



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 Counselis
4. Public Comment on non-agenda items (3-minute limit)
5. Shop OC Main Street Presentation
6. Information Session
7. Consent Agenda:
  - a. Approval of proposed agenda
  - b. Approval of February 2026 meeting minutes
  - c. Police Report
  - d. Code Enforcement Report
8. Financials
  - a. Financial statements & revenue expenditure reports
  - b. Bills: February 2026 (**\$48,803.91**)
9. DDA reports
  - a. Org Committee Report – did not meet this month
  - b. EV Committee Report – met March 13<sup>th</sup>
  - c. Promo Committee Report – met March 9<sup>th</sup>
  - d. Design Committee Report – did not meet this month
  - e. America 250/Oxford 150 Committee – met March 12<sup>th</sup>
  - f. Executive Director's Report



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting – Amended Agenda

March 16<sup>th</sup>, 2026

7pm

Village Offices

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**10. Unfinished/Old Business**

- a. Reminder: Village/DDA Budget Workshop on April 8<sup>th</sup>, 7pm
- b. Sign Grant (1 N. Washington)

**11. New Business**

- a. Jess' Travel to Main Street Conference
- b. Excel Brothers Power Washing Program
- c. Summer Intern
- d. Gazebo Update
- e. Skyline Lights

**12. Items moved from consent agenda**

**13. Board Member Comments**

**14. Extended Public Comment**

**15. Adjourn**

Next DDA Board regular meeting: **April 20<sup>th</sup>, 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, 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



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9. Unfinished/Old Business:

10. New Business:

a. DDA Budget

- Village/DDA Budget Workshop on April 8<sup>th</sup>, 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 16<sup>th</sup> 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 1<sup>st</sup>, 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 16<sup>th</sup>, 2026**

# OXFORD VILLAGE POLICE DEPT. POLICE CHIEFS REPORT

2026-February

Micheal D. Solwold-Chief

MONTH		YEAR TO DATE			
	Feb. 2026	Feb. 2025	2026	2025	DIFF
<b>CALLS FOR SERVICE</b>	494	405	1056	809	247
<b>CITATION/WARNING</b>	363	299	64	775	574
<b>ACCIDENTS</b>	5	7	-2	16	13
POSITION	#				
CHIEF	1				
OFFICERS/FT	6				
OFFICERS/PT	5				
Service Aid	2				
Reserves	8				
<b>TOTAL</b>	<b>22</b>				

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										2
fail to yield to emergency vehicle			1	1				1	2			5
commercial motor vehicle tickets	3											2
Location Totals	194	19	14	41	30	10	42	2	11			363

**Grand Total for the Month**

**363**



GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 02/28/2026 NORMAL (ABNORMAL)	AVAILABI BALANC NORMAL (ABNORMAI
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY</b>				
<b>Revenues</b>				
<b>Dept 000</b>				
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	0.00	0.00
248-000-677.000	MISCELLANEOUS	0.00	(159.39)	159.39
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
<b>Total Dept 000</b>		<b>700,519.00</b>	<b>638,275.79</b>	<b>62,243.21</b>
<b>TOTAL REVENUES</b>		<b>700,519.00</b>	<b>638,275.79</b>	<b>62,243.21</b>
<b>Expenditures</b>				
<b>Dept 000</b>				
248-000-995.494	TRANSFER OUT	0.00	0.00	0.00
<b>Total Dept 000</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Dept 728 - ECONOMIC DEVELOPMENT</b>				
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
<b>Total Dept 728 - ECONOMIC DEVELOPMENT</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Dept 729 - Organization/Administration</b>				
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

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	AVAILABI
		AMENDED BUDGET	NORMAL	02/28/2026 (ABNORMAL)	BALANC (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
		<b>Sub Total</b>	<b>\$28,533.33</b>	
<b>Village of Oxford - Prepaid Bills</b>				
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 Disability	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
		<b>Sub Total</b>	<b>\$9,664.38</b>	
<b>Prepaid Bills -</b>				
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
		<b>Sub Total</b>	<b>\$301.65</b>	
<b>Credit Card Bills</b>				
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	Kellogg 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
		<b>Sub Total</b>	<b>\$48,803.91</b>	
		<b>Grand Total</b>	<b>\$48,803.91</b>	
Signature from Village _____				
Signature from DDA _____				



