

Village of Oxford
Downtown Development Authority 248-628-9941
Board Meeting Agenda
March 20th, 2023 at 7:00 p.m.
Village Offices

Topic: DDA March Board meeting

1. Call meeting to order
2. Pledge of Allegiance
3. Roll Call: Dorothy Johnston, Pete Scholz, Rod Charles, Marie Powers, Catherine Colvin, Grace Carey, Bryce Clark, Leigh Ann Knaus, Kelsey Cooke
4. Public Comment on non-agenda items (3-minute limit)
5. Consent Agenda:
 - a. Approval of proposed agenda
 - b. Approval of February 2023 meeting minutes
 - c. Police report
 - d. Code enforcement report
6. Financials
 - a. Financial statements & revenue expenditure reports
 - b. Bills: February 2023
7. DDA reports
 - a. Executive directors report
 - b. Org Committee Report
 - c. EV Committee Report
 - d. Promo Committee Report
 - e. Design Committee Report
8. Unfinished/Old Business
 - a. Power washing estimate (\$2550.00)
 - b. Intern
 - c. TIF Plan Update
9. New Business
 - a. Consumers Energy Project Updates and Quotes
 - b. Site Plan Review at Planning Commission
10. Items moved from consent agenda

11. Board Member Comments

12. Extended Public Comment

13. Adjourn

Next DDA Board regular meeting: **April 17, 2023 at 7:00 p.m.**

**Village of Oxford
Downtown Development Authority
Board Meeting Minutes from February 20th**

Chairperson Charles called the meeting to order and led the Pledge of Allegiance at 7:00 p.m.

Roll Call: Members present Dorothy Johnston, Pete Scholz, Rod Charles, Marie Powers, Catherine Colvin, Grace Carey, Bryce Clark. **Members absent:** Kelsey Cooke and Leigh Ann Knaus. Staff Present: DDA Director Kelly Westbrook, and Village Manager Madore.

Public comment. None

Motion to approve consent agenda: Powers/Carey roll call vote; all Ayes M/C

Motion to approval January 2023 regular and special meeting minutes. Scholz/Charles. All Ayes: M/C.

Motion to approve PD & Code Enforcement reports. Scholz/Carey. All Ayes; M/C.

Motion by Scholz/Powers to approve financial reports, Rev./Exp. Report and pay January bills in the amount of \$12,011.93. Roll call vote: All Ayes; M/C.

DDA reports:

Executive directors report- presented by Director Westbrook.

Org Committee Report- presented by Scholz.

EV Committee Report- presented by Carey.

Promo Committee Report- presented by Carey.

Design Committee Report- presented by Westbrook.

Unfinished/Old Business: Trolley update given by Executive Director Westbrook. Repairs have been completed and the Trolley is all set for service.

Consideration for approval: Rowe Professional Services Design and Engineering proposal for the North-East parking lot rehabilitation project, dated October 18, 2022, which includes additional costs for survey work, storm sewer designs (where needed), and partial grading plans for an estimated total of \$27,150.00, of which the Village Council has approved to contribute funding as noted below in Village Council minutes from the June 29, 2022, Council meeting:

“MOTION: by Ross/Kemp to approve the village manager to sign ROWE contract for engineering services as stated in the letter dated June 8, 2022, with the understanding that the DDA will pay for the first \$12,500 and the Village will pay for \$4,950 of the ROWE design/engineering and bidding cost, core sampling cost estimated at \$2,500 and onsite project inspection cost estimated at \$5,000. Approximate total cost to village is \$12,450.00. **Roll Call Vote:** Yeas: 4, Ross, Kemp, Helmuth, Bourgeau. Nays: 0. Absent: 1, Cooke. Motion adopted.”

Main Street Accreditation/TIF renewal approval: Motion to move forward with the intention of renewing the Village of Oxford DDA TIF plan: Roll call vote; All ayes.

Consideration of Power washing estimates for planters and benches. Consensus to table until next meeting and requested to see additional estimates for the work.

Consideration to fund Intern for summer: 4-County Community Foundation covers up to 50% of cost of wages for intern and the Village will use and contribute to the cost as well. Motion to approve funding of the summer intern at a cost not to exceed \$2,016.00. Carey/Powers. All ayes; M/C.

Items moved from consent agenda. None

Board Member Comments. Comments were made by some members.

Extended Public Comment. None.

Adjourn- by Charles at 8:09pm.

Next DDA Board regular meeting: **March 20th, 2022, at 7:00 p.m.**

OXFORD VILLAGE POLICE DEPT.

POLICE CHIEFS REPORT

2023-February

Michael D. Solwold-Chief

	MONTH		YEAR TO DATE			
	Feb. 2023	Feb. 2022	CHG	2023	2022	DIFF
CALLS FOR SERVICE	594	723	-129	1211	1728	-517
CITATION/WARNING	440	341	99	817	866	-49
ACCIDENTS	4	3	1	11	10	1

POSITION	#
CHIEF	1
OFFICERS/FT	6
OFFICERS/PT	2
Service Aid	2
Parking Enf	1
Reserves	10
TOTAL	22

Below is designated for crime-specific stats:

Domestic Assault/Open intox-Resisting and obstructing an officer
DUI 2nd offense/DUI first offense
Larceny X2

Feb 23		WASHINGTON	GLASPIE	E BURDICK	LAKEVILLE	OXFORDLAKES	PONTIAC	W BURDICK	W OF 24	E OF 24	N W LOT	N E LOT	TOTALS
speed	54	14	17	40	2	19							146
red light	72												72
stop sign					21		4						25
improper turns	10	3		2					1				16
seat belt													0
drivers licence violations	13	1	2	5	1	1	1	1					24
plate violations	24		3	7	1	1	1	4		1			41
insurance/registration	35	1	5	8	2	3	3	3		3			57
equipment	26	4	2	5	3	5	2	5	1				48
misc. violations	1	1	1	2									5
parking violations	3							1	1	1			6
fail to yield to emergency vehicle													0
commercial motor vehicle tickets													0
Location Totals	238	24	30	69	30	8	33	3	5				440

