

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

**Wednesday, April 15, 2020
Virtual Meeting
4:00 P.M.**

Present

Gary Baglio
Dave Gillam, Acting City Manager
Jason Krieger
Lori London
Matt Riley
Jennifer Rossbach
Michael Sophiea, Chairperson
Anthony Yezbick

Absent

Staff

Tim Thwing, Executive Director
Sean Kammer, Downtown Manager

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1. **Call to Order**
2. **Public Comment**
3. **Approval of Meeting Minutes from February 19, 2020**
4. **Expenses**
 - a. **Monthly Expenses**
 - b. **Rock n Ride & Metro Times Invoice**
5. **Siren PR - Retainer**
6. **Siren PR – Proposed Strategic Communication Plan**
7. **Downtown Royal Oak Relief & Recovery Program**
8. **Holiday Lights 2020-21 – English Gardens Contract**
9. **ROCFA Request for Funding**
10. **Cost Sharing Agreement – 3rd Street Streetscape**
11. **Design Services – Alley Lighting**

12. **Façade Grant Reimbursement – 417 S. Washington Ave – Proving Grounds**
13. **FY 2020-21 Budgets**
 - a. **Goals & Objectives**
 - b. **Operating Fund**
 - c. **Development Fund**
14. **Other Business & Reports**
 - a. **Skroove Contract Addendum**

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1. CALL TO ORDER

Chairperson Sophia called the meeting to order at 4:10 p.m.

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2. PUBLIC COMMENT

Chairperson Sophia opened Public Comment.
No public comments were called in.
Mr. Thwing read two emails that were submitted.
After hearing all public comments, public comment was closed.

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3. APPROVAL OF MEETING MINUTES FROM FEBRUARY 19, 2020

MOVED by Director Riley
SUPPORTED by Director Gillam

To Approve the minutes of the February 19, 2020 DDA meeting, as presented

MOTION APPROVED UNANIMOUSLY.

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4. EXPENSES

a. Monthly Expenses

The invoices received and paid for the months of February and March 2020 were provided as information, no action is required.

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b. Rock n Ride & Metro Times Invoices

The board concurred with the executive director's position that it given the executive orders and the wording of the agreements that it was not necessary to pay these invoices at this time.

5. SIREN PR - RETAINER

MOVED by Director Krieger
SUPPORTED by Director Riley

Be It Resolved, the Downtown Development Authority approves the agreement with Siren PR for a monthly retainer of \$6,600, subject to any revisions required by the city attorney, and authorizes the Executive Director to execute the agreement.

MOTION APPROVED UNANIMOUSLY.

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6. SIREN PR – PROPOSED STRATEGIC COMMUNICATION PLAN

MOVED by Director Riley
SUPPORTED by Director Krieger

Be It Resolved, the Downtown Development Authority hereby accepts the strategic communication plan submitted and presented by Siren PR.

MOTION APPROVED UNANIMOUSLY.

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7. DOWNTOWN ROYAL OAK RELIEF & RECOVERY PROGRAM

MOVED by Director Yezbick
SUPPORTED by Director Baglio

Be It Resolved, the Downtown Development Authority hereby allocates \$2,000,000 to the development of a downtown business relief program, authorizes the Executive Director and staff to development materials and guidelines to implement and promote the program. As part of the allocated funds the Executive Director is authorized to spend an amount not to exceed \$3,000 on the development of a webpage and hire an intern at \$15 per hour for up to 40 hours per week pursuant to the need for assistance as determined by the Executive Director.

MOTION APPROVED UNANIMOUSLY.

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8. HOLIDAY LIGHTS 2020-21 – ENGLISH GARDENS CONTRACT

MOVED by Director Baglio
SUPPORTED by Director Krieger

Be It Resolved, the Royal Oak Downtown Development Authority hereby approves the Infrastructure Committee’s plan and contract with English Gardens for the Fiscal Year 2020-21 season and authorizes the Executive Director to execute the contract.

MOTION APPROVED UNANIMOUSLY.

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9. ROCFA REQUEST FOR FUNDING

MOVED by Director Riley
SUPPORTED by Director Gillam

Be It Resolved, the Royal Oak Downtown Development Authority hereby allocates a total of \$20,000 to the Royal Oak Commission for the Arts for the, summer concert series (\$11,850), art explore program (\$4,500) and the reactivation of the piano program (\$3,650).

MOTION APPROVED UNANIMOUSLY.

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10. COST SHARING AGREEMENT

MOVED by Director Krieger
SUPPORTED by Director Riley

Be It Resolved, the Downtown Development Authority hereby approves the cost sharing agreement with Central Park Development Group for streetscape installation along 3rd Street and authorizes the Executive Director to execute said document.

MOTION APPROVED UNANIMOUSLY.

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11. DESIGN SERVICES – ALLEY LIGHTING

MOVED by Director Krieger
SUPPORTED by Director London

Be It Resolved, the Royal Oak Downtown Development Authority hereby selects the CI Engineering Solutions proposal, allocates \$3,500 for the alley lighting design project and authorizes the Executive Director to execute any necessary contract document as approved by the city attorney.

MOTION APPROVED UNANIMOUSLY.

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12. FAÇADE GRANT

MOVED by Director Krieger
SUPPORTED by Director Riley

Be It Resolved, the Royal Oak Downtown Development Authority hereby authorizes the Executive Director to disburse the grant funds.

MOTION APPROVED UNANIMOUSLY.

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13. FY 2020-21 BUDGETS

a. Goals & Objectives

MOVED by Director Krieger
SUPPORTED by Director Riley

Be It Resolved, the Downtown Development Authority hereby approves the goals and objectives with those amendments suggested by the Executive Director and the additional of those goals contain in Strategic Communication Plan.

MOTION APPROVED UNANIMOUSLY.

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b. Operation Fund

MOVED by Director Riley
SUPPORTED by Director Krieger

Whereas, the Taxable Value of real property in the Downtown District of the Downtown Development Authority for the year 2020 is estimated to be \$201,059,452.

Now, Therefore, Be It Resolved, the Operating Budget of the Authority for the fiscal year beginning July 1, 2020 and ending June 30, 2021, 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.

MOTION APPROVED UNANIMOUSLY.

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c. Development Fund

MOVED by Director Krieger
SUPPORTED by Director Riley

Be It Resolved, the Fiscal Year 2020-2021 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.

MOTION APPROVED UNANIMOUSLY.

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14. OTHER BUSINESS & REPORTS

MOVED by Director Riley
SUPPORTED by Director Krieger

Be It Resolved, the Downtown Development Authority hereby approves the contract addendum with Skroove including the additional wording suggested by the Executive Director and subject to any final revision by the City Attorney.

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 Krieger
SUPPORTED by Director Baglio

To Adjourn the April 15, 2020 DDA regular meeting at 6:44 p.m.

MOTION APPROVED UNANIMOUSLY.

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

Executive Director