OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
Board Meeting - Amended
November 16th, 2026
7pm
Village Chambers

Topic: DDA November Board Meeting

1. Call meeting to order
2. Pledge of Allegiance
3. Roll Call: Pete Scholz, Rod Charles, Marie Powers, Ashley Ross, Holly Pifer, Scott Taylor, Jae Choi, Melisa Counelis, Dorothy Johnston
4. Public Comment on non-agenda items (3-minute limit)
5. DDA Annual Meeting
6. Consent Agenda:
    a. Approval of proposed agenda
    b. Approval of October 2026 meeting minutes
    c. Police Report
    d. Code Enforcement Report
7. Financials
    a. Financial statements & revenue expenditure reports
    b. Bills: October 2026 **($95,804.83)**
8. DDA reports
    a. Org Committee Report – met November 2nd
    b. EV Committee Report – met November 2nd
    c. Promo Committee Report – met November 9th
    d. Design Committee Report – met November 3rd
    e. America 250/Oxford 150 Committee – did not meet
    f. Executive Director's Report
9. Unfinished/Old Business
    a. Skyline Lighting Update
    b. Winter Walkability Program

c. Update on NE Sidewalk Project

d. Didactics Event – Tuesday, November 24th, 10:30am

e. Annual Meeting Follow-Up

1. Chair/Vice Chair Vote

2. Committee Assignments

10. New Business

a. DDA Storage Fence Quotes

11. Items moved from consent agenda

12. Board Member Comments

13. Extended Public Comment

14. Adjourn

Next DDA Board regular meeting: **December 14th , 2026**

OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
Board Meeting - Amended
October 12th, 2026, 7pm
Village Chambers

1. **Call meeting to order:** Scholz called meeting to order at 7:00pm.
2. **Pledge of Allegiance**
3. **Roll Call, Board Members Present: 6**

   Pete Scholz, Rod Charles, Holly Pifer, Scott Taylor, Jae Choi, Melisa Counelis, Dorothy Johnston

   Members Excused: Jae Choi, Ashley Ross

   Members Unexcused: Marie Powers

   Others Present: Executive Director Kimberly Smith, Admin and Promotions Coordinator Jess Dickieson
4. **Public Comment on non-agenda items (3-minute limit):** None
5. **DDA Annual Meeting** – moved to follow this board meeting

   Motion: Scholz/Taylor to move DDA Annual Meeting to after current board meeting

   Vote: Ayes: 6. Nays 0. Motion carried.
6. **Consent Agenda:**
   a. Approval of proposed agenda
   b. Approval of September 2026 meeting minutes
   c. Police Report
   d. Code Enforcement Report

   Motion: Taylor/Scholz to move DDA Annual Meeting to after current board meeting and approve and file a, b, c, d.

   Vote: Ayes: 6. Nays:0. Motion Carried.
7. **Financials**
   a. Financial statements & revenue expenditure reports
   b. Bills: September 2026 **($34,222.29)**

   Motion: Taylor/Johnston to approve and file a and b

   Roll Call Vote: Ayes: 6 Nays: 0

8. **DDA reports**
    a. Org Committee Report – did not meet
    b. EV Committee Report – did not meet
    c. Promo Committee Report – Pifer reported
    d. Design Committee Report – Smith reported
    e. America 250/Oxford 150 Committee – did not meet
    f. Executive Director's Report – Smith reported
9. **Unfinished/Old Business**
    a. **Skyline Lights**: Mickey from Excel Brothers gave an update of where the skyline light project is at. He demonstrated how the lights are being installed.
    b. **Snow Program:** Smith gave an update on where the equipment is and when it will be arriving. Discussion around temporary fencing to come down at certain businesses and no overnight curb parking for program to be effective. Smith opened up for discussion with Board.
    c. **NE Sidewalk Project:** Smith gave an update that all approvals have come from business owners and are excited to move forward with project. There were drainage concerns brought to the DDA's attention so more information and planning needs to take place before the project moves forward. There is no start date at this time.
    d. **Director Purchasing Threshold:** Smith discussed that this was an agenda item at the last Organizational Committee. Smith brought to the Board to increase the Director Purchasing Threshold to $5,000. Board discussed not needing to increase the threshold but to build in contingencies into larger projects or schedule emergency meetings.

e. **Downtown Gift Cards:** Smith gave an update on her conversations with the village attorney and how to continue with the sunsetting of the downtown gift card program.