Grand Total for the Month	440
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CODE ENFORCEMENT ACTIVITY REPORT

	Description	Date Opened	Date Revisited	Date Closed	Comments / Action Taken
515 Sunset	Ice on walk	3/2/23			Annual snow warning sent
459 Sunset	Ice on walk	3/2/23			Annual snow warning sent
534 Baypointe	Ice on walk	3/2/23			Annual snow warning sent
932 Abingdon	Ice on walk	3/2/23			Annual snow warning sent
22 Park	Ice on walk	3/2/23			Annual snow warning sent
443 Sunset	Long term wrecked truck in driveway	12/22/22	3/2/23		Letter and ordinance copy sent. March 27 Performance
60 E. Burdick	Ice on walk	3/2/23	3/6/23		long term run down vacant. Dpw to salt walk and bill owner. Nothing done by owner as of 3/6. Sent letter to responsible party in Fla.
46 Broadway	uncleared snow from 3/2	3/6/23			recall some type of special circumstance at this address. Sent notice this date requesting info.
60 Glaspie	uncleared snow from 3/2	3/6/23			Annual snow warning sent
150 S. Wash.	uncleared snow from 3/2	3/6/23			Annual snow warning sent
148 S. Wash	uncleared snow from 3/2	3/6/23			Annual snow warning sent
146 S. Wash.	uncleared snow from 3/2	3/6/23			Annual snow warning sent
144 S. wash	uncleared snow from 3/2	3/6/23			Annual snow warning sent
77 N. Wash. Oxford Party shop	outdoor storage of commercial items report of torn front awning	7/14/22 3/13/23	3/13/23		warning notices sent previously. No change as of 3/13. Civil infraction ticket this date with copy to property owner pictures taken and sent to Village Mgr. Will discuss
70 E. Burdick	continuing long term vacant	6/30/15	3/13/23		continuing infraction due to no progress. Civil infraction ticket generated, posted on premises and photographed

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	YTD BALANCE		YTD BALANCE
		02/28/2022	2022-23	
		NORMAL (ABNORMAL)	AMENDED BUDGET	NORMAL (ABNORMAL)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY				
Revenues				
Function: Unclassified				
Dept 000				
248-000-402.010	Village Revenue	171,584.02	170,000.00	194,416.14
248-000-402.020	Township Operating	182,868.87	202,000.00	160,908.25
248-000-412.000	Delinquent Property Taxes	4,697.44	250.00	2,858.37
248-000-573.000	STATE PPT REIMBURSEMENT	36,219.23	30,000.00	37,617.44
248-000-581.000	LOCAL GRANT	2,957.99	7,000.00	0.00
248-000-654.010	TROLLY	0.00	0.00	3,748.00
248-000-665.000	Interest Earnings	605.86	0.00	4,015.63
248-000-674.000	Donations	5,106.00	7,500.00	6,420.16
248-000-674.010	ICE FESTIVAL	3,725.00	0.00	1,275.00
248-000-675.000	GIFT CARD PROMO	1,035.00	0.00	0.00
248-000-677.000	Miscellaneous	0.00	0.00	500.00
248-000-678.000	CORP GRANT	0.00	0.00	1,267.86
248-000-678.010	CORP GRANT CONSUMERS	0.00	0.00	250,000.00
248-000-678.020	CORP GRANT T-MOBILE	0.00	0.00	50,000.00
248-000-699.248	TRANSFER IN	0.00	282,128.00	0.00
Total Dept 000		408,799.41	698,878.00	713,026.85
Total - Function Unclassified		408,799.41	698,878.00	713,026.85
TOTAL REVENUES		408,799.41	698,878.00	713,026.85
Expenditures				
Function: Unclassified				
Dept 728 - ECONOMIC DEVELOPMENT				
248-728-802.010	CONSUMERS GRANT EXPENDITURES	0.00	0.00	5,831.67
248-728-802.030	OTHER PRIVATE GRANTS AND DONATIONS	0.00	0.00	2,094.42
248-728-810.000	Contracted Services	0.00	15,000.00	0.00
248-728-970.000	Capital Improvements	0.00	250,000.00	32.49
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00	265,000.00	7,958.58
Dept 729 - Organization/Administration				
248-729-704.000	Wages	41,065.40	64,000.00	57,140.20
248-729-705.000	CLERICAL	0.00	15,000.00	0.00
248-729-715.000	FICA DDA	3,141.64	5,925.00	4,371.19
248-729-716.000	Medical Insurance	0.00	4,800.00	0.00
248-729-716.001	LIFE, ST/LT DISABILITY	393.15	688.00	533.50
248-729-718.000	Retirement	3,923.60	6,400.00	3,692.40
248-729-718.010	RETIREMENT MERS DC	0.00	0.00	492.32
248-729-723.000	WORKERS COMPENSATION	601.28	807.00	562.20
248-729-725.000	Unemployment	0.00	0.00	2,801.37
248-729-727.000	Office Supplies	75.49	2,500.00	115.98
248-729-727.030	COMPUTERS	0.00	0.00	700.00
248-729-730.000	Postage - Newsletter	0.00	150.00	0.00
248-729-740.140	OPERATING SUPPLIES	0.00	0.00	6.63
248-729-807.000	Audit	694.25	1,400.00	1,819.46
248-729-810.000	Contracted Services - Admin.	19,239.33	26,535.00	1,783.97
248-729-810.011	DDA CONT. DPW/PD SERVICES	33,333.36	50,000.00	50,106.72
248-729-818.000	Executive Director	0.00	0.00	1.25
248-729-830.000	Membership & Dues	130.00	1,000.00	545.00
248-729-856.000	Telephone	0.00	540.00	0.00
248-729-856.040	Cellular Phone Fees	358.66	0.00	357.94
248-729-866.000	Mileage	40.77	100.00	31.25
248-729-900.000	Advertising	0.00	0.00	1,358.61
248-729-905.000	Printing & Publications	88.00	0.00	0.00
248-729-920.000	Utilities	487.58	590.00	472.90
248-729-955.000	WORKSHOPS	0.00	1,700.00	534.42
248-729-955.010	MEALS	0.00	200.00	182.06
248-729-955.020	LODGING	0.00	200.00	0.00
248-729-962.000	Insurance	3,848.45	4,162.00	4,240.25
248-729-970.000	Capital Improvements	133.43	0.00	0.00
248-729-995.394	Transfer to Debt Service	0.00	71,181.00	0.00
248-729-995.494	Transfer Out - DDA Constructi	40,771.09	0.00	0.00
Total Dept 729 - Organization/Administration		148,325.48	257,878.00	131,849.62
Dept 734 - BUSINESS & EVENTS				
248-734-727.000	Office Supplies	55.00	0.00	13.00
248-734-740.000	DOWNTOWN PROMO	11,526.11	27,500.00	0.00

