

### **NOTICE OF CITY COMMISSION MEETING**

The Royal Oak Civic Foundation will hold a meeting at 3:00p.m. Wednesday, May 13,2020

On April 1, 2020, Governor Whitmer issued Executive Order 2020-33, which declared both a state of emergency and a state of disaster across the State of Michigan due to the spread of the novel coronavirus (COVID-19). COVID-19 is a new strain of coronavirus that had not been previously identified in humans, can spread easily from person to person, and can result in serious illness or death. To mitigate the spread of COVID-19, to protect the public health, and provide essential protections to vulnerable Michiganders, it is crucial that all Michiganders take steps to limit in-person contact. The critical mitigation measures include social distancing and limiting the number of people interacting at public gatherings. Therefore, the May 13 Royal Oak Civic Foundation Meeting will be held electronically, in compliance with the Open Meetings Act and Executive Order 2020-75, as issued by Governor Whitmer on May 6, 2020.

Members of the public can watch or listen to the meeting on:

<https://www.romi.gov/523/Live-Stream-and-Video-on-Demand>

Members of the public may participate in the meeting electronically by providing public comment on any city-related matter, whether on the agenda or not, by leaving a recorded comment at 248-246-3411 between the hours of 1:30p.m. and 2:30p.m. on Wednesday, May 13, 2020. Recorded comments will be played for the civic foundation during the public comment portion of the agenda.

Members of the public can also contact the civic foundation executive director to provide input or ask questions on any business coming before the civic foundation at the meeting via email:

- [Julieb@romi.gov](mailto:Julieb@romi.gov) by 12:30p.m. on May 13, 2020

Anyone wishing to participate in the meeting who is in need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact Carol Schwanger, Executive Assistant to the City manager at 248-246-3203 by Tuesday May 12, 4:30p.m. so that appropriate arrangements can be made.

**Agenda**  
**Royal Oak Civic Foundation Meeting**  
**City Hall, 211 South Williams Street**  
**Royal Oak, MI 48067**

**Wednesday, May 13, 2020 at 3:00p.m.**  
**Meeting Live-Stream from Commission Room 315**  
<https://www.romi.gov/523/Live-Stream-and-Video-on-Demand>

**\*1:30p.m. to 2:30p.m. Public Comment Phone in 248-246-3411 (details listed below)**

1. Call to Order / Welcome
2. Roll Call
3. Public Comment\*
4. Minutes Approval – April 8, 2020
5. Financials Receive and File – April 2020
6. Agenda Adoption

**Topics and Presentations**

7. Directors Report
8. Mark Liss – Status of 701 Account for Royal Oak Civic Foundation

**Unfinished Business**

9. Review of Oakland Community College Students Branding Edits and Next Steps
10. Discuss Recruiting Additional Trustees – Quick Conversation
11. Discuss Parameters of Day to Day Operations

**New Business**

12. Develop Mission and Vision Statement
13. Discuss Endowment and Management Option – CFSEM (Commissioner Shar Douglas)
14. Discuss Kick-off Event and Robertson Brothers Donation
15. Catalog Current Fundraising Happening in Royal Oak
16. Set Agenda for Next Meeting

**Parking Lot**

- MOU (confirm agreement for services to ROCF as 701 agency fund) – discuss with new city manager and prepare for submission to city commission
- Big picture visioning (June meeting)
  - Funding Process for entities (e.g. engagement to define city/entity needs, entity interviews w/needs assessment, a citizen vote, other, etc.)
- Insurance recommendation for ROCF
- Royal Oak city staff interface: chart functions and additional relationship development
- Create policy on acceptable donors and donations
- Royal Oak branded merchandise sales (define project, priority/timing)

**\*To participate in public comment please call 248-246-3411 on Wednesday May 13 between the hours of 1:30p.m. and 2:30p.m.**

**The chair will open the public comment portion of the meeting and your recorded phone message will be played as part of the meeting broadcast. Public comment will be limited to three-minutes per person.**

- **If you exceed the three-minute limit only the first three-minutes will be played for the meeting broadcast.**
- **If you call in multiple times only your first comment will be played.**