

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

**Wednesday, March 16, 2022  
Regular Meeting  
4:00 P.M.**

**Present**

Michael Keith  
Salvatore LoGrasso  
Lori London  
Jennifer Rossbach, Vice Chairperson  
Michael Sophiea, Chairperson  
Anthony Yezbick

**Absent**

Paul Brake, City Manager  
Matt Riley

**Staff**

Tim Thwing, Executive Director  
Daniel Hill, Downtown Manager

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1. **Call to Order**
2. **Public Comment**
3. **Approval of Meeting Minutes from January 19, 2022**
4. **Expense Items**
  - a. **Monthly Expenses January 2022**
  - b. **Monthly Expenses February 2022**
  - c. **Main Street NOW Conference 2022**
5. **Façade Grant – 317 S Main St – Give Thanks Bakery**
6. **Royal Oak Taco Fest – Request for Funds**
7. **Winter Blast – (45-day Review)**
8. **Royal Oak Historical Society – Request for Funds**
9. **Siren Public Relations & Social Media Services Agreement-Extension**
10. **Contract for Holiday Lights 2022 – English Gardens**
11. **Contract for Landscaping & Maintenance Services Centennial Commons – Addendum 1**

- 12. **DDA Budgets FY 2022-2023**
  - a. **Operating Fund**
  - b. **Development Fund**
  - c. **Goals & Objectives**
  
- 13. **Street Patio & Sidewalk Cafes**
  
- 14. **Reports**
  - a. **Siren PR Communication & Impact Report January 2022**
  - b. **Siren PR Communication & Impact Report February 2022**
  - c. **Yiftee Card Redemption Stats**
  - d. **Rose Pest Solutions – Price Increase**

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**1. CALL TO ORDER**

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

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**2. PUBLIC COMMENT**

Chairperson Sophia opened Public Comment.  
After all public comment was received public comment was closed.

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**3. APPROVAL OF MEETING MINUTES FROM JANUARY 19, 2022**

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

**To Approve** the minutes of the January 19<sup>th</sup>, 2022, DDA meeting, as presented

**MOTION APPROVED UNANIMOUSLY.**

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**4. EXPENSES**

**a. Monthly Expenses**

The invoices received and paid for the month of January 2022 were provided as information, no action is required.

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**b. Monthly Expenses**

The invoices received and paid for the month of February 2022 were provided as information, no action is required.

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**c. Main Street NOW Conference 2022**

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

**Be It Resolved**, the DDA Board authorizes the use of up to \$1,700 for the Downtown Manager's attendance at the 2022 Main Street NOW Conference from the appropriately allocated operating funds.

**MOTION APPROVED UNANIMOUSLY.**

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**5. FAÇADE GRANT – 317 S MAIN ST – GIVE THANKS BAKERY**

**MOVED** by Director Rossbach  
**SUPPORTED** by Director Brake

**Be It Resolved**, the Royal Oak Downtown Development Authority approves the application for a façade grant for 317 S Main Street as a reimbursement in an amount not to exceed \$10,000 or 50% of the actual project costs whichever is less.

**MOTION APPROVED UNANIMOUSLY.**

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**6. ROYAL OAK TACO FEST – REQUEST FOR FUNDS**

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

**Be It Resolved**, the Royal Oak Downtown Development Authority hereby approves the agreement with JWA Inc. for a Royal Oak Taco Fest in 2022 & 2023 as amended, also including submitted attachments B/C and authorizes the Executive Director to execute the agreement.

**MOTION APPROVED 5 yeas – 1 nay Director London.**

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**7. WINTER BLAST (45-DAY REVIEW)**

Mr. Witz provided the board with an overview of the event and distributed additional materials. No action was necessary.

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**8. ROYAL OAK HISTORICAL SOCIETY**

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

**Be It Resolved**, the Royal Oak Downtown Development Authority hereby allocates \$2,200 to cover the Farmers Marketing rental fee for the Royal Oak Historical Society's Memorial Day breakfast and allocates \$800 towards providing free breakfast.

**MOTION APPROVED UNANIMOUSLY.**

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**9. SIREN PUBLIC RELATIONS & SOCIAL MEDIA SERVICES AGREEMENT**

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

**Be It Resolved**; the DDA approves the agreement with Siren PR for a monthly retainer of \$12,350, 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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**10. CONTRACT FOR HOLIDAY LIGHTS 2022 – ENGLISH GARDENS**

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

**Be It Resolved**; the Royal Oak Downtown Development Authority hereby approves entering into agreement with English Gardens related to price estimate 220803 and authorizes the Executive Director to execute the agreement.

**MOTION APPROVED UNANIMOUSLY.**

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

**Be It Resolved;** the Royal Oak Downtown Development Authority hereby approves entering into agreement with English Gardens related to price estimate 220804, except for the decorative ornament and authorizes the Executive Director to execute the agreement.

**MOTION APPROVED UNANIMOUSLY.**

The decorative ornament with other additional options should be considered at the next board meeting.

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**11. CONTRACT FOR LANDSCAPING & MAINTENANCE SERVICES CENTENNIAL COMMONS – ADDENDUM 1.**

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

**Be It Resolved;** the Royal Oak Downtown Development Authority hereby authorizes the Executive Director to execute the addendum to Worry Free’s existing contract to incorporate landscaping and maintenance services for Centennial Common Park and additional metal brackets and hanging flower baskets at the perimeter of the park subject to the city providing the necessary HFHS funds.

**MOTION APPROVED UNANIMOUSLY.**

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**12. DDA BUDGETS FY 2022-2023**

**a. Operating Fund**

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

**Whereas** the Taxable Value of real property in the Downtown District of the Downtown Development Authority for the year 2022 is estimated to be \$240,448,410.

**Now, Therefore, Be It Resolved,** the Operating Budget of the Authority for the fiscal year beginning July 1, 2022, and ending June 30, 2023, 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 1.6003 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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**b. Development Fund**

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

**Be It Resolved**, the Fiscal Year 2022-2023 Development Fund Budget, be and is hereby approved as amended, and

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

**MOTION APPROVED UNANIMOUSLY.**

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**c. Goals & Objectives**

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

**To Approve** the 2022-2023 Goals and Objectives, as presented

**MOTION APPROVED UNANIMOUSLY.**

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**13. STREET PATIOS & SIDEWALK CAFES**

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

**Be it resolved**, the DDA Board recommends the implementation of expanding allowable outdoor dining areas in the downtown central business district and that the City Commission adopt the prepared design requirements and process.

**Be it further resolved**, the DDA Board recommends the approval of a 30-day delay to allow businesses until May 1, 2022, to remove any existing street patios or to apply under the updated provisions resulting from City Commission action.

**MOTION APPROVED UNANIMOUSLY.**

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**14. REPORTS**

- a. **Siren PR Communication & Impact Report January 2022**  
Provided for information no action necessary.
- b. **Siren PR Communication & Impact Report February 2022**  
Provided for information no action necessary.
- c. **Yiftee Card Redemption Stats**  
Provided for information no action necessary.
- d. **Rose Pest Solutions – Price Increase**  
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 Rossbach  
**SUPPORTED** by Director Yezbick

**To Adjourn** the March 16, 2022, DDA regular meeting at 6:36 p.m.

**MOTION APPROVED UNANIMOUSLY.**



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