

**DOWNTOWN DEVELOPMENT AUTHORITY
CITY COMMISSION CHAMBERS
ROYAL OAK, MICHIGAN**
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**Wednesday, August 21, 2024
Regular Meeting
4:00 P.M.**

Present

Kyle DuBuc
Jay Dunstan
Arbor Laclave
Salvatore LoGrasso
Lori London
Michael Sophiea, Chairperson
Gail von Staden
Mark Wollenweber, Interim City Manager

Absent

Michael Keith
Mark Vanneste
Anthony Yezbick, Vice Chairperson

Staff

Timothy E Thwing, Executive Director
Daniel Solomon, Downtown Manager

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- 1. Call to Order**
- 2. Public Comment**
- 3. Approval of Meeting Minutes from July 24th, 2024**
- 4. Expense Items**
 - a. Monthly Expenses July 2024**
- 5. Business**
 - a. Sponsorship Agreement RORA-2024 Beer Stroll, 2025 Wine Stroll & 2025 Restaurant Week**
 - b. RO Holiday Village 2024 Amended Plan & Sponsorship Agreement**
 - c. Second Street Handicap Parking Spaces**
 - d. Downtown Paving**
 - 1. Upgrades to Williams St. and Sixth St.**
 - 2. Sherman Drive Paving**
 - e. Façade/Sign Grant-Write Impressions 407 S Washington Ave.**
 - f. Painting Downtown-Mural Project Pilot**
 - g. Spending Plan-3rd Annual Shop Royal**

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1. CALL TO ORDER

Chairperson Sophiea called the meeting to order at 4:03 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 JULY 24, 2024

MOVED by Director Laclave
SECONDED by Director Wollenweber

To Approve the minutes of the July 24, 2024, meetings, as amended (Director Dunstan was not present at meeting).

MOTION APPROVED UNANIMOUSLY.

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4. EXPENSE ITEMS

a. Monthly Expenses July 2024

The invoices received and paid for the month of July 2024 were provided as information, no action is required.

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5. BUSINESS

a. SPONSORSHIP AGREEMENT RORA – 2024 BEER STROLL, 2025 WINE STROLL & 2025 RESTAURANT WEEK

MOVED by Director Dunstan
SECONDED by Director Laclave

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, 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, 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 and authorizes the executive director to execute the attached agreement.

MOTION APPROVED UNANIMOUSLY.

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b. RO HOLIDAY VILLAGE 2024 AMENDED PLAN & SPONSORSHIP AGREEMENT

MOVED by Director Laclave
SECONDED by Director DuBuc

Be It Resolved; the Royal Oak Downtown Development Authority hereby approves the amended sponsorship agreement with Jonathan Witz & Associates (JWA) related to the RO Holiday Village and authorizes the Executive Director to execute the agreement.

MOTION APPROVED UNANIMOUSLY.

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c. SECOND STREET HANDICAP PARKING SPACES

MOVED by Director Dunstan
SECONDED by Director LoGrasso

Be it resolved, the DDA hereby supports the installation of option #1, allocates \$25,000 towards the cost of installation and that this resolution be forwarded to the city commission for its review and consideration.

MOTION APPROVED UNANIMOUSLY.

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d. DOWNTOWN PAVING-UPGRADES TO WILLIAMS & 6TH STREETS / SHERMAN DRIVE PAVING

MOVED by Director Laclave
SECONDED by Director Wollenweber

Be it resolved, the DDA hereby approves the proposed 2025 paving upgrades on Williams Street (3rd to 7th) and W Sixth Street (Washington to Center); and

Be it further resolved, the DDA hereby approves the paving of Sherman Drive (Lafayette Avenue to Washington Avenue) with funds allocated by the DDA at a cost not to exceed \$70,000.

MOTION APPROVED UNANIMOUSLY.

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e. FAÇADE/SIGN GRANT – WRITE IMPRESSIONS 407 S WASHINGTON

Director London indicated she had a conflict of interest and recused herself from participating and discussing this matter.

MOVED by Director Wollenweber
SECONDED by Director LoGrasso

Be it resolved, the Downtown Development Authority hereby approves the application for a sign grant for 407 S Washington Ave. as a reimbursement in an amount not to exceed \$1,857.37 or 50% of the actual project cost, whichever is less.

MOTION APPROVED UNANIMOUSLY.

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f. PAINTING DOWNTOWN – MURAL PROJECT PILOT

MOVED by Director DuBuc
SECONDED by Director Laclave

Be it resolved, the Downtown Development Authority approves of the Painting Downtown Mural project and authorizes the Downtown Manager and Executive Director to oversee an art proposal process.

Be it resolved, the Downtown Development Authority approves the expense budget for the Painting Downtown Mural project in an amount not to exceed \$78,383.25, with respect to all funding being contingent on City Commission approval of artworks.

Be it resolved, the DDA Board authorizes the attached Downtown Mural Installation agreement and authorizes the Executive Director to execute with the agreement with proposed property owners, subject to any revisions required by the City Attorney.

Be it resolved, the Downtown Development Authority authorizes the Downtown Manager to begin the artwork approval process with applicants selected by the selection committee, and agreed to by the property owners.

Be it resolved, the DDA Board hereby appoints the selection committee as: the following named Directors: von Staden, Dunstan, DuBuc, and Laclave.

MOTION APPROVED UNANIMOUSLY.

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g. SPENDING PLAN – 3RD ANNUAL SHOP ROYAL

MOVED by Director Wollenweber
SECONDED by Director Laclave

Be it resolved, the Downtown Development Authority approves of the aforementioned Shop Royal budget outline within this document and authorizes the Executive Director to execute any required purchase requisitions.

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 Laclave
SECONDED by Director Wollenweber

To Adjourn the August 21, 2024, DDA regular meeting at 4:45 p.m.

MOTION APPROVED UNANIMOUSLY.

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