

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

**1. Call to order:** The meeting was called to order at 6:00 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, Pete Scholz and Susan Schurr

Members Absent: none – (vacancy)

Others Present: Ron Rolando, Ginny Schomisch and Joe Young

**4. Approval of proposed agenda:**

A motion was made by Bill Dunn, seconded by Sue Bossardet to approve the agenda as presented.

By voice vote the motion carried unanimously.

**5. Approval of February 16, 2015 regular meeting minutes:** A motion was made by Bill Dunn, seconded by Ed Hunwick to approve the February 16, 2015 DDA Board meeting minutes. By voice vote the motion carried unanimously.

**6. Approval of February 23, 2015 Joint meeting (Village Council) minutes:**

A motion was made by Bill Dunn, seconded by Ed Hunwick to approve the February 23, 2015 DDA Board Joint meeting minutes. By voice vote the motion carried unanimously.

**7. Public comment:** none

**8. Presentation:** none

**9. Consent Agenda:**

**a. Code Enforcement Activity report**

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

**c. Report from Director**

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

**d. Treasurer's report:**

1. The March bill run of \$11,845.66 was presented.

A motion was made by Bill Dunn, seconded by Dorothy Johnston, to approve the March bills in the amount of \$11,845.66. By roll call vote the motion passed unanimously.

2. DDA Budget worksheets. Ed Hunwick reported that he will have a report at the next meeting using a spreadsheet from the accounting system which will eliminate redundancy.

A motion was made by Bill Dunn, seconded by Sue Bossardet, to set aside the budget worksheets until the next meeting. By voice vote the motion carried unanimously.

**10. New Business:**

**a. Interviews: Vacant Board Member Position**

Eugene (Geno) Mallia, of Oxford Bank, was interviewed for the vacant DDA board position.

A motion was made by Bill Dunn, seconded by Jerry Cremin, to recommend to the Village Council to appoint Eugene Mallia to the DDA Board. By voice vote the motion carried unanimously.

**b. MSOC- National Main Street Center Review Report**

DDA Executive Director Ginny Schomisch presented the National Main Street review which was very positive. The Active Board and Committees did not meet the standards. Five of the other nine criteria need improvement. DDA Executive Director Ginny Schomisch is to prioritize the criteria for improvement and spearhead the Board and committees to comply with the criteria. Pete Scholz asked to have the Vision and Mission statements added to the April agenda.

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

**c. MDA – TIF Workshop in Flint, April 17**

DDA Executive Director Ginny Schomisch presented a MDA TIF workshop on April 17 in Flint.

A motion was made by Bill Dunn, seconded by Ed Hunwick, to fund up to three people, (Executive Director and two board members) to attend the MDA April 17 TIF Workshop at a cost of \$225. By roll call vote the motion passed unanimously.

**11. Old Business:**

**a. Lone Ranger Festival**

Bill Dunn commented to have the DDA Executive Director help organize the Lone Ranger Festival working with the Chamber of Commerce and other parties to set up meetings.

Sue Bossardet reported that a subcommittee is working on this and that she is the point person.

The subcommittee consensus was to recommend to hire a manager this year to organize, promote and raise funds for the event. Two candidates were interviewed. Lisa Renaud, with lots of experience and contacts outside of the community, submitted a proposal for \$4,000 and 20% of any funds she raises on her own.

Jim Sherman offered to assist with advertising and soliciting volunteer help. Rod Charles is handling the parade. The arts & crafts is to be handled by the Women's Club with Sue Bossardet. The Rotary Club is doing the car show. The Kid's activities need a person to head this up. The Tastefest has Jerry Cremin and Mike Phipps soliciting food and beverage vendors and a person is needed to coordinate this at Centennial Park along with any entertainment in the Gazebo. The Chamber of Commerce will have the business expo. The DDA Design committee has suggested having a historic business tour. The Oxford Tap has offered to have entertainment and a beer tent for Friday and Saturday.

Bill Dunn questioned who payments are to be made out to. Sue Bossardet commented that a separate account for the event would be set up with checks made out to the Lone Ranger Fund which includes separate funds for the Statue and the past years parade and events.

The Village would be accounting for the funds received and paid. Lisa Renaud's proposal was reviewed by Village Attorney Bob Davis who suggested wording for a contract. The proposal was payments of \$2,000 up front, \$1,000 by June 1 and \$1,000 by August 1. The contract term would extend two weeks after the event to allow for a critic of the event for improvements for next year. Sue Bossardet said she would sign the contract as the Village Council President.

Jerry Cremin commented that the contracts and payments require a second signature from the contract manager.

Sue Bossardet stated that the committee would meet with Lisa, Wednesday to go over items that decisions need to be made.

Rod Charles commented about the proposed event name change. Susan Schurr commented about the Lone Ranger Festival name being an icon brand.

Pete Scholz commented that Lisa was confident she could bring a very good event.

A motion was made by Pete Scholz, seconded by Sue Bossardet, to recommend to the Village Council to enter into an agreement with Lisa Renaud to fundraise and

coordinate the Lone Ranger Festival for 2015 with dual signatures on agreements.  
By roll call vote the motion passed 7-1 (Charles).

**b. DDA Website and Board Photographs**

DDA Executive Director Virginia Schomisch reported that the new website is up with a few last minute changes to be made.

A reminder to schedule an appointment with Dorothy Johnston to have a photo for the web site was made to the Board members.

**12. Board Member Comments:**

Jerry Cremin asked if donations to the DDA could be made on-line. The Village does have a govpaynow.com online payment system that could add the DDA. Jerry also commented about the Channel 2 TV show that he was on last Friday promoting Sullivan's Public House in Oxford.

**13. Adjournment:**

A motion to adjourn at 6:57 p.m. was made by Bill Dunn, seconded by Rod Charles. By voice vote the motion carried unanimously.

Minutes reviewed by \_\_\_\_\_

Bill Dunn

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

Minutes approved:

\_\_\_\_\_

Pete Scholz, Chairperson

\_\_\_\_\_

Bill Dunn, Secretary

The next meeting is scheduled for Monday, April 20, 2015 at 6:00 p.m. in the Council Chamber.