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Promotions Committee Agenda

March 9, 2026

10 am

Evergreens

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**Members in Attendance:** Lorry Graybeal, Holly Pifer, Angie Green

**Members Absent:** Chris Zitney, Melisa Counelis

**Others in Attendance:** Kimberly Smith, Jess Dickieson

**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**

- Create placed based experiences that align with market audience- What games/activities can we offer at the spaces in Washington Square, Centennial Park and behind Grav Cap? What activities can be added to the front of the businesses to draw people in town. The sidewalks could be painted in the front of the businesses with hopscotch or different physical tasks- crab walk, spin, skip, etc. It was also suggested that lockers with a check out code so the last person using would be responsible for the lost/damaged items.
  - Volunteer Outreach- how to get more volunteers- places that may have a larger volunteer pool may be churches, senior centers, or college classes/programs that need hours.
1. Spring Fling recap- it was reported that there wasn't much awareness for the event, while other businesses report that they saw a bump in traffic. How are events like this more widely shared?
  2. Earth Day Event- Spring Clean up tentatively April 25. There will be giveaways and other incentives to participate. The DDA will help spread the word as details become available.
  3. February 2027 Planning Ideas- Some ideas include the "Strolling Dinner" similar to the taste of Oxford or Olympic Games held in the businesses.

Next meeting April 13 at 10am at Evergreens



**Members in Attendance:** 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**

- New Business
- Old Business
  - Girl Scouts
  - Clean up day April 25th
  - Historic Marker
  - Time Capsules
    - Opening
    - New plan
      - Deadline of June 1
      - Decisions on June 10
      - Need a form to drop off and to return to
        - Add a box for dispose of if they don't want it back
  - July 8 Main Event
    -
  - May 17 Celebrate Police Department 85th -- on hold
- Event Schedule

### **Action Items (Items to do before next meeting)**

- Next meeting April 29th



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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 2<sup>nd</sup> 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 Workshop 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



### **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 9<sup>th</sup>. 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



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

# ESTIMATE EST-49844

Estimate Date: 11/25/25

**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

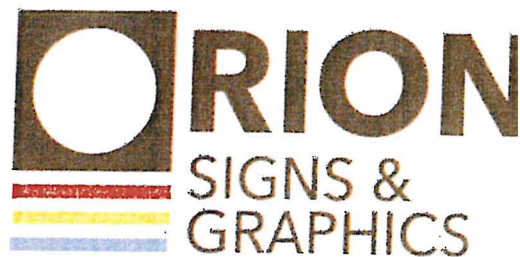
**Salesperson:** Marisa Cohen  
**Entered By:** Matt Foster

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
<b>Total</b>	<b>\$6,550.00</b>
<b>Deposit Required</b>	<b>\$3,275.00</b>

**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 #**

25-861

**JOB DESCRIPTION**

Building Sign

**PROJECT MANAGER**

Ally

**DESCRIPTION**

1. Front Building 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 5.0% discount is required to begin work and the balance is due at the delivery.  
Credit card payments are charged a 2.99% fee.

ST SIGNAGE

3,900.97

NOVA Sign & Graphics, Inc.  
Phase 2  
- 604-22-808076  
Attn: (313) 313333  
Direct: (313) 313333  
Oxford, MI 48371

TOTAL

26.82

**\$3,927.79**

Accepted By:

Accepted Date:



OPTION B

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

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
- Not Laminated
- Single Sided
- Double Sided

JOB NOTES

1 North Washington St, Oxford, MI 48371

Customer Provided Artwork.