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	YTD BALANCE		YTD BALANCE
		02/28/2022	2022-23	
		NORMAL (ABNORMAL)	AMENDED BUDGET	NORMAL (ABNORMAL)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY				
Expenditures				
248-734-787.000	Materials	0.00	0.00	37.09
248-734-810.000	CONTRACTED SERVICES -EVENTS	9,046.58	61,000.00	21,086.02
248-734-810.160	CONTRACTED SERVICES-DOWNTOWN	8,272.50	0.00	2,357.04
248-734-882.000	TROLLY	0.00	0.00	9,876.28
248-734-885.000	Grant - Facade	24,657.33	77,500.00	21,065.80
248-734-900.000	HOLIDAY ADVERTISING	5,698.24	10,000.00	0.00
248-734-970.000	Capital Improvements	1,187.15	0.00	11,310.06
Total Dept 734 - BUSINESS & EVENTS		60,442.91	176,000.00	65,745.29
Total - Function Unclassified		208,768.39	698,878.00	205,553.49
TOTAL EXPENDITURES		208,768.39	698,878.00	205,553.49
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:				
TOTAL REVENUES		408,799.41	698,878.00	713,026.85
TOTAL EXPENDITURES		208,768.39	698,878.00	205,553.49
NET OF REVENUES & EXPENDITURES		200,031.02	0.00	507,473.36

2023 DDA BILL RUN

Account Name	Account Numbers	Vendor	Amount	Description
Contr Services - DOWNTOWN	248-729-810.011	Village of Oxford	\$4,166.67	DPW - monthly
Enforcement Transfer	248-729-810.011	Village of Oxford	\$2,096.67	Police - monthly
Advertising	248-729-900.000	View Newspaper Group	\$211.00	Advertising- Restaurant Week
Workshops	248-729-955.000	MDA	\$60.00	Advocacy Day
		Sub Total	\$6,263.34	
Village of Oxford - Prepaid Bills				
Wages	248-729-704.000	Village of Oxford - wages	\$2,732.34	
FICA	248-729-715.000	Village of Oxford - FICA	\$0.00	
Retirement	248-729-718.000	Village of Oxford - 457 plan	\$115.40	
Life, ST/LT Disability	248-729-716.001	Village of Oxford - Life, ST/LT Disability	\$0.00	Life and Disability Insurance - Dearborn National (Ascend)
Medical Insurance	248-729-716.000	Village of Oxford	\$0.00	
Admin Wages	248-729-704.010	Village of Oxford- Wages	\$1,440.00	Kim's Wages
		Sub Total	\$4,287.74	
Prepaid Bills -				
Cell Phone Fees	248-729-856.040	Verizon	\$51.24	Monthly - Cell Phone
contracted services	248-729-810.000	Multitech	\$37.50	IT services
contracted services	248-729-810.000	Credit Card	\$20.00	Constant Contact
utilities	248-729-920.000	DTE	\$63.97	Electricity
Downtown Contracted Ser.	248-734-810.160	Cloud Cover Music	\$17.95	Cloud Cover- Music
Downtown Contracted Ser.	248-734-882.000	GPS Trackit Trolley	\$13.95	GPS
		Sub Total	\$204.61	
Credit Card Bills				
Admin- Office	248-729-810.000	Microsoft	\$8.75	Admin Office
Contracted Services- Admin	248-729-810.000	Amazon	\$15.89	Prime Membership
Contracted Services- Admin	248-729-810.000	Google	\$1.99	storage fee
Trolley	248-734-882.000	Secretary of State	\$28.58	title, registration and fees for trolley
Meals	248-729-955.010	Victoria's Delights	\$190.80	Accreditation Lunch
		Sub Total	\$246.01	
		Grand Total	\$11,001.70	

Signature from Village _____

Signature from DDA _____

Executive Director Report- March 2023

- TIF Plan- Workplan in packet
- Attended State of the County
- Attended State of the Community- Oxford Chamber
- Attended Advocacy Day in Lansing with the MDA
- Attended Main Street Manager round table- Discuss ideas and topics to help with downtown management
- Completed Main Street presentation for Boston- Leave March 27th
- Special managers Training with Kath LaPlant
- Managers monthly training
- Award Nomination Drafts- Main Event May 4th at 6 pm
- Stronger Together Meetings- Met with LO weekly to continue partnership and better communication
- Downtown Passport promotion and implementation
- Planning for N.E. Quad Grant Project
- Quotes for additional Capital Improvement projects
- Finished Trolley agreement
- Administrative Tasks
 - Bills
 - Budget 2023-24
- Working on additional grant opportunities

Org Committee- 3-13-23

- TIF Plan
 - Work Plan
- Cap Improvement Projects
- Flowers
- Powerwashing
- Budget

Present

Dorothy Johnson
Rod Charles
Brad Jacobsen

Absent

Pete Scholz
Kelly Westbrook

Minutes/ Discussion

Organization Committee March 13, 2023

Held at Johnston Photography 28 S. Washington St. Oxford, MI

Present: Rod Charles, Dorothy Johnston, Brad Jacobsen

Unable to attend: Chair Pete Scholz, Exe Dir. Kelly Westbrook

Called to order at 4 PM by Rod.

