



Topic: DDA September 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 August 2026 meeting minutes
 - c. Police Report
 - d. Code Enforcement Report
6. Financials
 - a. Financial statements & revenue expenditure reports
 - b. Bills: August 2026 **(\$86,114.02)**
7. DDA reports
 - a. Org Committee Report – met September 15th
 - b. EV Committee Report – did not meet
 - c. Promo Committee Report – met September 14th
 - d. Design Committee Report – met September 2nd
 - e. America 250/Oxford 150 Committee – did not meet
 - f. Executive Director's Report
8. Unfinished/Old Business
 - a. Skyline Lights
 - b. ARPA Update



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
September 21st, 2026
7pm
Village Offices

9. New Business

- a. Sign Grant (6 N. Washington) - \$1500
- b. Review Snow Program Communication
- c. Trail Town
- d. Annual Meeting Prep
- e. SW Quad tree well pavers
- f. DDA Garage space
- g. NE Quad sidewalk improvement project
- h. Downtown gift card program
- i. Victoria's Bistro Shout Out

10. Items moved from consent agenda

11. Board Member Comments

12. Extended Public Comment

13. Adjourn

Next DDA Board regular meeting: **October 19th, 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: 8**

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

Members excused: Ashley Ross

Others Present: Executive Director Kimberly Smith, Admin and Promotions 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 July 2026 meeting minutes
- c. Police Report
- d. Code Enforcement Report

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

Vote: Ayes: 8. Nays: 0. Motion carried

6. **Financials:**

- a. Financial statements & revenue expenditure reports
- b. Bills: July 2026 **(\$33,075.20)**

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

Roll Call Vote: Ayes: 8. Nays: 0. Motion carried

7. **DDA reports:**

- a. Org Committee Report – did not meet
- b. EV Committee Report – did not meet
- c. Promo Committee Report – Counelis reported
- d. Design Committee Report – Powers reported
- e. America 250/Oxford 150 Committee – Smith reported



f. Executive Director's Report – Smith reported

8. Unfinished/Old Business:

- a. **Didactics Approval:** Discussion around pricing and next steps in project. Smith suggested motion to approve pricing

Motion: Taylor/Johnston to approve didactics cost not to exceed \$967.63

Roll Call Vote: Ayes: 8. Nays: 0. Motion carried

- b. **ARPA Update:** Smith updated on final project for ARPA and when final report is due.

9. New Business:

a. **Grants**

1. **Sign Grant (117 S. Washington St.), \$900:** Powers discussed grants and design committee recommendations

Motion: Powers/Taylor to approve sign grant not to exceed \$900

Roll Call Vote: Ayes: 8. Nays: 0. Motion carried

2. **Façade Grant (117 S. Washington St.)**

- \$2,000 (Façade), \$250 (Awning)

Motion: Powers/Taylor to approve façade grant not to exceed \$2,250.00

Roll Call Vote: Ayes: 8. Nays: 0. Motion carried

10. Items moved from consent agenda: None

11. Board Member Comments: Welcome back Dorothy! Scholz celebrate Piechnik's for all their hard work to make our planters look wonderful. Smith talked about the Art & Wine Stroll on September 12th.

12. Extended Public Comment: None

13. Adjourn:

Motion: Sholz/Counelis to adjourn meeting at 7:28pm.

Next DDA Board regular meeting: **September 21st, 2026**

OXFORD VILLAGE POLICE DEPT.

POLICE CHIEFS REPORT

2026-August

Micheal D. Solwold-Chief

MONTH					YEAR TO DATE				
	Aug 2026	Aug 2025	CHG	2026	2025	DIFF			
CALLS FOR SERVICE	462	472	-10	3832	3885	-53			
CITATION/WARNING	447	351	96	3148	2681	487			
ACCIDENTS	7	7	0	49	43	6			
	POSITION	#							
	CHIEF	1							
	OFFICERS/FT	6							
	OFFICERS/PT	5							
	Service Aid	2							
	Reserves	9							
	TOTAL	23							

Below is designated for crime-specific stats:

Domestic Assault x 3
DUI/DUI with a firearm
Felony Warrant
Probation Violation
Fraud

August 2026		WASHINGTON	GLASPIE	E BURDICK	LAKEVILLE	OXFORD/LAKES	PONTIAC	W BURDICK	W OF 24	E OF 24	N W LOT	N E LOT	TOTALS
speed		22	19	8	33			55		1			138
red light		61											61
stop sign			4			14	7		5	10			40
improper turns		7						3					10
seat belt													0
drivers licence violations		16	2	2	3	2		6	1	1			33
plate violations		23	1	1	2	1		9	1	1			39
insurance/registration		12	3	1	3	2		20	1	1			43
equipment		7	2	1		2	1	9	3				25
misc. violations		11	3	2	4	3	1	10		2			36
parking violations						6		1	1	2			10
fail to yield to emergency vehicle													0
commercial motor vehicle tickets		11							1				12
Location Totals		170	34	15	45	30	9	113	13	18			447

Grand Total for the Month

447

Ordinance Enforcement Report

August-26

Location / Address	Description	Date Opened	Date Revisited	Date Closed	Comments / Action Taken
67 East Street 95 N.	two abandoned vehicles	2/14/26			Letter mailed 08/04/26
Washington 450 S.Glaspie	grass/weeds/dead branches Car for sale in front	8/4/26 8/4/26	8/13/26		Left violation on front door.
70 E.Burdick	Exp. Permit for siding, debris in driveway etc		8/18/26		DPW advised, went and spoke to Will be meeting in person 08/18 @10 am.
21 Center	Debris in backyard			8/14/26	Spoke on phone 08/13/26 meeting in person 08/14/2026 with Noel 248-284-3091 Cryderman.nj@gmail.com
14 Dennison 92	Foliage/purposed privacy fence		8/13/26		Bill Dunn 248-933-9116 Will be taking care of this weekend. John Schmidt.
S.Washington 77	grass/weeds/	8/13/26			
N.Washington	GFL Dumpster overflowing	8/18/26	8/27/26	8/27/26	Left message for J.Garris
70E.Burdick 81	Debris in backyard, siding	8/18/26			Met w/Ayad will check back 08/25
N.Washington	overgrown weeds	8/18/26			
138 Conda Ln.	Bushes overgrown on sidewalk	8/18/26			Fran @138 Conda Ln. will be trimming back this week. 248- 515-7641. John Gerlack came in inquiring who was responsible for maintaining.
610 Lakes Edge	Feeding stray cats				Spoke w/Cosette Rowland 586- 420-8390
67 East Street 11 Park	2 Abandon vehicles Debris/refridge in backyard	2/14/26	9/1/26		Jennifer J. Walling received letter and has attorney. Emailed
12 Pearl 5 Maple	Large bags of bird food Feeders in backyard	8/27/26 8/27/26	9/1/26		Left violation on door. Dan 248- 808-4599 Left violation on door

September-26

[illegible]

REVENUE AND EXPENDITURE BY MONTH REPORT FOR VILLAGE OF OXFORD
Balance As Of 08/31/2026

GL Number	Description	Activity For 08/31/2026 Increase (Decrease)	CR Activity For Month 08/31/2026 Increase (Decrease)	DR Activity For Month 08/31/2026 Increase (Decrease)
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY				
Account Category: Revenues				
Department: 000				
248-000-402.020	DDA CAPTURE OTHER UNITS	26,824.57	(26,824.57)	0.00
248-000-669.000	INVESTMENT GAINS/LOSSES	2,759.72	(5,515.70)	(2,755.98)
248-000-674.000	Donations	924.49	(924.49)	0.00
Total Dept 000		30,508.78	(33,264.76)	(2,755.98)
Revenues		30,508.78	(33,264.76)	(2,755.98)
Account Category: Expenditures				
Department: 729 Organization/Administration				
248-729-704.000	Wages	8,632.24	0.00	8,632.24
248-729-715.000	FICA DDA	690.95	0.00	690.95
248-729-716.000	HEALTH /LIFE INSURANCE	400.00	0.00	400.00
248-729-716.001	LIFE, ST/LT DISABILITY	65.60	0.00	65.60
248-729-718.010	RETIREMENT MERS DC	846.59	0.00	846.59
248-729-723.000	WORKERS COMPENSATION	114.04	0.00	114.04
248-729-727.000	Office Supplies	32.80	0.00	32.80
248-729-810.000	Contracted Services - Admin.	421.13	0.00	421.13
248-729-810.011	AUDITING & DISTRICT MAINT.	8,333.33	0.00	8,333.33
248-729-856.040	COMMUNICATIONS CELL PHONE FEES	76.24	0.00	76.24
248-729-920.000	Utilities	109.70	0.00	109.70
248-729-955.000	WORKSHOPS	130.49	0.00	130.49
248-729-970.100	ARPA	(3,436.60)	3,761.60	325.00
Total Dept 729 - Organization/Administration		16,416.51	3,761.60	20,178.11
Department: 734 BUSINESS & DEVELOPMENT				
248-734-727.000	Office supplies	114.46	0.00	114.46
248-734-787.000	Materials	10.94	0.00	10.94
248-734-810.000	CONTRACTED SERVICES -EVENTS	3,270.96	0.00	3,270.96
248-734-810.160	CONTRACTED SERVICES-DOWNTOWN	2,233.95	0.00	2,233.95
248-734-885.000	Grant - Facade	1,500.00	0.00	1,500.00
248-734-970.000	Capital Improvements	5,727.05	0.00	5,727.05
Total Dept 734 - BUSINESS & DEVELOPMENT		12,857.36	0.00	12,857.36
Expenditures		29,273.87	3,761.60	33,035.47
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:				
TOTAL REVENUES		30,508.78	(33,264.76)	(2,755.98)
TOTAL EXPENDITURES		29,273.87	3,761.60	33,035.47
NET OF REVENUES & EXPENDITURES:		1,234.91	(37,026.36)	(35,791.45)



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Promotions Committee Agenda

September 14th - 9 am

Evergreens

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

Members Absent: Chris Zitny

Others in Attendance: Kimberly Smith, Jess Dickieson

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

2026 GOALS

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

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

Oxford Promotions Committee Objectives: (adapted December 2023)

To create, maintain and enhance a welcoming downtown Oxford. To help support new business by attracting people into the downtown area with events, activities and engagement.

