OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
Board Meeting
March 16th, 2026
7pm
Village Offices

Topic: DDA March 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. Information Session
6. Consent Agenda:
    a. Approval of proposed agenda
    b. Approval of February 2026 meeting minutes
    c. Police Report
    d. Code Enforcement Report
7. Financials
    a. Financial statements & revenue expenditure reports
    b. Bills: February 2026 **($48,803.91)**
8. DDA reports
    a. Org Committee Report – did not meet this month
    b. EV Committee Report – met March 13th
    c. Promo Committee Report – met March 9th
    d. Design Committee Report – did not meet this month
    e. America 250/Oxford 150 Committee – met March 12th
    f. Executive Director's Report

9. Unfinished/Old Business
    a. Reminder: Village/DDA Budget Workshop on April 8th, 7pm
    b. Sign Grant (*1 N. Washington*)
10. New Business
    a. Jess' Travel to Main Street Conference
    b. Excel Brothers Power Washing Program
    c. Summer Intern
    d. Gazebo Update
11. Items moved from consent agenda
12. Board Member Comments
13. Extended Public Comment
14. Adjourn

Next DDA Board regular meeting: **April 20th, 2026**

Village of Oxford
Downtown Development Authority
Meeting Minutes
February 16th, 2026 7pm
Village of Oxford: Council Chambers 22 W. Burdick

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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, Rod Charles, Marie Powers, Ashley Ross, Scott Taylor, Melisa Counelis

   Member Absent: Jake O'Brien, Holly Pifer, Jae Choi

   Others Present: Executive Director Kimberly Smith, Admin & Promo Coordinator Jess Dickieson
4. **Public Comment on non-agenda items (3-minute limit):** None
5. **Presentation** – Police Chief Mike Solwold

   Discussed traffic control, crime, how to improve M24
6. **Consent Agenda:**
   a. Approval of proposed agenda
   b. Approval of January 2026 meeting minutes
   c. Police Report
   d. Code Enforcement Report

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

   Vote: Ayes: 6. Nays: 0. Motion carried
7. **Financials:**
   a. Financial statements & revenue expenditure reports
   b. Bills: January 2026 **($19,989.64)**

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

   Roll Call Vote: Ayes: 6. Nays: 0. Motion carried
8. **DDA reports:**
   a. **Org Committee Report:** Scholz reported
   b. **EV Committee Report:** Charles reported
   c. **Promo Committee Report:** Smith/Counelis reported
   d. **Design Committee Report:** Powers reported
   e. **American 250/Oxford 150 Committee:** Ross reported
   f. **Executive Director's Report:** Smith reported

9. **Unfinished/Old Business:**

10. **New Business:**

    a. **DDA Budget**

    - Village/DDA Budget Workshop on April 8th, 7pm

      Discussion around capital improvement projects to be added to the 2026-2027 budget including sidewalk repairs and skyline lighting.

    - DDA will host their own budget workshop after the March 16th board meeting.

    b. **Support Staff Compensation**

    Motion: Ross/Charles to move to closed session at 7:56pm

    Motion: Ross/Taylor to reopen session at 8:02pm.

    Motion: Ross/Taylor to raise support staff compensation to $22/hour effective February 1st, 2026.

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

    c. **Tech Grant**

    Discussed options for use of the tech grant in 2026.

    Motion: Taylor/Ross approve options for tech grant

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

    d. **Flowers Quote**

    Ross/Powers to approve $1,242.00 for planter flowers downtown

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

    e. **Sign Grants** *(144 S. Washington, 1 N. Washington, 51 S. Washington)*

    Motion: Powers/Ross to approve a 50% sign grant not to exceed $1,335.00 *(144. S. Washington)*

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

    (1 N. Washington) application on hold- needs council approval

    Motion: Powers/Ross to approve a 50% sign grant not to exceed $735.00 *(51 S. Washington)*

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

f. **DIA Inside Out**

Discussed program and prospective pieces around town.

11. **Items moved from consent agenda:** None
12. **Board Member Comments:** None
13. **Extended Public Comment:** Roman Gaskey spoke about where people are coming from as they pass through town. Stated that the EV Committee will focus more on how to capture these people and how to make M24 safer for pedestrians.
14. **Adjourn:**

Motion: Scholz/Taylor to end meeting at 8:20pm

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

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

OXFORD VILLAGE POLICE DEPT.

