

**DDA Meeting Minutes
Village of Oxford Council Chamber
Meeting, July 18, 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, Susan Schurr , Jerry Cremin, Rod Charles, Bill Dunn, Eugene Mallia, and Pete Scholz

Members Absent: none

Others Present: Ron Rolando, Joe Frost and Joe Young

4. Approval of proposed agenda:

A motion was made by Bill Dunn, seconded by Eugene 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 Eugene Mallia to approve the June 20, 2016 DDA Board meeting minutes. By voice vote the motion carried unanimously.

6. Public comment: none

7. Consent Agenda:

a. Executive Director's Report

Executive Director Joe Frost presented his monthly report.

Rod Charles was requested that a survey include why people don't attend concerts in the park.

b. Treasurer's report

b.1. Bills for July of \$18,384.40 were presented.

A motion was made by Bill Dunn, seconded by Eugene Mallia, to approve the bills in the amount of \$18,384.40. By roll call vote the motion passed unanimously.

b. 2. DDA Budget spreadsheet

Treasurer Ed Hunwick presented the summary budget worksheet for FY 2016. Ed reported that revenues were over budget by over \$36,000 and expenses were under budget by over \$35,000. A surplus for the current year of over \$90,000 is expected with a total fund balance of \$252,000. \$112,367.50 is restricted including \$110,000 for the M24 Street project.

A motion was made by Rod Charles, seconded by Sue Bossardet, to set \$110,000 of the restricted fund balance in an investment account LGIP (Oakland County Local Government Investment Pool). By roll call vote the motion passed unanimously.

c. Code Enforcement Activity Report

A motion was made by Bill Dunn, seconded by Sue Bossardet, to receive and file the consent agenda items Executive Director's report, the DDA Budget worksheet and the code enforcement activity reports.

By voice vote the motion passed unanimously.

8. New Business:

a. 2016-2017 Budget

A copy of the 2016-17 budget was presented for information and to add to the board member handbooks.

Ed Hunwick stated that a salary increase of up to \$48,000 or 10% be considered for the Executive Director based on his performance and salaries of other DDA's. A performance review with specific achievement targets and goals needs to be conducted as part of a systematic process to justify a salary increase. The impact of the new overtime law for salary below \$47,000 needs to be investigated also.

The matter was referred to the Organization Committee to review and provide a recommendation for the August board meeting.

b. Heritage Conference

Executive Director Joe Frost request approval to attend the September 23 Heritage Conference at Mt. Holly Michigan at a cost of \$35.00.

A motion was made by Bill Dunn, seconded by Sue Bossardet, to approve \$35.00 for the executive director to attend the Heritage Conference. By roll call vote the motion passed (8-1 Charles).

c. Village of Oxford- Master Plan

Executive Director Joe Frost reported on the update to the Village Master Plan five year review that is underway at this time. The five sections of proposed updates were emailed to the Board members. A listing of suggested changes to the Master Plan from Chris Khorey dated July 12 was presented. Comments on the proposed plans were requested to be presented to the Planning Commission.

Bill Dunn expressed his objection to changing Dennison to a one-way street and adding a traffic signal at M-24.

A motion was made by Bill Dunn, seconded by Eugene Mallia to receive and file the Master Plan report. By voice vote the motion carried unanimously.

d. 2015-2016 Annual Report

An annual report was presented and discussed. The report highlighted the fiscal position, programs and promotions. It was suggested that the report highlight historic preservation. Executive Director Joe Frost will present a revised report at the next meeting.

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

9. Old Business:

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

Main Street Oakland County has offered a technical visit at no cost for two Visioning sessions with Jeff Siegler in September. After discussion it was suggested that the public sessions be scheduled after the first week in September, possibly the 14th. The second session with Board could be prior to the board meeting of September 19 if the information from the public sessions is ready to be presented.

Executive Director Joe Frost requested approval for up to \$500 for printing of promotional materials for the visioning session.

The consensus of the Board was that the Executive Director make the decision printing of promotional materials.

10. Board Member Comments:

Jerry Cremin announced Sullivan's second anniversary July 22, a burger award and a new son soon.

Bill Dunn offered to help all day for the Lone Ranger Festival August 6.

11. Adjournment:

A motion to adjourn at 7:00 p.m. was made by Sue Bossardet, seconded by Jerry Cremin. 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, August 15, 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.*

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