Motion: Charles/Taylor to have the DDA redeem any outstanding gift cards. Card holders will have the option to redeem at participating businesses or redeem for payment within a 90 day period. The 90 day period will begin when communication about the program comes out.

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

10. **New Business:**

a. **MSOC Board Training – October 27th, Lake Orion:** Smith strongly encouraged all board members to go to the training as a refresher course.

b. **Winter Foliage:** Smith presented the winter foliage photos and quotes.

Motion: Scholz/Charles spend $3,800 with Detroit Style Planter Company for winter foliage.

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

c. **Holiday Lighting:** Discussion on which bid to go with for the Holiday Lighting this season.

Motion: Taylor/Johnston to approve Excel Brothers Holiday Lighting quote totaling $9,325.00.

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

d. **December Board Meeting Date**

Motion: Taylor/Pifer to move December Board Meeting from December 21st to December 14th.

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

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

12. **Board Member Comments:** Looking forward to the winter foliage! Great job on Scarecrow Fest! Thank you to Holly for organizing the Volunteer Program.
13. **Extended Public Comment:** None.
14. **Adjourn:** Scholz/Taylor to adjourn at 8:02pm.

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

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

OXFORD VILLAGE POLICE DEPT.

POLICE CHIEFS REPORT

2026-October

Micheal D. Solwold-Chief

	MONTH			YEAR TO DATE		
	Oct. 2026	Oct. 2025	CHG	2026	2025	DIFF
CALLS FOR SERVICE	486	564	-78	4815	5002	-187
CITATION/WARNING	312	393	-81	3783	3424	359
ACCIDENTS	13	7	6	65	53	12

POSITION	#
CHIEF	1
OFFICERS/FT	6
OFFICERS/PT	5
Service Aid	2
Reserves	9
TOTAL	23

Below is designated for crime-specific stats:

Unlawful driving away an auto/Warrant arrest
Arson
DUI 3rd offense
Diosorderly conduct/Fraud
Customer trouble

Oct. 2026	WASHINGTON	GLASPIE	E BURDICK	LAKEVILLE	OXFORDLAKES	PONTIAC	W BURDICK	W OF 24	E OF 24	N W LOT	N E LOT	TOTALS
speed	35	10	3	26		1	20					95
red light	46											46
stop sign		1			6	1		2	5			15
improper turns	9	2			1		7		1			20
seat belt												0
drivers licence violations	15	1		1	1		3		1			22
plate violations	12	2	1	3	1		8		3			30
insurance/registration	12	1	1		3		4		2			23
equipment	22	1	1	6	1	1	2		1			35
misc. violations	12			3		1	4	1	1			22
parking violations	1					3						4
fail to yield to emergency vehicle												0
commercial motor vehicle tickets												0
Location Totals	164	18	6	39	13	7	48	3	14			312

Grand Total for the Month	312

Ordinance Enforcement Report

October-26

Location / Address	Description	Date Opened	Date Revisited	Date Closed	Comments / Action Taken
900 Glaspie	Camping trailer set up in parking l	10/1/2026			
1000 Industrial Drive	Accumulating vehicles				
43 East	Blight in backyard	21-Oct			Made contact & will be cleaning up this week
9 Park	Dumpster/blight	10/21/2026		10/23/2026	Made contact & will be cleaning up this week
12 Dennison Apt.#2	Silver Lincoln w/blk tarp	10/21/2026		10/21/2026	Left violation notice on door,kayak on top.
20 Dennison	Garage leaning on foundation	10/21/2026			Will get w/Building Official
11 Park					
Powell/Glaspie	Large dresser dumped Polly Ann	10/27/2026		10/27/2026	Advised owner/DPW handled.
2 Pleasant	Boat on trailer	10/27/26		10/27/26	Ok'd per Village Ordinance.
15 First Street	Spoke to roofers about permit. Contacted contractor.	10/29/26		10/29/26	Advised contractor to get permit for roof/gutter work. Permit pulled
Lincoln Street	Asphalt Company/Contractors staring at 6:30 a.m.	10/31/26		11/3/26	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF OXFORD

