

**DDA Meeting Minutes
Village of Oxford Council Chamber
Meeting, December 19, 2016**

1. Call to order: The meeting was called to order at 6:00 p.m. by Chairperson Sue Bossardet.

2. Pledge of Allegiance

3. Members Present: Sam Barna, Sue Bossardet, Dorothy Johnston, Eugene Mallia, Pete Scholz, and Regina Woodson

Members Absent: Rod Charles, Bill Dunn and Susan Schurr

Others Present: John Bry, Elgin Nichols, Ron Rolando, Joe Frost and Joe Young

4. Approval of proposed agenda:

A motion was made by Geno Mallia, seconded by Pete Scholz, to approve the agenda with the addition of item 8.e. Resignation letter from Bill Dunn, 8.f. Interview Elgin Nichols and 8.g. Snow Removal. By voice vote the motion carried unanimously.

5. Approval of minutes: A motion was made by Dorothy Johnston, seconded by Geno Mallia to approve the November 21, 2016 DDA Board meeting minutes. By voice vote the motion carried unanimously.

6. Public comment: John Bry, the new Oakland County Main Street Coordinator introduced himself.

7. Consent Agenda:

a. Executive Director's Report

DDA Executive Director Joe Frost presented his report.

A motion was made by Pete Scholz, seconded by Sam Barna, 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 \$14,871.97 were presented.

b. 2. DDA Budget spreadsheet

A motion was made by Pete Scholz, seconded by Sam Barna, to approve the bills in the amount of \$14,871.97 and the DDA budget spreadsheet. By roll call vote the motion passed unanimously.

c. Code Enforcement Activity Report

A motion was made by Geno Mallia, seconded by Pete Scholz, to receive and file the Police Enforcement activity report. By voice vote the motion passed unanimously.

8. New Business:

a) Budget Amendments

Three budget amendments were presented. \$1,000 from Contingency to Office Supplies for toner cartridges; \$500 from Contingency to Printing and Publications for the annual report and future ads; \$290 from Holiday Operating supplies to Holiday Advertising for printed advertising.

A motion was made by Geno Mallia, seconded by Sam Barna to approve the budget amendments as presented. By roll vote the motion passed unanimously.

b) 2017 Meeting Schedule

A meeting schedule of the third Monday at 6 p.m. was presented.

A motion was made by Geno Mallia, seconded by Regina Woodson, to approve the 2017 meeting schedule. By voice vote the motion passed unanimously.

c) 2017 Events

A motion was made by Pete Scholz, seconded by Geno Mallia, to approve and adopt the following events for 2017: Concerts in the Park, Scarecrow Festival and Soup & Sweet Stroll. By voice vote the motion passed unanimously.

d) Main Street Accreditation Annual Evaluation- January 12th

A motion was made by Sam Barna, seconded by Dorothy Johnston, to encourage participation from the Board, committee members, elected officials and volunteers to participate in the January 12 Main Street Accreditation. By voice vote the motion passed unanimously.

e) Resignation letter from Bill Dunn

A letter of resignation from Bill Dunn was received.

A motion was made by Geno Mallia, seconded by Pete Scholz, to receive with regrets the letter of resignation from Bill Dunn. By voice vote the motion passed unanimously.

f) Interview Elgin Nichols

Eglin Nichols was interviewed.

A motion was made by Geno Mallia, seconded by Pete Scholz, to recommend to the Village Council the appointment of Elgin Nichols to the DDA Board. By voice vote the motion passed unanimously.

g) Snow Removal

Executive Director Joe Frost reported on snow removal issues. DPW is scheduled to work this evening (midnight) to clear the snow from the sidewalks, curb and parking areas. Various options to consider to address the snow removal were discussed. Ron Roland suggested that a V plow was as a means to keep the snow from going back on the sidewalk and parking areas. Joe Frost is to contact other DDA's as to their approach for snow removal. Pete Scholz commented that the M24 reconstruction design should take into account snow removal issues.

9. Old Business: none

11. Board Member Comments:

Sue Bossardet commented about Shop Local Saturday, the Sweet & Soup Stroll and thanked sponsors for the Centennial Park decorations.

12 Adjournment:

A motion to adjourn at 6:51 p.m. was made by Pete Scholz, seconded by Geno Malia. By voice vote the motion carried unanimously.

Minutes reviewed by _____

Susan Schurr

Date: _____

Minutes approved:

Susan K. Bossardet , Chairperson

Susan Schurr, Secretary

The next meeting is scheduled for Monday, January 16, 2017 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.*