MEETING AGENDA

1. Art Stroll Recap – Discussed how the event went, what went well and how we can improve when we host another Art Stroll.
2. Downtown Day- Sept 26th – Kimberly and Jess will be going around to record videos in promotion for Downtown Day. Holly suggested creating categories for the businesses around town to create promotional videos for.
3. Scarecrow Fest – October 3rd – Scarecrow Fest schedule is out. More volunteers are needed for the day.
4. Polar Express Ideas – December 12th – The plan for this event is to partner with Lake Orion to create a longer route between the two communities.
5. Oxfordopoly – Promo Committee is still very much in favor of this idea but think it will be better suited with a May/June launch. Discussion around Experience Oxford packages – Holly and Angie are going to meet to discuss that further and start to put package ideas together.



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY

Promotions Committee Agenda

September 14th - 9 am

Evergreens

-
6. Downtown Gift Cards – Discussion around the next steps for the gift card program. Promo Committee will bring their recommendations to the next board meeting on September 21st.
 7. Committee Leader/Volunteers – Holly gave an update on reaching back out to the schools for more volunteer help as we head towards Fall and Winter events.
 8. Promotional Plan for Polly Ann Trail – The Trail Town designation application is due November 1st. We are looking into if that is a possibility this year or if we focus our efforts in 2027.



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
DESIGN COMMITTEE MEETING

September 2, 2026

9:30 AM

Oxford DDA Offices

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

Members Absent: Sue Bossardet (excused), Debbie Mick (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. N/A
3. Current and potential grants
 - A. Sign Grant: La Marquise Salon - 6 N. Washington
 - I. Sign grant: New sign, existing structure, 3 quotes \$2,321 to \$9,000
 1. Pifer made the motion (Crockett - seconded) to recommend to the DDA Board a grant at 50% of the quote chosen, not to exceed \$1500.00 for La Marquise Salon recommending award of the DDA Sign Grant pending sign permit approval by Village of Oxford. 5-0 vote (w/ 2 absent) in favor to pass along recommendation of this grant.
4. Budget discussion:
 - A. N/A

Oxford DDA Design Committee 9/2/2026 (Cont'd)

5. Other Agenda Items:
 - A. N/A
6. Strategic plan items:
 - A. Pedestrian safety:
 - I. Crosswalks on M-24 ongoing discussions.
 - II. MDOT traffic light timing is an issue for left-hand needed
 - B. Placemaking:
 - I. See website info
 - II. Rural grant ideas
 - III. Banners
 - a. 12 total, DC reviewed options with 2 different designs chosen
 - C. Wayfinding:
 - I. Polly Ann Master Plan
 - a. Walking tour was had with Oakland County TWLA and Polly Ann trail manager
 - b. Directional signage, Bicycle parking locations, and future Grant funding opportunities were discussed
 - D. Security – Camera Update: not DDA owned, village or police will control
7. Placemaking:
 - A. Truck:
 - I. Smith confirmed (9/8) no truck in Washinton Square due to vandalism last year
 - II. Look for old car/truck, old wagon, Old Tractor, Scott Taylor maybe a resource
 - III. Barn door idea (see Crockett email) - materials needed
 - B. Music:
 - I. Soundtracks with more variety and volume levels are being looked at
8. Ad Hoc Committee Update:
 - A. *America 250 MI/Village 150*:
 - I. Didactics updates:
 - a. All panels are being made
 - b. Locations have been marked on buildings/properties
 - c. Post in Washington Sq. (for DIA art) needs to be used to hold that location's didactic because there is no building.
 - d. If completed/installed in time, reveal each didactic leading up to Scarecrow fest (soup sweets stroll is a backup option)
9. Upcoming Events:
 - A. DIA Inside|Out (walking tour 9/12), installations to be removed in October
 - B. Fall décor day: September 16th @ 10am
 - C. Scarecrow Fest: October 3rd
10. Recent Events:
 - A. Scavenger Hunt #2: August 16th
 - B. Last Summer Concert: August 20th
11. Future programs, projects, seminars:
12. Close Meeting:
 - A. Kree closed the DC meeting at 10:01 M

ACTION ITEMS

- ***Kree will get MDOT info to Pifer about traffic light timing***
- ***Latozas to inquire about finished didactics mounting/install timeline***
- ***Fall Décor Day 9/16 @10AM***
- ***Smith/Dickieson promote fall décor day, check inventory, create signup online***

Oxford DDA Design Committee 9/2/2026 (Cont'd)

The submitted information herein concludes the meeting report for **Wednesday, September 2, 2026**, of the DDA Design Committee Meeting. The next DDA Design Committee meeting will be held on **Wednesday, October 7, 2026**, pending agenda items and sufficient quorum.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Scott E. Kree", written over a horizontal line.

Scott E. Kree

Oxford DDA Design Committee Chair/Member



Key items to note this month:

- **Meetings**
 - Attended Promo, Org and Design Committee Meetings
 - Attended Village Council meeting
 - Met with MSOC on Rural grant planning
 - Met with LO DDA on partnership opportunities
 - Met with MSOC on 2027 Main Street America Conference tours and presentations
- **Grants**
 - Oak Co Tech Grant- Marketing Consultant in process
 - ARPA- project has been completed. Final reports will be submitted per MSOC schedule.
 - Developing plan for Main Street Momentum Rural Hub Grant
- **Sponsorships**
 - Meeting with Meijer- Oxford on partnership Opportunities
- **Awards**
- **Business Attraction/Retention**
 - Met with current business owners on concerns, opportunities to partner
 - DBOM meeting
- **Community Engagement**
 - Continuing podcast with business owners and key partners
 - Attend Chamber coffee connects and ribbon cuttings of district businesses
- **Training/Development**
- **Infrastructure/ Beautification**
 - Skyline lights- review status at board meeting
 - Met with paver companies for tree well framing options
 - Met with contractor(s) for quote for NE sidewalk upgrade project
 - Met with contractors on holiday light quotes
 - Working with contractors on fall and holiday foliage options
- **Events**
 - Partnered Events
 - National Senior Day- August 21st with Parks & Rec
 - DIA Bus Tour- August 27th with Parks & Rec
 - Concerts and markets completed
 - Scarecrow Fest planning is in full swing- Oct 3rd
 - Witches Night- Oct 24th
 - Downtown Day- September 26th
 - DIA Art and Wine Stroll- Sept 12th
- **Business Development**
 - Insurance for Small Business September 21st – cancelled due to lack of participation
 - Retail trends- October 19th
- **Volunteers**
 - Working on training/networking event for volunteers, committees and board members.
 - Fall decorating September 16th
- **Other**



OXFORD DOWNTOWN DEVELOPMENT AUTHORITY
Executive Director Report
September 21, 2026

-
- Completed August DIA Scavenger Hunt
 - Working with DPW on snow program documentation
 - Met with Joe to develop MOA regarding DWP/Police/Admin services
 - Walked with vendor for didactic project to identify exact locations
 - Updating tri- fold business maps
 - Working on STRAT planning for 2027+



OXFORD DOWNTOWN DEVELOPMENT
AUTHORITY

Event Report - Concerts in the Park
Summer 2026

Concerts in the Park, Summer 2026

The Concerts in the Park, Summer 2026 Series ran every Thursday evening from June 18th to August 13th (with a rescheduled concert on August 20th) and took place at the gazebo in Centennial Park.

Event Focus:

With this event, the focus was to bring people downtown to enjoy a free outdoor concert and patronize downtown businesses while they were downtown. This year we brought back Bingo games as a pre-show activity. We purchased gift cards from downtown businesses as prizes. In addition to pre-show activities, we had a few fun additions to a few weeks in the summer. a few non profits set up space as well. Oxford Addison Youth Assistance brought rock painting to Kids' Night on August 13th. Goddard School sponsored bracelet making and Crumbl Cookie did a pop up on August 13th as well.

2025 Concert Attendance Break Down:

June 18th – The Road Crew – 150 people
June 25th – Rhythm Society Orchestra – Rained Out
July 9th – Uptown All Stars/America 250 Celebration – 250 people
July 23rd – Lost for Good – 150 people
July 30th – Toppermost – 300 people
August 6th – Infinity & Beyond, Journey Tribute Band – 300 people
August 13th – Kids' Night w/ DJ – 150 people
August 20th – Rescheduled from July 16th: Soundproof Band – 200 people

Sponsorships:

Downtown businesses could sponsor one week of the concert. This sponsorship would include social media shoutouts, logo on any printed publications, and the option to have presence at the concert with a table or giveaways on the night. The DDA secured all eight sponsorships this year at \$350/week! We opted to not increase the cost of a sponsorship for this year due to feedback from businesses on it being a tough year. We secured \$3000 from our premiere sponsorship with our partner Oxford Bank. Overall, this is a \$350 increase to sponsorship dollars from last summer.

