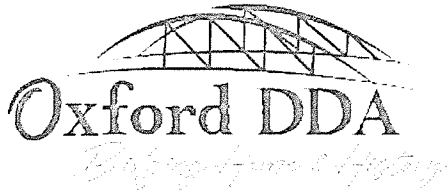


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Topic: DDA May Board Meeting

1. Call meeting to order
2. Pledge of Allegiance
3. Roll Call: Pete Scholz, Rod Charles, Marie Powers, Ashley Ross, Jake O'Brien, Holly Pifer, Scott Taylor, Jae Choi, Melisa Counelis
4. Public Comment on non-agenda items (3-minute limit)
5. Consent Agenda:
  - a. Approval of proposed agenda
  - b. Approval of April 2026 meeting minutes
  - c. Police Report
  - d. Code Enforcement Report
6. Financials
  - a. Financial statements & revenue expenditure reports
  - b. Bills: April 2026 (\$34,904.84)
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 May 18<sup>th</sup>
  - d. Design Committee Report – met May 6<sup>th</sup>
  - e. America 250/Oxford 150 Committee – met April 29<sup>th</sup>
  - f. Executive Director's Report
8. Unfinished/Old Business
  - a. Gazebo Update



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting

May 18<sup>th</sup>, 2026

7pm

Village Offices

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9. New Business

- a. Oakland County Main Event Tickets
- b. Skyline Lights
- c. Four Corners Planters
- d. Tree Trimming Quote
- e. Park Benches
- f. Open Board Position
- g. Trolley
- h. Washington Square Mural Update
- i. School Millage Table at Concerts/Events

10. Items moved from consent agenda

11. Board Member Comments

12. Extended Public Comment

13. Adjourn

Next DDA Board regular meeting: June 15<sup>th</sup>, 2026



1. **Call meeting to order:** Board Chair Pete Scholz called meeting to order at 7:03pm
2. **Pledge of Allegiance**
3. **Roll Call, Member Present 5:**

Pete Scholz, Marie Powers, Scott Taylor, Jae Choi, Rod Charles

**Member Absent:** Jake O'Brien, Ashley Ross, Holly Pifer, Melisa Counelis

**Others Present:** Executive Director Kimberly Smith, Admin & Promo Coordinator Jess Dickieson
4. **Public Comment on non-agenda items (3-minute limit):** None
5. **Consent Agenda:**
  - a. Approval of proposed agenda
  - b. Approval of March 2026 meeting minutes
  - c. Police Report
  - d. Code Enforcement Report

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

**Vote:** Ayes: 5. Nays: 0. Motion carried
6. **Financials**
  - a. Financial statements & revenue expenditure reports
  - b. Bills: March 2026 **(\$38,174.72)**

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

**Roll Call Vote:** Ayes: 5. Nays: 0. Motion carried
7. **DDA reports**
  - a. Org Committee Report – Charles reported
  - b. EV Committee Report – Did not meet this month
  - c. Promo Committee Report – Smith reported
  - d. Design Committee Report – Powers reported
  - e. America 250/Oxford 150 Committee – Did not meet this month
  - f. Executive Director's Report – Smith reported



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**8. Unfinished/Old Business**

- a. **Gazebo Update** – Smith reported that drawings were updated and project will be out to bid in the next few weeks.

**9. New Business**

- a. **Sign Grant (186 S. Washington)**

**Motion:** Powers/Taylor to approve a 50% match grant not to exceed \$1,500.00

**Roll Call Vote:** Ayes: 5. Nays: 0. Motion carried

- b. **Summer Intern Update**

- c. **Tree Trimming Quote**

Board would like clarification and to hear from Joe Madore on the scope of the project

- d. **Washington Square Mural Project** - Board would like project to go out to public bid. Board would like permission from property owner.

- e. **Capital Improvement Project** – Discussion around which projects to focus on for 2026-2027

- f. **Budget** – Smith reported that it is almost finished

- g. **Marketing Consultant** – Discussion around approval to move forward with a marketing consultant for a rebrand and marketing materials

**Motion:** Charles/Taylor to approve moving forward with marketing consultant

**Roll Call Vote:** Ayes: 5. Nays: 0. Motion carried

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

- 11. Board Member Comments:** Comments promoting No Haz events for Oxford residents, DPW doing a great job cleaning up around downtown.

