

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

**Wednesday, June 19, 2019
Regular Meeting
4:00 P.M.**

Present

Gary Baglio
Jay Dunstan, Chairperson
Donald Johnson, City Manager
Jason Krieger
Lori London
Matt Riley
Michael Sophiea

Absent

Tonya Lockwood
Anthony Yezbick

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 May 15, 2019**
4. **Expenses**
 - a. **Monthly Expenses**
5. **Recommendation – Public Relation Firm**
 - a. **Proposal**
 - b. **Presentation**
6. **Vegans & Vodka - Update**
7. **DDA Capital Improvements Program, CIP**
 - a. **Paver Maintenance or Replacement**
 - b. **Pavement Conditions**
 - c. **Streetscape Map**
8. **Draft – Cost Sharing Agreement – 2nd St and 3rd St Streetscape**
9. **Committee Updates**

- a. **Consumer Marketing Committee – No meeting**
 - b. **Infrastructure Committee – No meeting**
 - c. **Business Marketing Committee – 05/29/19 & 06/03/19 meetings**
- 10. Other Business & Reports**
- a. **Downtown Manager**
 - b. **Royal Oak Top 25 Breweries List**
 - c. **Franco May Activity 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 MAY 15, 2019

MOVED by Director Riley
SUPPORTED by Director Sophia

To Approve the minutes of the May 15, 2019 DDA meetings, as presented

MOTION APPROVED UNANIMOUSLY.

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4. EXPENSES

a. Monthly Expenses

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

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5. RECOMMENDATION – PUBLIC RELATION FIRM

MOVED by Director Sophiea
SUPPORTED by Director Baglio

Be It Resolved, the Downtown Development Authority approves the recommendation of the Business Marketing Committee regarding the selection of a public relations firm, who will perform services for a fee not to exceed \$27,000, and authorizes the Executive Director to execute a six-month agreement, subject to revisions by the City Attorney.

MOTION APPROVED UNANIMOUSLY.

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6. VEGANS & VODKA - UPDATE

MOVED by Director Sophiea
SUPPORTED by Director Riley

Be It Resolved, the Downtown Development Authority accepts the changes to the event's proposed expenses, and

Be It Further Resolved, the DDA approves the sponsorship of the Restaurant Association's Vegans and Vodka event in the amount of \$20,000 with the understanding that the DDA shall be repaid all funds from net revenues of the event up to and including the first \$20,000.

Be It Further Resolved, The DDA authorizes the Executive Director to execute the agreement with the Royal Oak Restaurant Association.

MOTION APPROVED UNANIMOUSLY.

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7. DDA CAPITAL IMPROVEMENTS PROGRAM, CIP

Mr. Thwing provided an overview of planned or currently funded projects and some additional issues that could be referred to the Infrastructure Committee for review and a recommendation.

All items were referred to the committee.

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8. DRAFT – COST SHARING AGREEMENT – 2nd ST AND 3rd ST STREETScape

Mr. Thwing provided the board with background on the previously discussed items included in the draft agreement. He is still waiting for cost estimates before presenting an agreement for board action.

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9. COMMITTEE UPDATES

- a. **Consumer Marketing Committee – No meeting**

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- b. **Infrastructure Committee – No meeting**

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- c. **Business Marketing Committee – 05/29/19 & 06-03/19 meetings**
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.

The board discussed continuing the Pedicab service through July.

MOVED by Director Baglio
SUPPORTED by Director London

Be It Resolved, the Royal Oak Downtown Development Authority hereby approves funding to continue an agreement between the City and Skoop to provide pedicab transportation services in Downtown Royal Oak for the month of July 2019, in and amount not to exceed \$18,000 but limited to those funds necessary to cover any gap not covered by paid advertisements and authorizes the Executive Director to expend funds in accordance with the original proposal.

MOTION APPROVED UNANIMOUSLY.

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- b. **Royal Oak Top 25 Breweries List**
Provided as information, no action is required.

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- c. **Franco May Activity 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 June 19, 2019 DDA regular meeting at 5:30 p.m.

MOTION APPROVED UNANIMOUSLY.

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