POLICE CHIEFS REPORT

2026-February

Micheal D. Solwold-Chief

	MONTH			YEAR TO DATE		
	Feb. 2026	Feb. 2025	CHG	2026	2025	DIFF
CALLS FOR SERVICE	494	405	89	1056	809	247
CITATION/WARNING	363	299	64	775	574	201
ACCIDENTS	5	7	-2	16	13	3

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

Below is designated for crime-specific stats:

Assault on a Firefighter-Assault on a Police Officer-Disorderly Intox
Malicious Destruction of Property
Misdemeanor warrant
Identity theft

Feb. 2026	WASHINGTON	GLASPIE	E BURDICK	LAKEVILLE	OXFORDLAKES	PONTIAC	W BURDICK	W OF 24	E OF 24	N W LOT	N E LOT	TOTALS
speed	39	11	7	27		2	26					112
red light	65											65
stop sign		3			23	5		1	6			38
improper turns	6						2					8
seat belt												0
drivers licence violations	14		1	2			1		1			19
plate violations	19	2	3	5	2	1	3		1			36
insurance/registration	31		1	4	3	1	9		1			50
equipment	15	2	1	2	2	1	1					24
misc. violations	1											1
parking violations	1	1						1	2			5
fail to yield to emergency vehicle			1	1								2
commercial motor vehicle tickets	3											3
Location Totals	194	19	14	41	30	10	42	2	11			363

Grand Total for the Month	363

CODE ENFORCEMENT ACTIVITY REPORT

Location / Address	Description	Date Opened	Date Revisited	Date Closed	Comments / Action Taken
707 Baypointe	snow	2/3/26			snow warning sent
699 Baypointe	snow	2/3/26			snow warning sent
571 Baypointe	snow	2/3/26			snow warning sent
47 Sunset	snow	2/3/26			snow warning sent
443 Sunset	car parked across walk	1/27/26	2/3/2026 2/11	2/17/26	citation sent .Contacted P.D. 2/11. car moved off walk 2/17
643 Baypointe	snow	2/3/26			snow warning sent
42 Broadway	snow	2/3/26			snow warning sent
87 N. Wash.	snow	2/11/26			snow warning sent
201 S. Wash.	snow	2/11/26			snow warning sent
Oxford Apts. N. Wash.	snow	2/11/26			contacted rental agents office, could only leave viocemail
11 S. Wash.	snow	2/11/26			minimal snow seen sending advisory notice
851 Baypointe	snow	2/11/26			snow warning sent
11 Center	poss. Abandoned vehicle	2/25/26			letter to owner 15 day performance
5 Center	poss. Abandoned vehicle	2/25/26			letter to owner 15 day performance
38 Pearl	unlicensed vehicle	2/25/26			letter to owner 15 day performance

REVENUE AND EXPENDITURE REPORT FOR OXFORD VILLAGE

PERIOD ENDING 02/28/2026

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 02/28/2026 NORMAL (ABNORMAL)	AVAILABLE BALANCE 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	332,224.11	(41,224.11)
248-000-412.000	Delinquent Property Taxes	18,000.00	2,131.10	15,868.90
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	2,000.00	41,500.00
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	(1,424.63)	11,424.63
248-000-665.000	Interest Earnings	7,000.00	21,486.83	(14,486.83)
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) Surplu	0.00	0.00	0.00
Total Dept 000		700,519.00	638,275.79	62,243.21
TOTAL REVENUES		700,519.00	638,275.79	62,243.21
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	61,728.20	9,484.80
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	4,936.36	3,035.64
248-729-716.000	HEALTH /LIFE INSURANCE	4,800.00	2,800.00	2,000.00
248-729-716.001	LIFE, ST/LT DISABILITY	827.00	590.65	236.35
248-729-718.000	Retirement	7,121.00	0.00	7,121.00
248-729-718.010	RETIREMENT MERS DC	0.00	4,464.72	(4,464.72)
248-729-723.000	WORKERS COMPENSATION	810.00	529.00	281.00
248-729-725.000	Unemployment	0.00	0.00	0.00
248-729-727.000	Office Supplies	500.00	8.47	491.53
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	956.35	43.65
248-729-740.010	Copying	0.00	0.00	0.00
248-729-740.140	OPERATING SUPPLIES	0.00	3,208.32	(3,208.32)
248-729-807.000	Audit	1,800.00	1,554.43	245.57
248-729-810.000	Contracted Services - Admin.	3,806.00	3,826.88	(20.88)
248-729-810.011	AUDITING & DISTRICT MAINT.	100,000.00	16,989.95	83,010.05
248-729-813.000	Custodial Services	0.00	0.00	0.00

