

**DOWNTOWN DEVELOPMENT AUTHORITY  
CITY COMMISSION CHAMBERS  
ROYAL OAK, MICHIGAN  
[www.romi.gov](http://www.romi.gov)**

**Wednesday, March 24, 2021  
Virtual Regular Meeting  
4:00 P.M.**

**Present**

Paul Brake, City Manager (arrived 4:50 pm)  
Michael Keith  
Lori London  
Matt Riley  
Jennifer Rossbach  
Michael Sophiea, Chairperson  
Anthony Yezbick, Vice Chairperson

**Absent**

Amanda Lewan

**Staff**

Tim Thwing, Executive Director  
Sean Kammer, Downtown Manager

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1. **Call to Order**
2. **Roll Call**
3. **Public Comment**
4. **Informational Meeting**
5. **Resume Regular Meeting**
6. **Approval of Meeting Minutes from February 17<sup>th</sup>, and February 24<sup>th</sup>, 2021**
7. **Expense Items**
  - a. **Monthly Expenses**
8. **Social District**
9. **Alley Improvements**
  - a. **3<sup>rd</sup> to 4<sup>th</sup>**
  - b. **4<sup>th</sup> to 5<sup>th</sup>**
10. **Traffic Island – Woodward & Washington**
11. **Refurbished Planter Hangers/Brackets**

- 12. Website Refresh
- 13. Goals & Objectives
- 14. FY 21-22 Budgets
  - a. Operating Fund
  - b. Development Fund
- 15. Rebound Grant – Mark Ridley’s Comedy Castle
- 16. Reports
  - a. Skroove Update
  - b. Siren PR February Communication & Impact Report
  - c. CC 3/8/21 – Parking System Update

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**1. CALL TO ORDER**

Chairperson Sophia called the meeting to order at 4:05 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 via phone calls, two emails were received and distributed to the board members. They had to do with the social district plan and COVID19 Temporary Use Permits, public comment was closed.

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**4. INFORMATIONAL MEETING**

Mr. Thwing provided an overview of the required informational meeting and indicated the DDA’s goals and objectives as well as other proposed projects were listed as part of the regular meeting agenda.

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**5. RESUME REGULAR MEETING**

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6. **APPROVAL OF MEETING MINUTES FROM FEBRUARY 17<sup>th</sup>, and FEBRUARY 24<sup>th</sup>, 2021**

**MOVED** by Director Riley  
**SUPPORTED** by Director Rossbach

**To Approve** the minutes of the February 17<sup>th</sup> and 24<sup>th</sup>, 2021 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 February 2021 were provided as information, no action is required.

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8. **SOCIAL DISTRICT**

**MOVED** by Director Yezbick  
**SUPPORTED** by Director Keith

**Be It Resolved**, the Royal Oak Downtown Development Authority hereby recommends the city commission adopt the social district plan, with an expanded boundary that extends along S. Washington and S Main to Lincoln Avenue and logo #5 with the words "social and district" being larger or more prominent.

**ROLL CALL - MOTION APPROVED UNANIMOUSLY.**

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The board had received a communication from the Royal Oak Restaurant Association asking for the DDA's support in requesting the city commission to extend the COVID19 Temporary Use Permits through October 31, 2021.

**MOVED** by Director Riley  
**SUPPORTED** by Director Yezbick

**Be It Resolved**, the Royal Oak Downtown Development Authority hereby recommends the city commission extended the COVID19 Temporary Use Permits through October 31, 2021.

**ROLL CALL - MOTION APPROVED UNANIMOUSLY.**

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Paul Brake arrived at 4:50 pm.

**9. ALLEY IMPROVEMENTS – 3<sup>rd</sup> to 4<sup>th</sup> & 4<sup>th</sup> to 5<sup>th</sup>**

**MOVED** by Director Riley  
**SUPPORTED** by Director Yezbick

**Be It Resolved**, the Royal Oak Downtown Development Authority hereby approves the planned improvements for the alley between 3<sup>rd</sup> and 4<sup>th</sup> Streets further the DDA allocates \$131,000 to the project.