**12. Extended Public Comment:** None

**13. Adjourn:**

**Motion:** Scholz/Taylor to adjourn meeting at 7:55pm.

Next DDA Board regular meeting: **May 18<sup>th</sup>, 2026**

# OXFORD VILLAGE POLICE DEPT. POLICE CHIEFS REPORT 2026-April

Michael D. Solwold-Chief

	MONTH		YEAR TO DATE			
	Apr 2026	Apr 2025	CHG	2026	2025	DIFF
CALLS FOR SERVICE	544	689	-145	2159	2091	68
CITATION/WARNING	413	472	-59	1624	1360	264
ACCIDENTS	3	5	-2	25	22	3

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:

DUI-Crash	
DUI-2nd offense	
DUI	
Warrant Arrest	

<b>April 2026</b>												
	<b>WASHINGTON</b>	<b>GLASPIE</b>	<b>E BURDICK</b>	<b>LAKEVILLE</b>	<b>OXFORDLAKES</b>	<b>PONTIAC</b>	<b>W BURDICK</b>	<b>W OF 24</b>	<b>E OF 24</b>	<b>N W LOT</b>	<b>N E LOT</b>	<b>TOTALS</b>
speed	46	12	3	29			17					107
red light	87	2										89
stop sign		6			12				5			23
improper turns	23		1				3					27
seat belt												0
drivers licence violations	18	1	2	4								25
plate violations	25	1	3	4			11					44
insurance/registration	28	2	2	8	5		4					49
equipment	25		1	2	1	1	4		1			35
misc. violations	4			1	1		1					7
parking violations	1				3			2	1			7
fail to yield to emergency vehicle												0
commercial motor vehicle tickets												0
Location Totals	257	24	12	48	22	1	40	2	7			413

<b>Grand Total for the Month</b>	<b>413</b>
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GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	AVAILABLE
		AMENDED BUDGET	NORMAL	05/31/2026 (ABNORMAL)	BALANCE (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		343,444.22	(52,444.22)
248-000-412.000	Delinquent Property Taxes	18,000.00		2,636.25	15,363.75
248-000-417.000	Unpaid Personal Taxes	0.00		0.00	0.00
248-000-445.000	PENALTY AND INTEREST ON TAXES	0.00		316.95	(316.95)
248-000-528.000	OTHER FEDERAL GRANTS	0.00		0.00	0.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION	37,000.00		0.00	37,000.00
248-000-581.000	LOCAL GRANT	43,500.00		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		24,764.08	(17,764.08)
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		43,808.27	(31,808.27)
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		699,011.80	1,507.20
TOTAL REVENUES		700,519.00		699,011.80	1,507.20
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		81,786.30	(10,573.30)
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		6,531.97	1,440.03
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		721.85	105.15
248-729-718.000	Retirement	7,121.00		0.00	7,121.00
248-729-718.010	RETIREMENT MERS DC	0.00		5,634.79	(5,634.79)
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		38.13	461.87
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		3,292.97	(3,292.97)
248-729-807.000	Audit	1,800.00		2,366.93	(566.93)
248-729-810.000	Contracted Services - Admin.	3,806.00		4,622.94	(816.94)
248-729-810.011	AUDITING & DISTRICT MAINT.	100,000.00		41,989.94	58,010.06
248-729-813.000	Custodial Services	0.00		0.00	0.00

