

**DOWNTOWN DEVELOPMENT AUTHORITY
CITY COMMISSION CHAMBERS
ROYAL OAK, MICHIGAN
www.romi.gov**

**Wednesday, June 21, 2023
Regular Meeting
4:00 P.M.**

Present

Paul Brake, City Manager
Jay Dunstan
Michael Keith
Lori London
Michael Sophiea, Chairperson
Mark Vanneste
Anthony Yezbick, Vice Chairperson
Gail von Staden

Absent

Arbor Laclave
Salvatore LoGrasso

Staff

Timothy E Thwing, Executive Director
Daniel Hill, Downtown Manager

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1. **Call to Order**
2. **Public Comment**
3. **Approval of Meeting Minutes from May 17, 2023**
4. **Expense Items**
 - a. **Monthly Expenses**
5. **Design/Engineering Services – 5th Ave. S Main to RxR**
6. **Holiday Extravaganza - ROCC**
7. **Downtown Outdoor Ice-Skating Rink 2023-24**
8. **Winter Blast 2024 & 2025**
9. **Siren Media – One Year Agreement Renewal**
10. **Bureau Renewal and Updated Scope and Proposal**
11. **Façade Grant – 225 S Main – Seven Sundays Coffee**
12. **Downtown Dollar Distribution Plan**

13. FY 2023-24 Development Fund Amendments

14. Reports

- a. Siren Communication and Impact Report April 2023
- b. Siren Communication and Impact Report May 2023
- c. SEP 23-26 DDA Social District Saturdays

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1. CALL TO ORDER

Chairperson Sophiea called the meeting to order at 4:00 p.m.

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2. PUBLIC COMMENT

Chairperson Sophiea opened Public Comment.
After all public comment was received, public comment was closed.

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3. APPROVAL OF MEETING MINUTES FROM MAY 17, 2023

MOVED by Director Dunstan
SECONDED by Director Vanneste

To Approve the minutes of the May 17, 2023, DDA meeting, as presented.

MOTION APPROVED UNANIMOUSLY.

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4. EXPENSES

a. Monthly Expenses

The invoices received and paid for the month of May 2023 were provided as information, no action is required.

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5. DESIGN/ENGINEERING SERVICES – 5th AVENUE S. MAIN TO RXR

MOVED by Director Dunstan
SECONDED by Director Vanneste

Be It Resolved, the Royal Oak Downtown Development Authority hereby approves the proposal from Fleis & Vandenbrink to design improvements for 5th

Avenue from S Main St to the railroad and authorizes the Executive Director to prepare and execute a final contract based upon their proposal.

MOTION APPROVED UNANIMOUSLY.

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6. HOLIDAY EXTRAVAGANZA - ROCC

MOVED by Director Keith
SECONDED by Director Yezbick

Be it resolved, the Downtown Development Authority approves the sponsorship request from the Royal Oak Chamber of Commerce for the 2023 Royal Oak Holiday Extravaganza event in an amount not to exceed \$110,000 and authorizes the Executive Director to execute the agreement.

MOTION APPROVED UNANIMOUSLY.

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7. DOWNTOWN OUTDOOR ICE-SKATING RINK 2023-24

MOVED by Director Dunstan
SECONDED by Director Brake

Be it resolved, the DDA Board authorizes and allocates a sponsorship of \$150,000.00 to assist the city with the costs of an outdoor ice-skating rink during the 2023-2024 season subject to an agreement being executed between the city and JWA.

MOTION APPROVED 7 – yes 1 – no (Director London).

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8. WINTER BLAST 2024 & 2025

MOVED by Director Brake
SECONDED by Director Dunstan

Be It Resolved, the Royal Oak Downtown Development Authority hereby allocates \$60,000 for the 2024 Winter Blast event subject to an agreement and parking cost estimates being submitted for the board's review and approval.

MOTION APPROVED UNANIMOUSLY

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9. SIREN MEDIA – ONE YEAR AGREEMENT RENEWAL

MOVED by Director Dunstan
SECONDED by Director London

Be it resolved, the DDA approves the agreement with Siren PR for a monthly retainer of \$8,450, subject to any revisions required by the City Attorney, and authorizes the Executive Director to execute the agreement.

MOTION APPROVED UNANIMOUSLY.

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10. BUREAU RENEWAL AND UPDATED SCOPE AND PROPOSAL

MOVED by Director Keith
SECONDED by Director London

Be it resolved, the DDA Board authorizes the Executive Director to enter into a one-year professional service agreement with Bureau for video and photography services not to exceed \$78,000 annually and allocates an additional \$3,000 for this service.

MOTION APPROVED UNANIMOUSLY.

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11. FAÇADE GRANT – 225 S MAIN – SEVEN SUNDAYS COFFEE

MOVED by Director Dunstan
SECONDED by Director Vanneste

Be it resolved, the Downtown Development Authority hereby approves the application for a façade grant for 225 S. Main Street as a reimbursement in an amount not to exceed \$10,000 or 50% of the actual project cost, whichever is less.

MOTION APPROVED UNANIMOUSLY.

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12. DOWNTOWN DOLLAR DISTRIBUTION PLAN

MOVED by Director Keith
SECONDED by Director Yezbick

Be it resolved, the DDA Board hereby approves the Downtown Dollars Plan for the 2023-2024 Fiscal Year and authorizes the Downtown Manager to administer the program within the outlined parameters.

Be it resolved, the DDA Board hereby authorizes the Executive Director to deposit up to the budgeted \$398,000 into the DDA Yiftee account and to execute agreements associated with administering the programs.

MOTION APPROVED UNANIMOUSLY.

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13. FY 2023-24 DEVELOPMENT FUND AMENDMENTS

MOVED by Director Yezbick
SECONDED by Director London

Be It Resolved, the Fiscal Year 2023-2024 Development Fund Budget amendments, are hereby approved as presented.

MOTION APPROVED UNANIMOUSLY.

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There being no further business to bring before the Royal Oak Downtown Development Authority, the following motion was made:

MOVED by Director Yezbick
SECONDED by Director Dunstan

To Adjourn the June 21, 2023, DDA regular meeting at 5:15 p.m.

MOTION APPROVED UNANIMOUSLY.

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EXECUTIVE DIRECTOR