PERIOD ENDING 02/28/2026

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 02/28/2026 NORMAL (ABNORMAL)	AVAILABLE 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	533.54	866.46
248-729-866.000	Mileage	400.00	120.40	279.60
248-729-900.000	Advertising	2,500.00	1,880.61	619.39
248-729-905.000	Printing & Publications	100.00	0.00	100.00
248-729-920.000	Utilities	850.00	552.85	297.15
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	929.00	271.00
248-729-955.010	MEALS	500.00	730.62	(230.62)
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	0.00	0.00
248-729-970.100	ARPA	0.00	252,832.38	(252,832.38)
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	367,446.34	(50,820.34)
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	23,995.82	11,004.18
248-734-810.160	CONTRACTED SERVICES-DOWNTOWN	0.00	70,599.09	(70,599.09)
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	(7,048.28)	17,048.28
248-734-885.000	Grant - Facade	60,000.00	3,000.00	57,000.00
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	93,777.34	274,722.66
TOTAL EXPENDITURES		685,126.00	461,223.68	223,902.32
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:				
TOTAL REVENUES		700,519.00	638,275.79	62,243.21
TOTAL EXPENDITURES		685,126.00	461,223.68	223,902.32
NET OF REVENUES & EXPENDITURES		15,393.00	177,052.11	(161,659.11)

Account Name	Account Numbers	Vendor	Amount	Description
Contr Services - Downtown	248-729-810.011	Village of Oxford	$8,333.33	Auditing and District Maintenance February 2026
Contr Services - Events	248-734-810.000	Summer Sundaes	$750.00	Reimbursement for Volunteer Appreciation and Polar Express
Contr Services - Events	248-734-810.000	Summer Sundaes	$300.00	SSS Reimbursement
Workshops	248-729-955.000	Chamber of Commerce	$40.00	Chamber of Commerce Community Breakfast
Contr Services - Downtown	248-729-810.160	Caveman + Pip	$1,000.00	Shop OC Challenge Winner
Capital Improvements	248-729-970.000	Express Metal Coatings	$15,900.00	Powder Coating Benches + Trash Cans
Contr Services - Downtown	248-734-810.160	Sitescapes	$925.00	Trash Can Liners
Grants	248-734-885.000	Ion Software Solutions	$1,285.00	Sign Grant Reimbursement
		Sub Total	**$28,533.33**	
Village of Oxford - Prepaid Bills				
Wages	248-729-704.000	Village of Oxford - wages	$5,377.24	Kimberly's Wages
FICA	248-729-715.000	Village of Oxford - FICA	$643.92	
Retirement	248-729-718.010	Village of Oxford - 457 plan	$537.72	
Life, ST/LT Disablitity	248-729-716.001	Village of Oxford - Life, ST/LT Disability	$65.50	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	$2,640.00	Jess' Wages
		Sub Total	**$9,664.38**	
Prepaid Bills -				
Cell Phone Fees	248-729-856.040	Verizon	$110.00	Monthly - Cell Phone
contracted services	248-729-810.000	Blue Skies Tech Group	$47.50	IT services
utilities	248-729-920.000	DTE	$80.00	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	$31.25	Online Hosting Fee -- Gift Cards
		Sub Total	**$301.65**	
Credit Card Bills				
Operating Supplies	248-729-740.140	Amazon	$18.01	Spring Fling Supplies
Office Supplies	248-729-727.000	Amazon	$19.07	Desk Organizer
Office Supplies	248-729-727.000	Amazon	$10.59	File Folders
Contr Services - Event	248-734-810.000	Scots Toys, Caveman + Pip, Page 18 Book	$101.17	Spring Fling Raffle Basket
Meals	248-729-955.000	City of Lansing Parking	$6.00	MDA Conference
Lodging	248-729-955.020	Kellog Hotel	$157.07	MDA Conference Hotel
Workshops	248-729-955.000	City of Lansing Parking	$12.00	MDA Conference
Meals	248-729-955.010	Bigby Coffee	$8.52	MDA Conference Meals
Meals	248-729-955.010	CFE	$6.09	Meeting
		Sub Total	**$48,803.91**	
		Grand Total	**$48,803.91**	
Signature from Village _____				
Signature from DDA _____				

OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
Executive Director Report
March 16, 2026

Key items to note this month:

- **Meetings**
  - DBOM
  - Shop OC Main Street Managers
  - MSOC DDA Directors
  - Oxford Community Leaders
  - Lake Orion DDA
  - Village President
- **Grants**
  - Oak Co Tech Grant
  - T-Mobile Hometown Grant
- **Sponsorships**
  - Created Sponsorship Offering Brochure and soliciting business participants for program
- **Awards**
  - Shout out at MDA Workshop on our work in the MSOC BOOMS Tracker program
  - Won Shop OC Main Street participation raffle for the 2nd time, $1000 prize
- **Business Attraction/Retention**
  - Met with potential/new business owners on space and locations
  - Met with current business owners on concerns, opportunities to partner
  - Welcomed a new business to the district
- **Community Engagement**
  - Continuing podcast with business owners and key partners
  - Chamber Coffee Connect
  - Chamber Community Breakfast
  - OAYA Luncheon
  - Attended Ribbon Cutting Event for new business
- **Training/Development**
  - MDA Advocacy Day
  - MDA Spring Workship including MiPDM classwork
- **Beautification**
- **Events**
  - Partnered Events
    - Spring Fling
    - St. Paddy's Day
    - Earth Day Clean Up/Roots & Renewal
- **Business Development**
- **Volunteers**
  - Filled the Coordinating Support role
- **Other**
  - Scheduled a student tour for selected businesses in April
  - Exploring CRM systems to improve efficiency in office operations
  - Snow removal discussions continue with Village

OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
Event Report
Spring Fling
Saturday, March 7th

Spring Fling

This was a brand new event that was thought up by a downtown business owner who was already planning to have a Spring Launch and thought it could be fun to get more businesses on board.

Event Focus:

The focus of this event was to dust off winter and head downtown for shopping deals and new menu items at restaurants for Spring. This was a business led event where the businesses came up with their offers and the DDA promoted the event and provided raffle supplies and prizes.

Participating Businesses:

17 (6 restaurants, 11 Retail/Service)

Sponsorships:

There were no sponsorships for this event.

Expenses:

Expenses for the event totaled **$345.18** which included a grand prize raffle of downtown goodies, two $25.00 downtown gift cards and admin hours.
Map of participants and specials, promotion of event
8 admin hours = **$176.00**
Prizes: **$169.18**

Profit:

There was no profit on this event as no tickets were sold.

Notes:

There was a business survey sent out on March 9th. Many of the businesses that participated saw at least some increase in sales where some saw quite a significant increase. The businesses seemed happy with the turnout and some reported that it was their busiest day since the Christmas season. A few have also said that they would like to see this become an annual event. There were 475 tickets in the raffle box. Customers could have multiple entries if they were purchasing at multiple participating businesses so that number doesn't equate exactly but it was still a lot of customers downtown!

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.

January 23, 2026
Date of Application

Deborah Mick – Northeast Oakland Historical Society & Museum – Secretary and Representative
Name

X 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.