Total in Sponsorships: \$5,800.00

June 18th – The Road Crew – Oxford Bike Shoppe
June 25th – RSO – Whimsy
July 9th – Uptown All Stars – The Oxford Tap
July 23rd – Lost For Good – Lucid Marketing Strategies
July 30th – Toppermost – Counelis Farm Bureau Insurance
August 6th – Infinity and Beyond – Swiss Insurance
August 13th – Kids' Night w/ DJ – Healthy Smile Center
August 20th – Soundproof Band – The Oxford Tap



OXFORD DOWNTOWN DEVELOPMENT
AUTHORITY

Event Report - Concerts in the Park
Summer 2026

Expenses:

Expense	Item	Price
Marketing	Banners/Kiosk Prints/Flyers/Newspaper Ads	500.00
Payroll	DDA Admin Time	\$4,000.00
Supplies for Park	Chalk, Bingo Supplies and prizes, games etc.	\$490.64
Band Fees		\$8,100.00
	Total:	\$13,090.64

Tickets:

Tickets weren't utilized for this event. All concerts are free for the public.

Profit:

The DDA did not make a profit on these events. For this event series we paid out \$7290.64 above and beyond our sponsorships. This was fairly consistent with past data (see below).

Expenses: \$13,090.64

Sponsorships: \$5,800.00

Difference: - \$7,290.64

2025 Comparison:

We hosted 8 weeks of concerts in 2025 and secured sponsorship from 8 businesses (including one in kind) as well as \$3000 from our premier sponsor for a total of \$5,450.00. Cost of bands in 2025 was \$7,700.00. Total expenses were \$12,739.58. The DDA did not make a profit on this event series. The DDA paid out \$7289.58 above and beyond sponsorships.

2024 Comparison:

We hosted 9 weeks of concerts. We did not track expenses or attendance in 2024. Cost of bands was \$7925. Sponsorships came in at \$4750.

Notes: We tried to bring in a different quality level of band this year and they drew great crowds! We received a lot of positive feedback on the new bands this year. We plan to continue this next year by bringing in a variety of different sounding bands to for a larger reach in attendance. Overall band costs have gone up over the last 2 years but it is worth it based on the quality of bands and excitement from the audience. Sponsorship dollars have also gone up modestly and we hope to continue to bring more in through that avenue.



Open Air Market, Summer 2026

The Open Air Market, Summer 2025 Series ran once a month on Thursdays with market dates being June 18th, July 16th, and August 13th. This summer's market included 22 vendors.

Event Focus:

With this event, the focus was to bring people downtown to enjoy a vendor market of locally made goods and treats while patronizing downtown businesses. The market is paired with the concerts in the park to increase foot traffic. In 2025, we noticed that a lot of traffic happened within the first few weeks of the market and then tapered as the weeks went on. This year, we decided to host only three markets, once a month, to try and capture the excitement.

2025 Comparison:

In 2025, we hosted 22 vendors for our summer market series that ran from July 10- Aug 14. Each vendor was charged \$150 for the 6 week series totaling \$2,700.00. We did acquire 1 sponsor for this series totaling \$1,000. In 2025, expenses totaled **\$2,467.97**. The DDA profited **\$1,392.03** in 2025.

Sponsorships:

For the market, we had one \$500 sponsorship available. This sponsorship included a vendor spot at the market as well as the business logo on banners and on all printed and social media materials. Curtis Insurance sponsored the market this year!

Expenses:

Expense	Item	Price
Marketing	Banner	\$54.97
Payroll	DDA Admin Time	\$700.00
Admin	Welcome Packets for Vendors	\$99.24
	Total Expenses:	\$854.21



OXFORD DOWNTOWN DEVELOPMENT
AUTHORITY
Event Report - Open Air Market
Summer 2026

Tickets:

Tickets weren't utilized for this event. The market was free to the public. However, vendors paid \$75 for a spot for the run of the series.

Item	Profit
Vendor Fees (22 x \$75.00)	\$1,650.00
Curtis Insurance Sponsor (1 x \$500.00)	\$500.00
Total:	\$2,150.00

Profit:

The DDA profited **\$1,300.03** for the summer market this year.

Expenses: \$854.21

Sponsorships/Vendor Spots: \$2,150.00

Profit: \$1,295.79

Notes:

The July 16th market was cancelled due to Canadian fires and was unable to be rescheduled. Therefore, we ended up only hosting two markets this summer. Foot traffic varied on both of the dates that we did host the market. The final market, a volunteer counted foot traffic and we had 314 people walk through the market. We did get some vendor feedback stating that the placement of the market could have contributed to lower foot traffic. The usage of the space for summer 2027 is uncertain at this time and the DDA is discussing what the market will look like next summer and reviewing options based on the feedback.



Cornhole, Summer 2026

The Cornhole Tournament took place every Wednesday evening from June 3rd – August 26th. It was spread out through behind Red Knapps, GravCap and the United Methodist Church. The tournament was broken up into two divisions – recreational and competitive. This year, we had two returning community members Dan Acheson and Ryan Metzger, who organized and ran the tournament for the season with assistance from the DDA.

Event Focus:

With this event, the goal was to partner with GravCap and Red Knapp's to provide players with a place to grab a drink during the tournament as well as bring people downtown.

2026 Cornhole Attendance:

Most weeks saw all teams come out for the tournament. There were two teams that had scheduling conflicts and had to leave mid-season. August 26th was the final tournament where gift cards from Red Knapp's and the Oxford Tap were presented to winners and runner-ups for both divisions. This event series was very well attended.

2025 Comparison:

In 2025, Dan Acheson and Ryan Metzger ran the League with assistance from the DDA. Locations included The Patio, Dealership patio and the patio near Oxford Tap. 32 teams participated with ticket sales at \$70 per team totaling \$2,240.00. New Cornhole bags were purchased for \$1,955.00. Staff time and event prep for 2025 totaled \$1,330.00. Total expenses for 2025 was \$3,685.00. In 2025, combined sponsorships and registration fees totaled \$2,840.00

Sponsorships:

Dan and Ryan helped us pilot six new sets of boards this year. These boards are thinner and lighter in weight which allows for easier movement and storage. We offered Sponsorships for these board sets and six businesses sponsored the board. The sponsorship included their logos on the board sets.



OXFORD DOWNTOWN DEVELOPMENT
AUTHORITY
Event Report
Cornhole League - Summer 2026

Expenses:

Expense	Item	Price
Supplies	New Cornhole Boards (6 x \$270)	\$1,620.00
Payroll	DDA Admin Time & Event Prep	\$1,330.00
Marketing	Social media	\$0.00
Prizes	Leadership and Division Champions	\$400.00
	Total Expenses:	\$3,350.00

Registration:

The DDA offered two tiers of team registration this year. If your team (of up to 4 players) registered before April 30th the fee was \$100. If you registered your team after April 30th the fee was \$125.

Item	Profit
Early Bird Registration (26 teams X \$100)	\$2,600.00
Team Registration (6 teams x \$125)	\$750.00
Board Sponsorships (6 boards x \$100)	\$600.00
Total Income	\$3,950.00

Profit:

The DDA profited **\$600.00** from this event series.

Expenses: \$3,350.00

Tickets/Sponsorships: \$3,950.00

Difference: +600.00

Notes:

The community loves this event series! The League participants wanted more cornhole so Dan and Ryan opted to have the League span the whole summer. As a whole, this year felt very well organized and executed. We will be looking into more of the new boards for next year.



Art + Wine Stroll

To our knowledge, Oxford has never hosted an Art and Wine Stroll before. This year, we have art on loan from the Detroit Institute of Arts and we thought that could be used as a launching off point for this kind of event. Along with the DIA, we partnered heavily with Alexa, owner of Whimsy Art Studio. She was instrumental in getting this event off the ground.

Event Focus:

The focus of this event was to visit downtown, purchase wine from participating restaurants, view local art on display and join a DIA docent led walking tour of six of the ten art pieces around the district.

Participating Businesses:

13 (4 restaurants, 9 Retail/Service).

Most of the businesses had art displayed in them. The four participating restaurants (*Victoria's Bistro, Homegrown, Sullivan's and The Oxford Tap*) offered a wine selection for \$8/glass. Victoria's did wine tastings as well.

Sponsorships:

There were no sponsorships for this event.

Expenses:

Expenses for the event totaled **\$774.43** which included event supplies and admin hours.

Event Supplies: **\$114.43**

Map of participants and specials, promotion of event, staffing event: 25 admin hours = **\$660.00**

Profit:

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

Notes:

There was a business survey sent out on September 15th. Some businesses saw an increase in both foot traffic and sales (anywhere from 10-30%) while others did not see an increase. Overall, it seems the businesses enjoyed this event and had suggestions on how to improve. These included having the artists present and able to sell their art or QRs codes to be able purchase art as many strollers wanted to purchase pieces. We offered three DIA led walking tour times and there was a total of 26 people between all three times. The art and wine stroll has a place in Oxford and having a smaller event this time really got businesses and community members excited for more.

Village of Oxford
DDA Sign Grant Application

Please read the eligibility procedures sections prior to completing this application. To be eligible for a grant from the Village of Oxford DDA, Applicants must complete the following form and provide the required information/documentation.

If you have any questions, please contact the DDA Director at 248-770-8587.

8/18/2026

Date of Application

Jason Stein

Name

☒ Tenant

☐ Property Owner

(If tenant – must have written letter of permission from property owner and provide a lease for the premises for a period of not less than two (2) years.

