

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

**Wednesday, January 20, 2021
Virtual Regular Meeting
4:00 P.M.**

Present

Paul Brake, City Manager
Michael Keith
Amanda Lewan
Lori London
Matt Riley
Jennifer Rossbach
Michael Sophiea, Chairperson
Anthony Yezbick, Vice Chairperson

Absent

Staff

Tim Thwing, Executive Director
Sean Kammer, Downtown Manager

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1. **Call to Order**
2. **Roll Call**
3. **Public Comment**
4. **Election of Officers**
5. **Committee Assignments**
6. **Approval of Meeting Minutes from December 16th, 2020**
7. **Expense Items**
 - a. **Monthly Expenses**
8. **Communication & Marketing Impact Report 2020 – Siren PR**
9. **Siren PR – Contract Renegotiation**
10. **Annual Reports**
 - a. **Operating Fund**
 - b. **Development Fund**

11. Centennial Commons – Update

12. FY 20-21 Revised Development Fund Budget

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1. CALL TO ORDER

Chairperson Sophia called the meeting to order at 4:03 p.m.

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2. ROLL CALL

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3. PUBLIC COMMENT

Chairperson Sophia opened Public Comment.
No public comment was received public comment was closed.

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4. ELECTION OF OFFICERS – CHAIRPERSON & VICE CHAIRPERSON

Chairperson Sophia opened the floor for nominations.

MOVED by Director Riley
SUPPORTED by Director London

To nominate Mike Sophia as Chairperson and Anthony Yezbick as Vice
Chairperson for 2021.

Chairperson Sophia asked for any other nominations, there were none and
nominations were closed.

Roll Call - MOTION APPROVED UNANIMOUSLY.

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5. COMMITTEE ASSIGNMENTS

Chairperson Sophia had provided the board members with his recommended
committee assignments and ask if anyone had any questions or issues with those
assignments. Hearing nothing no further action was necessary.

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6. APPROVAL OF MEETING MINUTES FROM DECEMBER 16th, 2020

MOVED by Director Brake
SUPPORTED by Director Rossbach

To Approve the minutes of the December 16, 2020 DDA meetings, as presented

Roll Call - MOTION APPROVED UNANIMOUSLY.

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7. EXPENSES

a. Monthly Expenses

The invoices received and paid for the month of December 2020 were provided as information, no action is required.

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8. COMMUNICATION & MARKETING IMPACT REPORT 2020 – SIREN PR

Siren PR representatives presented an overview of their report. No action was necessary.

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9. SIREN PR – CONTRACT RENEGOTIATION

MOVED by Director Yezbick
SUPPORTED by Director Brake

Be It Resolved the Royal Oak Downtown Development Authority hereby extends its current contract with Siren PR for a period of 60 days at a revised monthly rate of \$9,209.

ROLL CALL - MOTION APPROVED UNANIMOUSLY.

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MOVED by Director Rossbach
SUPPORTED by Director London

Be It Resolved the Royal Oak Downtown Development Authority hereby approves the proposed contract with Siren PR beginning April 1st, 2021 for a period of one year at a monthly rate of \$7,200 subject to any revisions by the City Attorney and authorizes the Executive Director to execute the contract.

ROLL CALL - MOTION APPROVED UNANIMOUSLY.

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MOVED by Director Rossbach
SUPPORTED by Director Riley

Be It Resolved the Royal Oak Downtown Development Authority approves the establishment of a part-time assistance position, in accordance with the Consumer Marketing Committee's recommendations, and allocates \$7,500 for the position for the remainder of the 2020/2021 fiscal year.

ROLL CALL - MOTION APPROVED UNANIMOUSLY.

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10. ANNUAL REPORTS

No action necessary and the reports will be published.

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11. CENTENNIAL COMMONS

Mr. Thwing provided an overview and update on the project. The board referred it to the Infrastructure Committee for further review and a recommendation.

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Director Brake left the meeting at 5:15 pm.

12. FY 20-21 REVISED DEVELOPMENT FUND BUDGET

MOVED by Director Rossbach
SUPPORTED by Director Riley

Be It Resolved, the Fiscal Year 2020-2021 Revised Development Fund Budget, be and is hereby approved.

ROLL CALL - 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
SUPPORTED by Director Rossbach

To Adjourn the January 20, 2021 DDA regular meeting at 6:16 p.m.

ROLL CALL - MOTION APPROVED UNANIMOUSLY.

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

Executive Director