



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting  
October 12<sup>th</sup>, 2026  
7pm  
Village Chambers

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**Topic:** DDA October 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. Consent Agenda:
  - a. Approval of proposed agenda
  - b. Approval of September 2026 meeting minutes
  - c. Police Report
  - d. Code Enforcement Report
6. Financials
  - a. Financial statements & revenue expenditure reports
  - b. Bills: September 2026 **(\$33,755.85)**
7. DDA reports
  - a. Org Committee Report – did not meet
  - b. EV Committee Report – did not meet
  - c. Promo Committee Report – met October 12<sup>th</sup>
  - d. Design Committee Report – met October 7<sup>th</sup>
  - e. America 250/Oxford 150 Committee – did not meet
  - f. Executive Director's Report
8. Unfinished/Old Business
  - a. Skyline Lights
  - b. Snow Program
  - c. NE Sidewalk Project



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting  
October 12<sup>th</sup>, 2026  
7pm  
Village Chambers

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d. Director Purchasing Threshold

e. Downtown Gift Cards

9. New Business

a. MSOC Board Training – October 27<sup>th</sup>, Lake Orion

b. Winter Foliage

c. Holiday Lighting

d. December Board Meeting Date

10. Items moved from consent agenda

11. Board Member Comments

12. Extended Public Comment

13. Adjourn

Next DDA Board regular meeting: **November 16<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, Board Members Present: 7**

Pete Scholz, Holly Pifer, Scott Taylor, Jae Choi, Melisa Counelis, Dorothy Johnston, Ashley Ross

**Members excused:** Rod Charles, Marie Powers

**Others Present:** Executive Director Kimberly Smith, Admin and Promotions Coordinator Jess Dickieson, Village Manager Joe Madore

4. **Public Comment on non-agenda items (3-minute limit):** Ann Acheson spoke in regards to the operating millage for Oxford schools

5. **Consent Agenda:**

- a. Approval of proposed agenda
- b. Approval of August 2026 meeting minutes
- c. Police Report
- d. Code Enforcement Report

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

**Vote:** Ayes: 7. Nays: 0. Motion carried.

6. **Financials:**

- a. Financial statements & revenue expenditure reports
- b. Bills: August 2026 (\$86,114.02)

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

**Roll Call Vote:** Ayes: 7. Nays: 0. Motion carried

7. **DDA reports**

- a. Org Committee Report – met September 15th - Ross reported
- b. EV Committee Report – did not meet
- c. Promo Committee Report – met September 14th – Melisa reported
- d. Design Committee Report – met September 2nd – Pifer/Smith reported



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- e. America 250/Oxford 150 Committee – did not meet
  - f. Executive Director's Report – Smith reported

## 8. Unfinished/Old Business

- a. **Skyline Lights:** Smith asked for board support in how to proceed with vendor awarded the bid for this project.
- b. **ARPA Update:** Smith updated that all projects have been completed for ARPA grant. Smith is working with Oakland County to submit a final report and fully close ARPA grant.

## 9. New Business

- a. **Sign Grant (6 N. Washington) - \$1500**  
**Motion:** Ross/Taylor to approve a sign grant not to exceed \$1500.  
**Roll Call Vote:** Ayes: 7. Nays: 0. Motion carried
- b. **Review Snow Program Communication:** discussion around the parameters of the program and concerns about the full scope being implemented this year.  
Village Manager, Joe Madore, spoke and answered questions the Board had.  
Board agreed to move forward with full scope of program as shown in maps in the documents.
- c. **Trail Town:** Smith gave a summary of the application to become a trail town.  
Board is in support of continuing with the process for application in 2027.
- d. **Annual Meeting Prep:** DDA Annual meeting will take place next board meeting. Board discussed moving the regular board meeting up a week due to scheduling conflicts.  
**Motion:** Taylor/Counelis to move regularly scheduled board meeting on October 19th to October 12th.  
**Vote:** Ayes: 7. Nays: 0. Motion carried
- e. **SW Quad tree well pavers:** Board reviewed quotes for this project. Scholz recommended quote from Cornerstone.  
**Motion:** Ross/Taylor to approve bid for Cornerstone.  
**Roll Call Vote:** Ayes: 7. Nays: 0. Motion carried