321 State St.

Address

Oxford, MI 48371

Work Phone

2483428771

Home Phone

Fax Number

6 N. Washington St, Oxford MI 48371

42-3680092

Property Address

Tax I.D. Number

Brett Nixon

Property Owner (if applicable)

La Marquise Salon

Name of Business at this Address

Primary Contact (if different than above)

Is this property/business listed on the State Historic Registration or the National Register of Historic Place? Not currently

Proposed Sign: Please attach official quotes for the proposed sign (material and labor listed separately). To ensure competitive bidding, you must submit a minimum of three quotes for the proposed sign.

Estimated project completion date: September 2026

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

Estimated Project Budget: 2500

Project Funding Source(s): Salon Business funds

Required Supplemental Information: Applicant is required to submit Ten (10) copies of this form with the following information:

1. Current photographs of the property indicating the proposed sign location.
2. Detailed drawings of proposed sign
3. Written description of sign, including materials and colors. Samples of materials and colors being used in the sign
4. Material information brochures should also be included
5. Proof of project funding sources
6. Letter of Approval by the property owner – if applicable

I have read and understand the conditions of the DDA Sign Grant Program and agree to abide by its conditions and guidelines.

I understand that if this application is approved any changes, alterations or modifications to the approved sign design must be authorized in writing by the DDA Director, Design Committee and DDA Board. If unauthorized changes are made I understand that the DDA may withdraw its funding commitment.

I understand that if the project is not completed within the timetable of 90 days, the DDA can withdraw its funding commitment. I understand that I can reapply and that all applications are subject to funding availability at the time of reapplication.

Jason Stein

Applicant's signature

8/18/26

Date

Submit application with attachments and/or questions to:

Oxford DDA
22 W. Burdick St.
P.O. Box 94
Oxford, MI 48371
(248) 628-2543

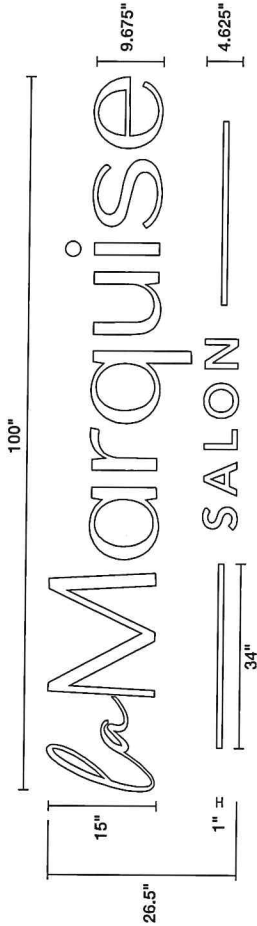
LA MARQUISE
SALON

LOCATION:

6 N Washington St.
Oxford, MI 48371

CREATED 8-13-2026
REVISED 8-25-2026

JOB #
68057



PROPOSED

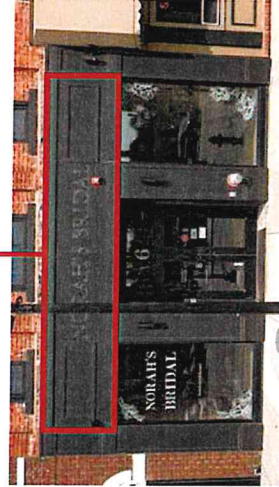
QTY: (1)

18.5 SF

MAX ALLOWABLE:

Details - Storefront Sign
- 3/8" Non-Lit White Acrylic
- Stud Mounted, Flush to Wall

SIGNARAMA RECOMMENDS HAVING
WALL REFINISHED BEFORE INSTALL
*WOOD PANELS ON EITHER END
TO BE REMOVED BY CUSTOMER*



EXISTING

DRAWINGS: Marissa C.
SALES: Mike S. | mike@michigansignshops.com
VERSION 2

Troy / Metro Detroit
Signarama
248-585-6880 | 5875 New King Ct. Troy, MI 48098

LA MARQUISE SALON

LOCATION:

6 N Washington St.
Oxford, MI 48371

CREATED 8-13-2026
REVISED 8-25-2026

JOB #
68057

45.5"
[laMarquise]
12.75"
SALON

QTY: (1)

15"
[laMarquise]
4.18"
SALON

QTY: (2)

*(1) FOR REAR
DOOR - PLACEMENT
PHOTO NOT SHOWN*



PROPOSED



EXISTING

- Details - Vinyl Window Graphics
- RTA Plotter Cut Vinyl Graphics
- Graphics Cut for First Surface Application

DRAWINGS:
Marissa C.

VERSION
2

SALES:
Mike S. | mike@michigansignshops.com

Troy / Metro Detroit
Signarama
248-585-6880 | 5875 New King Ct. Troy, MI 48098

ESTIMATE

Rochester Sign Shop
714 MAIN STREET
ROCHESTER, MI 48307

graphics@rochestersignshop.com
+1 (248) 652-2750
RochesterSignShop.com



Bill to

Nicole Stein
La Marquise Salon
nicolemstein19@gmail.com
810-931-7172
Oxford, MI

Ship to

Nicole Stein
La Marquise Salon
nicolemstein19@gmail.com
810-931-7172
Oxford, MI

Estimate details

Estimate no.: 2375
Estimate date: 08/13/2026

#	Product or service	Description	Qty	Rate	Amount
1.	Services	Non Illuminated 3 Dimensional Stud Mounted Logo Installed In Building With Spacers Per Customer Specs.	1	\$3,500.00	\$3,500.00
2.	50% Deposit -	50% due at signing and balance due when sign is installed and completed.	1	\$0.00	\$0.00
3.	PERMIT	*PERMIT AND PERMIT ACQUISITION FEES ARE EXTRA.	1	\$0.00	\$0.00
4.	Turn Around Time	* Turn Around Time 30 Days From City Approval .	1	\$0.00	\$0.00
5.	Services	** Free Door Lettering With Logo.	1		\$0.00
6.	Services	Discount	1	-\$300.00	-\$300.00
7.	Services	** Free Banner	1		\$0.00

Total

\$3,200.00

Ways to pay



Deposit due \$1,600.00

Accepted date

Accepted by



5875 New King Ct
Troy, MI 48098
(248) 585-6880

The way to grow your business!
www.MichiganSignShops.com

ESTIMATE

ESTS-68057

Payment Terms: 50/COD

Created Date: 8/11/2026

DESCRIPTION: Exterior Wall Sign

Bill To: La Marquise Salon
6 N Washington St.
Oxford, MI 48371
US

Installed: La Marquise Salon
Nicole Stein
6 N Washington St.
Oxford, MI 48371
US

Requested By: Nicole Stein
Email: nicolemstein19@gmail.com
Work Phone: (810) 931-7172

Salesperson: Michael Stephens
Email: mike@michigansignshops.com
Entered By: Michael Stephens

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Wall Sign 3/8" Thick Acrylic Dimensional Letters - see proof for overall size - color: white Installation included - stud mount flush	1	\$1,965.63	\$1,965.63
2	Window Graphics Custom Window Graphics for Window & Door - see proof for overall size - color: white Installation included NOTE: \$175 value, included per MS	1	\$0.00	\$0.00
3	Local Sign Permits, City of Oxford Process and application of Sign Permit in Oxford - Permit Procurement Fee: \$200, Sign Permits: \$105(estimate) **Final permit fees will be added once permit has been pulled	1	\$305.00	\$305.00

Orders under \$500 require full payment at time of order, while orders \$500 and over require a minimum 50% deposit before any work begins, all credit card payments are subject to a 3% processing fee. Production timelines will not begin until the required deposit and customer proof approval are received. All signage remains the property of the sign company until paid in full, and failure to pay authorizes removal at the Customer's expense. Orders may not be canceled or modified without written consent, and restocking and design fees

Subtotal:	\$2,270.63
Taxes:	\$50.48
Grand Total:	\$2,321.11
Deposit Required:	\$1,160.56
<i>Credit Card Surcharge:</i>	3.00%
<i>Total with Surcharge:</i>	\$2,390.74
<i>Deposit with Surcharge:</i>	\$1,195.37

may apply. Acceptance of delivery and/or installation constitutes confirmation that the work substantially meets expectations. The Customer is responsible for all costs related to collection of unpaid balances. Within 24 hours of project completion, final invoice will be issued & payment will be processed via ACH debit or to the stored credit card (3% fee applies).

This estimate is valid for 30 days from created date.

Signature: _____ **Date:** _____

From: FASTSIGNS 2099 <fastsigns.2099@fastsigns.com>
Date: August 19, 2026 at 11:23:21 AM EDT
To: Nicole Stein <nicolemstein19@gmail.com>
Subject: Re: Storefront Wall Sign

Hi Nicole,

I hope this email finds you well! We appreciate your patience as we put these numbers together.

To give you a rough estimate for the options we discussed:

- Non-Illuminated 1" Acrylic Sign: \$4,650 (Sign) + \$950 (Installation)
- Internally Illuminated Sign Mounted to Raceway: \$7,800 (Sign) + \$1,200 (Installation)

Please note that city sign permit fees typically range between \$125 and \$225.

Let me know which option you prefer, and I will be happy to prepare a formal quote for you.

Best regards,

Jason

FASTSIGNS of Auburn Hills



Purpose

The Oxford Downtown Development Authority (DDA) is committed to maintaining a safe, accessible, and welcoming DDA District throughout the winter season. The DDA District Winter Walkability Program is intended to enhance pedestrian safety, improve accessibility to businesses, and support economic vitality. This program is intended to **supplement—not replace**—the responsibilities of property owners as established by Village ordinance.

Service Area

The DDA District Winter Walkability Program includes designated public sidewalks and pedestrian pathways within the Oxford DDA District, including front sidewalks along M-24, rear pedestrian corridors serving the core DDA District and other locations approved by the DDA Board.

