

**DDA Meeting Minutes
Village of Oxford Council Chamber
Meeting, August 15, 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, Ed Hunwick, Dorothy Johnston, Jerry Cremin, Rod Charles, Bill Dunn, Eugene Mallia

Members Absent: Pete Scholz and Susan Schurr

Others Present: Ron Rolando, Joe Frost and Joe Young

4. Approval of proposed agenda:

A motion was made by Bill Dunn, 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 Bill Dunn, seconded by Geno Mallia to approve the July 18 16, 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 Bill Dunn, seconded by Geno Mallia, to receive and file the Executive Director's Report. By voice vote the motion passed unanimously.

b. Treasurer's report

b.1. Bills for of \$12,495.00 were presented.

A motion was made by Bill Dunn, seconded by Ed Hunwick, to approve the bills in the amount of \$12,495.00. By roll call vote the motion passed unanimously.

b. 2. DDA Budget spreadsheet

Treasurer Ed Hunwick stated he would submit quarterly budget worksheets to verify the monthly reports from the Village accounting system.

A motion was made by Bill Dunn, seconded by Geno Mallia, to receive and file the Executive Director's Report. By voice vote the motion passed unanimously.

c. Code Enforcement Activity Report

A motion was made by Bill Dunn, seconded by Ed Hunwick, to receive and file the code enforcement activity report. The improper dumpster use was discussed. DDA Executive Director Joe Frost will include this in the newsletter.

By voice vote the motion passed unanimously.

8. New Business:

a. 8 N. Washington St. – Façade Grant Extension

DDA Executive Director Joe Frost presented a request from Dorothy Johnson for a three month extension of the for the window restoration.

A motion was made by Bill Dunn, seconded by Geno Mallia, to approve Dorothy Johnston to abstain from the vote. By voice vote the motion passed unanimously.

A motion was made by Bill Dunn, seconded by Jerry Cremin, to approve a three month extension for the façade grant project at 8 N. Washington.

By roll call vote the motion passed with 6 ayes and 1 abstention (Johnston).

b. Executive Director Goals and Salary

A recommendation of the Organization Committee is to increase the Executive Director’s salary by 10% and to update the Executive Director’s goals. Ed Hunwick commented that the executive director was underpaid at the time he was hired based on his credentials and this was a pay adjustment. Ed stated that director salaries of the other DDA’s are significantly more.

A motion was made by Geno Mallia, seconded by Ed Hunwick, to approve the Organization Committee’s recommendation to increase the Executive Director’s salary by 10% and adopt the updated goals and approve a budget transfer of \$4,500 from Contingency to Personnel Services accounts. By roll call vote the motion passed 5-2 (Charles & Dunn).

c. Scarecrow Festival (October 1)

DDA Executive Director Joe Frost presented a report on the Scarecrow Festival scheduled for October 1.

A motion was made by Bill Dunn, seconded by Ed Hunwick, to receive and file the report.

By voice vote the motion passed unanimously.

9. Old Business:

a. 2015-2016 Annual Report

DDA Executive Director Joe Frost presented a revised 2015-2016 Annual Report.

A motion was made by Geno Mallia, seconded by Ed Hunwick, to receive and file the report.

By voice vote the motion passed unanimously.

b. Main Street Oakland County- Tech Visit- Visioning Session

DDA Executive Director Joe Frost presented a report on the Visioning Sessions to be scheduled for October 5th and 17th.

A motion was made by Geno Mallia, seconded by Ed Hunwick, to receive and file the report. By voice vote the motion passed unanimously.

11. Board Member Comments:

12 Adjournment:

A motion to adjourn at 6:50 p.m. was made by Bill Dunn, seconded by Ed Hunwick. By voice vote the motion carried unanimously.

Minutes reviewed by _____

William Dunn

Date: _____

Minutes approved:

Pete Scholz, Chairperson

William Dunn, Secretary

The next meeting is scheduled for Monday, July 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.*