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- f. **DDA Garage space:** Smith informed the board that 18 Burdick (the current DDA storage space) is getting ready to be sold. Discussion around possible options for storage in the future. Village Manager, Joe Madore, stated it would not be up for sale until Spring 2027 so there was still time.
- g. **NE Quad sidewalk improvement project:** Smith explained project scope and solicitation of quotes. Board discussed quote from BSI.  
**Motion:** Scholz/Taylor to award BSI project. There is a need to make a budget amendment to move fund balance over to cover project.  
**Roll Call Vote:** Ayes: 7. Nays: 0. Motion carried
- f. **Downtown gift card program:** Counelis spoke on behalf of the Promo Committee and their recommendations to sunset the current program. Taylor spoke on his experience as a business owner with the program and agreed it is not something that is salvageable. Smith expressed concern on lack of communications with eliminating the program so abruptly.  
**Motion:** Counelis/Ross to discontinue the ability to purchase gift cards as of Tuesday Sept 22nd. More information will come forward about redeeming gift cards that are still out.  
**Vote:** Ayes: 7. Nays: 0. Motion carried
- g. **Victoria's Bistro Shout Out:** Smith read praise from a community member.
10. **Items moved from consent agenda:** None
11. **Board Member Comments:** Looking forward to Fall and upcoming events! Piechnik's thank you for the fall foliage. Would like Smith to look into what is legally permissible in supporting the school millage.
12. **Extended Public Comment:** Joe Madore spoke on meeting with MDOT and how to get more data and information around pedestrian crossings and traffic studies.
13. **Adjourn**  
**Motion:** Scholz/Taylor to adjourn the meeting at 8:35pm.  
**Vote:** Ayes: 7. Nays: 0. Motion carried
- Next DDA Board regular meeting: October 12th , 2026**

# OXFORD VILLAGE POLICE DEPT.

## POLICE CHIEFS REPORT

### 2026-September

Micheal D. Solwold-Chief

| MONTH             |             |           | YEAR TO DATE |      |      |      |
|-------------------|-------------|-----------|--------------|------|------|------|
|                   | Sept 2026   | Sept 2025 | CHG          | 2026 | 2025 | DIFF |
| CALLS FOR SERVICE | 497         | 553       | -56          | 4329 | 4438 | -109 |
|                   |             |           |              |      |      |      |
| CITATION/WARNING  | 323         | 350       | -27          | 3471 | 3031 | 440  |
|                   |             |           |              |      |      |      |
| ACCIDENTS         | 3           | 3         | 0            | 52   | 46   | 6    |
|                   |             |           |              |      |      |      |
|                   | POSITION    | #         |              |      |      |      |
|                   | CHIEF       | 1         |              |      |      |      |
|                   | OFFICERS/FT | 6         |              |      |      |      |
|                   | OFFICERS/PT | 5         |              |      |      |      |
|                   | Service Aid | 2         |              |      |      |      |
|                   | Reserves    | 9         |              |      |      |      |
|                   | TOTAL       | 23        |              |      |      |      |