771 Golf Villa Dr.
Address

Oxford, MI 48371

248-672-6136
Work Phone

Home Phone

Fax Number

1 N. Washington, Oxford Village
Property Address

Tax I.D. Number

Village of Oxford
Property Owner (if applicable)

Northeast Oakland Historical Society and Museum
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? Yes

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: April 30, 2026

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

Estimated Project Budget **$3,927.79**

Project Funding Source(s): ***Village DDA Grant, Museum funds***

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

ESTIMATE
EST-49844

Estimate Date: 11/25/25

Signs & More
1371 Souter Drive
Troy, MI 48083

(248) 852-0683
https://www.signsandmoremi.com/

Follow Up Date : 12/15/25

Payment Terms: 50% Down, 50% on Completion

Description: New Exterior Wall Sign

Bill To: Oxford Museum
1 North Washington Street
Oxford MI 48371
US

Ordered By: Debbie Mick
DGMick03@gmail.com
(248) 672-6136

Salesperson: Marisa Cohen
Entered By: Matt Foster

ITEMS		QTY	UNIT PRICE	LINE TOTAL
1	**Exterior Wall Signs**	1	$5,000.00	$5,000.00
	27"(w) x 96"(h) 1 1/2" thick HDU sign routed and carved with letters appearing to be raised. Painted black with border and letters to be Gold Leafed. With the drop material we will create a new sign "Northeast Oakland Historical Museum" 42"(w) x 24"(h). Painted black with gold Florentine vinyl			
2	**Install Labor**	1	$850.00	$850.00
3	**Permits *Estimate Only***	1	$400.00	$400.00

Subtotal	$6,250.00
Pre-Tax Total	$6,250.00
Tax	$300.00
Total	$6,550.00
Deposit Required	$3,275.00

Orion Signs and Graphics, Inc.
3202 Adventure Ln
Oxford, MI 48371 USA
hanna@orionsignsandgraphics.com

Estimate

ADDRESS
Debbie
Northeast Oakland Historical Museum

ESTIMATE 25-861
DATE 11/06/2025

ESTIMATE NUMBER #	JOB DESCRIPTION	PROJECT MANAGER
25-861	Building Sign	Ally

DESCRIPTION

1. FrontBuilding Sign -
Black ACM Pan. 1.5" deep.

Aluminum mounting frame

Border: 3M Gold Metallic Premium Vinyl.

Letters: .5" painted acrylic. Mathews Brilliant Gold. Stud Mounted.

1.1 Job Supplies

Front Building Sign Subtotal: $1,533.97

2. Burdick St. Building Sign -
3mm Black ACM.
Custom Shape Routed.

Border: 3M Gold Metallic Premium Vinyl.

2.1 Job Supplies

Burdick St. Building Sign Subtotal: $897

3. Graphic Design -
2 Hrs Included.

Includes all above signage.

Any additional time will be added to the quote. We will inform you when we get close to the 2 hour mark.

4. Permit Procurement -
ACQUISITION ONLY. Research, technical drawings, application filing & review.

Includes all above signage.

PLEASE NOTE: ACTUAL PERMITS ARE NOT INCLUDED AND ARE TBD . THEY WILL BE BILLED AT COST ON THE FINAL INVOICE

5. Labor -

Includes all above signage.

6. Installation & Removal -
On site.
*** Remove existing sign and install new sign ***

1 North Washington St, Oxford MI 48371

*** Remove existing sign on Burdick St and install new sign***

6. Payment Convenience Fee -

If paying by card a 2.99% ($117.44) convenience fee will be added.

A 50 % deposit is required to begin work and the balance is due at the delivery.
Credit card payments are charged a 2.99 % fee.

ADH Oxford Signs & Graphics, Inc.
Chase Bank
Account 641892578
Routing 072000326
Oxford, MI 48371

