

Village of Oxford
Downtown Development Authority 248-770-8587
Meeting Minutes
Monday, December 18, 2017, at 6:00 P.M.
Council Chambers, Oxford Village Hall

1. Call to Order: The meeting was called to order at 6:00 P.M. by Chairperson Pete Scholz.
2. Pledge of Allegiance.
3. Roll Call: In attendance: Sue Bossardet, Rod Charles, Pete Scholz, Elgin Nichols, Nichole Ellsworth.
Excused: Nancy Rosentrater, Susan Schurr
Others in Attendance: Glenn Pape, Evan Teich, Sue Olds (Boulevard), Angie (Evergreen) and others.
4. Public Comment on non-agenda items: Evan Teich, Interim Village Manager, thanked the board, praised Glenn as an excellent new director and complimented Oxford for its ample parking, the variety of interesting and well-attended events, maintenance, great restaurants and bars, citizens who support the community, and friendly police force.
5. Consent Agenda:
 - a. Approval of proposed agenda: Sue Bossardet made a motion to add "snow removal" under new business. (A will become B and B will become C). Motion to approve the proposed amended agenda was made by Bossardet, supported by Nichols and by voice vote, the motion carried.
 - b. Approval of November 20, 2017, regular meeting minutes: Sue noted an error in the November minutes regarding Sam Barna's resignation (10-f in the minutes). The record should show that Bossardet and Johnston voted "NO", therefore did not accept his resignation. Sue made a motion to approve the corrected minutes. It was supported by Nichols and by voice vote, the motion carried.
 - c. Reports:
 - *There was nothing to report by the Board Chair. Sue asked Glenn if he'd met with all the village business owners. He said, "No". Elgin asked how many he had met. He stated that he met with 60.
 - *Nichols made a motion to pay the bills totaling \$20,402.81. The motion was supported by Charles. Pete made a motion to approve the bills, revenue expense report, code enforcement/police report and the executive director report. By roll call vote, the motion passed unanimously.
6. a. Unfinished Old Business: Regarding the website photos, Dorothy reported that Susan and Glenn have not had their photos taken. Rod and Nichole have provided photos.
 - b. Dumpster memo to businesses: Glenn reported that 54 letters were sent out. He received 3 phone calls and an email from business owners regarding dumpsters. He looks forward to getting the areas cleaned up. He needs to get a DPW schedule on dumpsters so that they can be maintained, at least, on a monthly basis. He hopes for better voluntary compliance. Pete inquired about the specifics of the letter. Glenn stated the following about what the letter said: There have been several complaints from businesses about overflowing trash, grease spills, boxes not being broken down, trash not being placed inside dumpsters. He called for voluntary compliance of these village ordinance violations. The letter asked business owners to communicate to him if any dumpster issues arise. He also stated that he would request more frequent pickups and get more dumpster signage. Rod questioned the role of

the DDA regarding dumpster violations because the DDA isn't an enforcement agent. Evan agreed that enforcement is a village function but that we own the parking lots and the dumpsters. The DDA should report who the offenders are. Sue acknowledged that the DDA doesn't enforce but it has responsibility for the "Look" of the village. Sue Olds, owner of Boulevard Boutique, located at 55 Washington addressed the board. She stated that the offenders are the restaurants. Glenn reiterated the need for the following: Signage at dumpsters, upsized containers, better arrangements with grease haulers, continued communication. Elgin Nichols noted that non-business owners are using the dumpsters illegally. Evan Teich has had communication with Oakland County regarding rodents, emphasizing the need to stay on top of it.

c. M.C.'Wiches sign grant: The 'Wiches grant was authorized for up to \$333.00, pending verification of the installation and receipt the paid bill. A motion to approve the grant in the amount of \$333.00 was made by Nichols, supported by Johnston. By roll call vote the motion passed unanimously. Rod asked for the protocol for the sign grant. Glenn said that specifics/guidelines regarding the grant program are being updated and will be posted on our website. Nichol noted that the website is outdated. Pete explained that the person who created it is now out of business which has created a problem of not having access. Elgin noted that facade grants are available too. Pete said that the process for that is the same as the sign grant.

7. New Business:

a. Snow removal: Sue stated that snow continues to be a problem on M-24 and on sidewalks and a solution is imperative before the next snowfall. She complimented the DPW but said that some businesses don't attempt to clear their own walkways. Elgin recalled that Don Brantley said he would remove the piles of snow but businesses need to help too. Pete discussed bringing in a contractor with a semi truck to efficiently remove huge piles. Sue Olds proposed that the village remove the snow in front of businesses. Sue Bossardet and Elgin stated that time and expense are the issues. Work must be done at night when parking is empty and is therefore considered "overtime". Evan explained the difficulty of the situation and said that business should not expect the village to be fully responsible and should contribute by shoveling and salting their own property and be willing to help neighbors when possible. Virginia Gwendon from Gwendon Electric addressed the board with frustration over snow and the lack of website updates. Glenn responded that the website needs rebuilding and that should be contracted to a professional. Bid requests should be out in January, with no specific time frame for completion. Sue directed the conversation back to snow removal. Pete said budget for DPW includes all seasons of maintenance, not just snow removal. He will set up a meeting to resolve the problem.

b. 2018 DDA meeting schedule: Sue Bossardet made a motion to approve the 2018 DDA meeting schedule supplied by Elgin Nichols and by voice vote, the motion passed.

c. DDA member on Planning Commission: Glenn reported that the Planning Commission has an opening. Pete said to contact him if interested in occupying that seat.

8. Professional Development: Glenn reminded the board that although the DDA bylaws call for public comment, we shouldn't be entertaining back and forth comments after the public comments occur. This is for the sake of efficiency and should be our protocol henceforth.

9. Board Member Comments:

Sue: Ordinance enforcement has become an issue with the council. The police have become more diligent and are ticketing offenders. Business employees and owners are occupying parking which should be reserved for customers. The outer lots are reserved for business parking. She wishes everyone a Merry Christmas and Happy New Year.

Elgin: The DDA is strictly for the businesses and complaints should be addressed to the board. He called for involvement and meeting attendance by business owners and asked business owners to be better neighbors, shoveling others walks when necessary.

Dorothy: Thanked those who attended and wished everyone a Merry Christmas.

Rod: Wished everyone a Merry Christmas and thanked Glenn for the meeting outline information. Thanked Elgin for encouraging others to attend the DDA meetings.

Pete: Encouraged volunteers to fill the numerous open seats on various committees.

10. Extended Public Comment:

Laurel Droz encouraged people to shop local, not just on Small Business Saturday.

11. Adjourn to the work session on Strategic Plan: A motion to close the meeting was made by Nichols, seconded by Johnston. The motion carried. The time of adjournment was 7:10 P.M.

Minutes reviewed by _____ Date _____
Susan Schurr Jan.15, 2018

Minutes approved by _____ Date _____
Pete Scholz

The next regular DDA Meeting will be on Monday, January 15, 2018, at 6:00 P.M. in the Council Chambers.