Review prior minutes: none

Rod present agenda discussion ideas from Kelly.

Items discussed.

Brad gave update on group training. Hopes to have all DDA members and committee members attend. Some training...Some fun...Some food etc. Desire to improve communication between groups. To include agendas, minutes/records of activities, etc.. Oxford Two had attorney at last meeting part of here presentation may be used. Hope to have in May or June. Ideas welcomed.

Status: Ongoing

Rod suggested that the "Onboarding Manual" which he has requested from office personnel would be useful at the training session. Status: Ongoing. Need update on completion date.

Tax Increment Financing Plan (TIF) needs updating and presentation. Needs immediate attention. Rod believes office personnel are working on this.

Status: Ongoing. Need update on completion date. A priority.

Rod suggested we may wish to add more members to Org. Cmte. Meeting time/day discussed. Second Monday. 4PM at Johnston Photography. No change at this time. Brad inquired as to schedule of other committee meetings. Would like schedule so he might attend as time allows.

Status: Ongoing

Dorothy questioned why Flowers and Power washing would be before the Org Cmte.

Need copy Budget and update from Kelly.

Status: Ongoing

Need Capital improvement project update from design Cmte and Kelly.

Status: Ongoing A Priority

Adjourned 5:30

By: Brad Jacobsen

Attendees: Grace Carey, Bryce Clark, Rod Charles, Ashley Ross, Marie Powers

Economic Vitality Committee Agenda

3.8.23 Agenda

Evergreens @ noon

MEETING AGENDA

- Welcome
- Review and Recap Objectives/Goals
- Oakland County analysis update
- Reporting out to full DDA board (Grace)
 - Short paragraph about what happened and action items
- Training for Board & Committee members
 - Create a template for agendas and one form reporting
 - Summary paragraph at bottom
 - Brad has offered org support
 - Onboarding manual/process
 - Bylaws, tiff plan, funding, dda background, drive district with leadership
- DDA Welcome ad hoc committee
- DDA website, business updates on webpage
 - Work in tandem with promo com
- Relationships with building owners, business owners, and tenants
- Trolley grant opportunities
- Future meeting locations/new businesses

ACTION Items:

- Update website content
- Trolley ADA must be fixed.
- Create meeting report/agenda template

2023 GOALS

1. Utilize all board member skill sets to achieve goals.
2. Encourage diverse businesses through strategic and targeted measures utilizing the Oakland County analysis.
3. Support discussion of residential opportunities.
4. Build, develop, and foster relations with and between businesses.

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

OXFORD E/V OBJECTIVES: (adapted July 2022)

- Foster and develop relationships that encourage a diverse economic base.
- Create cohesiveness throughout the entire district. This should be visual, physical, auditory, obvious and include things like signs, social districts, and art projects.

Promo Committee
March 13, 2023

- Shopping Passport
- Letterboxing
- Concerts
- Farmer's Market
- General Promotion
- Facebook Advertising
- Summer Celebration

Attendees:

Kelly Westbrook
Kimberly Smith
Leigh Ann Knaus
Melisa Counelis
Lori Fox
Holly Pifer
Angie Green
Bryce Clark

Not in Attendance:

Matthew Long
Chris Zitney
Jessica Clement

Summer Intern Project List

24 hrs/week

- Farmer & Artisan Market
 - Contracts
 - Provide contracts to vendors, track status and ensure they are submitted and signed
 - Track payment status, follow up and coordinate with vendors on non-payment
 - Set up Washington Square for market- Thursday morning/afternoon- move games and tables, set up signage, set up check in table
 - Check vendors in, ensure they are in the appropriate assigned spot, answer questions
 - Help support electrical needs, if applicable
 - Help manage issues during the market
 - Return tables and games to square by Friday afternoon
- Summer Concerts
 - Print out flyers
 - Set up games, tables, flyers in Centennial Park
 - Take down games and tables at end of event
- Business Contact Information
 - Reach out to businesses and confirm their contact information
 - Visit businesses on foot if you are not getting a response
 - Partner with Leigh Ann and Jessica from Promo Committee on project plan and roles and responsibilities
- Social Media
 - Develop plan to liven up our social media presence, present to Kelly and Kimberly
 - Develop posts, gain approval and update social media platforms
 - Update website
- Volunteers
 - Create database/distribution list of volunteers with contact information
 - Reach out to volunteers on what they are interested in and when they are available
 - Share volunteering opportunities with group
 - Manage volunteer check in at events
- Village Social Media (4hrs/wk)
 - Develop posts for Village, gain approvals and update social media platforms as required

If bandwidth allows:

- Partner with 1-2 businesses in the district to assess marketing needs and develop a plan to improve reach