Balance As Of 10/31/2026

GL Number	Description	26-27 Amended Budget	YTD Balance 10/31/2026 Normal (Abnormal)	Activity For 10/31/2026 Increase (Decrease)	Available Balance 10/31/2026 Normal (Abnormal)	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000						
248-000-402.010	Village Revenue	284,979.00	0.00	0.00	284,979.00	0.00
248-000-402.020	DDA CAPTURE OTHER UNITS	302,640.00	125,430.07	64,605.77	177,209.93	41.45
248-000-412.000	Delinquent Property Taxes	18,000.00	833.48	0.00	17,166.52	4.63
248-000-573.000	LOCAL COMMUNITY STABILIZATION	37,000.00	0.00	0.00	37,000.00	0.00
248-000-581.000	LOCAL GRANT	43,500.00	0.00	0.00	43,500.00	0.00
248-000-665.000	Interest Earnings	7,000.00	0.00	0.00	7,000.00	0.00
248-000-669.000	INVESTMENT GAINS/LOSSES	8,000.00	12,471.90	3,191.09	(4,471.90)	155.90
248-000-674.000	Donations	12,000.00	20,984.49	3,090.66	(8,984.49)	174.87
248-000-677.000	MISCELLANEOUS	0.00	500.00	500.00	(500.00)	100.00
Total Dept 000		713,119.00	160,219.94	71,387.52	552,899.06	22.47
Revenues		713,119.00	160,219.94	71,387.52	552,899.06	22.47
Account Category: Expenditures						
Department: 729 Organization/Administration						
248-729-704.000	Wages	76,000.00	32,410.33	7,863.24	43,589.67	42.65
248-729-704.010	ADMIN WAGES	33,000.00	0.00	0.00	33,000.00	0.00
248-729-705.000	CLERICAL	5,000.00	0.00	0.00	5,000.00	0.00
248-729-715.000	FICA DDA	8,721.00	2,494.65	593.89	6,226.35	28.61
248-729-716.000	HEALTH /LIFE INSURANCE	4,800.00	3,680.99	1,527.25	1,119.01	76.69
248-729-716.001	LIFE, ST/LT DISABILITY	827.00	328.08	65.62	498.92	39.67
248-729-718.000	Retirement	7,600.00	0.00	0.00	7,600.00	0.00
248-729-718.010	RETIREMENT MERS DC	0.00	2,472.88	537.72	(2,472.88)	100.00
248-729-723.000	WORKERS COMPENSATION	810.00	228.08	0.00	581.92	28.16
248-729-727.000	Office Supplies	4,000.00	95.13	0.00	3,904.87	2.38
248-729-727.030	COMPUTERS	1,000.00	0.00	0.00	1,000.00	0.00
248-729-730.000	Postage - Newsletter	100.00	0.00	0.00	100.00	0.00
248-729-740.000	Operating Supplies	3,000.00	0.00	0.00	3,000.00	0.00
248-729-740.140	OPERATING SUPPLIES	0.00	21.21	0.00	(21.21)	100.00
248-729-807.000	Audit	1,896.00	558.68	310.38	1,337.32	29.47
248-729-810.000	Contracted Services - Admin.	1,361.00	3,374.87	288.59	(2,013.87)	247.97
248-729-810.011	AUDITING & DISTRICT MAINT.	100,000.00	39,710.99	14,361.00	60,289.01	39.71
248-729-830.000	Membership & Dues	5,500.00	750.00	750.00	4,750.00	13.64
248-729-856.040	COMMUNICATIONS CELL PHONE FEES	1,500.00	228.72	76.24	1,271.28	15.25
248-729-866.000	Mileage	1,500.00	0.00	0.00	1,500.00	0.00
248-729-900.000	Advertising	20,000.00	0.00	0.00	20,000.00	0.00
248-729-905.000	Printing & Publications	10,000.00	0.00	0.00	10,000.00	0.00
248-729-920.000	Utilities	1,550.00	330.18	107.29	1,219.82	21.30
248-729-955.000	WORKSHOPS	3,000.00	749.91	0.00	2,250.09	25.00
248-729-955.010	MEALS	2,000.00	182.71	0.00	1,817.29	9.14
248-729-955.020	LODGING	2,000.00	0.00	0.00	2,000.00	0.00
248-729-962.000	Insurance	6,247.00	6,265.35	0.00	(18.35)	100.29
248-729-970.000	Capital Improvements	0.00	3,100.00	0.00	(3,100.00)	100.00
248-729-970.100	ARPA	0.00	57,546.00	0.00	(57,546.00)	100.00
Total Dept 729 - Organization/Administration		301,412.00	154,528.76	26,481.22	146,883.24	51.27
Department: 734 BUSINESS & DEVELOPMENT						
248-734-727.000	Office Supplies	0.00	118.15	0.00	(118.15)	100.00
248-734-740.000	DOWNTOWN PROMO	1,000.00	0.00	0.00	1,000.00	0.00

