

**DDA Meeting Minutes  
Village of Oxford Council Chamber  
Meeting, April 20, 2015**

**1. Call to order:** The meeting was called to order at 6:05 p.m. by Chairperson Pete Scholz.

**2. Pledge of Allegiance**

**3. Members Present:** Sue Bossardet, Rod Charles, Jerry Cremin, Bill Dunn, Ed Hunwick, Eugene (Geno) Mallia, Pete Scholz and Susan Schurr  
Members Absent: Dorothy Johnston

A motion was made by Sue Bossardet, seconded by Eugene Mallia, to excuse Dorothy Johnston. By voice vote the motion carried unanimously.

Others Present: , Ginny Schomisch and Joe Young, Amanda McFarland

**4. Approval of proposed agenda:**

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

**5. Approval of minutes:** A motion was made by Sue Bossardet, seconded by Jerry Cremin to approve the March 16, 2015 DDA Board meeting minutes. By voice vote the motion carried unanimously.

**6. Public comment:** none

**7. Presentation:** none

**8. Consent Agenda:**

**a. Code Enforcement Activity report**

**b. Police Report**

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

**c. Report from Director**

DDA Executive Director Ginny Schomisch reported on the National Historic Trust conference she attended. She also reported that the Oakland County MainStreet awards ceremony is May 12 and encouraged all board members to attend.

**d. Treasurer's report:**

1. An April bill run of \$13,707.18 was presented.

A motion was made by Bill Dunn, seconded by Eugene (Geno) Mallia, to approve the April bills in the amount of \$13,707.18. By roll call vote the motion passed unanimously.

2. DDA Budget spreadsheet. Ed Hunwick reported that the report will be presented at the next meeting.

**e. Budget Amendments**

DDA Executive Director Ginny Schomisch reported on budget amendments to two accounts in a total amount of \$240 to be transferred from the contingency account.

A motion was made by Sue Bossardet, seconded by Ed Hunwick, to approve the budget amendment in the amount of \$240.00 from contingency. By roll call vote the motion passed unanimously.

**9. New Business:**

**a. 2015-2016 Proposed Budget and Recommendation to Village Council**

A proposed budget with revisions for an extra day, Leap Year at 2088 hours, was presented. The proposed budget included funds for a 2% pay increase subject Board approval at a later date. Ginny Schomisch stated that once she is married in November that she would be choosing to opt out of the health care insurance at the 80% of a single rate pursuant to existing policy.

A motion was made by Bill Dunn, seconded by Eugene (Geno) Mallia, to approve the 2015-2016 Proposed Budget and Recommend it to the Village Council. By roll call vote the motion passed unanimously.

**b. Façade Grant Application- 26 E. Burdick, Valor Salon**

A façade grant to scrape, sand and paint 26 E. Burdick in the amount \$7,800 was presented by the applicant Amanda McFarland. She had written permission from the landlord to apply for this grant. The base quote from Student Painters was \$5,700 and included scrap, sand, caulk and prime as needed by a lead based certified company. A quote for a second coat of paint for a color change from red was \$2,100. Amanda stated she had contact two other painting vendors but they were not lead based certified. The Design committee did suggest three colors for the applicant to choose from. The 50% DDA grant match of up to \$3,900 has sufficient funds budgeted for the current year and are also carried over to next year if necessary.

The issue of having three bids was discussed. A motion was made by Bill Dunn, seconded by Eugene (Geno) Mallia, that from here forward façade grants have three bids to be submitted with the application to the Board. By voice vote the motion passed unanimously.

A motion was made by Jerry Cremin, seconded by Rod Charles, to approve Façade Grant request as presented for Amanda McFarland for the building owned by Jordan Bayer, located at 26 E. Burdick, for up to \$3,900, contingency on the Design Committees approval of final paint colors and the clearance of real property taxes at Oakland County. Funds shall come from line item #296-730-996.060. By roll call vote the motion passed unanimously.

**c. Façade Grant Extension Application- 111 S. Washington**

A motion was made by Bill Dunn, seconded by Ed Hunwick, to set this item aside. By voice vote the motion passed 7-1 (Bossardet).

**d. DDA Lots- Request for Use- August 1, 2015**

A request from the NorthEast Oakland Historical Society to use the DDA lot at 32 E. Burdick on August 1 was presented.

A motion was made by Rod Charles, seconded by Ed Hunwick, to approve the request to use the DDA lot for a horseshoe event on August 1, 2015. By roll call vote the motion passed unanimously.

**e. Main Street Evaluation – Mission Statement**

DDA Executive Director Ginny Schomisch requested that each Board member submit their thoughts on tasks and goals for the DDA to develop a new mission statement as recommended by the MainStreet review. Once Board input is developed this would be shared with the business community for input and ownership.

**f. MDA – TIF Workshop in Flint, April 17- Report**

Susan Schurr, Jerry Cremin and Ginny Schomisch reported on the workshop sessions they attended at the TIF workshop in Flint.

**g. MDA Parking Workshop, June 12- Mackinac Island**

DDA Executive Director Ginny Schomisch presented information on the MDA Parking Workshop, June 12 on Mackinac Island.

**10. Old Business:**

**a. DDA Board Photographs**

The members of the Board were reminded to have their pictures taken at Johnston Photography.

**11. Board Member Comments:**

Rod Charles stated that contracting with Lisa Renaud to coordinate the Lone Ranger Festival was a good move.

**12. Adjournment:**

A motion to adjourn at 7:13 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

The next meeting is scheduled for Monday, May 18, 2015 at 6:00 p.m. in the Council Chamber.