

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

**Wednesday, August 16, 2023
Regular Meeting
4:00 P.M.**

Present

Paul Brake, City Manager
Jay Dunstan
Michael Keith
Arbor Laclave
Salvatore LoGrasso
Lori London
Michael Sophiea, Chairperson
Anthony Yezbick, Vice Chairperson
Gail von Staden

Absent

Mark Vanneste

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 July 19, 2023**
4. **Expense Items**
 - a. **Monthly Expenses**
5. **Mural Grant Application – 111 S Main St – North End Taproom**
6. **Façade Grant – 111 S Main St – Disbursement of Funds**
7. **45 Day Review – Royal Oak Live – RO Chamber of Commerce**
8. **Restaurant Association – Sponsorship Request**
9. **Legal Services**
10. **Trash Receptacle Replacement**
11. **Tree Grate Replacement**

12. Request for DD\$ Allocation – ABE Fashion Show
13. Second Annual Shop Royal Weekend-Shopping Event
14. Outfront Billboard Purchases
15. Reports
 - a. Siren Communication and Impact Report July 2023
 - b. Article-Outdoor Dining Fees Plymouth
 - c. SEP – St Paul Lutheran School Movie Night
 - d. SEP – Arts Beats Eat Foundation Preview Event
16. Arts Beats & Eats Amendment to Festival Agreement

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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 comments were received, public comment was closed.

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3. APPROVAL OF MEETING MINUTES FROM JULY 19, 2023

MOVED by Director Yezbick
SECONDED by Director Laclave

To Approve the minutes of the July 19, 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 July 2023 were provided as information, no action is required.

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5. MURAL GRANT APPLICATION – 111 S MAIN ST. – NORTH END TAPROOM

MOVED by Director Dunstan
SECONDED by Director London

Be It Resolved, the DDA approves the application for a mural grant for 111 S. Main Street as a reimbursement in an amount not to exceed \$3,500 or 50% of actual project costs, whichever is less.

MOTION APPROVED UNANIMOUSLY.

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6. FAÇADE GRANT – 111 S MAIN ST. – DISTRIBURSEMENT OF FUNDS

MOVED by Director Keith
SECONDED by Director Laclave

Be It Resolved, the DDA Board authorizes the funds for the façade grant for 111 S. Main Street be disbursed to the applicant at an amount of \$10,000.

MOTION APPROVED UNANIMOUSLY.

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7. 45 DAY REVIEW – ROYAL OAK LIVE – RO CHAMBER OF COMMERCE

Shelly Kemp, Executive Director of the chamber gave an overview of the event. No action was necessary or taken.

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8. RESTAURANT ASSOCIATION SPONSORSHIP REQUEST

MOVED by Director Yezbick
SECONDED by Director Dunstan

Be It Resolved, the DDA approves the sponsorship request for the Royal Oak Restaurant Association’s Beer Stroll in an amount not to exceed \$10,000 to be paid as a reimbursement upon submission of the event expenses, revenues, and allocations of funds to participating businesses, and

Be It Further Resolved, the DDA approves the sponsorship request for the Royal Oak Restaurant Association’s Wine Stroll in an amount not to exceed \$10,000 to be paid as a reimbursement upon submission of the event expenses, revenues, and allocations of funds to participating businesses, and

Be It Further Resolved, the DDA approves the sponsorship request for the Royal Oak Restaurant Association’s Royal Oak Restaurant Week in an amount

not to exceed \$10,000 to be paid as a reimbursement upon submission of the event expenses, revenues, and allocations of funds to participating businesses and authorizes staff to prepare a sponsorship agreement outlining the terms of this resolution and authorizes the executive director to execute said agreement.

MOTION APPROVED UNANIMOUSLY.

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9. LEGAL SERVICES

MOVED by Director Laclave
SECONDED by Director London

Be It Resolved, the Royal Oak Downtown Development Authority hereby approves the proposal submitted by Hafeli Staran & Christ, P.C. and authorize the Executive Director to execute any necessary agreements.

MOTION APPROVED UNANIMOUSLY.

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MOVED by Director Yezbick
SECONDED by Director Dunstan

Be It Resolved, the DDA Board authorizes the chairperson to form a committee that will meet with legal counsel.

MOTION APPROVED UNANIMOUSLY.

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10. TRASH RECEPTACLES REPLACEMENT

MOVED by Director Dunstan
SECONDED by Director London

Be It Resolved, the Royal Oak Downtown Development Authority, DDA hereby approves the purchase of up to 130 MAGLIN Series 650 black trash receptacles with the addition of Royal Oak logo added to the top of each and allocates an additional \$85,000 towards the purchase and installation for a total budget of \$260,000.

MOTION APPROVED UNANIMOUSLY.

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11. TREE GRATE REPLACEMENT

This item was referred to the infrastructure committee for additional discussion and consideration. Personnel from the city's DPS should be invited to the meeting.

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12. REQUEST FOR DD\$ ALLOCATION – ABE FASHION SHOW

MOVED by Director Yezbick
SECONDED by Director Keith

Be It Resolved, the DDA Board authorizes the Downtown Manager to administer payment of up to \$150 Downtown Dollars for up to 35 models hired for the Arts, Beats, Eats fashion show at an expense not to exceed \$5,416.25.

MOTION APPROVED UNANIMOUSLY.

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13. SECOND ANNUAL SHOP ROYAL WEEKEND-SHOPPING EVENT

MOVED by Director Yezbick
SECONDED by Director Laclave

Be It Resolved, the DDA Board authorizes the Downtown Manager to expend up to \$30,000 for the Shop Royal as outlined and authorizes the Executive Director to execute all necessary agreements.

MOTION APPROVED UNANIMOUSLY.

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14. OUTFRONT BILLBOARD PURCHASES

MOVED by Director Dunstan
SECONDED by Director Laclave

Be It Resolved, the DDA approves the advertising proposal from Outfront Media to expend no more than \$50,000 for billboard digital advertising and authorizes the Executive Director to execute any necessary agreements.

MOTION APPROVED UNANIMOUSLY.

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16. ARTS BEATS & EATS AMENDMENT TO FESTIVAL AGREEMENT

The board took no action on the proposed amendment.

MOVED by Director Laclave
SECONDED by Director Yezbick

Be It Resolved, the DDA hereby schedules a special meeting for August 23, 2023, at 4:00 p.m.

MOTION APPROVED UNANIMOUSLY.

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15. REPORTS

- a. **Siren PR Communication & Impact Report July 2023**
Provided for information no action necessary.
- b. **Article-Outdoor Dining Fees Plymouth**
Provided for information no action necessary.
- c. **SEP-St Paul Lutheran School Movie Night**
Provided for information no action necessary.
- d. **SEP-Arts Beats Eats Foundation Preview Event**
Provided for information no action necessary.

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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 Keith
SECONDED by Director Laclave

To Adjourn the August 16, 2023, DDA regular meeting at 5:32 p.m.

MOTION APPROVED UNANIMOUSLY.

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EXECUTIVE DIRECTOR