

**DDA Meeting Minutes
Village of Oxford Council Chamber
Meeting, May 11, 2015**

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, , Jerry Cremin, Bill Dunn, , Dorothy Johnston Eugene (Geno) Mallia and Pete Scholz

Members Absent: Rod Charles, Ed Hunwick and Susan Schurr

Others Present: Ron Rolando, Dave Weckle, Ginny Schomisch and Joe Young

4. Approval of proposed agenda:

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

5. Approval of minutes: A motion was made by Bill Dunn, seconded by Eugene Mallia to approve the April 20, 2015 DDA Board meeting minutes. By voice vote the motion carried unanimously.

6. Public comment: Dave Weckle presented a development concept plan for the E. Burdick DDA owned properties that included five parcels that he owns.

7. Presentation:

8. Consent Agenda:

a. Report from Director

DDA Executive Director Ginny Schomisch stated that she is preparing project updates.

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

b. Treasurer's report:

1. A May bill run of \$70,204.18 was presented. Ginny explained that the July bond payment was included since it will be paid in June.

A motion was made by Bill Dunn, seconded by Eugene (Geno) Mallia, to approve the May bills in the amount of \$70,204.18. By roll call vote the motion passed unanimously.

2. DDA Budget spreadsheet. BS & A budget reports were presented.

c. Budget Amendments

DDA Executive Director Ginny Schomisch reported on budget amendments to two accounts in a total amount of \$280 to be transferred from existing accounts.

A motion was made by Sue Bossardet, seconded by Eugene Mallia, to approve the budget amendment in the amount of \$280.00 as presented. By roll call vote the motion passed unanimously.

9. New Business:

a. Director's Resignation

A resignation letter from Ginny Schomisch was presented.

A motion was made by Sue Bossardet, seconded by Eugene (Geno) Mallia, to accept the Director's resignation with regrets. By roll call vote the motion passed unanimously.

b. New Director Search

A proposal for a new director search was presented.

A motion was made by Eugene (Geno) Mallia, seconded by Sue Bossardet, to approve the job description as presented for listing through relevant online outlets and to include Sherman Publications by the week of May 29. Applications shall be due to Pete Scholz by Friday, May 29. Interviewees shall be contacted by Pete for appointments beginning the week of June 1. The Board shall conduct interviews at the June 15, 2015 meeting and come to a decision at that meeting. The new Director shall start employment on or near July 1, 2015. By voice vote the motion passed unanimously.

A personnel screening committee of Sue Bossardet, Bill Dunn and Eugene Mallia was established to have 3-4 candidates to be interviewed by the full Board.

c. Part-time Help

A proposal to hire part-time help was presented.

A motion was made by Eugene Mallia, seconded by Sue Bossardet, to approve a contract with Cheri Hedrick to provide financial/accounting services to the DDA. Cheri shall work approximately 10 hours per month, up to 90 days for \$16.50 per hour. The total compensation shall not exceed \$495.00. The Board Chair shall negotiate the Contract. By roll call vote the motion passed unanimously.

d. Façade/Sign Grant Application Revisions

The Design Committee submitted recommendations to the eligibility and administration of the Façade and Sign Grant program. The changes were to have a single \$15,000 match annually for a façade project that was at least a \$45,000 investment by the applicant. The recommendation was modeled after the Lake Orion DDA façade grant program.

A motion was made by Eugene Mallia, seconded by Pete Scholz, to set this item aside. By voice vote the motion passed unanimously.

10. Old Business:

a. Main Street Evaluation – Mission Statement

DDA Executive Director Ginny Schomisch requested that the rest of the Board members submit a mission statement 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.

Sue Bossardet commented about having the current mission statement on the back of the monthly agenda sheet (as was done in the past).

A motion was made by Sue Bossardet, seconded by Eugene (Geno) Mallia, to set this item aside. By voice vote the motion passed unanimously.

11. Board Member Comments:

Members thanked Ginny for her time here and wished her well.

12. Adjournment:

A motion to adjourn at 7:02 p.m. was made by Eugene Mallia, seconded by Sue Bossardet. 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, June 15, 2015 at 6:00 p.m. in the Council Chamber.