

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

**Wednesday, February 17, 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. **Approval of Meeting Minutes from January 20th, 2021**
5. **Expense Items**
 - a. **Monthly Expenses**
6. **Holiday Lights – English Gardens**
7. **Centennial Commons**
8. **Façade Grants**
9. **DDA Goals & Objectives**
10. **Social Media Content**
11. **Assistant to Downtown Manager**

- 12. RO PTSA Request
- 13. Director Rossbach Request(s)
- 14. National Main Street Conference
- 15. Reports
 - a. Siren PR Impact Report – January 2021
 - b. Entercom Performance Report
 - c. S. Main St Resurfacing – Postponed
 - d. Contract Modification – Brick paver Replacement & 4th St Lights

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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. ROLL CALL

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3. PUBLIC COMMENT

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

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4. APPROVAL OF MEETING MINUTES FROM JANUARY 20th, 2021

MOVED by Director Rossbach
SUPPORTED by Director Brake

To Approve the minutes of the January 20, 2021 DDA meetings, as presented

Roll Call - MOTION APPROVED UNANIMOUSLY.

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5. EXPENSES

a. Monthly Expenses

The invoices received and paid for the month of January 2021 were provided as information, no action is required.

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6. HOLIDAY LIGHTS – ENGLISH GARDENS

MOVED by Director Riley
SUPPORTED by Director London

Be It Resolved the Royal Oak Downtown Development Authority hereby approves a holiday lighting program for 2021 that re-creates a display like last season with “Winter” white lights in tree canopies year around, twinkle lights with Caribbean blue and green colored lights to wrap the tree trunk that are installed and removed each season along with the garland on light posts.

ROLL CALL - MOTION APPROVED UNANIMOUSLY.

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7. CENTENNIAL COMMONS

MOVED by Director Riley
SUPPORTED by Director Yezbick

Be It Resolved the Royal Oak Downtown Development Authority hereby schedules a special meeting for February 24th, 2021 at 4:00 p.m.

ROLL CALL - MOTION APPROVED UNANIMOUSLY.

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Agenda item #10 was moved to this point of the meeting.

8. FAÇADE GRANTS

Chairperson Sophiea recused himself because he had a financial interest in the property at 116 West 4th St. Vice Chairperson Yezbick

MOVED by Director Rossbach
SUPPORTED by Director Riley

Be It Resolved the Royal Oak Downtown Development Authority, DDA approves the façade improvement grant application from the Side Bar, located at 116 West Fourth Street in accordance with the terms or the façade improvement program, and

Be It Further Resolved, the DDA approves the façade improvement grant application from Metals in Time, located at 301 South Main Street, in accordance with the terms of the façade improvement program, and

Be It Further Resolved, the DDA approves the disbursement of façade grant funds to Alchemi, located at 215 South Main Street in the amount of \$7,663.50, in accordance with the terms of the façade improvement program.

**ROLL CALL - MOTION APPROVED 7 – yeas 0 – nays and
Chairperson Sophiae abstaining.**

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Chairperson Sophiae returned to the meeting.

9. DDA GOALS & OBJECTIVES

Mr. Thwing provided an overview and update on the goals/objectives from 2020/2021. The board referred them to Siren PR for review and comment. Board members would also forward any comments to Mr. Thwing.

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10. SOCIAL MEDIA CONTENT

MOVED by Director Rossbach
SUPPORTED by Director London

Be It Resolved, the Royal Oak Downtown Development Authority, DDA hereby approves the request for proposals, subject to any revisions by the city attorney and purchasing agent and authorizes its release, and

Be It Further Resolved, the DDA extend its contract with Skroove on a month-to-month basis at the current monthly rate.

**ROLL CALL - MOTION FAILED 3 – yeas (Rossbach, London, Brake)
to 5 – nays (Riley, Yezbick, Keith, Lewan, Sophiae).**

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MOVED by Director Riley
SUPPORTED by Director Yezbick

Be It Resolved, the Royal Oak Downtown Development Authority, DDA hereby approves the request for proposals, subject to any revisions by the city attorney and purchasing agent and authorizes its release, and

Be It Further Resolved, the DDA extend its contract with Skroove for three months at the current monthly rate.

**ROLL CALL - MOTION APPROVED 5 – yeas (Riley, Yezbick, Keith,
Lewan, Sophiae) to 3 – nays (Rossbach, London, Brake).**

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11. ASSISTANT TO DOWNTOWN MANAGER

MOVED by Director Rossbach
SUPPORTED by Director Riley

Be It Resolved the Royal Oak Downtown Development Authority hereby approves the position description of the Assistance to the Downtown Manager position, a part-time contract position, and authorizes the Executive Director to publicly post the opportunity in order to begin the application process

ROLL CALL - MOTION APPROVED UNANIMOUSLY.

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12. RO PTSA REQUEST

MOVED by Director Keith
SUPPORTED by Director London

Be It Resolved the Royal Oak Downtown Development Authority hereby waives the \$300.00 cap on Yiftee (Community) Card purchases to allow the PTSA to acquire approximately 126 cards with a 100% match from Director Riley's Charity Group.

ROLL CALL - MOTION APPROVED UNANIMOUSLY.

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13. DIRECTOR ROSSBACH REQUEST

The board referred this request to staff.

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14. NATIONAL MAIN STREET CONFERENCE

Mr. Thwing indicated he had received an inquiry from one board member that was interested in registering for the national conference. If any other board members wished to be registered, he asked that they let him know by Monday, February 22nd, 2021.

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15. REPORTS

- a. Siren PR Impact Report – January 2021**
Provided for information no action necessary.

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- b. **Entercom Performance Report**
Provided for information no action necessary.

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- c. **S. Main St Resurfacing – Postponed**
Provided for information no action necessary.

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- d. **Contract Modification – Brick Paver Replacement & 4th St Lights**
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 Yezbick
SUPPORTED by Director Brake

To Adjourn the February 17, 2021 DDA regular meeting at 6:27 p.m.

ROLL CALL - MOTION APPROVED UNANIMOUSLY.



Executive Director