Priority areas include:

- Rear pedestrian primary walkways serving core DDA District (2 passes along this area)
- M-24 Front Sidewalks within the DDA District
- Crosswalk approaches and ADA-access points- in the core DDA District

The DDA District's map is included on page 4 of this document. The **core DDA District** runs from East Street to Broadway Street along M-24.

Service Objectives

The DDA's goal is to:

- Maintain safe pedestrian access to DDA District businesses
- Improve winter walkability throughout the District
- Minimize disruptions during snow events

Although every effort will be made to provide timely service, bare pavement cannot be guaranteed during or immediately following winter weather events.

Snow Removal Triggers

Snow removal operations will generally begin when one or more of the following conditions exist:

- Snow accumulation reaches approximately **2 inches**.
- Weather forecasts indicate additional snowfall requiring continuous maintenance.

The DDA may choose to begin operations at lesser accumulations whenever conditions warrant in the interest of public safety. The DDA may also delay operations when active snowfall is expected to continue and repeated clearing would not be an efficient use of resources.



Priority Order

Snow removal within the DDA District will generally occur in the following order:

- Parking Lots
- Rear sidewalks of core district
- M-24 front sidewalks of core district (East Street to Broadway St)
- Burdick St (to parking lot entrances or first street)
- Front sidewalks outside of core district

Priority routes are intended to provide safe pedestrian access between public parking areas, streets, and DDA District businesses. Operational priorities may be adjusted based on weather conditions and public safety needs.

Ice Control

The snow removal program will **not** address ice control. Business and/or property owners are responsible for their own salting activities.

Special Events

When practical, routes associated with DDA-sponsored events will be cleared prior to the start of the event.

Property Owner Responsibilities

The DDA Winter Walkability Program **supplements—but does not replace**—the responsibilities established by Village ordinance.

Property owners remain responsible for:

- Maintaining sidewalks and entrances adjacent to their property.
 - Removing snow pushed onto sidewalks from private parking lots or driveways.
-

Weather Delays

Operations may be delayed or modified due to:

- Heavy snowfall exceeding operational capacity.
- High winds and drifting.
- Equipment failure.
- Emergency response priorities.
- Unsafe operating conditions.
- Continued snowfall requiring repeated clearing.

During major winter events, service priorities may be adjusted to maximize public safety.



Level of Service

The DDA District Winter Walkability Program is intended to improve pedestrian access within the DDA District. Due to changing weather conditions, equipment limitations, and available resources, sidewalks will not be free of snow at all times. The DDA will maintain flexibility and modify service levels based on weather conditions, operational needs, available funding, and contractor availability.

Annual Review

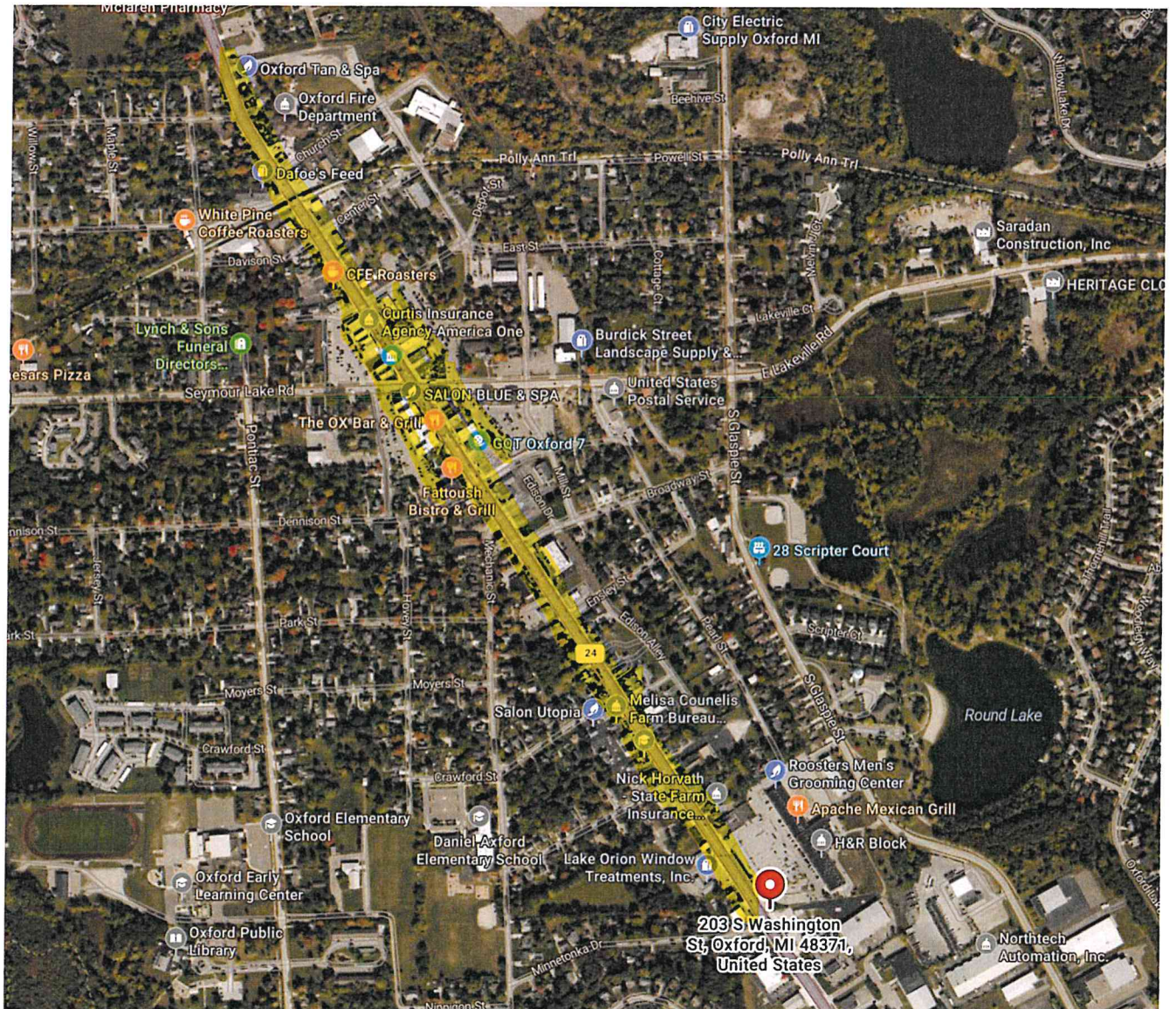
This policy will be reviewed annually by the Oxford DDA Board to ensure it continues to meet the needs of the DDA District while reflecting industry best practices and available funding.

Village of Oxford DPW Performance Expectations

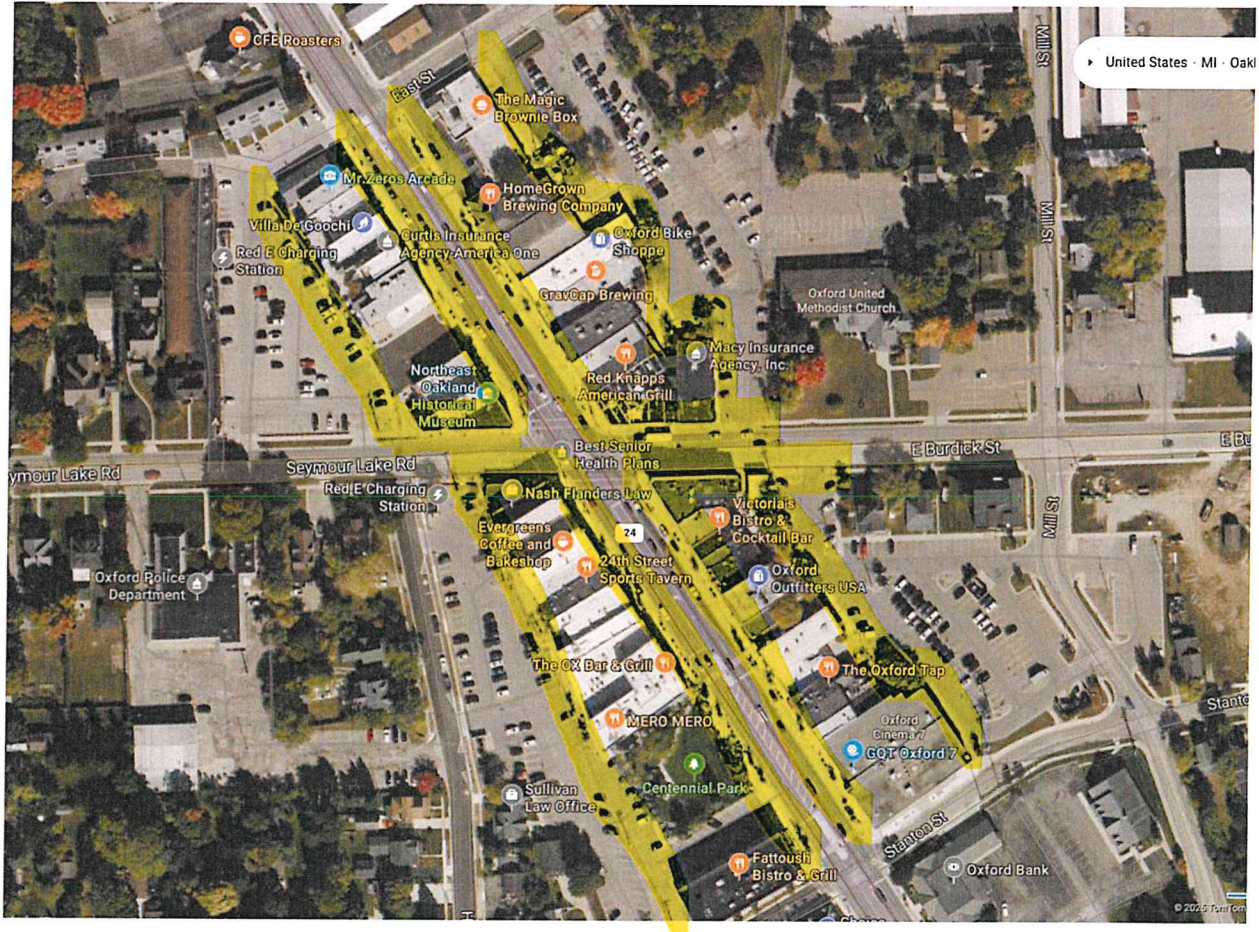
- Monitor weather forecasts daily during the winter season.
- Mobilize crews when trigger conditions are met.
- Notify the DDA of any equipment failures or conditions that may significantly delay service.
- Maintain communication with the DDA regarding storm response and completion of service.