GL Number	Description	26-27 Amended Budget	YTD Balance 10/31/2026 Normal (Abnormal)	Activity For 10/31/2026 Increase (Decrease)	Available Balance 10/31/2026 Normal (Abnormal)	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 734 BUSINESS & DEVELOPMENT						
248-734-787.000	Materials	0.00	10.94	0.00	(10.94)	100.00
248-734-810.000	CONTRACTED SERVICES -EVENTS	40,000.00	6,167.58	576.30	33,832.42	15.42
248-734-810.160	CONTRACTED SERVICES-DOWNTOWN	35,000.00	11,865.83	1,895.00	23,134.17	33.90
248-734-885.000	Grant - Facade	60,000.00	1,500.00	0.00	58,500.00	2.50
248-734-905.000	Printing - Celebrate Oxford	2,500.00	0.00	0.00	2,500.00	0.00
248-734-970.000	Capital Improvements	200,000.00	11,727.05	6,000.00	188,272.95	5.86
Total Dept 734 - BUSINESS & DEVELOPMENT		338,500.00	31,389.55	8,471.30	307,110.45	9.27
Expenditures		639,912.00	185,918.31	34,952.52	453,993.69	29.05
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		713,119.00	160,219.94	71,387.52	552,899.06	22.47
TOTAL EXPENDITURES		639,912.00	185,918.31	34,952.52	453,993.69	29.05
NET OF REVENUES & EXPENDITURES:		73,207.00	(25,698.37)	36,435.00	98,905.37	

Account Name	Account Numbers	Vendor	Amount	Description
Contr Services - Downtown	248-729-810.011	Village of Oxford	$8,333.33	Auditing and District Maintenance July 2026
Contr Services - Events	248-734-810.000	Russell Family Farms	$185.00	Fall Décor Pumpkins
Contr Services - Events	248-734-810.000	Leigh Ann Knaus	$51.30	Scarecrow Fest Race Supplies
Contr Services - Downtown	248-734-810.160	Eastside Racing Company	$1,078.00	5k Race
Contr Services - Downtown	248-729-810.011	Kennedy Surveying	$887.50	Fence Survey
Capital Improvements	248-729-970.000	TMF Fence	$5,727.05	NW Fence Project Remainder
Capital Improvements	248-729-970.000	Weingartz	$53,954.40	Snow Removal Equipment
Capital Improvements	248-729-970.000	Weingartz	$6,072.53	Snow Removal Equipment
Grants	248-734-885.000	Studio 117 Hair Salon	$2,797.54	Sign, Façade and Awning Grant Reimbursement
Contr Services - Downtown	248-734-810.160	Stones Ace Oxford	$74.99	Topsoil
Contr Services - Downtown	248-734-810.160	State Crushing, Inc.	$810.00	Topsoil
Grants	248-734-885.000	La Marquise Salon	$1,159.78	Sign Grant Reimbursement
		Sub Total	**$81,131.42**	
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	$763.44	Medical
Admin Wages	248-729-704.010	Village of Oxford- Wages	$2,640.00	Jess' Wages
		Sub Total	**$10,027.82**	
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	Rockbot	$40.00	Downtown Music
Downtown Contracted Ser.	248-000-254.000	Factor 4	$27.50	Online Hosting Fee -- Gift Cards
Downtown Contracted Ser.	248-734-810.160	CiviCRM	$15.00	CRM Sytem
		Sub Total	**$320.00**	
Credit Card Bills				
Contr Services - Events	248-734-810.000	Golden Limousine	$732.00	Polar Express
Contr Services - Events	248-734-810.000	Amazon	$139.71	Witches Night Supplies
Contr Services - Downtown	248-734-810.160	Urbanscape Planters	$3,411.69	Corner Planters
Downtown Contracted Ser.	248-734-810.160	Go Daddy	$42.19	Website Domain Renewal
		Sub Total	**$4,325.59**	

		Sub Total	**$95,804.83**	
		Grand Total	**$95,804.83**	
Signature from Village _____				
Signature from DDA _____				

OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
Organization Meeting
November 2, 2026
930am CFE

Members in Attendance: Brad Jacobsen, Pete Scholz, Rod Charles
Members Absent: Scott Taylor, Ashley Ross, Randy LeVasseur
Others in Attendance: Kimberly Smith

Promotion Committee involves creating a strong foundation for a sustainable revitalization effort, including cultivating partnerships, community involvement, and resources for the district.

