

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

**Wednesday, September 20, 2023
Regular Meeting
4:00 P.M.**

Present

Paul Brake, City Manager
Jay Dunstan
Michael Keith
Arbor Laclave
Salvatore LoGrasso
Michael Sophiea, Chairperson
Gail von Staden
Mark Vanneste

Absent

Lori London
Anthony Yezbick, Vice Chairperson

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 August 16 (regular meeting) and 23rd (special meeting)**
4. **Expense Items**
 - a. **Monthly Expenses**
 - b. **Art Walk Reimbursement**
5. **RO Pride-45 Day Review**
 - a. **Report**
6. **Arts Beats & Eats-45 Day Review**
 - a. **Report**
7. **Taco Fest-45 Day Review**
 - a. **Report**
8. **5th Street Design – Update**
9. **Small Business Saturday (TBP)**

10. **Reports**
 - a. **Siren Communication and Impact Report August 2023**
 - b. **SEP 23-38 Spooktacular 10-22-23**
 - c. **RO Live Redemption Stats and Visits Report 2023 June 24-25**

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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 AUGUST 16 (REGULAR MEETING) AND 23rd (SPECIAL MEETING)

MOVED by Director Dunstan
SECONDED by Director Laclave

To Approve the minutes of the August 16, (regular meeting) and 23rd (special meeting), as presented.

MOTION APPROVED UNANIMOUSLY.

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4. EXPENSE ITEMS

a. Monthly Expenses

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

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b. Art Walk Reimbursement

MOVED by Director Laclave
SECONDED by Director Brake

Be It Resolved, the Royal Oak Downtown Development Authority hereby approves the request for reimbursement from the Royal Oak Arts Council in an amount of \$1,074.63 and authorizes the Executive Director make said payment.

MOTION APPROVED UNANIMOUSLY.

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5. RO PRIDE – 45 DAY REVIEW

MOVED by Director Dunstan
SECONDED by Director Laclave

Be It Resolved, the Royal Oak Downtown Development Authority, DDA hereby refers items 5,6 & 7 to the Marketing Committee for review.

All three organizations (RO Pride, ABE & Taco Fest) indicated support for discussing the review at the marketing committee's next meeting.

MOTION APPROVED UNANIMOUSLY.

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8. 5th STREET DESIGN UPDATE

Mr. Thwing provided an overview the Infrastructure Committee's discussion and the direction being considered. Mr. Hill and members of the committee provided additional input. These items included the following:

- Remove water feature.
- Need additional information on misters – other styles/options and how they work (water source etc)
- Pop-Retail should be configured into a "village" rather than randomly placed.
- How are festoon lights installed, do we need the number of strands indicated?
- Need bollard or other control device to keep vehicles on Washington from driving down 5th. Appears to be gap.
- Circle lighting – do we need, its expensive, over kill and creates visual barrier rather than tying both sides together.
- Column lighting could be enough – need lighting analysis.
- Tough to visualize space without cross sections or 3D view.
- Kiosk low priority, not sure what value these add and not good if not maintained.
- More fixed seating, less moveable seats
- More detail on railroad arch
- Supported tabletop design in Washington and Lafayette
- Need decision on existing Stagecrafter's sign.
- Consider the public comments provided during today's meeting.

The board concurred with the committee's current direction with the understanding that the next overview of revised plans would include a meeting where the entire board is invited to participate.

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9. SMALL BUSINESS SATURDAY

MOVED by Director von Staden
SECONDED by Director Brake

Be It Resolved, the DDA Board hereby approves the plan to purchase up to \$8,000 in hot beverages from local businesses for distribution and authorizes the Downtown Manager to engage with businesses to make this purchase at responsible rates.

Be It Resolved, the DDA Board approves of the purchase of 3,000 ornaments to be purchased at a cost not to exceed \$8,686.86 and authorizes the Downtown Manager to submit the order for ornaments according to the included design above.

Be It Resolved, the DDA Board approves of the purchase of 1,500 pairs of custom gloves to be purchased at a cost not to exceed \$4,902.97 and authorizes the Downtown Manager to submit the order.

Be It Resolved, the DDA Board allocates an additional \$1,600 to the Small Business Saturday 2023 program.

Be It Further Resolved, the DDA Board authorizes the Downtown Manager to adjust the items to be purchased provided the overall allocation of funds are not exceeded.

MOTION APPROVED UNANIMOUSLY.

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10. REPORTS

a. Siren PR Communication & Impact Report August 2023
Provided for information no action necessary.

b. SEP-23-38 Spooktacular 10-22-23
Provided for information no action necessary.

c. RO Live Redemption Stats and Visits Report 2023 June 24-25
Provided for information no action necessary.

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Mr. Thwing indicated that he spoke with the Chamber of Commerce Executive Director last week regarding the ROCC Summer Concert Series and its required 45-day review. Their materials were not ready for this meeting. He suggested that given the board desire to refer the reviews to committee, it may want to make that motion today as well rather than waiting until October board meeting.

MOVED by Director Laclave
SECONDED by Director Dunstan

Be It Resolved, the Royal Oak Downtown Development Authority, DDA hereby refers the required 45-day review for Summer Concert Series to the next marketing committee meeting.

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 von Staden

To Adjourn the September 20, 2023, DDA regular meeting at 4:41 p.m.

MOTION APPROVED UNANIMOUSLY.

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A handwritten signature in blue ink, appearing to read "L. E. ...", is written over a horizontal line.

EXECUTIVE DIRECTOR