INSTALL:

Yes  No

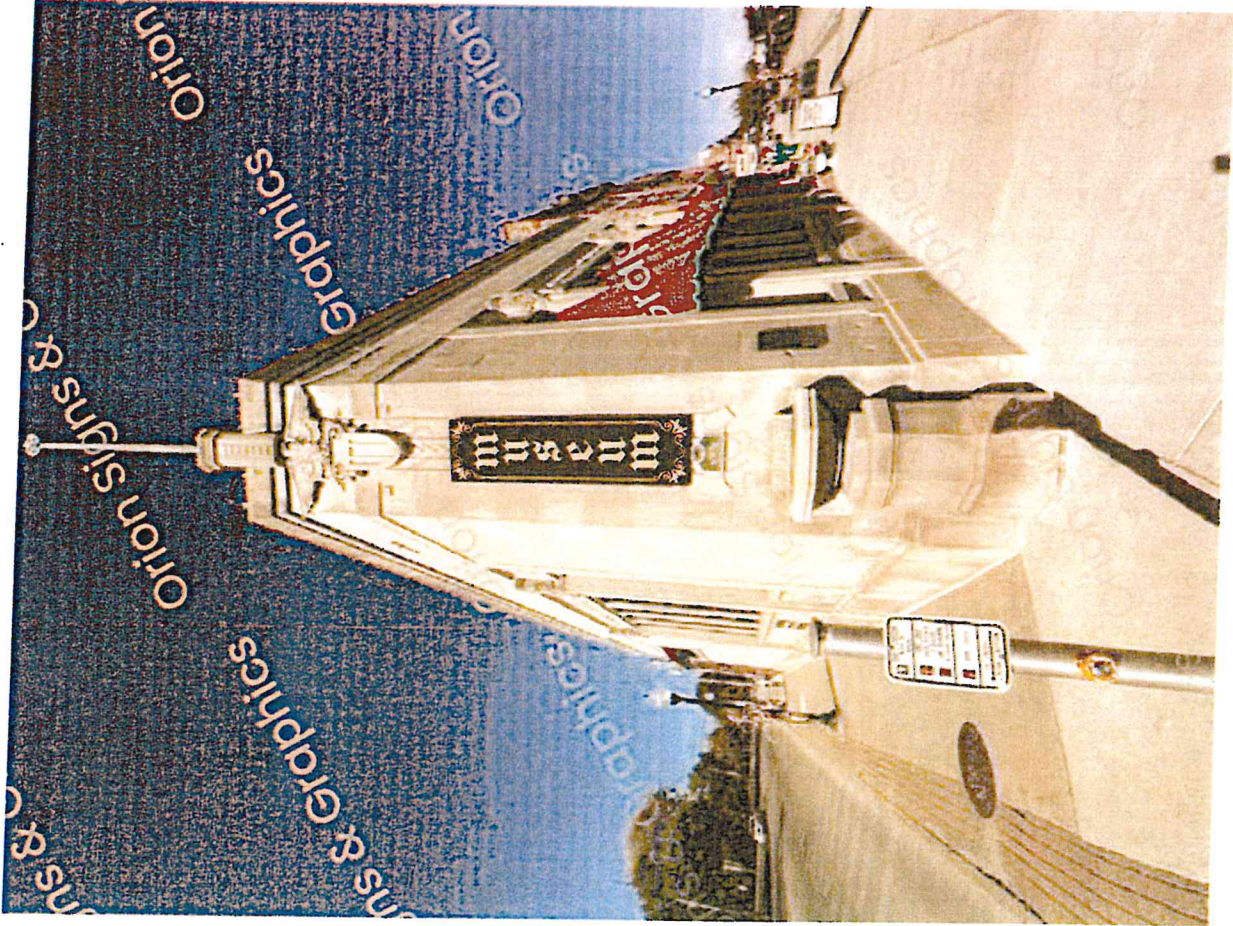
REMOVAL:

Yes  No

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

By approving and signing you are verifying and confirming that all spelling, grammar, text, design layout, size 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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105" h

24" w



# CLIENT PROOF

Northeast Oakland Historical Museum - Building Sign - 003

File Name: Client Name - Project Type - Version Number

Designer: Ally

11.20.25

Date

3 of 3

Page(s)

## 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
- Not Laminated
- Single Sided
- Double Sided

## JOB NOTES

1 North Washington St, Oxford, MI 48371

Customer Provided Artwork.