The Village of Oxford DPW will perform services in a manner that prioritizes pedestrian safety, supports DDA District business activity, and reflects the Oxford DDA's commitment to providing a clean, welcoming, and walkable DDA District environment throughout the winter season. The Village of Oxford DPW will incorporate this new and additional program into its normal winter operations of the Village. Village winter operations will continue to prioritize streets, followed by parking lots and then pedestrian walkways.

DDA District:



DDA CORE District:





Pure Michigan® Trail Town Criteria

The DNR, in designating a water trail and in addition to requirements outlined in Act 451, Part 721, will seek to ensure the following:

1. A quality trail town experience
2. Clear information for users
3. Broad community support
4. A sustainable business, maintenance, and marketing plan

1. A quality trail town experience

- a. The city, village or township should be easily accessible to users of a Pure Michigan® Trail or a Pure Michigan® Water Trail.
- b. There has been or will be an annual trail-related project or event within the city, village, or township with adequate plans to attract public involvement.
- c. A school board within the city, village or township has endorsed a trail-based service-learning educational component within its schools.
- d. Support facilities including parking, restrooms and emergency phones are available and accessible within the town.
- e. The trail town trail's terrain and setting will be considered including its ability to provide convenient connections to residential and commercial neighborhoods, parks, scenic areas, other trail networks and significant destinations.
- f. The trail town has attractions that make it a tourist destination.

2. Clear information for users

- a. Upon designation, the trail town will be marked with an official Pure Michigan® Trail Town sign and logo at major access points.
- b. Signage and information on parking and directions are provided.

3. Broad community support

- a. The city, village or township has a resolution of support for the designation of the town as a Pure Michigan® Trail Town by the local unit of government
- b. The local community and its culture, businesses and more enhance the trail.
- c. Local opportunities to enhance a user's experience in the area, as well as needed facilities in case of an emergency, overnight stay and the like will be considered including shopping, lodging, food options and medical services.

4. A sustainable business, maintenance, and marketing plan

- a. The petitioner demonstrates at least three of the following:
 - i. An advisory committee must be created, which should include people from various sectors of the community such as merchants, DDA chambers of commerce, government, and trail users, showing support for designation.
 - ii. Land use plans, planning tools, ordinances or guidelines must be in place, or support to add them, which recognizes the relationship between the trail and other staples in the community.
 - iii. A local marketing plan has been developed to promote the trail, types of trail designations and descriptions, location tools and more to gain public interest.
 - iv. A way to evaluate the economic impact of the trail town designation at least every five years must be identified, including the town's visitors (who they are, where they live—a target market) and money spent on the town in relation to the trail.

Designation Process

An individual, local unit of government, authority or non-profit must submit documentation and an application that does the following:

- 1. Describes the quality trail or trail town experience
- 2. Provides clear information for users
- 3. Demonstrates broad community support
- 4. Provides a sustainable business plan that includes maintenance, marketing, and emergencies

1. Describe the quality trail or trail town experience

- a. Written description of the trail or town.
- b. Maps of the town, trail, river, river segments or water body should be provided, which include all available access sites, rest areas, portage routes, amenities, signage and launch type plus known static hazards.
- c. List of names and photos of access sites, launches, rest areas and signage. Launches, access sites and rest areas need to have adequate spacing as indicated in segment descriptions.
- d. Describe the educational information that is shared along the trails (natural and cultural heritage, conservation, and health benefits).
- e. Documentation of land-owner approval of public and privately-owned access sites, rest areas and portage routes.
- f. Descriptions of barrier-free amenities. "Barrier-free" means they provide accessible launches at both the put-in and take-out locations.
- g. Plan for promoting safe trail use that respects the water, lands, and private property, including "leave no trace" principles.
- h. Photos of the amenities, attractions and opportunities given to visitors.

2. Provide clear information for users

- a. Proof of standardized safety and wayfinding signage in place on the river or a written commitment to install it within one year of designation, as well as the appropriate signage for a trail town and trail.

- b. Documentation of information (stewardship, safety, rules, etc.) in various formats, including electronic and printed (maps, websites, pamphlets, etc.), as well as contact information to provide user input.

3. Demonstrate broad community support

- a. Minutes of the public meeting(s) held in the largest population area near or adjoining the river, trail or in the town, depending on the type of designation, to obtain input and explain the value of the trail.
- b. Resolutions of support from the government entities involved.
- c. List of partners and/or businesses involved with the trail or town, including those participating from the education, heritage, conservation, tourism, business, or health sectors.

4. Provide a sustainable business plan that includes maintenance, marketing, and emergencies

- a. Written documentation of a sustainable business plan that includes goals for development, management, promotion, operation, and maintenance plans.
- b. Documentation that the trail and amenities meet all local, state, and federal land use plans and laws, and that, if a trail town, the town does, as well.
- c. A list of cultural and natural heritage assets and conservation concerns with an explanation of how they are addressed and incorporated into the trail and town.

[illegible]

Section 2. No business shall be transacted at any special meeting unless the same has been stated in the notice of such a meeting.

ARTICLE VII

Annual Meeting

ARTICLE VIII
Executive Director

Section 1. The DDA Executive Director shall manage the daily operations of the DDA. The Executive Director shall be responsible for coordinating the implementation of the DDA's policies, projects, and other duties as the DDA Board may require. The Executive Director shall receive for their services compensation as determined by the DDA.

Section 3. The DDA Executive Director shall be the Chief Executive Administrator of the DDA. Subject to the approval of the DDA Board, the Executive Director shall supervise, and be responsible for, the preparation of plans and the performance of the functions of the DDA in the manner authorized by Act 57 of the Public Acts of 2018. The DDA Executive Director shall attend all meetings of the DDA Board and shall render to the DDA Board and the municipality a monthly report covering the activities and financial condition of the DDA.

Section 5. An annual performance evaluation process and procedure shall be utilized for review of the DDA Executive Director's job performance led by the Organization Committee and approved by the DDA Board.

4



Invoice# 1675

ESTIMATE DATE. 9-2-2026
SALES REP. Jason McDonald
248-396-3317

SERVICE ADDRESS

Attn: Rudy Reyes
City of Oxford
Oxford, MI
248-628-2543

WORK PERFORMED	DETAIL OF WORK PERFORMED	QTY	UNIT COST	TOTAL
Tree ribbons	Install four individual tree ribbons using similar block to what was used on Main Street. We will base in with crushed limestone and Concrete lower portion for stability. We will also have to remove some concrete that is remaining on some of the overpour and where it was left. Material is Oaks modan linear, and Onyx color			\$2750.00
	Make checks out to McDonald Brick Paving or Jason McDonald 16121 Fish Lake Rd. Holly, MI 48442			
	THIS IS NOT A BILL FOR THE ADDRESS LISTED ABOVE. THIS IS A BID ONLY AND GOOD FOR 30 DAYS. THANK YOU FOR THE OPPORTUNITY TO SERVE YOU.			
			Tax	
SIGNATURE X			TOTAL	\$2750.00

BRICKPAVING & LANDSCAPE

ROCHESTER, MICHIGAN

248-895-9105

Quotation

26-100293

Date: 09 -03 - 2026

Appointment Time:

Referral Info: HIBU

"LET OUR DEDICATION TO QUALITY WORKMANSHIP REFLECT YOUR PRIDE IN OWNERSHIP"

CUSTOMER INFO: Rudy Reyes (Oxford DPW Superintend)
23 W. Burdick Street
Oxford, MI 48371

248-321-6258

dpw1@thevillageoffoxford.org

[illegible]



MICHIGAN

PAVERS & WALLS

www.MichiganPavers.com

248-459-3158

Date: August 28th, 2026

Subject: Planter Curbs

Name: M-24 Planter Curbs

Address: Oxford, MI

Job Description: Planter Curbs

Michigan Pavers & Walls (MPW) to supply and install approx. 80 LF of new Unilock Lineo Dimensional Pillar Stone, per plan. Color to be Graphite.

Note: Due to the existing concrete, MPW will install one course of Lineo Dimensional Pillar Unit, requiring undermining of the existing concrete. MPW is not responsible for any resulting damage or for the survival of the existing tree due to disturbance of the area.

MPW will supply and install all 21AA aggregate, for the 6" leveling pad.

MPW will install all on-site backfill needed for the planter curbs.

MPW will supply and install all concrete adhesive needed for the planter curbs.

Any/All required wall layout/staking and/or density testing, to be provided by others.

Any/All required permitting and/or bond fees to be applied for, paid for and obtained by others.

Any/All required fencing/fall protection, to be provided and installed by others.