Below is designated for crime-specific stats:

|                                                |
|------------------------------------------------|
| Aggravated Assault/Disorderly Conduct          |
| Possession of Cocaine/Gun                      |
| Stolen Kia models/Several attempts-Recovered   |
| DUI/PPO Violation/Felony Warrant/Misd. Warrant |
| Fraud X 2                                      |

| <b>Sept. 2026</b>                  |  | WASHINGTON | GLASPIE | E BURDICK | LAKEVILLE | OXFORD/LAKES | PONTIAC | W BURDICK | W OF 24 | E OF 24 | N W LOT | N E LOT | TOTALS |
|------------------------------------|--|------------|---------|-----------|-----------|--------------|---------|-----------|---------|---------|---------|---------|--------|
| speed                              |  | 27         | 17      | 3         | 21        | 4            |         | 23        |         | 2       |         |         | 97     |
| red light                          |  | 49         |         |           |           |              |         |           |         |         |         |         | 49     |
| stop sign                          |  |            | 3       |           |           | 6            | 8       |           | 2       | 11      |         |         | 30     |
| improper turns                     |  | 6          | 1       | 1         |           | 1            |         | 1         |         |         |         |         | 10     |
| seat belt                          |  |            |         |           |           |              |         |           |         |         |         |         | 0      |
| drivers licence violations         |  | 14         | 2       |           | 2         | 2            | 1       | 2         | 1       | 2       |         |         | 26     |
| plate violations                   |  | 30         | 2       | 2         |           | 1            |         | 7         | 2       |         |         |         | 44     |
| insurance/registration             |  | 12         | 4       |           | 3         | 2            | 1       | 4         |         | 1       |         |         | 27     |
| equipment                          |  | 12         | 2       | 3         | 4         | 2            |         | 4         |         | 1       |         |         | 28     |
| misc. violations                   |  | 5          |         |           |           | 1            |         |           | 2       |         |         |         | 8      |
| parking violations                 |  | 2          |         |           |           |              |         |           | 2       |         |         |         | 4      |
| fail to yield to emergency vehicle |  |            |         |           |           |              |         |           |         |         |         |         |        |
| commercial motor vehicle tickets   |  |            |         |           |           |              |         |           |         |         |         |         |        |
| Location Totals                    |  | 157        | 31      | 9         | 30        | 19           | 10      | 41        | 9       | 17      |         |         | 323    |

|                                  |            |
|----------------------------------|------------|
| <b>Grand Total for the Month</b> | <b>323</b> |
|----------------------------------|------------|

# Ordinance Enforcement Report

September-26

| Location / Address     | Description                                                    | Date Opened | Date Revisited | Date Closed | Comments / Action Taken                                                      |
|------------------------|----------------------------------------------------------------|-------------|----------------|-------------|------------------------------------------------------------------------------|
| 3 Maple Street         | Large feeder on ground                                         | 8/31/26     | 9/3/26         |             | Left violation on door,no response. Knocked on door. No answer.              |
| 32 Burdick             | Filling dumpster                                               | 9/2/26      | 9/3/26         | 9/3/26      | Checked dumpster only 3 black bags outside of dumpster                       |
| 43 Mechanic<br>11 Park | Long grass<br>Crushed concrete/fridge                          | 8/28/26     | 9/3/26         |             | Will cut this weekend, resident had taken lawn mower and has since returned. |
| 3 Maple Street         | Large feeder on ground                                         | 8/31/26     | 9/8/26         |             | Left voicemail & sent email.                                                 |
| 726 Bay Pointe Drive   | 2 vehicles parked in street, expired OK plates, 1 w/flat tires | 9/8/26      |                |             | Left message w/neighbor @2 Maple                                             |
| 443 Sunset             | Black Tahoe w/flat tire, long grass.                           | 9/8/26      | 9/8/26         |             | Knocked on door and left ordinance violation on door.                        |
| 94 Dennison            | Long grass                                                     | 9/15/26     |                |             | Txd. Taking tire to Firestone and will cut grass this week.                  |
| 64 Pleasant            | Long grass                                                     | 9/15/26     |                |             | Spoke to homeowner & advise. Cutting in a couple of days.                    |
| 66 Pleasant            | Long grass                                                     | 9/15/26     | 9/22/26        |             | Left violation on door. Knocked on door,no answer.                           |
| 16 Center              | Dilapidated fence                                              |             | 9/22/26        | 9/22/26     | Left violation on door. Knocked on door,no answer.                           |
| 3 Maple Street         | Large feeder on ground                                         | 7/14/26     | 9/15/26        |             | Spoke to homeowner & advise. Single Mom. Will check back                     |
| 34 Lafayette           | Vehicle for sale                                               | 8/31/26     | 9/15/26        |             | Left voicemail.                                                              |
| 95 Dennison            | New concrete on Driveway/sidewalk                              | 9/15/26     |                |             | Txd homeowner & advised                                                      |
| 64 Pleasant            | Long grass                                                     | 9/15/26     | 9/15/26        | 9/15/26     | Owner came in & pulled permit                                                |
| 11 Park                | Crushed concrete/fridge                                        |             | 9/22/26        |             | Sent email and txd.                                                          |
|                        |                                                                |             |                |             | violation #379 mailed                                                        |
|                        |                                                                |             |                |             |                                                                              |
|                        |                                                                |             |                |             |                                                                              |
|                        |                                                                |             |                |             |                                                                              |
|                        |                                                                |             |                |             |                                                                              |