User: VHAUFF

PERIOD ENDING 05/31/2026

DB: Oxford

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	AVAILABLE
		AMENDED BUDGET	05/31/2026 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY</b>				
<b>Expenditures</b>				
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	708.96	141.04
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	1,938.64	(738.64)
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	15,900.00	(15,900.00)
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
<b>Total Dept 729 - Organization/Administration</b>		<b>316,626.00</b>	<b>438,321.96</b>	<b>(121,695.96)</b>
<b>Dept 734 - BUSINESS &amp; DEVELOPMENT</b>				
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	24,401.99	10,598.01
248-734-810.160	CONTRACTED SERVICES-DOWNTOWN	0.00	91,377.77	(91,377.77)
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	(7,020.38)	17,020.38
248-734-885.000	Grant - Facade	60,000.00	4,116.95	55,883.05
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
<b>Total Dept 734 - BUSINESS &amp; DEVELOPMENT</b>		<b>368,500.00</b>	<b>116,107.04</b>	<b>252,392.96</b>
<b>TOTAL EXPENDITURES</b>		<b>685,126.00</b>	<b>554,429.00</b>	<b>130,697.00</b>
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:</b>				
<b>TOTAL REVENUES</b>		<b>700,519.00</b>	<b>699,011.80</b>	<b>1,507.20</b>
<b>TOTAL EXPENDITURES</b>		<b>685,126.00</b>	<b>554,429.00</b>	<b>130,697.00</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>15,393.00</b>	<b>144,582.80</b>	<b>(129,189.80)</b>

Account Name	Account Numbers	Vendor	Amount	Description
Contr Services - Downtown	248-729-810.011	Village of Oxford	\$8,333.33	Auditing and District Maintenance May 2026
Workshops	248-729-955.000	MDA	\$45.00	MDA Webinar
Contr Services - Downtown	248-734-810.160	America in Bloom	\$850.00	Registration Fee
ARPA	248-729-970.100	DesignHaus	\$2,517.55	Gazabo Restoration Phase II
Contr Services - Downtown	248-734-810.160	Ryan's Irrigation	\$450.00	Tree Bubbler Watering Device
Contr Services - Downtown	248-734-810.160	Kirch Cornhole	\$1,620.00	Update Cornhole Boards
Contr Services - Downtown	248-729-810.011	Nickel & Saph	\$350.00	DDA Director Bond
		Sub Total	\$14,165.83	
Village of Oxford - Prepaid bills				
Wages	248-729-704.000	Village of Oxford - wages	\$5,377.24	Kimberly's Wages
Workshops	248-729-955.000	DIA	\$8.00	DIA Inside Out Orientation Parking
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
		Sub Total	\$9,672.38	
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.	248-000-254-000	Factor 4	\$25.00	Online Hosting Fee -- Gift Cards
Downtown Contracted Ser.	248-734-810.160	CivCRM	\$15.00	CRM System
		Sub Total	\$296.45	
Credit Card bills				
Workshops	248-729-955.000	Various	\$190.94	Travel/Per Diem MSA Conference
Operating Supplies	248-729-740.140	Meijer	\$13.20	Lawn Bags Spring Clean Up
Workshops	248-729-955.000	MDA	\$150.00	MDA Summer Conference
Office Supplies	248-729-727.000	Amazon	\$77.28	Cardstock
Workshops	248-729-955.000	Hotel Nichols	\$114.88	MDA Workshop
Workshops	248-729-955.000	Orion Area Chamber of Commerce	\$170.00	Women os Inspiration Luncheon
Workshops	248-729-955.000	Oakland Thrive	\$85.00	Economic Outlook
		Sub Total	\$34,904.84	
		Grand Total	\$34,904.84	
Signature from Village				
Signature from DDA				



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

**Members Absent:** Sue Bossardet (excused), Lynn Boonen (excused)

**Others in Attendance:** Kimberly Smith (*Executive Director*)

**DESIGN COMMITTEE** focuses on creating an inviting and inclusive atmosphere that protects and celebrates the historic character of the downtown with an emphasis of fostering accessible, people-centered public spaces.

**GOALS** (established in 2023)

1. Utilize all board member skill sets to achieve goals.
2. Award sign and façade grants to applicable businesses.
3. Obtain grants that support the DDA design committee's mission.

**OXFORD DESIGN COMMITTEE OBJECTIVES:** (adapted July 13, 2023)

To create, maintain and enhance a more beautiful and welcoming downtown Oxford.

