

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

**Wednesday, February 19, 2020
Regular Meeting
4:00 P.M.**

Present

Dave Gillam, Acting City Manager
Tonya Lockwood
Lori London
Matt Riley
Jennifer Rossbach
Michael Sophiea, Chairperson

Absent

Gary Baglio
Jason Krieger
Anthony Yezbick

Staff

Tim Thwing, Executive Director
Sean Kammer, Downtown Manager

* * * * *

1. **Call to Order**
2. **Public Comment**
3. **Approval of Meeting Minutes from January 15, 2020**
4. **Expenses**
 - a. **Monthly Expenses**
5. **Oakland County Main Street Request – Great Lakes Conference**
6. **505 S Main – Streetscape Assistance 5th Street**
7. **Holiday Tree Lighting – Farmers Market/Courthouse**
8. **360 Event Productions – Jingle Agreement**
9. **Metrotimes – Blowout 2020 Agreement**
10. **Skroove – Social Media Agreement**
11. **Ridesharing Promotion**
12. **Worry Free Inc.**
 - a. **Flower Design for Raised Planter Beds & Hanging Flower Baskets**

- b. Design & Costs for S Main St. Islands
 - c. Irrigation restoration @ 696
13. Intellistreets Lighting Test Installation
14. Updates
15. Other Business & Reports
- a. Downtown Manager Report
 - b. HFHS Sponsorship Agreement
 - c. Commission for the Arts Annual Report
 - d. Extension Free Handicapped Parking

* * * * *

1. **CALL TO ORDER**

Chairperson Sophiea called the meeting to order at 4:00 p.m.

* * * * *

2. **PUBLIC COMMENT**

Chairperson Sophiea opened Public Comment.
After hearing all public comments, public comment was closed.

* * * * *

3. **APPROVAL OF MEETING MINUTES FROM JANUARY 15, 2020**

MOVED by Director Riley
SUPPORTED by Director Gillam

To Approve the minutes of the January 15, 2020 DDA meeting, as presented

MOTION APPROVED UNANIMOUSLY.

* * * * *

4. **EXPENSES**

a. **Monthly Expenses**

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

* * * * *

5. OAKLAND COUNTY MAIN STREET REQUEST – GREAT LAKES CONFERENCE

MOVED by Director Riley
SUPPORTED by Director Rossbach

Be It Resolved, the Downtown Development Authority approves the sponsorship request from Oakland County for the Great Lakes Main Street conference in the amount not to exceed \$10,000.

MOTION APPROVED UNANIMOUSLY.

* * * * *

6. 505 S MAIN – STREETScape ASSISTANCE 5th STREET

MOVED by Director Riley
SUPPORTED by Director Gillam

Be It Resolved, the Royal Oak Downtown Development Authority hereby approves reimbursing the Bacall Group LLC the cost of installing stamped and colored concrete along the south side of 5th Street in an amount not to exceed \$3,255 subject to completion of all work pursuant to the approved plans for 505 S Main Street and the submission of actual invoices for the stamped and colored concrete work.

MOTION APPROVED UNANIMOUSLY.

* * * * *

7. HOLIDAY TREE LIGHTING – FARMERS MARKET/COURTHOUSE

MOVED by Director Riley
SUPPORTED by Director London

Be It Resolved, the Royal Oak Downtown Development Authority hereby approves of the Farmers Market coordinating the 2020 tree lighting event.

MOTION APPROVED UNANIMOUSLY.

* * * * *

8. 360 EVENT PRODUCTIONS – JINGLE AGREEMENT

MOVED by Director Riley
SUPPORTED by Director London

Be It Resolved, the Downtown Development Authority approves the proposed three-year sponsorship agreement with 360 Event Productions for the Holiday Jingle and Light Parade as recommended by the Consumer Marketing

Committee, allocates an additional \$45,000 from the FY 19-20 Development Fund Contingency with the agreement subject to any final revisions by the City Attorney, and authorizes the Executive Director to execute the agreement.

MOTION APPROVED UNANIMOUSLY.

* * * * *

9. METROTIMES – BLOWOUT 2020 AGREEMENT

MOVED by Director Riley
SUPPORTED by Director Gillam

Be It Resolved the Downtown Development Authority approves the sponsorship agreement for Royal Oak Blowout 2020, which is subject to revision by the City Attorney, and authorizes the Executive Director to execute agreement

MOTION APPROVED UNANIMOUSLY.