## INSTALL:

Yes  No

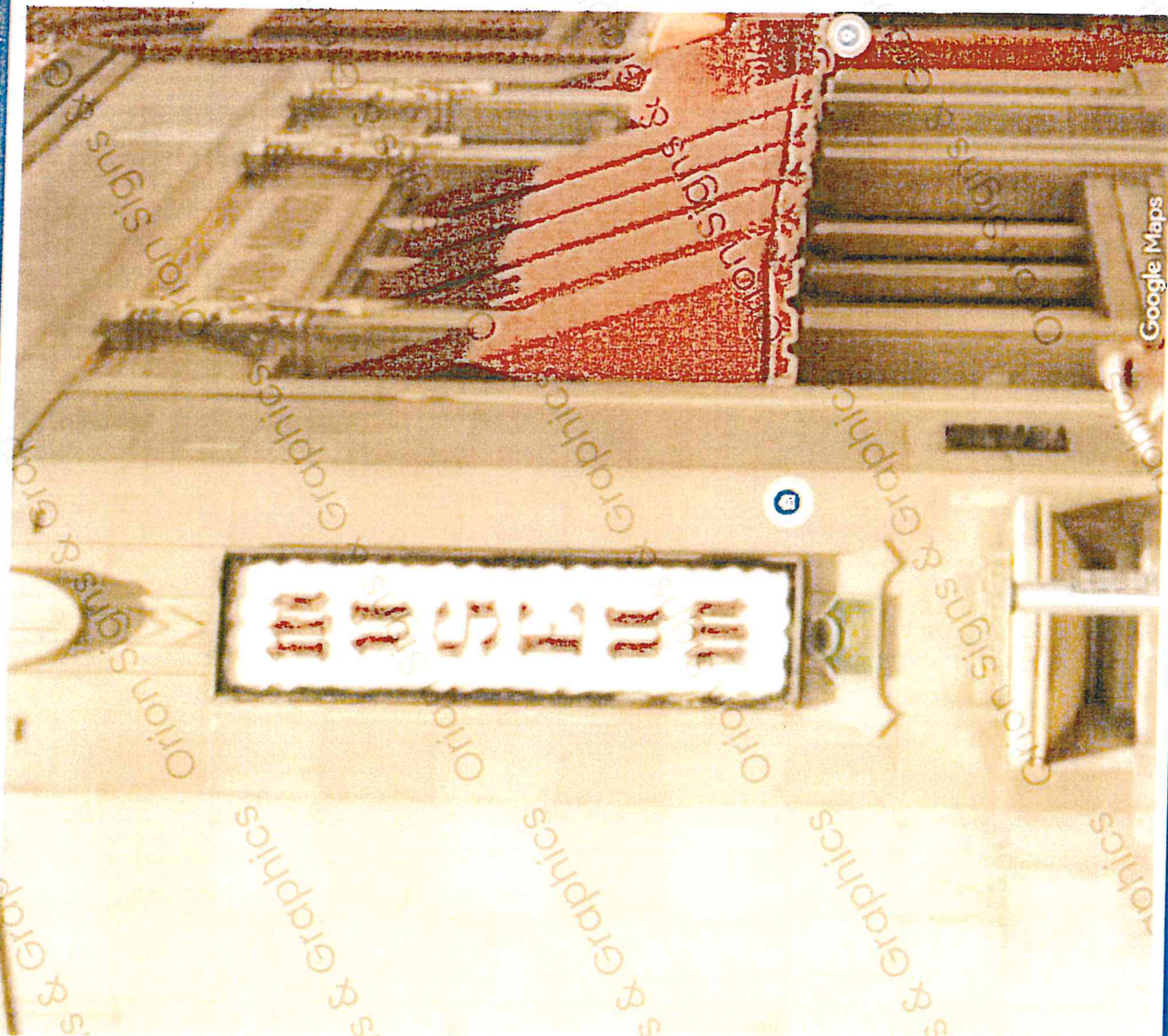
## REMOVAL:

Yes  No

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

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EXISTING



# CLIENT PROOF

Northeast Oakland Historical Museum - Building Sign - 003

File Name: Client Name - Project Type - Version Number

OPTION B

BURDICK SIDE

11.20.25

Date

Designer: Ally

2 of 3

Page(s)

## 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
- Not Laminated
- Single Sided
- Double Sided

## JOB NOTES

1 North Washington St,  
Oxford, MI 48371  
Customer Provided Artwork.

## INSTALL

Yes  No

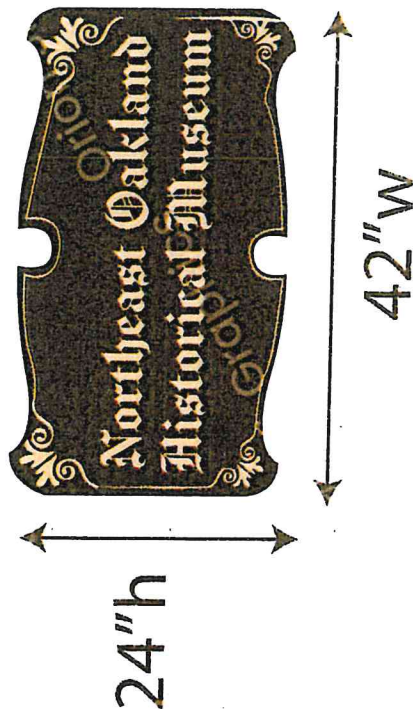
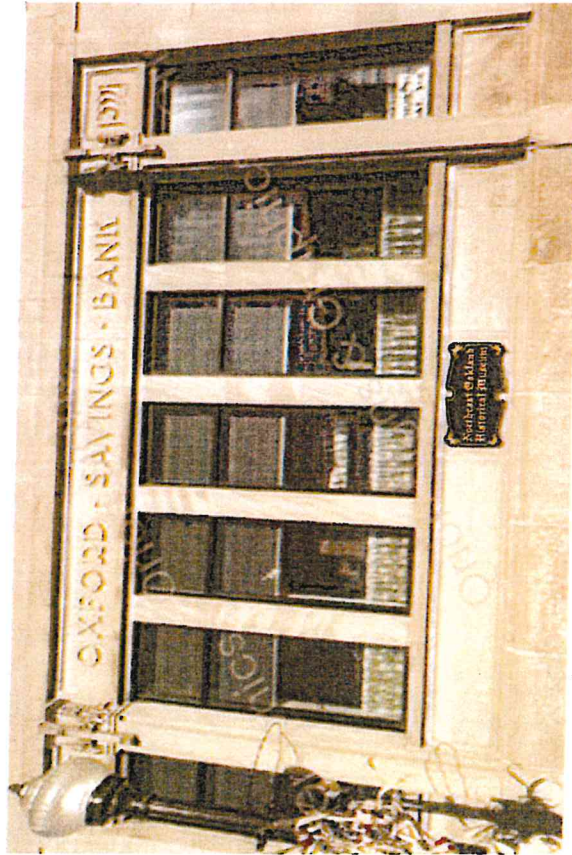
## REMOVAL

Yes  No

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

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# CLIENT PROOF

Northeast Oakland Historical Museum - Building Sign - 003

File Name: Client Name - Project Type - Version Number

Designer: AHJ

11.20.25

Date

3 of 3

Page(s)

## 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

Not Laminated

Single Sided

Double Sided

## JOB NOTES

1 North Washington St, Oxford, MI 4837

Customer Provided Artwork.

## INSTALL

Yes  No

## REMOVAL

Yes  No

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

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EXISTING

BURDICK SIDE