SUBTOTAL	3,900.97
TAX	26.82
TOTAL	**$3,927.79**

Accepted By

Accepted Date

ORION SIGNS & GRAPHICS

CLIENT PROOF

Northeast Oakland Historical Museum - Building Sign - 003

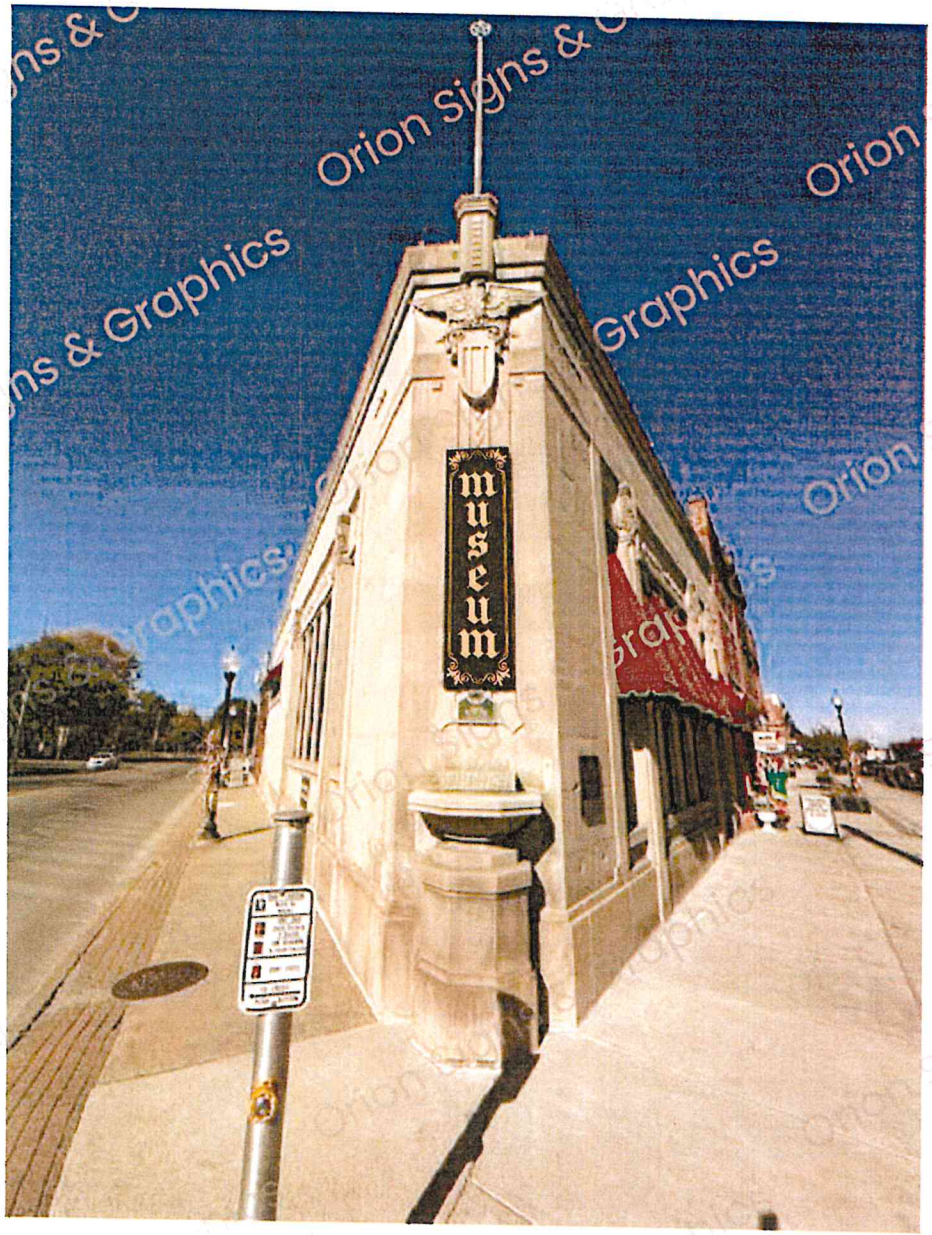
File Name: Client Name - Project Type - Version Number

Designer: Ally | Date: 11.20.25 | Page(s): 2 of 3

OPTION B

105"h

24"w



QUANTITY:

1 Building Sign

MATERIALS:

Backer - Black ACM Pan: V Carved.
Border - 3M Vinyl: Gold Metallic.
Letters: .5" Acrylic Painted: Matthews Brilliant Gold. Stud Mounted - 3/4" studs.

- [ ] Laminated
- [x] Not Laminated

- [x] Single Sided
- [ ] Double Sided

JOB NOTES

1 North Washington St, Oxford, MI 48371

Customer Provided Artwork.

INSTALL:

- [x] Yes
- [ ] No

REMOVAL:

- [x] Yes
- [ ] No

*****PLEASE EXAMINE PROOF CAREFULLY*****

By approving and signing you are verifying and confirming that all spelling, grammar, text, design layout, including but not limited to sizes and placement of graphics are correct. Once production has begun, the customer assumes all responsibility for any inaccuracies and understands additional costs may be incurred to correct. Please note color may or may not be accurately represented on this proof.