2026 GOALS

- Develop Purchasing Policy
- Develop Capital Improvement & Fund Development Plans
- Develop and Implement Training for Boards and Committees

Oxford Organization Committee Objectives:
Organization Committee oversees policies and procedures of the organization and focuses on financial policies. Oversee the volunteer program. Initiates strategic areas of focus to recommend to the board.

MEETING AGENDA

- Evaluation Timing/Process-Kimberly will reach out to Ashley to facilitate survey(s) to assist in this process. Goal is to complete at Dec meeting.
- Purchasing Policy- discussion was had on increasing the Director's purchasing threshold. Paused discussions until next meeting when more members are in attendance. No additional changes were suggested.
- Support Role- no update but still on the radar
- 2027 Areas of Focus- discussion was had around these areas, primarily around pedestrian safety and what they can do to help support this initiative including letter to council on replacing signage. No additional changes were suggested.
- By-Laws- recommendation from one member to remove provision that Township Rep or Council Rep are unable to serve as Chair or Vice Chair. One member is not in agreement. Kimberly provided recommendation from MDA- overseeing body of Michigan Downtown Management. Paused discussions until next meeting when more members are in attendance. No additional changes were suggested.
- Other- discussion around ways to better communicate events and activities to the community, feedback on recent events and initiatives, community survey
- Next Meeting Date and Time- December 1, 2pm at CFE

OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
ECONOMIC VITALITY COMMITTEE MEETING
November 2, 2026
1-2pm

Members in Attendance: Jae Choi, Marie Powers, Holly Pifer
Members Absent:
Others in Attendance: Kimberly Smith, Erick Phillips – MSOC Liaison, Jess Dickieson

ECONOMIC VITALITY focuses on capital, incentives, and other economic and financial tools to assist new and existing businesses, catalyze property development, and create a supportive environment for entrepreneurs and innovators that drive local economies.

2026 GOALS

1. Assess business owners to understand needs and retention options
2. Develop recruitment tools to help focus on the desired mix

MEETING MINUTES

- Erick discussed the purpose of an EV committee, discussion amongst team was about what other strong communities do within their EV committee and how to rebuild this committee.
- Two goals were established (above) to begin the focus for 2027, starting at the basics.
- Kimberly/Jess will get a list of businesses in district to Erick
- Kimberly/Jess will develop a 1 pager to share with property owners regarding the feedback on business mix from STRAT plan to help with recruitment of new businesses as properties open.
- Each member will meet with businesses in their designated area, Erick will provide a script, to assess how retention efforts are going within the district.
- Erick will offer one on one consulting sessions with businesses that are interested in talking more deeply about specific concerns.

OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
Promotions Committee Minutes
November 9th, 9:00am
Evergreens

Members in Attendance: Melisa Counelis, Holly Pifer, Angie Green

Members Absent:

Others in Attendance: Jess Dickieson, Kimberly Smith

Promotion Committee positions the downtown or commercial district as the center of the community and hub of economic activity, while creating a positive image that showcases a community's unique characteristics.

2026 GOALS

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

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

Oxford Promotions Committee Objectives: (adapted December 2023)
To create, maintain and enhance a welcoming downtown Oxford. To help support new business by attracting people into the downtown area with events, activities and engagement.

MEETING AGENDA

1. Witches Night Recap
2. Small Business Saturday, November 28th – discussed the Holiday Duck Hunt that will take place on the 28th and the didactic project and its unveiling in conjunction with Small Business Saturday.
3. Soup and Sweet Stroll, December 4th – discussed how many soups will be on the menu this year and the need for craft stations and more sweets.
4. Polar Express – December 12th – discussed the trolley stops that are in Lake Orion and Oxford, Angie volunteered to reprise her role as Ms. Claus again for this event.
5. Downtown Experiences – Holly and Angie met and came up with a great framework for this program. We discussed what the next steps would be to try and get this out starting early 2027. Jess and Kimberly will talk through what would need to happen on the administrative side while Holly and Angie will put dollar amounts to the experiences.

OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
Promotions Committee Minutes
November 9th, 9:00am
Evergreens

6. Downtown Gift Cards Update – Kimberly gave a quick update on the buy back program for gift cards and time frame for redeeming gift cards that are still out there.
7. February Event – Jess and Kimberly gave an update on where they are in the planning of a Q1 February event. More to come!
8. Quad Meetings – Discussion around how to find out what businesses want and need out of the DDA. Holly, Angie and Melisa were tasked with polling their quads with questions that Jess and Kimberly will provide.

OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
DESIGN COMMITTEE MEETING
November 4, 2026
9:30 AM
Oxford DDA Offices

Members in Attendance: Scott Kree (*Chair*), Devoney Crockett, Holly Pifer, Debbie Mick, Marie Powers
Members Absent: Joe Latozas (excused)
Others in Attendance: Kimberly Smith (*Executive Director*), Jess Dickieson (*Admin & Promo Coordinator)*
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.

MEETING AGENDA

1. Open meeting
2. Action items from last meeting
3. Current and potential grants
4. Budget discussion
5. Other Agenda Items
6. Strategic Plan
7. Placemaking
8. Home & History Ad Hoc Committee Update
9. Upcoming Events
10. Recent Events
11. Future programs, projects, seminars
12. 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. Christmas décor - ordered
3. Current and potential grants
    A. N/A
4. Budget discussion:
    A. N/A
5. Other Agenda Items:
    A. N/A
6. Strategic plan items:
    A. Smith gave update on Pedestrian safety:
        I. Consultants: 2 cost estimates submitted
        II. MDOT traffic study. Potential that MDOT might do study
        III. Potential grant funding opportunities

B. Placemaking:
   I. DDA: Branding - Survey out/ending

7. Placemaking:
   A. Holiday décor
      I. Take down Fall – Put up Holiday Décor: **Friday, Nov 20, 10:30PM**
      II. Wreaths, garland, bows, Crockett will donate a tree
      III. Bids out for decorative lights along M-24 – Excel Bros was awarded bid
      IV. Centennial Park décor will have "Merry" letters and pother decorative elements
      V. Holiday Hanging baskets installed Nov 19th or 20th
      VI. Pifer suggested pre-make bows options
8. Ad Hoc Committee Update:
      I. Smith gave didactics update:
         a. Awaiting ASI phone call back on installation timeline.
         b. All panels are <u>still</u> being created and should be installed by 10/15
         c. Lack of communication
         d. Past bid companies being looked at/contacted in case we have to change
         e. Locations have been marked on buildings/properties
         f. Didactics need to be protected and wrapped after installation before unveiling
         g. Current plan is to reveal each didactic leading up to shop small and/or soup & sweets stroll
      II. Didactics UPDATE (11/5)
         a. Phil with ASI installed all 6 didactics (all 6) between 2:30Pm and 4:30PM on Thursday 11/5
         b. A protective covering (thin alumn. plate) was installed over the finished didactic to conceal the finished product that can be easily lifted off at the revealing
         c. **Emailed/online discussion to take place on unveiling activities** in partnership with the museum for the week of Thanksgiving/Shop Local Saturday
9. Upcoming Events:
   A. Holiday décor Friday, Nov 20, 10:30PM
   B. Didactic unveiling – week of Nov 23-25th (TBD
   C. Shop Small Saturday - Nov 28
   D. Soup & sweet – Dec 4
10. Recent Events:
   A. Resend meetings invites
   B. Witches' night was good. Great turnout
11. Future programs, projects, seminars:
   A. Cookies and cocktails 12/11 – Home Grown
12. Close Meeting:
   A. Kree closed the DC meeting at 10:15AM

ACTION ITEMS

- ***Holiday décor* Friday, Nov 20, 10:30PM**
- ***Didactic unveiling – week of Nov 23-25th (TBD)***
- ***Kree to resend calendar holds for future DC meetings***

The submitted information herein concludes the meeting report for **Wednesday, November 4, 2026,** of the DDA Design Committee Meeting. The next DDA Design Committee meeting will be held on **Wednesday, December 2, 2026**, pending agenda items and sufficient quorum.