**ROLL CALL - MOTION APPROVED UNANIMOUSLY.**

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The alley segment from 4<sup>th</sup> to 5<sup>th</sup> Street was referred back the Infrastructure Committee for additional review.

**10. TRAFFIC ISLAND – WOODWARD & WASHINGTON**

**MOVED** by Director Rossbach  
**SUPPORTED** by Director Riley

**Be It Resolved**, the Royal Oak Downtown Development Authority hereby approves the design and directs staff to prepare a contract addendum with Worry Free Inc. for the board's consideration at a future meeting.

**ROLL CALL - MOTION APPROVED UNANIMOUSLY.**

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**11. REFURBISHED PLANTER HANGERS/BRACKETS**

**MOVED** by Director Riley  
**SUPPORTED** by Director Keith

**Be It Resolved**, the Royal Oak Downtown Development Authority hereby approves the proposal from Worry Free Inc to refurbish 148 plant hangers at a cost of \$8,140 and authorizes the Executive Director to execute the proposal.

**ROLL CALL - MOTION APPROVED UNANIMOUSLY.**

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**12. WEBSITE REFRESH**

**MOVED** by Director Rossbach  
**SUPPORTED** by Director London

**Be It Resolved**, the Royal Oak Downtown Development Authority, DDA hereby approves the website upgrade to a Department Header, to be developed by Civic Plus at an initial cost of \$3,676 with an annual maintenance cost of \$717.15 and authorizes the Executive Director to execute the necessary agreements.

**ROLL CALL - MOTION APPROVED UNANIMOUSLY.**

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**13. GOALS & OBJECTIVES**

**MOVED** by Director Rossbach  
**SUPPORTED** by Director Keith

**Be It Resolved** the Royal Oak Downtown Development Authority hereby approves the goals & objectives for FY 21-22 with additional wording to cover economic development and attraction in goal number 4.

**ROLL CALL - MOTION APPROVED UNANIMOUSLY.**

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**14. FY 21-22 BUDGETS**

**a. Operating Fund**

**MOVED** by Director Rossbach  
**SUPPORTED** by Director Yezbick

**Whereas** the Taxable Value of real property in the Downtown District of the Downtown Development Authority for the year 2021 is estimated to be \$220,137,960.

**Now, Therefore, Be It Resolved**, the Operating Budget of the Authority for the fiscal year beginning July 1, 2021 and ending June 30, 2022, is hereby determined, and adopted as attached in Exhibit "A", and

**Be It Further Resolved**, there is hereby levied a special ad valorem tax in the DDA District of 1.6021 mills on each dollar of Taxable Value in accordance with Act 197, Public Acts of Michigan of 1975, as amended: and

**Be It Further Resolved**, a copy of this resolution and budget be forwarded to the City Commission of the City of Royal Oak for their review and approval, pursuant to Act 197, Public Acts of Michigan of 1975, as amended.

**ROLL CALL - MOTION APPROVED UNANIMOUSLY.**

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**MOVED** by Director Riley  
**SUPPORTED** by Director London

**Be It Resolved**, the Fiscal Year 2021-2022 Development Fund Budget, be and is hereby approved, and

**Be It Resolved Further**, the budget be submitted to the city commission for review and approval.

**ROLL CALL - MOTION APPROVED UNANIMOUSLY.**

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**15. REBOUND GRANT – MARK RIDLEY’S COMEDY CASTLE**

**MOVED** by Director Riley  
**SUPPORTED** by Director London

**Be It Resolved**, the Royal Oak Downtown Development Authority approves the disbursement of the remainder of the funds originally awarded to the applicant (Mark Ridley’s Comedy Castle) now that the business is permitted to be open in the amount of \$24,000.

**ROLL CALL - MOTION APPROVED UNANIMOUSLY.**

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**16. REPORTS**

**a. Skroove Update**

Provided for information no action necessary.

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**b. Siren PR February Communication & Impact Report**

Provided for information no action necessary.

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**c. CC 3/8/21 – Parking System Update**

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 Riley  
**SUPPORTED** by Director Rossbach

To Adjourn the March 24, 2021 DDA regular meeting at 5:56 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