REVENUE AND EXPENDITURE BY MONTH REPORT FOR VILLAGE OF OXFORD

Balance As of 09/30/2026

| GL Number                                          | Description                    | Activity For<br>09/30/2026<br>Increase (Decrease) | CR Activity For<br>Month 09/30/2026<br>Increase (Decrease) | DR Activity For<br>Month 09/30/2026<br>Increase (Decrease) |
|----------------------------------------------------|--------------------------------|---------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------|
| <b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>    |                                |                                                   |                                                            |                                                            |
| <b>Account Category: Revenues</b>                  |                                |                                                   |                                                            |                                                            |
| <b>Department: 000</b>                             |                                |                                                   |                                                            |                                                            |
| 248-000-402.020                                    | DDA CAPTURE OTHER UNITS        | 33,999.73                                         | (33,999.73)                                                | 0.00                                                       |
| 248-000-674.000                                    | Donations                      | 14,527.09                                         | (14,527.09)                                                | 0.00                                                       |
| Total Dept 000                                     |                                | 48,526.82                                         | (48,526.82)                                                | 0.00                                                       |
| Revenues                                           |                                | 48,526.82                                         | (48,526.82)                                                | 0.00                                                       |
| <b>Account Category: Expenditures</b>              |                                |                                                   |                                                            |                                                            |
| <b>Department: 729 Organization/Administration</b> |                                |                                                   |                                                            |                                                            |
| 248-729-718.010                                    | RETIREMENT MERS DC             | 537.73                                            | 0.00                                                       | 537.73                                                     |
| 248-729-807.000                                    | Audit                          | 248.30                                            | 0.00                                                       | 248.30                                                     |
| 248-729-810.000                                    | Contracted Services - Admin.   | 84.12                                             | 0.00                                                       | 84.12                                                      |
| 248-729-856.040                                    | COMMUNICATIONS CELL PHONE FEES | 76.24                                             | 0.00                                                       | 76.24                                                      |
| 248-729-955.000                                    | WORKSHOPS                      | 610.00                                            | 0.00                                                       | 610.00                                                     |
| 248-729-970.100                                    | ARPA                           | 57,221.00                                         | 0.00                                                       | 57,221.00                                                  |
| Total Dept 729 -<br>Organization/Administration    |                                | 58,777.39                                         | 0.00                                                       | 58,777.39                                                  |
| <b>Department: 734 BUSINESS &amp; DEVELOPMENT</b>  |                                |                                                   |                                                            |                                                            |
| 248-734-810.000                                    | CONTRACTED SERVICES -EVENTS    | 400.00                                            | 0.00                                                       | 400.00                                                     |
| 248-734-810.160                                    | CONTRACTED SERVICES-DOWNTOWN   | (2,639.19)                                        | 3,411.69                                                   | 772.50                                                     |
| Total Dept 734 - BUSINESS & DEVELOPMENT            |                                | (2,239.19)                                        | 3,411.69                                                   | 1,172.50                                                   |
| Expenditures                                       |                                | 56,538.20                                         | 3,411.69                                                   | 59,949.89                                                  |
| <b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:</b>  |                                |                                                   |                                                            |                                                            |
| TOTAL REVENUES                                     |                                | 48,526.82                                         | (48,526.82)                                                | 0.00                                                       |
| TOTAL EXPENDITURES                                 |                                | 56,538.20                                         | 3,411.69                                                   | 59,949.89                                                  |
| NET OF REVENUES & EXPENDITURES:                    |                                | (8,011.38)                                        | (51,938.51)                                                | (59,949.89)                                                |