Task/Contact/Information			Responsible person(s)	Volunteer(s)	Start	End	Budget	Complete
Main Street Program Committee:			Org:	2023 Goal	2023 Actual	Result	Status:	Complete
Workplan:			Priority:					
Chairperson:			Tasks:	Total				
Event/Project Date:				12				0
Date Submitted:								
Objective:								
Goals:								
Oxford DDA TIF amendment request December 31, 2023 To successfully obtain an amendment to the sunset date in the DDA TIF and Development Plan Desc. Approval of Plan Amendment by Ordinance by 12/31/2023								
Task/Contact/Information			Responsible person(s)	Volunteer(s)	Start	End	Budget	Complete
A	Executive Director requests authorization to post RFP					2/12/2023		<input type="checkbox"/>
	RFP document is finalized and RFP committee is formed					2/15/2023		<input type="checkbox"/>
	RFP is posted					2/21/2023		<input type="checkbox"/>
	Questions regarding the proposal are due by noon					2/28/2023		<input type="checkbox"/>
	Responses to consultant questions are shared					3/7/2023		<input type="checkbox"/>
	Proposals are due by noon					3/21/2023		<input type="checkbox"/>
	Timeframe when RFP Committee interviews consultants (depending on availability)					4/8/2023		<input type="checkbox"/>
	Recommendation from RFP Committee to DDA Board is submitted					4/8/2023		<input type="checkbox"/>
	DDA Board considers RFP Committee recommendation to hire a consultant during regular board meeting					4/9/2023		<input type="checkbox"/>
	Hire consultant					4/17/2023		<input type="checkbox"/>
	Initial meeting with consultant					4/26/2023		<input type="checkbox"/>
1	VLO Resolution					5/14/23		<input type="checkbox"/>
	Certified copy of VLO resolution establishing DACC Complete, need to put in file. 2016					5/14/2023		<input type="checkbox"/>
	Kick off Presentation at DDA Board Meeting					6/3/23		<input type="checkbox"/>
	Director to approve changes for final before May 30					6/7/2023		<input type="checkbox"/>
	Initial stakeholder meetings mckenna to send draft, put in newsletters					6/7/2023		<input type="checkbox"/>
	Strategic Planning event invite					6/17/2023		<input type="checkbox"/>
	Reminder stakeholder meetings and strategic planning session					6/17/2023		<input type="checkbox"/>
	DDA June Meeting prior to strategic session					6/18/2023		<input type="checkbox"/>
	Initial Strategic planning session Event (planning commission, VLO Council, DACC, DDA Board) and public					6/18/2023		<input type="checkbox"/>
	field event during Jubilee (Friday afternoon), borrow iPad from VLO					6/21/2023		<input type="checkbox"/>
	newsletter, on facebook and other social media, link on project website, DDA Website and Vig Website					6/24/2023		<input type="checkbox"/>
	Hardcopy - Survey					6/24/2023		<input type="checkbox"/>
	at Art Center, Vig Hall, DDA Office					7/9/2023		<input type="checkbox"/>
	Invitations					8/13/2023		<input type="checkbox"/>
	Listen							<input type="checkbox"/>
	Feedback							<input type="checkbox"/>
	Progress Presentation - Feedback from DDA Board, also for stakeholders							<input type="checkbox"/>

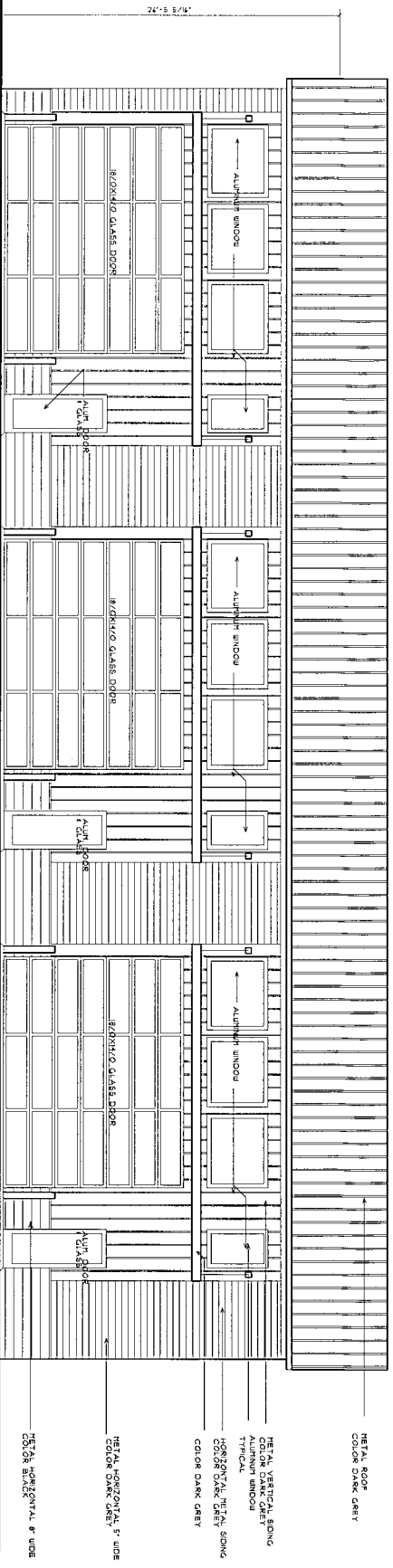
Task/Contact/Information	Responsible person(s)	Volunteer(s)	Start	End	Budget	Complete
Listen	1. Taxing Jurisdictions (all of them) OCC, Orion Twp Library, Orion Twp, Oakland County.			7/31/2023		<input type="checkbox"/>
Listen	2. Transportation (Engineers, DPW, NOTA, MDO)(SEMCOG, RCOG)			7/31/2023		<input type="checkbox"/>
Listen	3. Residents and Homeowner Assn. within DDA			7/31/2023		<input type="checkbox"/>
Listen	4. Business Owners (focus on corridor and outside traditional)			7/31/2023		<input type="checkbox"/>
Feedback	Progress Presentation - feedback from focus groups			8/13/2023		<input type="checkbox"/>
2	Complete Plan Amendment, CIP, and TIF Update	consultant		8/27/2023		<input type="checkbox"/>
	DACC consultation			9/11/2023		<input type="checkbox"/>
	Report Presentation 1 - DDA Board			9/10/2023		<input type="checkbox"/>
3	Approving the Plan			9/10/2023		<input type="checkbox"/>
10	Certified Mail: Copies of the letters mailed, affidavit of clerk			9/13/2023		<input type="checkbox"/>
5a	Publisher's affidavit of publication			9/20/2023		<input type="checkbox"/>
	Affidavit of mail - date, address list, copy of notice			9/27/2023		<input type="checkbox"/>
5b	Publisher's affidavit of publication			9/27/2023		<input type="checkbox"/>
	Affidavit with list of places it was posted			10/4/2023		<input type="checkbox"/>
	Approving the Plan			10/7/2023		<input type="checkbox"/>
	Approving the plan			10/8/23		<input type="checkbox"/>
6	Approving the Plan			10/14/23		<input type="checkbox"/>
7	Approving the Plan			10/28/2023		<input type="checkbox"/>
	Certified copy of findings and letter of transmission			10/28/23		<input type="checkbox"/>
				10/28/2023		<input type="checkbox"/>
8	Ordinance			11/12/2023		<input type="checkbox"/>
9	Ordinance			12/9/2023		<input type="checkbox"/>
	requirements of Ordinance			12/9/2023		<input type="checkbox"/>
	requirements of Ordinance			12/9/2023		<input type="checkbox"/>
	requirements of Ordinance			12/9/2023		<input type="checkbox"/>
	requirements of Ordinance			12/9/2023		<input type="checkbox"/>

