

**DDA Meeting Minutes
Village of Oxford Council Chamber
Meeting, June 20, 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 Sue Bossardet, seconded by Ed Hunwick to approve the agenda as presented.
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 May 16, 2016 DDA Board meeting minutes as amended (we to he) . 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. An annual report including finances is to be presented at the next meeting.
A motion was made by Sue Bossardet, seconded by Ed Hunwick, to receive and file the Executive Director's Report. By voice vote the motion passed unanimously.
 - b. Treasurer's report**
 - b.1. Bills for June** of \$76,414.33 were presented.
A motion was made by Bill Dunn, seconded by Sue Bossardet, to approve the bills in the amount of \$76,414.33. By roll call vote the motion passed unanimously.
 - b. 2. DDA Budget spreadsheet**
Treasurer Ed Hunwick presented the budget worksheet. Ed reported that revenues were over budget by over \$26,000 and expenses were under budget by over \$24,000. A surplus for the current year of over \$51,000 is expected.
 - c. Code Enforcement Activity Report**
A motion was made by Bill Dunn, seconded by Sue Bossardet, to receive and file the consent agenda items the DDA Budget worksheet and the code enforcement activity reports.
Sue Bossardet commented about the code officers report on the grease and garbage dumpster mess. Sending a letter to the businesses was suggested as well as a sign on illegal dumping by outsiders.

By voice vote the motion passed unanimously.

Historic Building Inventory Presentation - Chelsea Grossman

Chelsea Grossman, an intern from EMU, presented the Historic Building Inventory project that she has been working on which included updating the 1999 inventory of 49 of the 200 buildings in the central business district. The inventory included the year of construction, type of architecture, etc. This information is now ready to be reviewed by the State as part of the National historic designation process. A more intense inventory would involve details on types of windows, roofing, building materials, etc.

9. New Business:

a. Street Pole Banners

DDA Executive Director Joe Frost presented proposals for street pole banners.

A motion was made by Geno Mallia, seconded by Sue Bossardet, to approve the purchase of 48 banners in an amount not to exceed \$2,500.00.

Jerry Cremin commented that he would prefer a street sound system and holiday lights.

Executive Director Joe Frost commented that there are holiday decoration funds in the budget which will be presented at a future meeting.

By roll call vote the motion passed unanimously.

b. End of FY- Restriction of Funds

1. M-24 Project

2. 8 N. Washington Façade Grant

Executive Director Joe Frost presented a proposal to restrict funds for the fiscal year end.

A motion was made by Bill Dunn, seconded by Sue Bossardet, to carry over as a fund balance restriction \$2,367.50 for the 8 N. Washington façade grant; \$10,000 for the M24 project business promotions; and \$100,000 for grant match of the M24 reconstruction project enhancements to be reviewed at budget meetings for the next five years. Joe Frost commented that a possible promotions consultant would be used as was done in Rochester and in Saline.

By roll call vote the motion passed unanimously.

Ed Hunwick left the meeting.

10. Old Business:

a. E. Burdick Development

Dave Weckle, developer for the E. Burdick project, presented plans for the project including site plan, elevations and floor plans. A public hearing on the planned unit development (PUD) project is scheduled for the June 21 Planning Commission meeting.

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

At the last DDA meeting Bob Donahue offered a technical visit at no cost for a Visioning session.

A motion was made by Bill Dunn, seconded by Sue Bossardet to request a technical visit from Main Street for Visioning.

11 Board Member Comments:

Board members complemented Chelsea for her work and presentation.

Sue Bossardet commented about the Village Council reviewing a social media policy and suggested that the DDA do this as well.

12 Adjournment:

A motion to adjourn at 7:23 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, 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.*