* * * * *

10. SKROOVE – SOCIAL MEDIA AGREEMENT

MOVED by Director Gillam
SUPPORTED by Director London

Be It Resolved, the Downtown Development Authority approves the proposed six-month agreement with Skroove to provide digital content that promotes downtown Royal Oak, allocates an additional \$33,000 from the Development Fund Contingency to cover the remainder of FY 19-20 with the agreement subject to any revisions required by the City Attorney and authorizes the Executive Director to execute the agreement.

MOTION APPROVED UNANIMOUSLY.

* * * * *

11. RIDESHARING PROMOTION

Director Gillam indicated he could not support this proposal as it could result in lost revenue for the parking system. Other board members expressed concerned that it only served a specific group of downtown businesses.

It was the consensus of the board to refer this item back to Consumer Marketing Committee for additional discussion. Prior ridesharing data should be provided.

* * * * *

12. WORRY FREE INC.

MOVED by Director Riley
SUPPORTED by Director London

Be It Resolved, the Downtown Development Authority hereby approves the Infrastructure Committee's recommendations regarding the design of raised planter beds, and hanging baskets.

MOTION APPROVED UNANIMOUSLY.

* * * * *

MOVED by Director Riley
SUPPORTED by Director Rossbach

Be It Resolved, the Downtown Development Authority hereby approves the Infrastructure Committee's recommendations regarding the proposed islands in South Main Street.

MOTION APPROVED UNANIMOUSLY.

* * * * *

MOVED by Director Riley
SUPPORTED by Director Gillam

Be It Resolved, the Downtown Development Authority hereby approves the Infrastructure Committee's recommendations regarding the irrigation restoration at 696 greenspace.

MOTION APPROVED UNANIMOUSLY.

* * * * *

13. INTELLISTREETS LIGHTING TEST INSTALLATION

The consensus of the board was to try and schedule a factory tour to review lights/poles and other available options.

* * * * *

14. UPDATES

It was the consensus of the board to refer the alley lighting proposal to the Infrastructure Committee for review and a recommendation.

* * * * *

It was the consensus of the board to direct staff to proceed with bidding option 1 for upgrades to the existing decorative pedestrian streetlights.

* * * * *

MOVED by Director Riley
SUPPORTED by Director London

Be It Resolved, the Downtown Development Authority hereby approves the Infrastructure Committee's recommendations regarding the installation of colored/stamped concrete in a portion of 2nd Street (area 5) and directs staff to include funding in the FY 20-21 budget for this activity.

MOTION APPROVED UNANIMOUSLY.

* * * * *

MOVED by Director Riley
SUPPORTED by Director Rossbach

Be It Resolved, the Downtown Development Authority hereby approves the Infrastructure Committee's recommendation regarding streetscape installation on the northside of 3rd Street, between the alley and Main Street (area 1A) and allocates funding for the project.

MOTION APPROVED UNANIMOUSLY.

* * * * *

15. OTHER BUSINESS & REPORTS

Annka Norris Oakland County Main Street coordinate spoke regarding a pilot program in which they would like the DDA to participate. The board requested additional information and the concept was referred to staff.

* * * * *

- a. **Downtown Manager's Report**
Provided as information, no action is required.

* * * * *

MOVED by Director Riley
SUPPORTED by Director Lockwood

Be It Resolved, the Downtown Development Authority hereby approves the attendance and funding for four (4) including one city staff members to attend the National Main Street conference in Dallas Texas, to include registration, lodging, meals and travel expenses related to the conference.

MOTION APPROVED UNANIMOUSLY.

* * * * *

- b. HFHS Sponsorship Agreement**
Provided as information, no action is required.

* * * * *

- c. Commission for the Arts Annual Report**
Provided as information, no action is required.

* * * * *

- d. Extension Free Handicapped Parking**
Provided as information, no action is required.

* * * * *

Mr. Thwing indicated that the city's Naming Committee was recommending the City Commission name the new downtown park "Centennial Commons".

* * * * *

There being no further business to bring before the Royal Oak Downtown Development Authority, the following motion was made:

MOVED by Director Krieger
SUPPORTED by Director Yezbick

To Adjourn the February 19, 2020 DDA regular meeting at 6:30 p.m.

ROVED UNANIMOUSLY.

* * * * *