Task/Contact/Information		Responsible person(s)	Volunteer(s)	Start	End	Budget	Complete
	requirements of Ordinance	Determination that the method of financing the development is feasible and that DDA can arrange financing			12/9/2023		<input type="checkbox"/>
	requirements of Ordinance	If acquiring land, determination that the land to be acquired is reasonably necessary to carry out the purposes of the plan. Do not include unless acquiring property			12/9/2023		<input type="checkbox"/>
	requirements of Ordinance	Determination that the development is reasonable and necessary to carry out the purposes of the DDA			12/9/2023		<input type="checkbox"/>
	requirements of Ordinance	Determination that the Development plan is in reasonable accord with the master plan of the municipality.			12/9/2023		<input type="checkbox"/>
	requirements of Ordinance	Determination that public services, such as fire and police protection and utilities, are or will be adequate to serve the development area.			12/9/2023		<input type="checkbox"/>
	requirements of Ordinance	Determination that changes in zoning, streets, street levels, intersections, and utilities, if any, are reasonably necessary for the project and for the municipality			12/9/2023		<input type="checkbox"/>
		Notice of effective on the 18Dec at DDA Board meeting			12/10/2023		<input type="checkbox"/>
11	Include as part of plan	Certified copy of the ordinance as adopted, record of votes, evidence of recording			12/20/2023		<input type="checkbox"/>
4	Include as part of plan	Record of hearing including all data presented at the hearing			12/20/2023		<input type="checkbox"/>
12	Okaland County Equalization Department	Send Okaland County Equalization Department a copy of the Amendment and a Clerk Certified Copy of the approving Council Resolution.			12/20/2023		<input type="checkbox"/>
	Publisher's affidavit of publication	Notice of Public Hearing in Newspaper. (from LOR)			12/20/2023		<input type="checkbox"/>
	Publisher's affidavit of publication	Affidavit of publication of new Ordinance in Lake Orion Review (added to appendix)			12/20/2023		<input type="checkbox"/>
	Publish Ordinance	sunset date			12/31/2023		<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
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							<input type="checkbox"/>
5		VLO First Reading					<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

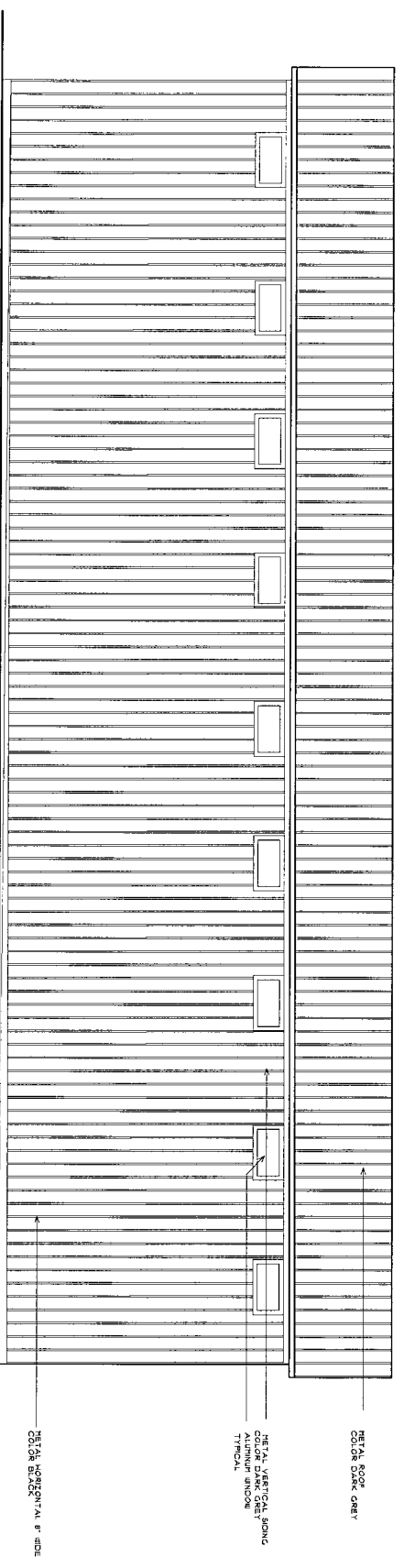
Units	Ranking	Percentage	Capture
County Operating	3.9686	100%	3.9686
County Parks	0.3431	100%	0.3431
Village Operating	11.1200	100%	11.1200
Township Operating	0.8842	100%	0.8842
Township Parks	0.9698	100%	0.9698
Oxford Fire	4.3997	100%	4.3997
OCC	1.4891	100%	1.4891
HCMA	0.2070	100%	0.2070
			23.3815

