

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

**Wednesday, April 17, 2019
Regular Meeting
4:00 P.M.**

Present

Gary Baglio
Jay Dunstan, Chairperson
Donald Johnson, City Manager
Jason Krieger
Tonya Lockwood
Lori London
Matt Riley
Michael Sophiea
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 March 20, 2019**
4. **Expenses**
 - a. **Monthly Expenses**
5. **Approval of Media Buys/Contracts**
6. **Discussion – Funding to pay cost of Free Parking – 11 Mile Deck Opening**
7. **Discussion – 2nd Street Improvements – 11 Mile Deck to Main Street**
8. **Committee Updates**
 - a. **Consumer Marketing Committee – 04/08/19 meeting**
 - b. **Infrastructure Committee – No meeting**
 - c. **Business Marketing Committee – No meeting**
9. **Other Business & Reports**
 - a. **Downtown Manager**

- b. SEP – Royal Oak in Bloom
- c. SEP – Art of Fire
- d. OCC Agreement of Sale & License for Use
- e. Franco February 2019 Activities Report

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1. CALL TO ORDER

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

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2. PUBLIC COMMENT

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

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3. APPROVAL OF MEETING MINUTES FROM MARCH 20, 2019

MOVED by Director Krieger
SUPPORTED by Director Sophiea

To Approve the minutes of the March 20, 2019 DDA meeting, as presented

MOTION APPROVED UNANIMOUSLY.

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4. EXPENSES

a. Monthly Expenses

The invoices received and paid for the month(s) of March 2019 were provided as information, no action is required.

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5. APPROVAL OF MEDIA BUYS/CONTRACTS

MOVED by Director Riley
SUPPORTED by Director Baglio

Be It Resolved, the Royal Oak Downtown Development Authority, DDA approves the recommendation of the Consumer Marketing Committee to purchase media inventory for an advertising campaign in the amount of \$177,735.

Further, the DDA authorizes the Executive Director to execute the contracts and agreements for the above media purchases.

MOTION APPROVED UNANIMOUSLY.

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6. DISCUSSION – FUNDING TO PAY COST OF FREE PARKING – 11 MILE DECK OPENING

MOVED by Director Krieger
SUPPORTED by Director Baglio

Be It Resolved, the Royal Oak Downtown Development Authority hereby allocates \$60,000 from its Operating Fund with \$45,000 towards providing free parking to customers and \$15,000 towards promoting the free parking with the detailed plan to be presented at the DDA's May 15, 2019 meeting.

MOTION APPROVED UNANIMOUSLY.

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7. DISCUSSION – 2nd STREET IMPROVEMENTS – 11 MILE DECK TO MAIN ST

It was the consensus of the board to have staff get a concept design and cost estimate for the board consideration.

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8. COMMITTEE UPDATES

a. Consumer Marketing Committee – 04/08/19 meeting

MOVED by Director Baglio
SUPPORTED by Director London

Be It Resolved, the Royal Oak Downtown Development Authority hereby allocates \$23,451 from the \$35,000 originally approved for Pridefest to cover the request for sponsorship from the RO Commission for the Arts.

MOTION APPROVED UNANIMOUSLY.

Pridefest decided to remain in Detroit.

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MOVED by Director Baglio
SUPPORTED by Director London

Be It Resolved, the Royal Oak Downtown Development Authority, hereby denies the request for sponsorship funding from SAM Event Management.

After further discussion by the board members the motion was withdrawn and the request was referred to the Consumer Marketing Committee for additional discussion/consideration.

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- b. Infrastructure Committee – No meeting**
Provided as information, no action is required.

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- c. Business Marketing Committee – No meeting**
Provided as information, no action is required.

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16. OTHER BUSINESS & REPORTS

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

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- b. SEP – Royal Oak in Bloom**
Provided as information, no action is required.

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- c. SEP – Art of Fire**
Provided as information, no action is required.

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- d. OCC Agreement of Sale & License for Use**
Provided as information, no action is required.

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- e. Franco February 2019 Activities Report**
Provided as information, no action is required.

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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 Riley

To Adjourn the April 17, 2019 DDA regular meeting at 5:35 p.m.

-----ROVED UNANIMOUSLY.



EXECUTIVE DIRECTOR