

Village of Oxford
Downtown Development Authority 248-770-8587
Meeting Minutes
Monday, January 15, 2018 at 6:00 P.M.
Council Chambers, Oxford Village Hall

1. Call to Order: The meeting was called to order at 6:00 by Chairperson Scholz.
2. Pledge of Allegiance
3. Roll Call: Sue Bossardet, Rod Charles, Dorothy Johnston, Pete Scholz, Susan Schurr, Elgin Nichols, Nancy Rosenstrater, Nicole Ellsworth
Others in attendance: Glenn Pape, John Powers, Marie Powers
4. Public Comment on non-agenda items: none
5. Consent agenda: Motion by Nichols to approve consent agenda and pay the bills, Charles supported. Discussion: Bossardet offered corrections to the minutes regarding roll call, correct spelling on motion under 7b, and 6c, comments regarding sign grants online. Motion passed by roll call vote 8-0.
6. Unfinished/Old business
 - a. NHRP. Pape presented update on NHRP district. Discussion of boundary and next steps in process by board.
 - b. Snow removal. Update presented by Pape. Board discussion of snow removal responsibilities, cost of snow removal, communications to downtown business owners. Discussion of changes to snow removal ordinance to allow the village to take action for removal and billing of costs to property owner after code violation. Motion by Sholz to ask the village and village manager to review and amend the snow removal ordinance to allow for action by the village to correct snow removal violations. Support by Charles. Passed 8-0
 - c. Dumpsters. Pape presented update on dumpsters and ongoing issues. Board discussion of measures the DDA can take. Public comment: John Powers regarding need for larger recycling container.
7. New Business:
 - a. 2018/19 draft budget. Budget was presented by Pape. Discussion by board regarding priorities and funding. Motion by Bossardet to move \$110,000 from fund balance to construction fund. Support by Schurr. Motion passed by roll call vote 8-0. Motion by Bossardet to invest \$110,000 from construction fund in Oakland County Local Government Investment fund. Support by Schurr. Motion passed by roll call vote 8-0
 - b. Hiring a recording secretary. Pape presented information on the need and cost of having village staff act as recording secretary to take minutes at DDA board meetings and prepare minutes for review. Board discussion of benefits and costs/budget for this.

Nichols made a motion to approve having a village staff member take and prepare minutes. Bossardet supported. Motion passed 8-0.

8. Professional Development: Pape presented materials on public engagement and why and when the DDA should engage the public.

9. Board Member Comments:

Bossardet raised concerns about loss of businesses in downtown. Inquired about DDA actions to recruit businesses. Pape explained process DDA is engaging in to do business attraction. Follow up question on business retention.

Charles: Has the DDA reached out to the township regarding business attraction.

Schurr: When will we begin recruitment?

Nichols: Can we communicate more face to face with business owners to find out what they need. Help keep businesses profitable.

Rosentrater: I can assist with the website.

Ellsworth: Thanks to public for coming and I hope we can get more business involvement.

Sholz: Thanks to public, board for your hard work. Help us make this DDA better.

10. Extended Public Comments: None.

11. Adjournment: A motion to adjourn was made by Nichols, seconded by Bossardet. Passed 8-0. The time of the adjournment was 7:49.

Minutes reviewed by _____ Date _____
Susan Schurr Feb. 19, 2018

Minutes approved by _____ Date _____
Pete Scholz

The next regular DDA Meeting will be on Monday, February 19, 2018, at 6:00 P.M. in the Council Chambers.