- Lineo Dimensional Pillar Unit
- 21AA Leveling Pad
- Labor/Mobilization/1 Year Workmanship Warranty

80 Lf @ \$278.68/Lf

\$22,294.40

WE PROPOSE HEREBY TO FURNISH MATERIAL AND LABOR- COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS

For the total sum of: \$22,294.40

Note:

**This proposal is priced for normal weather conditions and does not include winter conditions. MPW considers overnight temperatures falling below 30 degrees as "winter conditions". If the project schedule requires the above described work, to be performed in winter conditions, there will be a change order executed for additional costs. This proposal is priced for standard 40-hour work weeks and does not include overtime. If the project schedule requires overtime, there will be a change order executed for additional costs. If the project schedule requires multiple mobilizations, there will be a change order executed for additional costs.*

**All material is guaranteed as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. In the event Michigan Pavers & Walls, LLC is forced into litigation, Michigan Pavers & Walls, LLC shall be entitled to full reimbursement of contract plus interest and all reasonable legal expenses. Michigan Pavers & Walls, LLC will keep the job site clean and in order when not on site. Safety is paramount*

Authorized
signature _____

Note: This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do work as specified. Payment will be made as specified above.

Signature: _____
Date: _____

*Michigan Pavers & Walls LLC is a multi award winning ICPI certified paver installer as well as Michigan's Authorized Contractor for Unilock paving systems and the holder of Redi-Rock's 2013 Rocky Award for retaining wall installations.

www.ICPI.org

www.unilock.com

www.MichiganPavers.com

www.redi-rock.com



Asphalt Paving Made Simple.

Reduce Costs, Eliminate Headaches, Save Time.

Oxford DDA North East Concrete 26 Proposal

Submitted to

Oxford Village
Kim Smith
(248) 770-8587
ksmith@thevillageofoxford.org

Proposal Date 9/1/2026**Project ID** 26-0816**Job Site** 28 North Washington
Street
Oxford, MI 48371**Contact**

Tim Forsythe
(586) 257-5425
timf@bsipaving.com

Services

Oxford DDA North East Concrete 26 Estimate

Concrete Remove & Replace - 4" (1) Phase**\$2,392.00**

Approx. 90 sq ft

- Remove concrete to a depth of (4") and export all material off site
- Grade and compact existing sub-base material
- **If poor sub-base found - additional charges will apply to correct
- Install 4" Broom Finished Concrete - 4,000 psi w/3lb per cyd Synthetic Macro Fiber

Includes:

- 5 LnFt integral curb
- 5 LnFt ADA mat - red

No restoration or irrigation included - additional charges if needed**STAMPED - Concrete Remove & Replace - 4"/6" (1) Phase****\$21,008.00**

Approx. 4" - 908 SqFt | 6" - 180 SqFt

- Sawcut 125 LnFt
- Remove existing pavers
- Install 1" 21aa crushed concrete base stone
- Grade and compact existing sub-base material
- **If poor sub-base found - additional charges will apply to correct
- Install 4"/6" Stamped Finished Concrete - 4,000 psi w/3lb per cyd Synthetic Macro Fiber
- Includes 10 LnFt -RED- ADA Mat - if customer color and/or material wanted - additional charges will apply

1st shade color ONLY

-If darker shade wanted - additional charges will apply

Ashlar slate stamp in stock ONLY

-If different stamp(s) wanted - additional charges will apply per stamp



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Customer has been advised that there is NO COLOR MATCH GUARANTEE due to this taking multiple trucks.
Each truck load can have variation in color/dye/shade - this is NOT a warranty issue
Customer also advised there is NO COLOR MATCH GUARANTEE to match the existing stamped concrete previously completed.

No restoration or irrigation included - additional charges if needed

Total: \$23,400.00

Special Notes:

Due to matching existing pavement and/or elevations - no guarantee/warranty against any water issues
BSI not liable for ADA compliance

Service Information

ASPHALT PAVING SERVICES

Price does not include permits, bonds, inspections, SESC, staking, prints, survey, testing, traffic control, lane closure, as built

**Permits/municipality may determine what is needed and/or what can be done and may result in additional charges

Base/Additional stone needed at \$55/ton

Undercutting at \$55/cyd

If poor subgrade found - additional charges will apply to correct

If pavement found to be thicker than quoted - additional charges may apply

If any existing pavement (concrete or asphalt) breaks during service due to normal procedures - customer responsible for replacement costs

If culvert install, reset, or replacement needed - additional charges will apply

If drainage work found needed - additional charges will apply

If FDR areas and/or wedging needed - customer responsible for additional charges

Priced for standard commercial HMA mixes - if different mixes wanted - additional charges will apply

Customer responsible for ALL irrigation, restoration, grass, landscape, plants, trees, garden, edging, siding, awning, decking, fencing, railing, brick, veneer, paver, paver reset

Due to matching existing pavement/ patching/ overlaying - no guarantee/ warranty against water shed, pitch, pooling, ponding, re- direction, holding, bleed-through cracking, reflective cracking

If prevailing wage/davis bacon - additional charges will apply and new estimate needed

Projects performed after Nov. 1 do not carry warranty

Due to market volatility, pricing is subject to change if proposal is not signed within 15 days.

CONCRETE SERVICES

Price does not include permits, bonds, inspections, SESC, staking, prints, survey, testing, traffic control, lane closure, as built

**Permits/municipality may determine what is needed and/or what can be done and may result in additional charges

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If prevailing wage/davis bacon - additional charges will apply and new estimate needed

Projects performed after Nov. 1 do not carry warranty

Due to market volatility, pricing is subject to change if proposal is not signed within 15 days.

SEALCOATING & CRACK-FILLING SERVICES

If work area is not prepared for the scheduled service time (parked cars, sprinklers on, trailers, excess debris / dirt, etc) and it delays start time by more than 30mins, additional mobilization charges may apply

If/any peeling flaking present - it will continue

-This may cause adhesion issues with rubber and sealer

Areas that hold water will prematurely wear

Shade/vegetation may cause premature wear and hazing

Stress and fatigue cracks cannot be filled

Large cracks will sink or pull up

Spider areas will be encased only

Tire marks are normal

Areas where tight turns occur - rubber may pull up

Traffic and plows can pull rubber out

**These are not warranty issues

Due to market volatility, pricing is subject to change if proposal is not signed within 15 days.

ASPHALT PATCHING SERVICES

Pothole filling and skin-patching carry no warranty

If tonnage required exceeds what was quoted, additional charges may apply

Due to market volatility, pricing is subject to change if proposal is not signed within 15 days.

30% Deposit required prior to the scheduling of work.

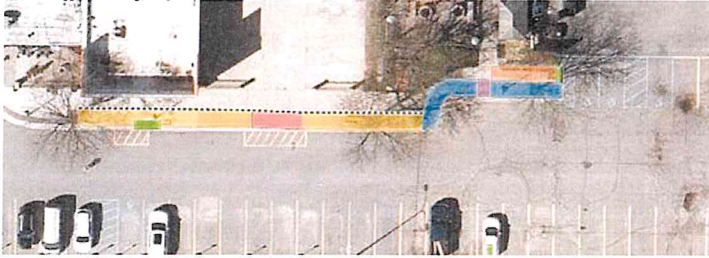
Project Documents



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Notes:

About us

Since 1984, BSI Paving has partnered with commercial property owners, HOAs, and municipalities across Southeast Michigan to deliver reliable asphalt and concrete solutions. We believe successful projects start with trust and clear communication, taking the time to understand each site's needs and provide practical, cost-effective recommendations. Our experienced team is committed to quality execution from start to finish.

Terms & Conditions

WARRANTY COVERAGE: Work quoted in our proposals is covered by our standard warranty against defects in materials and workmanship for a period of 12 months (unless specified otherwise) subject to the terms and conditions contained herein. Due to the volatility of the crude oil market and the potential for geopolitical issues, prices quoted are valid for 30 days from issue date of the proposal, unless specified otherwise.

STANDARD TERMS: This contract shall be subject to the following general conditions and standard terms of the contract printed below. Birmingham Sealcoat Inc., will be referred to as contractor or BSI. The owner, architect, client or Customer to whom this proposal/contract is addressed and authorized by will be referred to as "Customer". A finance charge of 1-1.5% per month will be added to all past due accounts, an annum of 18%.

Payment is due in full upon completion of work or upon invoicing of completed work. In addition, Customer shall pay all costs and attorney fees incurred by BSI in collecting any sums due to BSI.

NO ORAL AGREEMENTS: It is expressly understood that all terms, agreements, and conditions relating to this contract are only those expressed in writing herein, and that there are no oral representations, undertakings, terms, agreements or conditions of any kind.

CHANGES: No changes or alterations in the specifications shall be allowed except in writing and at prices agreed upon at the time the changes are authorized.



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EXTRA WORK: Any additional work requested beyond the specifications on the reverse side will be outlined in writing on a separate proposal form. Extra work performed on a time & material basis shall be signed for at the time the work is performed. The lack of a representative of the Customer does not relieve the Customer from payment obligation for the work billed.

ESTIMATED OR APPROXIMATE QUANTITIES: Quantities and areas in this proposal are approximate, arrived at for estimating purposes only. In addition, it is understood that payment is to be made on actual quantities of work completed and actual areas covered unless otherwise indicated.

PROPERTY LINES/STAKING: The Customer shall establish and designate property lines, limits, grade, and stakes and shall be obligated to pay for work performed as ordered in the event the property lines established and designated by Customer trespass on other property. Also, the Customer shall be responsible for any damages caused hereby to the owner of any property encroached on by work specified in this proposal.