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ORION SIGNS & GRAPHICS

CLIENT PROOF

Northeast Oakland Historical Museum - Building Sign - 003

File Name: Client Name - Project Type - Version Number

Designer: Ally

Date: 11.20.25

Page(s): 3 of 3

EXISTING

QUANTITY:

1 Building Sign

MATERIALS:

Backer - Black ACM Pan: V Carved.
Border - 3M Vinyl: Gold Metallic.
Letters: .5" Acrylic Painted: Matthews Brilliant Gold. Stud Mounted - 3/4" studs.

- [ ] Laminated
- [x] Not Laminated

- [x] Single Sided
- [ ] Double Sided

JOB NOTES

1 North Washington St, Oxford, MI 48371

Customer Provided Artwork.

INSTALL:

- [x] Yes
- [ ] No

REMOVAL:

- [x] Yes
- [ ] No

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ORION SIGNS & GRAPHICS

CLIENT PROOF

Northeast Oakland Historical Museum - Building Sign - 003

File Name: Client Name - Project Type - Version Number

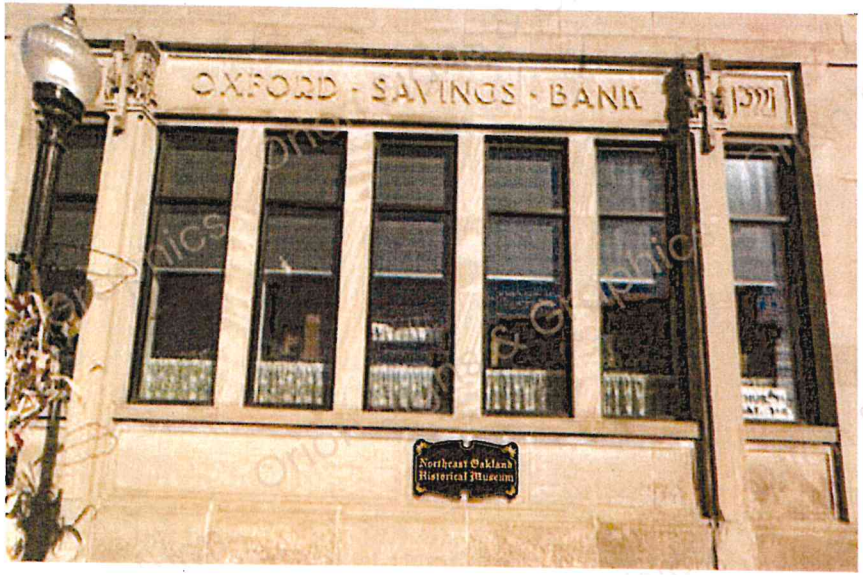
Designer: Ally | Date: 11.20.25 | Page(s): 2 of 3

OPTION B

BURDICK SIDE

24"h

42"w



QUANTITY:

1 Building Sign

MATERIALS:

Backer - Black ACM Pan: V Carved.
Border - 3M Vinyl: Gold Metallic.
Letters: .5" Acrylic Painted: Matthews Brilliant Gold. Stud Mounted - 3/4" studs.

- [ ] Laminated
- [x] Not Laminated

- [x] Single Sided
- [ ] Double Sided

JOB NOTES

1 North Washington St, Oxford, MI 48371

Customer Provided Artwork.

INSTALL:

- [x] Yes
- [ ] No

REMOVAL:

- [x] Yes
- [ ] No

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ORION SIGNS & GRAPHICS

CLIENT PROOF

Northeast Oakland Historical Museum - Building Sign - 003

File Name: Client Name - Project Type - Version Number

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EXISTING

BURDICK SIDE

QUANTITY:

1 Building Sign

MATERIALS:

Backer - Black ACM Pan: V Carved.
Border - 3M Vinyl: Gold Metallic.
Letters: .5" Acrylic Painted: Matthews Brilliant Gold. Stud Mounted - 3/4" studs.

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JOB NOTES

1 North Washington St, Oxford, MI 48371

Customer Provided Artwork.

INSTALL:

[x] Yes [ ] No

REMOVAL:

[x] Yes [ ] No

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