

**DDA Meeting Minutes
Village of Oxford Council Chamber
Meeting, February 15, 2016**

- 1. Call to order:** The meeting was called to order at 6:01 p.m. by Chairperson Pete Scholz.
- 2. Pledge of Allegiance**
- 3. Members Present:** Sue Bossardet, Bill Dunn, Rod Charles, Ed Hunwick, Dorothy Johnston , Eugene Mallia, and Pete Scholz
Members Absent: Jerry Cremin and Susan Schurr
Others Present: Ron Rolando, Joe Frost and Joe Young
A motion was made by Sue Bossardet, seconded by Ed Hunwick to excuse Jerry Cremin and Susan Schurr. By voice vote the motion carried unanimously.
- 4. Approval of proposed agenda:**
A motion was made by Bill Dunn, seconded by Ed Hunwick to approve the agenda. By voice vote the motion carried unanimously.
- 5. Approval of minutes:** A motion was made by Bill Dunn, seconded by Sue Bossardet to approve the December 21, 2015 DDA Board meeting minutes . By voice vote the motion carried unanimously.
A motion was made by Geno Mallia, seconded by Sue Bossardet, to approve the January 18, 2016 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.
A motion was made by Bill Dunn, seconded by Sue Bossardet, to receive and file the Executive Director's report. By voice vote the motion passed unanimously.
 - b. Treasurer's report**
 - 1. Bills for \$17,474.20** was presented.
A motion was made by Bill Dunn, seconded by Sue Bossardet, to approve the bills in the amount of \$17,474.20. By roll call vote the motion passed unanimously.
 - 2. DDA Budget spreadsheet**
A motion was made by Bill Dunn, seconded by Sue Bossardet, to receive and file the budget spreadsheet. By roll call vote the motion passed unanimously.

c. Code Enforcement Activity Report

A motion was made by Bill Dunn, seconded by Sue Bossardet, to receive and file the code enforcement report. By voice vote the motion passed unanimously.

8. Training Presentation

DDA Executive Director Joe Frost presented a training session on the DDA Main Street program report.

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

9. New Business:

a. National Main Street Conference.

A motion was made by Geno Mallia, seconded by Sue Bossardet, to approve the Executive Director's request to attend the Main Street Now Conference May 23-25 in the amount not to exceed \$700 including the standard mileage rate (\$0.54 per mile) with By roll call vote the motion passed 5-2 (Dunn, Hunwick).

b. Façade Grant- 8 N. Washington St. (50% =\$2,367.50)

DDA Executive Director Joe Frost presented a Façade Grant from Dorothy Johnston 8 N. Washington St. in the amount of \$4,735 for lead glass restoration and prism glass wood sash.

A motion was made by Bill Dunn, seconded by Sue Bossardet, to approve Dorothy Johnston to abstain from voting on the facade grant application. By voice vote the motion passed unanimously.

A motion was made by Bill Dunn, seconded by Geno Mallia, to approve the façade grant funds for 8 N. Washington St. in the amount not to exceed \$2,637.50. By roll call vote the motion passed 6-0 with one abstention (Johnston).

10. Old Business:

a. 2016-2017 Budget Planning

DDA Executive Director Joe Frost presented the 2016-17 budget worksheet. Bill Dunn offered for the DDA and Village to participate in the Township's spring cleanup day in May.

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A motion was made by Sue Bossardet, seconded by Bill Dunn, to approve presenting to the Village Council the proposed budget. By roll call vote the motion passed 6-0 with one abstention (Johnston).

The budget will is scheduled to be presented to the Village Council at a February 23 meeting at 5 p.m.

11. Board Member Comments:

12. Adjournment: A motion to adjourn at 7:17 p.m. was made by Bill Dunn, seconded by Sue Bossardet. 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, March 21, 2016 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.*