Projected Revenue 2025	480,377	Projected Revenue 2026	485,420	Projected Revenue 2027	490,512	Projected Revenue 2028	495,655	Projected Revenue 2029	500,848	Projected Revenue 2030	506,093	Projected Revenue 2031	511,390	Projected Revenue 2032	516,740	Projected Revenue 2033	522,142	Projected Revenue 2034	527,598
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TIF Revenue



FRONT ELEVATION



REAR ELEVATION

SCALE 1/4"=1'-0"

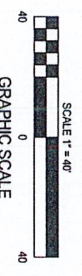
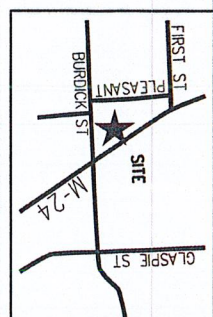
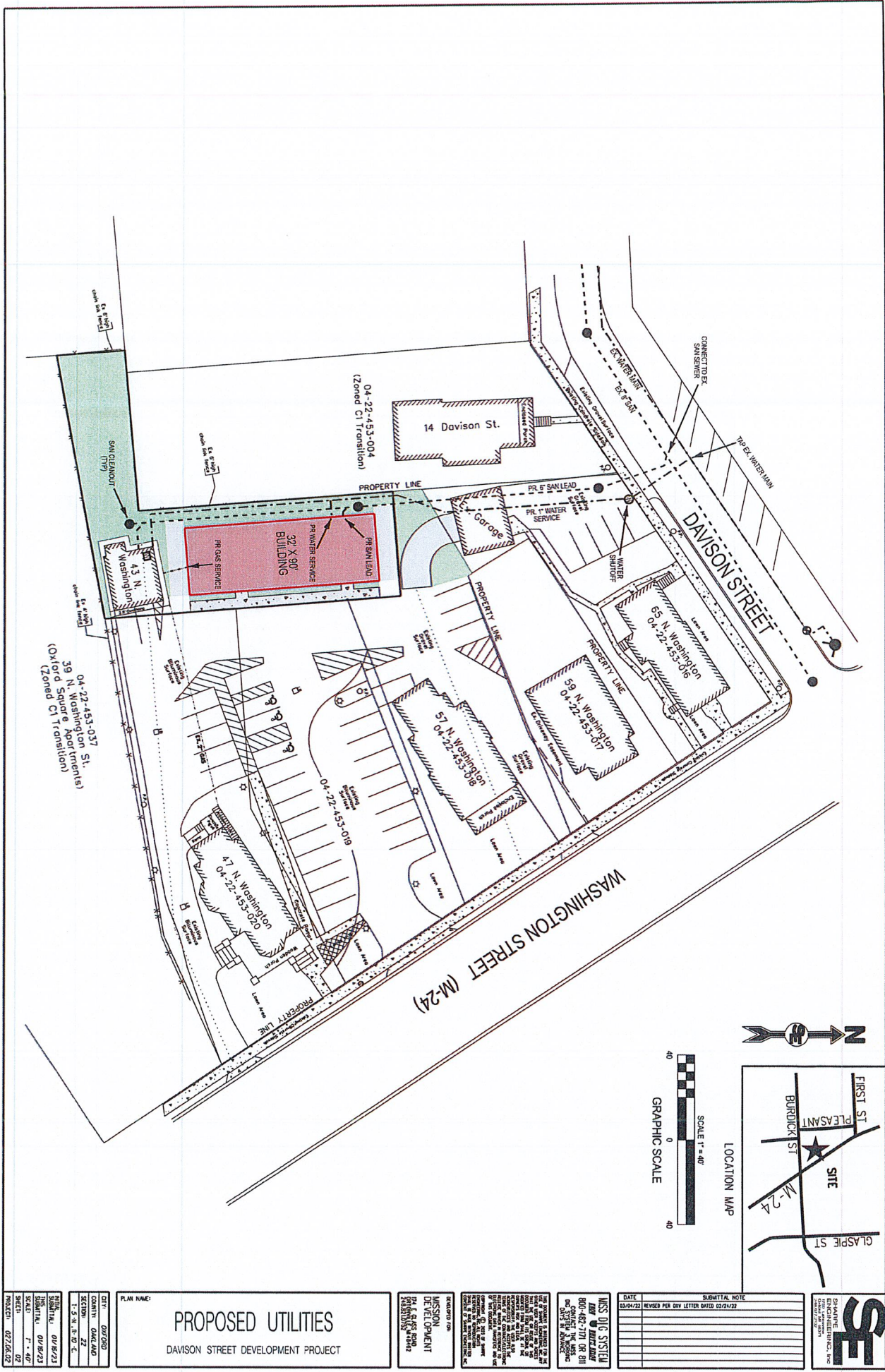


HENS & KNIPS
ARCHITECTS P.C.
 102 E. THIRD STREET
 ROCKFORD, ILLINOIS
 815.226.4608
 FAX 815.226.4608
 hns@hensknips.com
 www.hensknips.com