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**MEETING AGENDA**

1. Open meeting
  2. Action items from last meeting
  3. Current and potential grants
  4. Budget discussion
  5. Other Agenda Items
  6. Placemaking
  7. Home & History Ad Hoc Committee Update
  8. Upcoming Events
  9. Recent Events
  10. Future programs, projects, seminars
  11. Close Meeting
- 

**MEETING MINUTES**

1. Open meeting
  - A. Kree opened the Oxford DDA Design Committee (DC) meeting at 9:33 AM.
2. Action items from last meetings:
  - A. Pedestrian information was sent out via email by Kree
3. Current and potential grants:
  - A. N/A
4. Budget discussion
  - A. N/A
5. Other Agenda Items:
  - A. N/A
6. Pedestrian safety:
  - A. Grant options

Oxford DDA Design Committee 5/6/2026 (Cont'd)

- I. Safe routes to school MDOT
- II. Safe streets for all SEMCOG – due in late May
- III. 2027 planning assistance SEMCOG – due in late May
- B. Program ideas
  - I. We need a grocery store that is walkable which will increase walkability in other parts of the DDA
- 7. Placemaking:
  - A. Kiosk/information directory/welcome center
    - I. Move off of M-24, at locations near gathering location and parking lots
      - a. Centennial Park, Washington Square, The PatiO, Alley (near parking lots)
      - b. New locks for the doors on kiosks
      - c. Digital display options being looked at but must meet village ord.
        - 1. Controlled remotely (all 4 kiosks) from DDA office
        - 2. showcasing events of DDA/Chamber/other businesses, sponsorships
        - 3. Not to be considered a “sign”
  - B. Centennial Park update
    - I. Gazebo - update
      - a. ADA ramp is out for bid (as of last week)
      - b. Bids due May 13 @ 10am
  - C. Planters – in Washington Sq.
    - I. Some need framing repairs from winter storms; will be looked at in June
  - D. Trash receptacle and benches
    - I. All have been set/placed, some in new areas
  - E. Flowers
    - I. American Bloom, DDA has sign. 7/16 – Community Tour
    - II. Business owners asked to support 250/150 anniversary with red, white, and blue themed displays.
      - a. Additional support is still needed.
      - b. Pifer showed examples
      - c. WoJo’s was approached for potential group pricing
  - F. Lighting
    - I. Update on the replacing of lighting on parapets is ongoing
  - G. Ground art Washington sq
    - I. Tic Tac toe/hopscotch
- 7. Ad Hoc Committee Update:
  - A. *America 250 MI/Village 150*:
    - I. Bunting, flags being looked into still
    - II. Didactics updates:
      - a. Need building owners contacted for approvals
      - b. Latozas to get updated pricing – lead time
      - c. QR code bottom righthand corner work w/ museum
    - III. Historical marker in centennial park (Brace Beemer) – marker approved, unveil at scarecrow fest
- 8. Upcoming Events:
  - A. May 2026
    - I. Planting Day (TBD Late May)
    - II. Memorial Day parade May 25
  - B. June
    - I. Main Event June 11
- 9. Recent Events:
  - A. Clean up day – April 24 went well despite weather. Many volunteers

Oxford DDA Design Committee 5/6/2026 (Cont'd)

10. Future programs, projects, seminars

A. N/A

11. Close Meeting

A. Kree closed the DC meeting at 10:33 AM

**ACTION ITEMS**

- *Kree will get didactic info to DDA office for building owners to see, DDA staff (or someone that knows building owners) to get authorization of placement on buildings. Will work with Mick/Holt on QR code on didactics*
- *Latozas will get updated pricing for didactics from sign company that has hidden connections for adhering to building and thicker panels*
- *DDA staff to inform/get approval from property/building owners*

The submitted information herein concludes the meeting report for **Wednesday, May 6, 2026**, of the DDA Design Committee Meeting. The next DDA Design Committee meeting will be held on **Wednesday, June 3, 2026**, pending agenda items and sufficient quorum.

Respectfully submitted,



Scott E. Kree

Oxford DDA Design Committee Chair/Member



**Members in Attendance:** Ashley, Regina, Drew, Scott, Rod, 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
  -
- Old Business
  - Events Updates - Regina
    - Roots & Renewal
      - All 250 trees out in 1.5 days
      - Push pin map(s) at the Village and Township
    - Flag Retirement
      - Parking at Firestation is for ADA only
      - 3 golf carts will shuttle from the Methodist Church Parking lot to the Fire Department
      - Marketing and sponsorships needed
      - Collection boxes for flags
      - New flag pole installed > fundraiser at event > ~\$5-6k
    - Law Enforcement Appreciation Event
  - State Historic Marker
    - Approved set for June 2
    - Potential for Scarecrow Fest on October 3
  - Time Capsules
    - Library will run passport project "Heritage Passport"
      - Open the safe time capsule - won't open until September
    - Park time capsule at July 8
      - All letters from different ages
        - Elem, Middle, High, Adult, Senior
      - Minimal Items
      - Urn vault will last 100+ years
      - Need a placard
      - 100 years open July 2126
      - Minimal items
  - July 8 Main Event
    - DAR Declaration reading