| 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 | Modern Ink Body Art                        | \$630.00    | SCF Face Painter                                           |
| Contr Services - Events            | 248-734-810.000 | Memory Time Rentals, LLC                   | \$305.00    | Tables + Chairs, SCF                                       |
| Contr Services - Events            | 248-734-810.000 | Don's Lil' Johns                           | \$500.00    | Porta Johns, SCF                                           |
| Contr Services - Events            | 248-734-810.000 | Phil Rhyskamp                              | \$400.00    | Line Dancing Instructor - SCF                              |
| Downtown Contracted Services       | 248-734-810.160 | Oxford Women's Club                        | \$480.00    | Holiday Decorating - Gazebo                                |
| Memberships & Dues                 | 248-729-830.000 | MDA                                        | \$350.00    | MDA Yearly Membership                                      |
| Contr Services - Downtown          | 248-729-810.011 | Bronners                                   | \$2,873.92  | Fall Banners                                               |
| Contr Services - Downtown          | 248-734-810.160 | Harvest Time                               | \$340.00    | Mums                                                       |
| Contr Services - Downtown          | 248-729-810.011 | Electrical Systems                         | \$2,266.25  | Globes for Lightpoles                                      |
| Capital Improvements               | 248-734-970.000 | Cornerstone                                | \$6,000.00  | Tree Paving Project                                        |
| Contr Services - Events            | 248-734-810.000 | Steve Giroux                               | \$400.00    | Balloon Animals SCF                                        |
|                                    |                 | Sub Total                                  | \$22,878.50 |                                                            |
| 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 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                | \$700.00    | Medical                                                    |
| Admin Wages                        | 248-729-704.010 | Village of Oxford- Wages                   | \$2,640.00  | Jess' Wages                                                |
|                                    |                 | Sub Total                                  | \$9,964.38  |                                                            |
| 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 | Rockbot                                    | \$40.00     | Downtown Music                                             |
| Downtown Contracted Ser.           | 248-000-254.000 | Factor 4                                   | \$26.25     | Online Hosting Fee -- Gift Cards                           |
| Downtown Contracted Ser.           | 248-734-810.160 | CiviCRM                                    | \$15.00     | CRM Sytem                                                  |
|                                    |                 | Sub Total                                  | \$318.75    |                                                            |
| Credit Card Bills                  |                 |                                            |             |                                                            |
| Downtown Contracted Serv. - Events | 248-734-810.000 | Amazon                                     | \$379.68    | SCF Event Supplies                                         |
| Downtown Contracted Serv. - Events | 248-734-810.000 | Sick Pizza                                 | \$214.54    | SCF Volunteer Lunch                                        |
|                                    |                 |                                            |             |                                                            |
|                                    |                 |                                            |             |                                                            |
|                                    |                 | Sub Total                                  | \$594.22    |                                                            |
|                                    |                 |                                            |             |                                                            |
|                                    |                 | Sub Total                                  | \$33,755.85 |                                                            |
|                                    |                 | Grand Total                                | \$33,755.85 |                                                            |
| Signature from Village _____       |                 |                                            |             |                                                            |
| Signature from DDA _____           |                 |                                            |             |                                                            |
|                                    |                 |                                            |             |                                                            |
|                                    |                 |                                            |             |                                                            |
|                                    |                 |                                            |             |                                                            |



