

**DDA Meeting Minutes  
Village of Oxford Council Chamber  
Meeting, November 16, 2015**

**1. Call to order:** The meeting was called to order at 6:00 p.m. by Vice Chairperson Sue Bossardet.

**2. Pledge of Allegiance**

**3. Members Present:** Sue Bossardet, Jerry Cremin, Rod Charles, Ed Hunwick, Dorothy Johnston , and Susan Schurr

Members Absent: Pete Scholz, Bill Dunn, Geno Mallia:

Motion to excuse Pete Scholz and Bill Dunn made by Ed Hunwick, seconded by Susan Schurr. By voice vote the motion carried unanimously

Others Present: Deb Uren, Ron Rolando, Joe Frost and Dave Weckle

**4. Approval of proposed agenda:**

A motion was made by Ed Hunwick, seconded by Jerry Cremin to approve the agenda. By voice vote the motion carried unanimously.

**5. Approval of minutes:**

A motion was made by Ed Hunwick, seconded by Dorothy Johnston to approve the October 19, 2015 DDA Board meeting minutes. By voice vote the motion carried unanimously.

**6. Public comment:** none

**7. Consent Agenda:**

**a. Executive Director's Report**

DDA Executive Director Joe Frost presented his report which... (see E.D. Report)

A motion was made by Dorothy Johnston, seconded by Susan Schurr, to receive and file the Executive Director's report. By voice vote the motion passed unanimously.

**b. Treasurer's report**

**1.** A bill run of \$14,845.99 was presented.

A motion was made by Ed Hunwick, seconded by Jerry Cremin, to approve the bills in the amount of \$14,845.99. By roll call vote the motion passed unanimously.

**2. DDA Budget spreadsheet**

Ed Hunwick's records match with the bill runs, he had a question about a previous bon payment for July 1.

**c. Code Enforcement Activity Report**

A motion was made by Jerry Cremin, seconded by Ed Hunwick to receive and file. By voice vote the motion passed unanimously

**d. Annual Audit Report**

A motion was made by Sue Bossardet, seconded by Susan Schurr to receive and file. By voice vote the motion passed unanimously

**e. Heritage Conference Report**

A motion was made by Jerry Cremin, seconded by Dorothy Johnston to receive and file. By voice vote the motion passed unanimously

**f. Michigan Downtown Association Conference Report**

A motion was made by Sue Bossardet, seconded by Susan Schurr to receive and file. By voice vote the motion passed unanimously

**g. Public Hearing - Conditional Rezoning request 125 S. Washington - FYI**

A motion was made by Sue Bossardet seconded by Jerry Cremin to receive and file. By voice vote the motion passed unanimously

**8. New Business:**

**a. E. Burdick Street - Development Agreement**

Joe Frost presented the drafted PUD Agreement between the DDA, the Village of Oxford, and Mr. Dave Weckle for his development on E. Burdick Street. This agreement outlines the swap of the three DDA owned parcels (32, 36, & 38 E. Burdick Street) to East, LLC.

Mr. Dave Weckle spoke about the project, and his intentions for three mixed used buildings. Each will be three stories and have retail, office space, and 3rd floor condos. Pending approved Dave will contact engineer to get the ball rolling on an official site plan, etc. The intent is to construct the parking lots as soon as possible.

A motion was made by Rod Charles, seconded by Dorothy Johnston, to approve the proposed development agreement between the DDA, Village of Oxford, and Mr. Weckle. By roll call vote the motion passed unanimously.

**b. Lifestyles Magazine**

Joe Frost presented information about the new Orion Oxford Lifestyle Magazine. If split with the Village the total cost to the DDA would be \$1,000 for 1 and 1/2 pages in

two issues of the 2016 Lifestyles Magazine. Discussion included the need to advertize, but perhaps in other communities outside of Oxford Orion to encourage Oxford as a destination.

A motion was made by Sue Bossardet, seconded by Rod Charles, to not advertize in the Lifestyles Magazine. By voice vote the motion passed unanimously.

**c. 2016 Meeting Schedule**

A motion was made by Sue Bossardet, seconded by Jerry Cremin, to approve the proposed 2016 DDA Meeting Schedule. By voice vote the motion passed unanimously.

**9. Old Business:**

**a. Facade Grant Program Restructuring - Draft**

DDA Executive Director Joe Frost presented a draft to restructure the current facade grant program. At the May 2015 meeting this item was set aside. The board reviewed and discussed the draft. There we concerns regarding the wording of some of the required information on the application. Joe Frost stated that this is a draft that can be edited further.

A motion was made by Sue Bossardet, seconded by Ed Hunwick, to set aside. By voice vote the motion passed unanimously.

**10. Board Member Comments:**

Jerry - Happy Thanksgiving to all. Good luck to Dave Weckle on the project. To Joe Frost, "Cool as always."

Susan - Thank you to Joe Frost for the work he is doing.

Rod - To Joe Frost thank you, "you have done a great job so far." Thank you to Dave Weckle, and the guests in the audience this evening

Ed - Happy Thanksgiving everybody.

Sue - Happy Thanksgiving. Looking forward to Dave's project.

**11. Adjournment:**

A motion to adjourn at 7:50 p.m. was made by Sue Bossardet, seconded by Jerry Cremin. By voice vote the motion carried unanimously.

Minutes reviewed by \_\_\_\_\_  
William Dunn

Date: \_\_\_\_\_

Minutes approved:

\_\_\_\_\_  
Pete Scholz, Chairperson

\_\_\_\_\_  
William Dunn, Secretary

The next meeting is scheduled for Monday, November 16, 2015 at 6:00 p.m. in the Council Chamber.

**Mission Statement: *The Oxford DDA is dedicated to the promotion, development, and historic preservation of downtown Oxford.***

**Vision Statement: *To create a sustainable and dynamic community by enhancing the sense of place in downtown Oxford as a quality destination for businesses and residents.***