MR. JIM HARRINGTON
 9 UNIT BUILDING
 500 W. MICHIGAN
 ROCKFORD, ILL. 61103

REVISION 4-2-2022
 DRAWN BY: _____
 CHECKED BY: _____
 DATE: 5-24-2022

SHEET NO. 3 OF 4
 JOB NUMBER 22-038-C



LOCATION MAP

SUBMITTAL NOTE	
DATE	03/04/22
REVISIONS PER CITY LETTER DATED 02/14/22	
NO. 1	
NO. 2	
NO. 3	
NO. 4	
NO. 5	
NO. 6	
NO. 7	
NO. 8	
NO. 9	
NO. 10	

WSS DIG SYSTEM
WATER
 800-482-1771 OR 811
 OR VISIT [WWW.WSSDIG.COM](http://www.wssdig.com)
 OR CALL 811

THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF GRAND RAPIDS AND THE GRAND RAPIDS WATER AND SEWER DEPARTMENT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF GRAND RAPIDS AND THE GRAND RAPIDS WATER AND SEWER DEPARTMENT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF GRAND RAPIDS AND THE GRAND RAPIDS WATER AND SEWER DEPARTMENT.

MISSION DEVELOPMENT
PA & GAS
PA & GAS
PA & GAS

PLAN NAME:
PROPOSED UTILITIES
 DAVISON STREET DEVELOPMENT PROJECT

CITY:	GRAND RAPIDS
COMMIT:	04/20/20
SECTION:	ZZ
SCALE:	1" = 30' R.O.C.
DATE:	03/04/22
PROJECT:	02720622





HENS & KWAPIS
ARCHITECTS P.C.

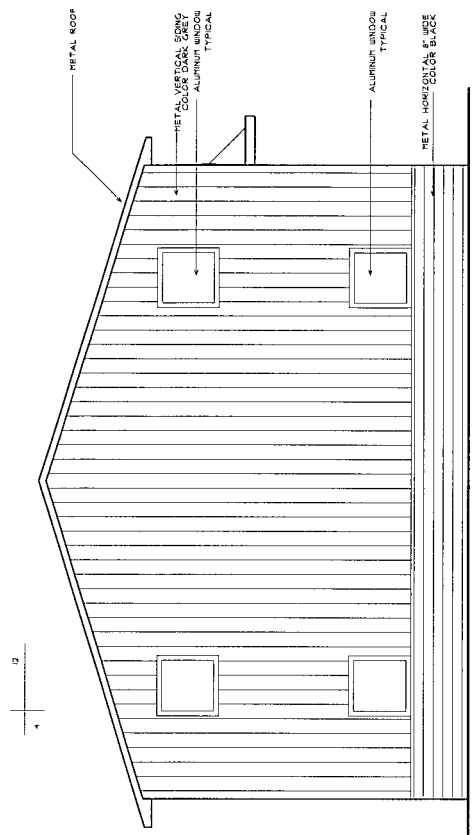
28 E. THIRD STREET
ROCHESTER, MICHIGAN
41301
PH: 248-651-0788
FAX: 248-651-8688
www.hensandkwapis.com

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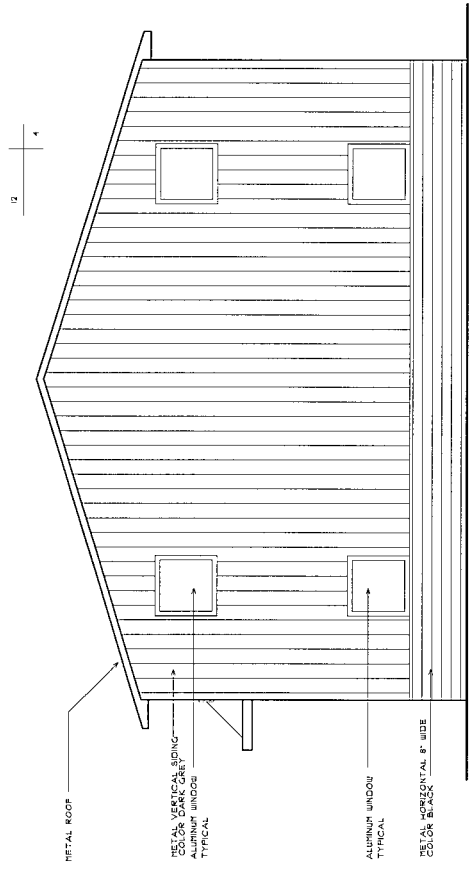
REVISION: 4-2-2022
DRAWN BY:
CHECKED BY:
DATE: 5-21-2022

SHEET NO.
4 OF 4

JOB NUMBER
22-038-C



NORTH ELEVATION
SCALE: 1/4"=1'-0"



SOUTH ELEVATION
SCALE: 1/4"=1'-0"

DDA Director

From: Rod <jcharles04@charter.net>
Sent: Friday, March 17, 2023 9:51 AM
To: DDA Director
Subject: DTE -power

March 20, 2023

DTE Energy

Attn: Andy Coulouris, Vice President

Corporate and Government Affairs

1 Energy Plaza

Detroit, MI 48226

Mr. Coulouris –

As a public body dedicated to the promotion, development, and historic preservation of downtown Oxford, the Oxford Downtown Development Authority works closely with residents and members of our business community. In doing so, we hear many of their concerns.

One significant concern of many is the delivery of reliable electric service to our homes, places of business, and other establishments.

We would appreciate greatly it if DTE will intensify its efforts to provide reliable service. e would also appreciate communication from you that we can pass along to the community we service.

With that in mind, we extend to you an invitation to visit our beautiful community and meet with us. The next meeting of the Oxford DDA Board is _____, but we typically meet each _____. Our Executive Director, Kelly Westbrook, can be reached at _____. She would be very pleased to hear from you to schedule a visit or a telephone call.

Thank you for your consideration of our invitation. We look forward to hearing from you.

Sincerely,

Rod Charles, Board Chairperson

Oxford Downtown Development Authority

RC/lv