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Key items to note this month:

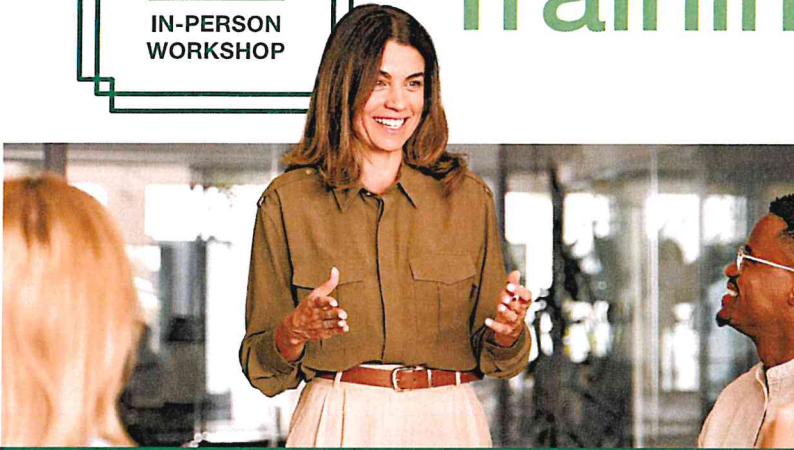
- **Meetings**
  - Promo and Design Committee Meetings
  - All for Oxford Advisory Committee
  - LO DDA on partnered events
- **Grants**
  - Oak Co Tech Grant- Marketing Consultant in process, stakeholder interviews conducted
  - Developing plan for Main Street Momentum Rural Hub Grant
  - Attended Access to Transit Grant Program Kick off Webinar
- **Sponsorships**
  - Met with Meijer- Oxford on partnership opportunities, submitted request for upcoming opportunity
- **Awards**
  - America in Bloom- recognition of Floral Impact
- **Business Attraction/Retention**
  - Met with current business owners on concerns, opportunities to partner
- **Community Engagement**
- **Training/Development**
  - MSOC Managers Retreat
- **Infrastructure/ Beautification**
  - Skyline lights- review status at board meeting
  - Tree well framing was installed SW Quad
  - Working on property owner approvals for NE sidewalk upgrade project
  - Met with contractors on holiday light quotes
  - Working with contractors on holiday foliage options
  - Getting quotes for new storage space
  - Met with consultant for Pedestrian Safety Study Opportunities
- **Events**
  - Downtown Day- successful campaign
  - Scarecrow Fest was a success
  - Witches Night- Oct 24<sup>th</sup>
  - SBS- November 28<sup>th</sup>
  - Soup & Sweet- Dec 5<sup>th</sup>
  - Polar Express- Dec 12<sup>th</sup>
- **Business Development**
  - Retail trends- October 19<sup>th</sup>
- **Volunteers**
- **Other**
  - Updating tri- fold business maps
  - Working on STRAT planning for 2027+
  - Working with SEMCOG on Local Economies Coaching
  - Working through Gift Card program transition



MAIN STREET  
OAKLAND COUNTY  
est. 2000

IN-PERSON  
WORKSHOP

# Board of Directors Training: Working Together Effectively to Best Serve the Community



**CHOOSE THE ONE DATE AND LOCATION BEST FOR YOU: [AdvantageOakland.Eventbrite.com](https://www.advantageoakland.com/eventbrite)**

*Advance Registration is free and required. Light dinner included. Check-in begins at 5:30 PM. Workshop starts at 6 PM.*

**OCTOBER 20, 2026 | 5:30 pm to 9 pm**

Oak Park Municipal Services Building,  
14300 Oak Park Boulevard, Oak Park | Room #4

**OCTOBER 21, 2026 | 5:30 pm to 9 pm**

Wixom City Hall, Council Chambers,  
49045 Pontiac Trail, Wixom

**OCTOBER 27, 2026 | 5:30 pm to 9 pm**

Orion Art Center - Moosetree Studio,  
3191 Clarkston Road., Lake Orion

## ABOUT THE WORKSHOP

Designed specifically for DDA and Main Street board members and staff, this interactive workshop delivers a turnkey training solution. Instead of spending valuable time creating original training materials, downtown managers receive a ready-made, essential tool to seamlessly integrate into their annual meeting and professional development schedule.

