

Village of Oxford  
Downtown Development Authority 248-770-8587  
Meeting Minutes  
Monday, September 18, 2017 at 6:00 P.M.  
Village Council Chambers, 22 W. Burdick St., Oxford, Mi 48371

1. Call to Order: The meeting was called to order at 6:00 P.M. by Chairperson Sue Bossardet.
2. Pledge of Allegiance.
3. Roll Call: Sam Barna, Sue Bossardet, Rod Charles, Dorothy Johnston, Pete Scholz, Susan Schurr, Elgin Nichols.  
Excused: Geno Mallia.  
Others in attendance: Glenn Pape, Connie Miller, Deb Uren, Ron Rolando, Bryan Cloutier, Lynn and John Dillon.
4. Approval of Proposed Agenda: A motion was made by Scholz, supported by Nichols, to approve the agenda as presented. By voice vote, the motion carried.
5. Approval of August 21, 2017 Regular Meeting Minutes: A motion to approve was made by Nichols, supported by Barna. By voice vote, the motion carried.
6. Public Comment on Non-Agenda Items: None
7. Consent Agenda:
  - a. Board Chair Report: Sue Bossardet reported that an overall plan for the M-24 project will be presented in a future meeting of the board. The plan will include street scape illustrations to be considered.
  - b. Treasurer Report:
    1. Sue stated that there is still a credit from Verizon for the phone bill which will be straightened out by October. A motion to approve bills totaling \$8,323.72 was made by Nichols, supported by Scholz. By roll call vote, the motion passed unanimously.
    2. Revenue expense report for September: A motion to receive and file was made by Scholz, supported by Nichols. By voice vote, the motion carried.
    3. Correction to August bill run: A motion to approve amended August bill run to \$6,756.34 was made by Johnston, supported by Nichols. This represents the increase from \$200. to \$240. for the Concert Series. By roll call vote, the motion passed unanimously.
  - c. Code Enforcement Activity Report/Police Report: A motion to receive and file was made by Scholz, supported by Nichols and by voice vote, the motion passed.
  - d. Executive Director Report: Glenn reported that he has reviewed what has occurred, in the absence of a DDA Director, during the past six months. He also reviewed the records of the DDA from 2004 to the present. He stated that he has been out in the community on a daily basis, introducing himself and explaining the function of the DDA, developing ideas about improving efficiency for the board and the director, and working with Sue on the new budget. Glenn will work

with Dorothy on a Facebook protocol and has intentions to become active on Facebook soon, including the announcement of the Scarecrow Festival.

#### 8. New Business:

a. 40 N. Washington Sign Grant Application: Bryan Cloutier reported on the sign grant request from Mc Wiches and supplied the board with a memo. The Design Committee recommended that the grant be approved for the amount not to exceed \$333.00, which represents half of the lowest estimate and excludes one of the three building signs and the sandwich sign. Bryan asked for the board's approval, pending a review of ordinances by Village Officials. A motion to approve was made by Charles, supported by Barna and passed.

b. DDA Board candidates: Candidates will be announced at the next DDA meeting on October 16, 2017.

#### c. Election of Officers:

\*A motion to appoint Scholz as Chairperson was made by Bossardet, supported by Nichols, and was passed.

\*Proposal that Johnston remain as Vice Chair was made by Bossardet, supported by Schurr, and was passed.

\*Proposal that Schurr remain as Secretary was made by Bossardet, supported by Scholz, and was passed.

\*Bossardet made a motion to take over as Treasurer, it was supported by Barna and was passed.

d. Strategic Planning: Glenn recommended postponing Strategic Planning until December and will tie it into the budget. He will consider Main Street audits when determining goals. He will look at technical visit report and discuss it with each board member to gather input and access our individual views. A motion to postpone the Strategic Planning until December was made by Schurr, supported by Nichols, and passed.

#### 9. Old Business:

a. National Register of Historic Places: Glenn is waiting to hear from Ms. Johnson (at the state office) to see if we've been selected.

#### 10. Board Member Comments:

\*Elgin noted that parking use by employees impacts customers. He recommended limited parking time.

\*Rod addressed ongoing dumpster problems. Sue is hoping to have only one company for dumpster pickup. Dumpster issues, including spilled grease, have become part of our image problem. Dorothy noted that training of employees regarding grease disposal expectations has not been a sustained solution. Sue cited cigarette butts and coffee cups as a symptom of the lack of pride and a need for establishing standards.

\*Dorothy welcomed Glenn. Susan welcomed and complimented Glenn on his valuable contributions to the Design Committee.

\*M-24: Sue said Glenn's opinions were invaluable during the M-24 meeting. Elgin was encouraged by the quality of people involved in the M-24 meeting. Pete reported that Bill Dunn, who was at Rotary, volunteered that the township will help to get the word out on the M-24 project. Sue said that Bryan Cloutier also volunteered to report news about the M-24 project, through the library.

\*Sam congratulated the newly assigned officers, thanked the audience, and welcomed Glenn.

11. Motion to Adjourn: A motion to adjourn was made by Nichols, supported by Schurr, and was passed. The time of the adjournment was 6:39 P.M.

Minutes reviewed by \_\_\_\_\_ Date \_\_\_\_\_  
Susan Schurr October 11, 2017

Minutes approved by \_\_\_\_\_ Date \_\_\_\_\_  
Susan Bossardet

The next regularly scheduled meeting is:  
Monday, October 16, 2017 at 6:00 P.M. in the Council Chambers