paid to New Moon on a project basis for professional services not to exceed \$10,000.
 - c. Reimbursable expenses over and above the Project Price may not commence without the Client’s written permission. Should additional work ie optional add-on tactics over and above the deliverables included in Attachment A be requested by the Client, New Moon will receive approval of the Client, in writing, of the additional related costs prior to initiating such additional work. The additional compensation to New Moon shall be determined at that time, as Client shall give its approval for the commencement of such additional work. Unless otherwise agreed, such services shall be provided at net out-of-pocket costs to the Client.
 - d. The Client will pay New Moon in two installments. At the signing of the contract, the Client will pay New Moon \$5,000 to initiate work and \$5,000 upon completion of the Project, plus any approved reimbursable expenses incurred to date.
3. The Executive Director, or her designee, will provide final approval for the Project, throughout the process.
4. The parties agree that the Client shall acquire all common law, statutory and other reserved rights, including copyrights, in any creative work or intellectual property developed as part of the Project. However, New Moon shall have the right to include samples of the work it performs for the Project in its portfolio for its own promotional and marketing purposes.
5. This Agreement, including Attachment A, may be modified only upon the written and mutual consent of both parties.
6. This Agreement, including Attachment A, set forth the entire understanding between the parties and supersedes all previous agreements between the parties with respect to the subject matter hereof.
7. Either party may terminate this Agreement upon thirty (30) days written notice by either party. If this Agreement should terminate for any reason, New Moon shall only be entitled to payment for work performed and expenses incurred to date.

VILLAGE OF OXFORD

By:
Kimberly Smith,
Its Executive Director

Date:

NEW MOON VISIONS



By:
Kimberly D. Rivera, Its President

Date: 6/2/26

ATTACHMENT A

BRAND RESEARCH

Research: assess recent studies, visioning session, tour, interviews with staff, leaders, stakeholders, residents, online branding survey, provide report \$2,000

CREATIVE BRAND REFRESH & STYLE GUIDE

Development of options for logo and tagline, refine and finalize art with guidelines \$8,000

TOTAL \$10,000

OPTIONAL ADD-ON TACTICS / FUTURE PHASES

Once the above items are completed, these are some additional components we could provide if needed:

- Customized design and copy examples for 2-3 social posts \$1,500
- Customized ad design and copy for specific print or digital media \$750
- Create/tweak event logos to tie in with brand (ie. assort. of 4 @ \$500 ea) \$2,000
- Step-by-step campaign rollout plan, including marketing tactics and media plan (clients to implement the plan) \$5,000

*Media buys, printing & distribution of the above items to be handled by client

At New Moon, we aim to please! The following will help the process run smoothly:

- The more available research provided by the community, the better. We will also need to review any future plans and existing marketing materials in addition to what we have already reviewed.
- In order to be most productive, New Moon presentations to community will be with a very small group. All members of this group should remain the same for the duration of the project.
- Community staff will coordinate logistics, ie. setting up meetings, etc. For time savings and efficiency, New Moon will meet via conference call - Zoom meeting whenever possible.
- Art will be designed in the industry standard- Adobe Creative Suite.
- I in-person visit is included in the process. If more visits are desired, New Moon will quote accordingly.
- If any additional services outside of the scope of this proposal are needed by the community, New Moon would be delighted to supply estimates for such work, (ie professional photo shoot, and/or stock photos additional.)

When additional support is requested, we can provide estimates according to this fee schedule:

Client Communications/Information Gathering	\$50/hr
Clerical/Data Entry	\$25/hr
Research	\$50/hr
Concept/Creative Direction/Plan	\$100/hr
Graphic Design/Layout	\$100/hr
Writing	\$200/hr
Professional Photography/Illustration	\$100/hr
Design Alterations/Refinement	\$100/hr

Client Content Edits	\$50/hr
Conference Calls/GoTo Meetings	\$50/hr
Finish Art for Print Production	\$100/hr
Package Print Ready Electronic Files/Links/Fonts	\$50/hr
Print Coordination	\$50/hr