Respectfully submitted,

Scott E. Kree
Oxford DDA Design Committee Chair/Member

OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
Executive Director Report
November 16, 2026

Key items to note this month:

- **Meetings**
  - Promo, Org and Design Committee Meetings, revival of EV kick off meeting
  - All for Oxford Advisory Committee
  - Community Leaders Meeting
  - LO DDA on partnered events
  - DBOM Meeting
- **Grants**
  - Oak Co Tech Grant- Marketing Consultant in process- stakeholder interviews conducted, community survey closed 11/6
  - Developing plan for Main Street Momentum Rural Hub Grant
  - Applying for Access to Transit Grant
  - Applied for Wilson Legacy Grant
  - Closed out ARPA reporting process (except 1 year post report)
- **Sponsorships**
  - Waiting for feedback on sponsorship request from Meijer
  - Met with new businesses on sponsorship opportunities
- **Awards**
- **Business Attraction/Retention**
  - Met with current business owners on concerns, opportunities to partner
- **Community Engagement**
  - Attended Chamber coffee connects, ribbon cuttings and mixers
- **Training/Development**
  - MDA Annual Conference, completed 3 courses for MiPDM program
- **Infrastructure/ Beautification**
  - Skyline lights- corners have been on at night
  - NE sidewalk upgrade project put on hold until spring
  - Holiday foliage will be installed week of Nov 16
  - Received quotes for new storage space
  - Met with consultants for Pedestrian Safety Study Opportunities
  - Working with DPW on summer flower program RFQ
  - Winter Walkability Communication sent out
  - NW fence installed and looks nice!
  - Didactic program will be unveiled leading up to Small Business Saturday
- **Events**
  - Witches Night- Oct 24th
  - Didactic Unveiling- Nov 24th
  - SBS- November 28th
  - Soup & Sweet- Dec 5th
  - Polar Express- Dec 12th
- **Business Development**
  - Retail trends- October 19th CANCELLED
- **Volunteers**

OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
Executive Director Report
November 16, 2026

- **Other**
  - Updating tri- fold business maps and posters in kiosks
  - Working on STRAT planning for 2027+
  - Working with SEMCOG on Local Economies Coaching
  - Working through Gift Card program transition with Businesses and Village

OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
Event Report
Scarecrow Festival
Saturday, October 3, 2026

Scarecrow Festival
This annual event is a family friendly classic Fall Festival. Every quadrant of downtown has something going on. This event brings several hundred people into town every year.

Event Focus:
The focus was to bring people downtown to enjoy the event. This brings awareness to our downtown businesses and sponsor names as posted at activity sites and in promotional materials for the event.

2025 Comparison:
The DDA did not make a profit nor break even on this event in 2025.

Expenses: $10,292.38
Sponsorships: $3700.00
Vendor(40): $2,000.00
Difference: - $4,592.38

Sponsorships:
Downtown businesses could sponsor an activity for the day. This sponsorship would include social media shoutouts, logo on any printed publications, and the option to have presence at the event.

Total in Sponsorships:
We had 14 sponsors totaling **$7,100**.

Expenses:
Expenses for the event totaled **$5,127.34.**

Tickets:
Tickets were not sold for this event. All activities were free of charge for the community. However, vendors paid for a spot in the market.

Item	Profit
Vendor Fees *(40 x $50.00)*	$2,000.00
Total:	**$2,000.00**

Profit: -122.66
Expenses: $8,977.34
Sponsorships: $7,100.00
Vendor Participants: $2,000.00
Difference: - $122.66

OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
Event Report
Scarecrow Festival
Saturday, October 3, 2026

Notes:
Several surveys were sent out following Scarecrow Fest this year. We sent out a business survey, a vendor market survey and a community survey.

For the business survey, we had 11 businesses submit responses. Half of the businesses enjoyed the event being on a Saturday while the other half did not. Some retail businesses that were open saw a large increase in sales on the day while others did not. A few businesses were unhappy with the vendor market, food truck and parking lots being partially closed off.

For the vendor survey, we had 10 vendors submit responses. Vendors that were a part of the vendor market seemed to really enjoy the day. A majority of the feedback was positive and would love to see the event happen again.

For the community survey, we had 23 community members submit responses. The community feedback for Scarecrow Fest was very positive. A majority of responses enjoyed it being changed to Saturday and loved all the activities the festival had. Community members without children would like to see more activities for adults and live music. Community members with children would like to see the festival condensed to one space. Both sets of community members would like to see a larger vendor market.

Typically, during this event we host a cornhole tournament that is led and organized by the community members that help with the summer league. Unfortunately, this year we did not have enough interest and had to cancel the tournament.

OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
Event Report
Witches' Night
Saturday, October 24, 2026

Witches Night
This annual event is a hit among the community. Businesses and restaurants have deals and specials all evening long.

Event Focus:
The focus was to bring people downtown to enjoy the event and get feet inside businesses with businesses hosting entertainment, refreshments and attractions. This brings awareness to our downtown businesses.