Empower your board volunteers to understand their vital roles, enhance individual leadership, and operate as a high-performing team – making this a must-attend event for every local board member.

**POW! Strategies delivers a tailored, engaging two-hour session complete with interactive Q&A. Custom-crafted to address Main Street Oakland County's specific community needs and opportunities, the program covers core fundamentals of board management, including:**

- Master downtown management: Striking the perfect balance between Main Street and DDA frameworks
- Realize the full value and economic impact of dedicated downtown management
- Clarify roles and responsibilities for boards, committees, and chairpersons
- Define clear boundaries and collaborative responsibilities for professional staff
- Navigate governance rules and procedures effortlessly (OMA, Robert's Rules, PA57, and reporting requirements)
- Implement proven best practices for effective boards of directors
- Optimize staff and board management dynamics
- Actionable tips and strategies to take back home: Recruiting volunteers, engaging colleagues, empowering passionate advocacy, successful fundraising, conflict resolution, consensus building, and more

Experience a dynamic peer-to-peer environment where you will explore the real-world nuances of leading boards and managing downtowns through interactive dialogue, tackling tough questions, and sharing high-impact engagement strategies.

Before the workshop, participants complete a brief online organizational self-assessment so we can target and address the real-world issues most relevant to your community during and after the session.

# ***Board of Directors Training: Working Together Effectively to Best Serve the Community***

## **SPEAKER**



Cristina Sheppard-Decius, *CMSM*  
*Founder/President*  
*POW! Strategies, Inc.*

POW! Strategies, Inc., is a strategic planning, business development and communications firm helping communities and businesses grow. With over 25 years of downtown management and public relations experience, Sheppard-Decius also provides educational training, assessments, coaching, project development and executive management services. She is known nationally and locally for her proven track record of revitalizing Downtown Ferndale (2000-2015); building a collaborative organizational framework in Downtown Dearborn (2015-2022); and serving as the executive director for the Birmingham Shopping District (2022-2024). She has served as the Chairwoman of the Michigan Downtown Association since 2020. Recognized as one of Crain's Detroit Business 40 Under 40 (2009), Sheppard-Decius holds a B.A. in Public Relations from Western Michigan University and is a Certified Main Street Manager (CMSM) of the National Main Street Center.

## **AGENDA**

**5:30 p.m.** – Check-In and Light Dinner

**6:00 p.m.** – Training Begins

**9:00 p.m.** – Training Ends

## **Questions? Contact**

Annaka Norris, *Main Street Oakland County at:*  
[Norrisa@OaklandCountyMI.gov](mailto:Norrisa@OaklandCountyMI.gov) | (248) 858-5447





# DETROIT STYLE PLANTER COMPANY

Proposal #58  
Created: 07/09/2026

Proposal For

Location

City of Oxford

22 W Burdick St  
Oxford, MI 48371

main: 248-628-9941  
[jdickieson@thevillageofoxford.org](mailto:jdickieson@thevillageofoxford.org)

