

**DDA Meeting Minutes  
Village of Oxford Council Chamber  
Meeting, September 19, 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, Rod Charles, Bill Dunn, Ed Hunwick, Dorothy Johnston, Pete Scholz, Susan Schurr

**Members Absent:** Jerry Cremin, Geno Mallia

Motion to excuse Jerry Cremin and Geno Mallia was made by Sue Bossardet, seconded by Bill Dunn. By voice vote the motion carried unanimously.

Others Present: Ron Rolando, Joe Young, CJ Carnacchio, Regina Woodson, Sam Barna, Lynn Gustafson, Joe Frost

**4. Approval of proposed agenda:**

A motion was made by Bill Dunn, seconded by Sue Bossardet 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 Dorothy Johnston to approve the August 15, 2016 DDA Board meeting minutes. By voice vote the motion carried unanimously.

**6. Public comment:**

Lynn Gustafson - Director of NOTA, presented about NOTA's plans to have a trolley from Oxford to Lake Orion. This trolley would be a fixed route service and provide a route from Meijer to Kmart with service to Downtown Oxford and Downtown Lake Orion. DDA captures NOTA funds. Would the DDA consider returning captured funds?

Bill Dunn - Provided comments as a Village resident regarding the NOTA downtown trolley. There should be no charge for the trolley, and it should be funded by sponsors.

Rod Charles - Provided comments as a Village resident regarding the NOTA downtown trolley. NOTA is efficient. NOTA is a real positive.

**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 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** of \$18,385.62 were presented.

A motion was made by Bill Dunn, seconded by Sue Bossardet, to approve the bills in the amount of \$18,385.62, and receive and file, DDA Budget Spreadsheet, and Code Enforcement report. By roll call vote the motion passed unanimously.

**b. 2. DDA Budget spreadsheet**

**c. Code Enforcement Activity Report**

**8. New Business:**

**a. DDA Board Candidates**

Introduction of board candidates:

- Sam Barna, *Oxford Community Schools*
- Nancy Rosentrater, *Oxford Bank* - Not in attendance
- Regina Woodson, *AAA - Woodson Family Insurance*

Discussion of who would like to continue on the board, and who would not.

Regina Woodson introduced herself, and her interest in serving on the DDA Board. Her credentials include non-profit work, a degree in accounting and business administration, and a passion for downtown Oxford. Regina is available to participate on committees as well as on the board.

Sam Barna introduced himself. He has a background in finance, and has a passion for downtown Oxford. Undergrad and MBA in finance. Many years experience in non-profit and for-profit organizations. Experience working on a team, and making a decision as a team.

A motion was made by Susan Schurr, seconded by.... to recommend to Village Council to re-appoint Rod Charles to a four year term, and appoint Sam Barna and Regina Woodson to four year terms to the DDA Board. By voice vote the motion passed unanimously.

**b. Election of Officers**

A motion was made by Bill Dunn, seconded by Pete Scholz to elect Sue Bossardet as DDA Chair, Dorothy Johnston as Vice Chair, and Susan Schurr as Secretary. By voice vote the motion passed unanimously.

**c. E. Burdick Street Development - PUD Update**

Joe Frost provided an update on the E. Burdick Street development, where the project currently stands, and provided a copy of the update PUD agreement with Mr. Weckle.

A motion was made by Bill Dunn to receive and file final PUD agreement, and authorize Joe Frost, Executive Director, to sign on behalf of the DDA, seconded by Ed Hunwick. By voice vote the motion passed unanimously.

**d. Concerts in the Park Survey - Report**

Joe Frost shares the results of the Concerts in the Park survey. It was concluded that the concerts are successfully bringing people into downtown, and that concert goers are doing other things downtown as a result of the concert series.

A motion was made by Bill Dunn, seconded by Ed Hunwick to receive and file the Concerts in the Park survey report. By voice vote the motion passed unanimously.

**e. National Register of Historic Places**

Joe Frost provided an overview of the National Register of Historic Places, and the Michigan State Historic Preservation Office's program to assist communities with National Register of Historic Place nominations. Support was given my Village Council to apply to the SHPO program, and seek a nomination to the NRHP for the traditional portion of downtown Oxford.

A motion was made by Rod Charles, seconded by Bill Dunn to adopt the supporting resolution for nomination to designate the downtown district to the National Register of Historic Places. By voice vote the motion passed unanimously.

**f. 29 N. Washington St. - Facade Grant Application**

Mr. Rob Juncaj, applied for a facade grant for his property at 29 N. Washington St. This project has been many months in the works. The applicant utilized Main Street Oakland County's design assistance program to develop concept drawings. At this time the applicant is struggling to get bids for experience contractors.

A motion was made by Pete Scholz, seconded by Ed Hunwick to set aside until we receive more information. By voice vote the motion passed. (Nay - Bossardet)

Board is very supportive of this project, but want to see the contractor bids.

**g. 28 S. Washington St. - Sign Grant Application**

The new owner of Caveman & Pip, Mr. Craig Shagena, applied for a sign grant for their business at 28 S. Washington St.

A motion was made by Dorothy Johnston, seconded by Sue Bossardet to approve the sign grant application for 28 S. Washington St. in the amount of \$1,500.00. By roll call vote the motion passed. (Nays - Charles, Hunwick, Schurr)

**9. Old Business:**

**a. Scarecrow Festival**

A motion was made by Bill Dunn, seconded by Sue Bossardet to receive and file. My voice vote the motion passed.

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

For the board's information - No actions were taken.

**11. Board Member Comments:**

Sue - Good job on the NRHP. Thank you Ed for the time and diligence as treasurer.

Rod- Joe good job, I look at the work here and its good stuff. Sam is here to night and the school system is part of the community. Reminder of the school board election, and a forum to allow an introduction of candidates.

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Ed - As a township resident the vitality of the downtown is just as important to the township as it is to the village. With the M24 project things will get better downtown.

Dorothy - Great job, thank you for the detail in the packet.

Pete - Thanked Ed for the time he has put in, and he has enjoyed working with ED. Thanks Joe for the historic part. Thank you to Jerry Cremin.

**12 Adjournment:**

A motion to adjourn at 8:00 p.m. was made by Bill Dunn, seconded by Sue Bossardet. By voice vote the motion carried unanimously.

Minutes reviewed by \_\_\_\_\_

Susan Schurr

Date: \_\_\_\_\_

Minutes approved:

\_\_\_\_\_  
Sue Bossardet, Chairperson

\_\_\_\_\_  
Susan Schurr, Secretary

The next meeting is scheduled for Monday, October 17, 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.***