

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

1. Call to order: The meeting was called to order at 6:02 p.m. by Chairperson Pete Scholz.

2. Pledge of Allegiance

3. Members Present: Sue Bossardet, Rod Charles, Jerry Cremin, Bill Dunn, Ed Hunwick, Dorothy Johnston and Pete Scholz

Members Absent: Susan Schurr

Others Present: Deb Uren, Bryan Cloutier, Ron Rolando, Ginny Schomisch and Joe Young.

4. Approval of proposed agenda:

Bill Dunn requested to add discussion to petition to request the Village Council to allow the DDA to handle their own financials as item 9.C. Pete Scholz asked to add credit card as item 9.D. A motion was made by Bill Dunn, seconded by Sue Bossardet the agenda as amended.

By voice vote the motion carried unanimously.

5. Approval of minutes: A motion was made by Bill Dunn, seconded by Ed Hunwick to approve the January 19, 2015 DDA Board meeting minutes. By voice vote the motion carried unanimously.

6. Public comment: Rod Charles advised that interviews for a new school superintendent are scheduled for Wednesday and Thursday.

7. Presentation: none

8. Consent Agenda:

a. Code Enforcement Activity report

b. Police Report

c. Report from Director

A motion was made by Bill Dunn, seconded by Sue Bossardet, to receive and file consent agenda items 8.a.b. and c. By voice vote the motion carried unanimously.

d. Treasurer's report:

1. A February bill run of \$76,423.98 was presented.

A motion was made by Ed Hunwick Bill Dunn, seconded by Bill Dunn, to approve the February bills in the amount of \$76,423.98. By roll call vote the motion passed unanimously.

2. DDA Budget worksheets. Ed Hunwick submitted a budget spreadsheet and a proposed budget worksheet for the budget meeting with the Village Council scheduled for Monday, February 23 at 5 p.m.

Treasurer Ed Hunwick commented on the DDA proposed budget keeping the current year tax revenue until the final amounts are determined. The proposed budget has \$38,387 available and could have \$40,000 in additional property taxes. The DDA cash (fund balance) was \$103,777 as of the last audit. (Note: The next year's bond debt payment is a current liability of approximately \$93,000). The façade grant program budget and request was discussed. Ed Hunwick suggested that the façade grant program amount be \$15,000. No funds were provided for Celebrate Oxford/Lone Ranger Festival since the involvement of the DDA is uncertain as this time. Jerry Cremin commented about the promotion budget funds. Bill Dunn commented that the Committees be asked to provide their budget requests to feel part of the DDA.

9. New Business:

a. E. Burdick Street Properties

A report prepared by Joe Young was presented that included the details of the properties owned by the DDA. Adding DDA to the property tax records is to be addressed. Rod Charles asked what was the remaining cost value of the parcels for sale. The rear (south end) of the DDA lot at 32 E. Burdick was incorporated in the parking lot of 4 spaces in redesign of the Mill Street realignment. The DDA also owns 27 parking spaces in the lot east of Mill Street.

b. Celebrate Oxford / Lone Ranger Festival

Discussion regarding the DDA's involvement in the Lone Ranger Festival was discussed. Deb Uren commented that the Village Council approved the name change to Lone Ranger Festival and that is was up to the Chamber and Committee to name the event. Sue Bossardet suggested that a historic business building tour program could be considered. Deb Uren commented about the various groups involvement with the event, arts & crafts, tastefest, car show, kids town, etc. Sue Bossardet suggested that a historic business building tour program could be considered through the Design Committee.

c. Petition to the Village Council for the DDA to have its own financial system

Discussion about having more control and independence of the financial system was discussed. Bryan Cloutier spoke about the various items to be considered including ID number, payroll, check writing, reporting, controls, etc. and being more independent as the Library is who uses QuickBooks although the Township invests their funds. Joe Young commented that the DDA should consider access the BS & A

system that is maintained by the Village which is the same system at Oxford Township.

A motion was made by Bill Dunn, seconded by Sue Bossardet, to request the Village Council permission for the DDA to investigate the costs of having their own financial system. By voice vote the motion carried unanimously.

Credit Card

Consideration of the DDA having a credit card, (as was in the past) was discussed to keep costs separate and be used for travel to and for conferences expenses.

After discussion, this matter was set aside to develop a credit card policy.

A motion was made by Bill Dunn, seconded by Rod Charles, to come back with a credit card policy. By voice vote the motion carried unanimously.

10. Old Business:

a. Promotions Workshop- Thursday, February 26 at 6:30 p.m.

DDA Executive Director Virginia Schomisch reminded everyone of the Oakland County MainStreet Promotions Workshop- Thursday, February 26 at 6:30 p.m. being held at the Fire Hall.

b. New Board Member

DDA Executive Director Virginia Schomisch reported that two persons applied for the vacant DDA Board position. Interviews are to be conducted at the March meeting.

11. Board Member Comments:

Bill Dunn asked that Oxford Bank support of the community event be shared. The Genisys open house of March 2 at 8 am was noted.

12. Adjournment:

A motion to adjourn at 7:52 p.m. was made by Bill Dunn, seconded by Ed Hunwick. By voice vote the motion carried unanimously.

Minutes reviewed by _____
Bill Dunn

Date: _____

Minutes approved:

Pete Scholz, Chairperson

Bill Dunn, Secretary

THIS COPY IS A DRAFT UNTIL APPROVED BY THE DDA BOARD

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