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY  
America 250MI & Village 150 AD HOC COMMITTEE  
April 29, 2026  
11:30 on Teams

- SAR will present the colors
- National Anthem - need a singer ask Ava Swiss
- Remarks from Kelsey
- Concert starts at 6:30p
- Didactics
  - Design com meets next week
  - Conversations with Building owners

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

- Next meeting Thursday, May 28th at noon



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Key items to note this month:

- **Meetings**
  - DBOM
  - LO DDA
  - MSOC DDA Directors
  - MSOC Liaison 1:1 Check In
  - Oxford Twp Supervisor Check In
  - All for Oxford Advisory Committee
- **Grants**
  - Oak Co Tech Grant- Marketing Consultant was retained and plan is being developed
  - T-Mobile Hometown Grant- Will know status by end of May
  - ARPA- Phase 2 of the Gazebo out for bid, bid opening May 20<sup>th</sup>
- **Sponsorships**
  - Created Sponsorship Offering Brochure and soliciting business participants for program
- **Awards**
  - Submitted for MSOC Main Street Awards- Event is June 11<sup>th</sup>
- **Business Attraction/Retention**
  - Met with current business owners on concerns, opportunities to partner
- **Community Engagement**
  - Continuing podcast with business owners and key partners
  - Chamber Coffee Connect
  - Chamber Mixer
  - Attended Ribbon Cutting Event
  - America250/Oxford150 Event Planning
  - Women of Inspiration Luncheon by Orion Chamber
  - Attended City Managers Meeting- presented on Social District
- **Training/Development**
  - Took newest MiPDM course and submitted required work
- **Beautification**
  - Skyline lights will be replaced on east side soon, working on approvals
  - Working with Museum to bring sound system online
  - America In Bloom on site audit July 16<sup>th</sup>
  - Vinny's and Hampton Block blighted structures have been demo' d
  - Tree replaced on M24 in front of Choice Therapeutics
- **Events**
  - Partnered Events
    - Earth Day Clean Up/Roots & Renewal April 25<sup>th</sup> was successful
    - Mother's Day promotions to help support businesses
    - Concerts and market will kick off June 18<sup>th</sup>
    - All American Restaurant Week and Pub Crawl June 26
- **Business Development**
  - MRA training on Retail Trends scheduled for May 18<sup>th</sup> has been rescheduled to October due to lack of registrations







- Joint DDA Chamber Thrive Marketing training session June 16th
- Joint DDA Chamber SBA information session July 20<sup>th</sup>
- Insurance for Small Business September 21<sup>st</sup>
- **Volunteers**
  - Working on training materials for volunteers, committees and board members
- **Other**
  - Second student tour for selected businesses- June 2nd
  - Intern started May 12<sup>th</sup>
  - DIA Inside Out Installation!!




# Strategic Action Plan- Q1/26 Status



## Walkable & Welcoming

- Walkable M24 
- Improve Crosswalks 
- Revise Social District Boundaries
- Placed based Experiences
- Multimodal Connections 
- Promote Walking and Bike Access to Polly Ann Trail
- Increase Bike and Seating facilities
- Place Based Experiences 
- Placemaking Attractions

## Smart Growth

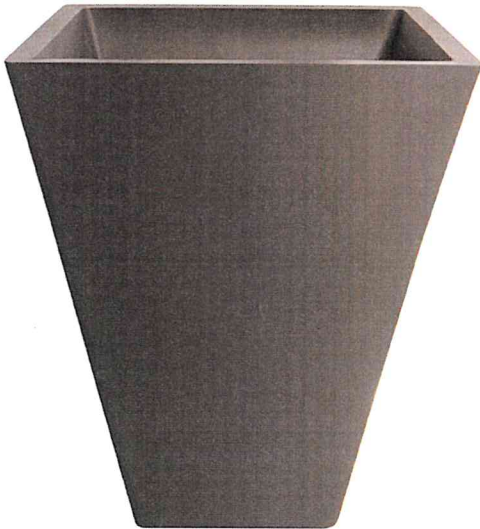
- Expand Market Reach 
  - Event Analysis
  - Marketing Strategy
- Entrepreneur Growth 
  - Business Mix & Product Opportunity Analysis
  - Recruitment & Retention Strategy
  - Market Profile and Online Presence
  - Business Assistance Program
- Downtown Living 
  - Housing Analysis
  - Key Properties for Mixed Use
  - Site Analysis
  - Develop Incentives for Growth
  - Create Market Profile & Build Online Presence
  - Target Property Owners & Developers

