

**DDA Meeting Minutes
Village of Oxford Council Chamber
Meeting, March 21, 2016**

- 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, Jerry Cremin, Rod Charles, Ed Hunwick, Dorothy Johnston , Eugene Mallia, Susan Schurr and Pete Scholz
Members Absent: Bill Dunn
Others Present: Ron Rolando, Joe Frost and Joe Young

- 4. Approval of proposed agenda:**
A motion was made by Sue Bossardet, seconded by Geno Mallia to approve the agenda as presented.
By voice vote the motion carried unanimously.

- 5. Approval of minutes:** A motion was made by Sue Bossardet, seconded by Geno Mallia to set aside the February 15, 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 Sue Bossardet, seconded by Jerry Cremin, to receive and file the Executive Director's report. By voice vote the motion passed unanimously.
 - b. Treasurer's report**
 - 1. Bills for January** of \$69,653.36 was presented.
A motion was made by Ed Hunwick, seconded by Geno Mallia, to approve the bills in the amount of \$69,653.36. By roll call vote the motion passed unanimously.
 - 2. DDA Budget spreadsheet**
Treasurer Ed Hunwick reported that the actual property tax revenues from the Township and Village will be \$20,000 over the budget estimate.
 - c. Budget Amendment**
DDA Executive Director Joe Frost presented a budget amendment of \$630 within the promotions budget for contractual services for the holiday lights.
A motion was made by Ed Hunwick, seconded by Sue Bossardet, to approve the budget amendment of \$630 as presented. By roll call vote the motion passed unanimously.
 - d. Code Enforcement Activity Report**

The number of snow on sidewalks was commented on. Ron Rolando suggested using a V-shape plow being more effective for the ends of the parking bay areas.

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

8. New Business:

a. Main Street Evaluation Review

DDA Executive Director Joe Frost presented a review of the Main Street evaluation The written evaluation report site five of the ten criteria that needs development.

b. Michigan Downtown Association (MDA) - Workshop

DDA Executive Director Joe Frost presented a request to attend a MDA workshop on April 15 with a registration fee of \$85.

A motion was made by Geno Mallia, seconded by Sue Bossardet, to approve workshop request and travel costs at the standard mileage rate (\$0.54 per mile) and approve a budget amendment of \$50 from conference to mileage account. By roll call vote the motion passed unanimously.

9. Old Business:

a. 2016-2017 Budget Planning

DDA Executive Director Joe Frost presented the 2016-17 budget worksheet and report. Joe reported on the MDOT meeting on the M24 reconstruction that would be likely started in 2021. The DDA would need to fund any enhancements such as street lighting, landscaping, pavement and sidewalk features, etc. An enhancement grant could be applied for which requires a local match. Rochester contributed \$450,000 for enhancements to their project. Joe suggested that the DDA also set aside funds to minimize business disruption during construction. Funds could be reserved for future development needs of this project.

10. Board Member Comments:

The Main Street awards are in April which Sullivan's Public House Irish Pub will be nominated.

11. Adjournment:

A motion to adjourn at 7:05 p.m. was made by Sue Bossardet, seconded by Ed Hunwick. By voice vote the motion carried unanimously.

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Minutes reviewed by _____

William Dunn

Date: _____

Minutes approved:

Pete Scholz, Chairperson

William Dunn, Secretary

The next meeting is scheduled for Monday, April 18, 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.*