DELAYS/TIME OF COMPLETION: BSI shall complete this work within a reasonable time, but shall not be held responsible for delays beyond the control of the contractor.

SUB GRADES: No material shall be placed on a wet, unstable or frozen sub-grade. A suitable sub-grade is a condition precedent to the requirement of performance of this contract.

MINIMUM GRADE: BSI reserves the right to refuse to construct a pavement unless minimum grades of 1% are possible for surface drainage. If construction is performed with less than a minimum grade of 1%, it is understood that water ponding may occur and that there is no warranty attached to the work as to satisfactory surface drainage. Depressions over 3/4" can be filled.

WATER DRAINAGE: BSI will make water drain as best as possible. However, we make no guarantees against drainage of new or old pavement of any type when resurfacing and not replacing the project in its entirety. Skin patching is above the existing surface and Customer understands skin patching may hinder drainage or flow of water.

PERMITS: Customers of the work shall obtain and pay for any and all permits, inspections or assessments if they are required, unless otherwise noted. Permits, if obtained by BSI, will be billed with an administrative fee of \$250 plus costs of permits, bonds, inspections, etc.

TRAFFIC MANAGEMENT/CONTROL: If traffic management is needed - Customer is liable for any and all costs relating to traffic management/control.

ZONING REQUIREMENTS & REGULATIONS: BSI assumes no responsibility for determining whether Customer has the legal right or authority to perform the work as specified. Notwithstanding that such work might be deemed to violate any ordinance, zoning regulation, or other law, the Customer shall, nevertheless, be obligated to pay for the work performed as ordered.

EXISTING AREA AND JOB SITE: Customer understands that BSI is not responsible for any existing area, such as but not limited to, grass, asphalt/concrete pavement, or otherwise that may be damaged, disturbed, or otherwise from ingress or egress of the jobsite. Customer is responsible for all restoration and/or repair costs to existing area that may occur during service.

CONCRETE CRACKING: BSI strives for precision in all of our work. Although there are things outside of our control like concrete cracking. With all concrete jobs we will input control joint(s) – this is to try and make the concrete crack where we want it to. Concrete will crack soon after it is poured and will most times, happen the same day. Even with control joints there is no way to guarantee that it will not crack in other places. Cracks that are 3/16" of one inch or less (in height or gap) are considered normal and are within industry standards and ARE NOT considered a warranty issue.



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ASPHALT CRACKING: Asphalt, especially when a surface is "resurfaced" or "skin patched" will have at the least "reflective cracking"; Which is the reproduction of cracks that were covered by the resurfacing or patching. This type of cracking can happen relatively quickly, and they are normally larger than the original cracks covered up. This is normal and not considered a warranty issue. Asphalt cracking of something that has been completely removed and replaced may be a warranty issue and will be evaluated on a situational basis.

IRRIGATION: BSI is not responsible for any irrigation systems or components. Customer understands that irrigation components or lines are normally buried very shallow and will be hit or damaged during service. Customer assumes all responsibility and cost of irrigation systems.

STOCKPILING MATERIALS: BSI shall be permitted to stockpile materials necessary to perform its work on the Customer's property or adjacent to the site of the work at no cost.

HIDDEN OBJECTS: BSI assumes no responsibility for removing, damaging, or inadvertently destroying hidden objects encountered during the performance of their work, nor the cost associated with same. It is explicitly the responsibility of the Customer to inform BSI of anything that cannot be seen prior to removal of any objects.

THICKNESS OF ASPHALT PAVEMENT: All descriptions of pavement in this proposal refer to average thickness. Variations in sub-grade and technical limitations may result in variations from the average. BSI warrants that sufficient material will be used on the project as to result in the average thickness specified.

SOIL CONDITIONS: BSI assumes no responsibility for any unusual soil conditions encountered that are not specifically referred to in this proposal. Also, BSI assumes no responsibility for the excavation, removal or disposal of any contaminated soils encountered during any excavation for the Customer. The Customer will pay any extra cost for such conditions incurred by BSI.

TREE ROOTS: Contractor shall not be responsible for any damage to trees occasioned by the removal of tree or tree roots in preparing the site.

UNDERGROUND STRUCTURES: It is the Customer's responsibility to advise contractor of the existence and location of all underground structures such as sewers, water lines, gas lines, etc., which might be encountered by BSI in the performance of its work. BSI shall be deemed to have notice of the existence of only those structures specifically referred to in this proposal and of the location thereof as indicated in this proposal. If a condition develops in the performance of BSI's work where the identity or location of the underground structures varies from those specified herein, any extra cost incurred thereby in moving, protecting or covering same, or otherwise, shall be borne by the Customer.

COLD WEATHER CONDITIONS: Effective October 1st, jobs are subject to winter conditions (50 degrees or below). Roller marks and asphalt marks may be visible due to cold weather temperatures and are not considered a warranty issue.

STREET PRINT®: The sample card replicates as closely as possible the Street Bond Surface System. Natural pigments are used in the colorants, and as a result some color variation may occur. It is recommended that these colors be applied in an inconspicuous area of asphalt to verify color choice.

STAMPED CONCRETE: Color samples shown represent the color of the finished product as closely as possible when sealed with two coats of hard bright sealer. Variations occur due to differences in cement aggregate, water/cement ratio, weather, finishing and application methods.

NOTICE OF COMMENCEMENT: Notice of Commencement is requested per Sec. 570.1108a (1)(9)(10)(11) of the Michigan Construction Lien Act 497 of 1980, on any signed contract.

LIMITATION OF LIABILITY: in recognition of the relative risks, rewards, and benefits of the project to both the customer and BSI, the risks have



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been allocated such that the customer agrees that, to the fullest extent permitted by law, BSI's liability to customer for any and all injuries, claims, losses, expenses, damages, or claims expenses arising out of this agreement from any cause or causes shall not exceed the value of the fee received by BSI for the services provided by BSI.

STANDARD TERMS OF CONTRACT: Customer shall not withhold payment to BSI in the event of any dispute arising out of this contract. In the event of a dispute, Customer will deposit any unpaid balance due on this contract with a mutually agreed upon bank, which will act as an Escrow Agent until the dispute is resolved. Any dispute arising out of this contract that cannot be resolved between the Customer and BSI shall be submitted to an arbitrator who shall be a registered engineer or architect selected by both parties. In the event the parties cannot agree upon such an arbitrator, the American Institute of Architects shall select the arbitrator and the arbitration proceedings shall be governed by their rules. The decision of the arbitrator shall be binding upon the parties and enforceable in a Circuit Court for the State of Michigan. The arbitrator shall be empowered to direct the Escrow Agent to disburse the funds held in escrow to the proper party and to direct such other relief as he determines necessary. The cost of the arbitration shall be borne equally by both parties. In the event of an anticipatory breach of this contract by Customer, BSI shall be entitled to liquidated damages equal to 25% of the total contract amount. The Customer shall pay BSI all costs, including actual attorney's fees, incurred by contractor in enforcing this contract, including collection of any payment due herein. I have read all pages and agreed to these general conditions. The general conditions and prices and specifications associated with this contract are hereby accepted. Birmingham Sealcoat Inc. is authorized to perform this work.

SCHEDULING PAYMENT AND HOLD: Birmingham Sealcoat Inc. requires a 30% deposit on the total proposed amount with signatures on the proposal in order to be put in queue for scheduling of work and to begin work. Remaining balance for a residential Customer is due upon completion of the job. Commercial work terms will be specified between BSI representative and the Customer. Any exceptions to the above must have management approval. In the event deposit and proposal signatures are not both together and input, the job will not be considered for scheduling and the job will be put into the "hold queue" until necessary documents/payments have been collected from Customer.

CANCELLATION NOTICE REQUIREMENTS: Birmingham Sealcoat Inc. requires at least 24-hour notice prior to start of day job was scheduled. Failure to produce sufficient notification will result in a \$25.00 service fee.

MEDIA RELEASE WAIVER: By signing this proposal you waive your right to have your property photographed or video recorded by Birmingham Sealcoat Inc. to be used in any way shape or form. This includes but may not be limited to social media, advertisement or educational purposes.

DISCLAIMER OF UNION BENEFIT PLAN CONTRIBUTION LIABILITY: Notwithstanding any term or provision on this quote or the bid package to the contrary, BSI shall not under any circumstances, agree to make any contributions to any of the operating engineers' fringe benefit plans, including, without limitation, the operating engineers' local 324 pension plan ("Plan"). If awarded this work, a condition to BSI accepting this award shall be that the contractor represent and agree that the subcontract/purchase order shall not require BSI to make any contributions to any of the operating engineers' fringe benefit plans, including without limitation, to the plan.

Acceptance



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Kim Smith
Oxford Village
ksmith@thevillageofoxford.org

Date

Tim Forsythe
BSI Paving
timf@bsipaving.com

The Friends of the Addison Township Public Library would like to thank Vicki Connolly (Victoria's Bistro) and Kristen Pennington (Eagle Eye Wine Distributors) for their generosity and creativity! On Monday, August 31, on Vicki's day off, she opened her doors and invited some of her regulars to A Novel Pairing—a Literary Wine Dinner benefitting the Addison Township Public Library. Vicki and Kristen created their menu and wine selections around classic novels. Brilliant! The food was, of course, mouthwatering, the wines tasty and complimentary, and the evening was a wonderful success! We benefitted from a wine basket raffle, ticket sales from the Novel Pairing event, and were able to sell a number of tickets to our Annual Friends' Flavor Fest silent auction and winetasting (October 15, Buhl Estate, tickets available at the library)! What kind and charitable people Vicki and Kristen are! We are so grateful!

Jill, President

Friends of the Addison Township Public Library