## Sustainable Organization

- Build Capacity and Efficiency 
  - Grow Staff
- Assign Champions/Project Leaders
- Purchasing Policy & Procedures
- Tools and Training for Board regularly
- Develop CIP & Fund Development Plans
- Grow Business & Community Engagement 
  - Communications and Marketing Plan

# Cosmopolitan Planter

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**28" Overall Width (Top)**  
**24" Interior Width (Top)**  
**30" Overall Height**  
**17" Base Width**

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## 1. Product Overview

The Cosmopolitan Self-Watering Planter combines clean, contemporary lines with an integrated self-watering system that helps plants thrive with less maintenance. Designed for commercial and residential spaces, it delivers durability, performance, and style in one elegant form.

## 2. General Dimensions

Overall Width (Top)	30 in
Interior Width (Top)	26 in
Overall Height	36 in
Base Width	12 in
Water Chamber Height	8.75 in
Potting Area Height	26.75 in
Wall Thickness	0.25" ea

### **3. Material Specifications**

- Material: Premium LLDPE
- Manufacturing Process: Rotational molding
- Finish: Pebbled Matte
- UV-Stabilized: Implied standard for outdoor planters
- Crack Resistant

### **4. Functional Features**

#### **Self-Watering System**

- 100% natural wicking chambers integrated into base.
- Internal support structure keeps soil above the water supply
- Reservoir area 8.75" deep
- Encourages consistent moisture delivery to roots
- Reduces risk of over- or under-watering
- Allows for fill from top corner opening
- Does not need to be drained for winter freeze-up

#### **Fill Port**

- Top Fill Hole Diameter: Ø1 1/2"
- Port Offset: Located at one top corner of the planter

### **5. Structural Design**

- Tapered Side Walls: Provides stability and overall strength
- Double-wall cavity: Supports reservoir and wicking system
- Commercial Grade Quality
- Lifetime Warranty



Urbanscape Self-Watering Planters Inc.

DATE: April 23, 2026

INVOICE # Quote

Bill To:

DELIVER TO: Jessica Dickieson  
22 W. Burdick St.  
Oxford, MI 48371  
United States (US)

SALES PERSON	PO #	SHIP VIA	F.O.B. POINT	TERMS

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
8	Cosmopolitan - Black	\$389.00	\$3,112.00

SHIPPING	\$299.69
SUBTOTAL	\$3,411.69
TAX RATE	
TAX	0.00
TOTAL	\$3,411.69



# Service Proposal

**VILLAGE OF OXFORD PUBLIC WORKS DPW**  
**50 SOUTH WASHINGTON STREET**  
**OXFORD, MICHIGAN 48371**

**Sales:** Dallas Appeldorn  
**Village of Oxford Public Works DPW Tree Pruning**  
48 South Washington Street Oxford, Michigan 48371

**Est ID:** EST3675539

**Date:** Mar-26-2026

CONTRACT SERVICES	Visits	Billing Type	Visit Price	Season Price	OK?
MC- Pruning/ Shrub Trimming	1	Per Season	\$4,388.17	\$4,388.17	<input type="checkbox"/>

Scope of work...

Minor Trims on (44) Hybrid Elm trees on the both west and east side of Main Street in down town Oxford. We understand that these trees are still fairly young. Our trimming consist of using pole and hand pruners to help start shaping them. Any material ( branches / brush) that is trimmed off of these trees will be hauled away, followed by a final clean up.