Terms

Due on receipt

Winter Planters

| ACCEPT                              | ITEM DESCRIPTION                                                                                                                                                                                                       | QUANTITY  | UNIT PRICE | AMOUNT      |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------|-------------|
| ✓                                   | 24" Square <span>Included</span> <span>Accepted</span><br>24" x 24" ID. Custom designed and filled with a professional designed arrangement of preserved evergreens, pine cones, berries, and birch logs and branches. | 8         | \$ 290.00  | \$ 2,320.00 |
| ✓                                   | Customer Discount <span>Included</span> <span>Accepted</span><br>Customer exposure                                                                                                                                     | 8         | (\$ 50.00) | (\$ 400.00) |
| ✓                                   | DD <span>Included</span> <span>Accepted</span><br>Delivery and Disposal of Material                                                                                                                                    | 8 Install | \$ 20.00   | \$ 160.00   |
| <input checked="" type="checkbox"/> | 23" Labor Saver Hanging Basket<br><span>Recommended</span> <span>Accepted</span><br>Hanging basket to be removed, filled in offsite location, and returned                                                             | 12        | \$ 150.00  | \$ 1,800.00 |

## Client Notes

This is for one season only, without a subscription

Please use the checkbox to mark items as accepted.

*All work will be completed in accordance with these plans unless subsequent changes are agreed upon in writing. Balances not paid by the due date are subject to late fees.*

|       |             |
|-------|-------------|
| TOTAL | \$ 3,880.00 |
|-------|-------------|

Signature

X

Date:

\_\_\_\_\_  
Please sign here to accept the terms and conditions

## Quote 1092



**Garber Services**  
contact@garberservices.com  
(616) 216-0681  
125 Flint Rd  
Brighton, MI 48116  
United States

| Billed To                                                                                             | Reference                          | Issued           | Expires          |
|-------------------------------------------------------------------------------------------------------|------------------------------------|------------------|------------------|
| <b>Oxford Downtown Development Authority</b><br>22 W. Burdick St<br>Oxford, MI 48371<br>United States | Oxford DDA - 2026 Holiday Lighting | October 06, 2026 | October 31, 2026 |

| Description                                                                                                                                                                                                                                                                                                                                                                         | Rate       | Qty | Total      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----|------------|
| <b>Area 1 - Downtown Light Poles: Red Bows</b><br>Supply and install a red structural 3D nylon bow at the top of each of the 93 downtown light poles within the DDA boundary. Includes maintenance all season, January removal, and storage.                                                                                                                                        | \$40.00    | 93  | \$3,720.00 |
| <b>Area 2 - Downtown Light Poles: LED Mini Light Wraps</b><br>Supply and install commercial-grade 5mm sealed-plug LED mini lights wrapped on each of the 93 downtown light poles. Includes maintenance all season, January removal, and storage.                                                                                                                                    | \$60.00    | 93  | \$5,580.00 |
| <b>Area 3 - Centennial Park Christmas Tree</b><br>Supply and install all lighting and decorations on the Centennial Park tree using a boom lift: C9 LED lights spaced 18" apart throughout the tree, twinkle lights scattered throughout, 12" icicle drop lights scattered throughout, and 75 x 6.5" Glitzer bursts. Includes maintenance all season, January removal, and storage. | \$3,500.00 | 1   | \$3,500.00 |
| <b>Area 4 - Park Tree Trunk Wraps</b><br>Supply and install LED mini lights wrapped at very close spacing on the trunks of the Centennial Park Christmas tree and 3 other park trees. Includes maintenance all season, January removal, and storage.                                                                                                                                | \$125.00   | 4   | \$500.00   |

**Quote Total: \$13,300.00**

All lighting and decorations are supplied by Garber Services. Prices include labor, lifts, equipment, supervision, seasonal maintenance, January removal, and storage, so the DDA has nothing to buy, replace, or store. Pricing is based on all four areas being awarded together. Work supervised by owner Luke Garber, (616) 216-0681.

We would welcome the chance to be the DDA's holiday lighting partner long term and can offer a multi-year contract with locked-in, discounted pricing for years to come.

5-year contract bonus: If the 2026 season goes well and the DDA chooses to move forward with a 5-year contract, Garber Services will also decorate the Oxford Police Station free of charge for the length of the contract.