Sponsorships:
We had one returning sponsor for this event, HotWorx.

Total in Sponsorships:
We had 1 sponsor totaling **$500.00**.

Expenses:
Expenses for the event totaled **$634.71** which included a giveaway for the first 200 witches to visit us in the park as well as DDA staff payroll.

Profit:
The DDA made a profit of **$134.71** on this event.

Expenses: $634.71
Sponsorships: $500.00
Profit: $134.71

Notes:
Oxford was full of witches the whole evening! We sent out a post event survey on Monday, October 26th. The survey received 14 submissions from business owners. Feedback was generally positive. Businesses saw an increase from past years. The businesses seem to be wanting a bit more to the evening than just specials. We are looking to form a Witches' Night Out sub committee to help with planning for next year.

We did not have a trolley this year due to our trolley being sold. We tried to book a rental trolley but every place was booked for this particular evening. Having transportation between Oxford and Lake Orion will be a focus for next years event. This year, the event was held on a Saturday, this change did not seem to affect participation. This is a fun event that continues to grow each year.

Quote #FQ-1793029819888-15AD14

October 26, 2026

Fence Estimate

CUSTOMER INFORMATION

Oxford DDA - Kimberly Smith
(248) 628-9941
ksmith@thevillageofoxford.org
22 W Burdick St, Oxford, MI 48371, USA

YOUR SALES REPRESENTATIVE

Tim Marshall - tmfservicesmichigan@gmail.com

PROJECT DETAILS

Item	Qty	Price
RUN A		
Chain link 8' Galvanized 9ga - Plate Mount (8ft) - Color: Galvanized 8' galvanized 9 gauge chain link with knuckled top and bottom. DQ40 posts (2 7/8" terminal, 2 3/8" line) on welded steel base plates anchored to the slab, with 1 5/8" top rail. Installed.	5	$4,423.96
GATES		
Single Gate - Chainlink 8' Tall (4ft wide) 4' wide x 8' tall galvanized 9 gauge chain link walk gate, 1 5/8" frame with mid brace, hinges and latch. Installed.	1	$691.04
Total		**$5,115**

WHAT'S INCLUDED & WHO'S RESPONSIBLE

MI REMODELERS
THE INTEGRITY GUYS
www.miremodelers.com

Builder's Agreement 15570-1

Issue Date October 23, 2026
Expires November 22, 2026

DESCRIPTION

FENCE & GATE INSTALLATION

Plan and map out proper fence, gate & post layout

Ensure design is cohesive and within clients vision

Agree on material selection

Bore post holes

Set posts attached to concrete, level and plumb

Professional panel installation

- Survey is often required to verify property boundaries (NOT REQUIRED - INSIDE AUXILLIARY BUILDING)

8 ft. Chain Link Fencing Professional Installation

- Galvanized or Black fence & posts
- chain link 3' x 8'

GATE INSTALLATION

- Professional gate with latch.

Municipal Discount

$300 Discount for municipal status applied to pricing

Financing available (up to $75,000 per applicant)

We offer several flexible payment options that make it easy to have major remodeling work completed soon and pay for it later.

Our most popular option is a signature loan with no pre-payment penalties.

Applying is quick and easy with an answer in minutes.

Note: Rates based on credit score, debt to income ratio and past payment history.
*Requires lender approval

TOTAL **$5,104.25**

Contract Terms:
50% due upon acceptance
50% due at 100% completion

Payment Options: We accept cash, check, CashApp, PayPal, Zelle and credit. If using a credit card, PayPal or CashApp a 4% fee will be applied to the total amount being charged. Financing also available upon request.

Lead Time: We are currently 6-10 weeks out from acceptance to beginning work depending on the type of project, size, material availability, weather and our timeliness in completing projects we have already committed to.

Job Duration: We expect the project to take roughly 1 week, from start to finish.

Additional costs that may be required and are outside of our control: Permit Fees, Design Fees, Blueprint Fees, Rendering/Visualization Fees, Survey Fees, Structural Engineering and Administrative Fees are in addition to the price. Any additional work that is not mentioned is in addition to the price and will require a change order. Actual costs vary.

Change Orders: all changes or additional work must be requested, approved, and documented prior to beginning of job. Additional work requested during job will be subject to price increases depending on scale of work requested. Change orders can delay completion, change flow of projects, and create scheduling issues with customers on the calendar. Payment for change orders are due in full upon acceptance.