<b>SubTotal (All Contract Services)</b>	<b>\$4,388.17</b>
<b>Taxes</b>	<b>\$0.00</b>
<b>Total (All Contract Services)</b>	<b>\$4,388.17</b>

*The total price of all seasonal services is \$4,388.17 collected in 1 payments of \$4,388.17 per payment (\$4,388.17 after tax).*

## CONTRACT PAYMENT SUMMARY

<b>Contract Start Date</b> March 26, 2026	<b>PO #</b>
<b>Contract End Date</b>	<b>Contract #</b>
10-Apr-2026	Village of Oxford Public Works DPW Tree Pruning [April - 2026] \$4,388.17

Heritage and Company, Inc  
6400 McClelland Rd  
Holly, MI  
48442

P.2483931311

www.teamheritage.com  
sales@teamheritage.com

## Clarifications

- All payment not received by the due date agreed upon will incur a 1.5% late fee.
- Trade first and Metro Trade payments will not be accepted moving forward unless for a pre-paid service.
- Contractor shall not be liable for any delays, increases in labor and/or material costs, diminished or interrupted availability of labor or materials, or other impacts related to the Work related to or arising out of the current influenza epidemic, and/or the COVID-19 pandemic and/or similar epidemics/pandemics.
- All services are net 15 day payment, unless otherwise agreed upon by both parties. If not paid within this time frame there will be an interruption in service.
- This proposal is NOT fully executed until both parties sign or until Heritage mobilizes to site, which ever occurs first.
- Proposal excludes post installation maintenance, unless purchased.
- MISS DIG will be notified prior to start of landscape construction.
- Break down of bid is for accounting purposes only.  
\*Specified material subject to change due to availability.
- Proposal is valid for fifteen (15) days.
- Proposal assumes existing soils are NOT contaminated.
- Project Photos may be used for marketing material. Please let us know if you disagree.
- Consent to Marketing Communication: By requesting a quote, you have consented to being added to our CRM (Customer Relationship Management) system and will receive our marketing communication (information about services, updates, sweepstakes, special promotions, and other notices) via email and SMS. You may unsubscribe at any time by using the link or by contacting akuberski@teamheritage.com.

## Cancellation Policy

Effective as of April 23, 2025

- This policy outlines the conditions under which a Client may cancel services agreed upon in this Agreement. Terms vary depending on the type of property for which services are contracted
- .a. Cooling-Off Period – Single-Family Residential Properties
  - In accordance with Michigan’s Home Solicitation Sales Act, if this Agreement is entered into for services related to a single-family residential property, and is signed outside of Heritage and Company’s place of business (e.g., via in-home consultation or online portal), the Client is entitled to cancel the contract within 72 hours (3 business days) of signing without penalty.
  - - Any payments made will be refunded in full within 14 business days of receiving written cancellation.
  - - If the Client has requested that services begin during the 72-hour period, Heritage and Company reserves the right to bill for the value of work completed up to the time of cancellation
- .b. Immediate Binding Contract – Commercial Properties
  - For commercial property clients, this Agreement becomes immediately binding upon signature. There is no statutory cooling-off period, and all cancellation terms outlined in this policy shall apply from the time of signing
- .c. Notice Requirement
  - Outside of the cooling-off period (where applicable), the Client must provide a minimum of 30 days’ written notice prior to the scheduled service start date to cancel without incurring full project charges

- **.d. Cancellation Fee (Pre-Work)**
  - **If the Client cancels after the required notice period but before commencement of work, a cancellation fee equal to 75% of the total project cost shall be payable to cover administrative and opportunity costs**
- **.e. Cancellation After Work Has Commenced**
  - **If the Client cancels after services have begun but before project completion, Heritage and Company is entitled to:**
    - **- Retain an amount equal to the value of completed work, and**
    - **- Charge a cancellation fee as outlined in Clause d.**
- **f. Refund Policy**
  - **Any prepaid deposits or fees will be evaluated for eligibility for partial refund in line with the cancellation conditions described above. Refunds, if applicable, will be processed within 14 business days of receiving written cancellation confirmation.**

**Estimate authorized by:** \_\_\_\_\_ **Estimate approved by:** \_\_\_\_\_

Dallas Appeldorn

**Signature Date:** \_\_\_\_\_ **Signature Date:** \_\_\_\_\_

03/27/2026

**Email:** sales@teamheritage.com

