

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

**Wednesday, March 20, 2019
Regular Meeting
4:00 P.M.**

Present

Gary Baglio
Jay Dunstan, Chairperson
Donald Johnson, City Manager
Jason Krieger (arrived 4:30 pm)
Tonya Lockwood
Lori London (departed 6:05 pm)
Matt Riley
Michael Sophiea
Anthony Yezbick (arrived 4:50 pm)

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 January 16, 2019**
4. **Expenses**
 - a. **Monthly Expenses**
5. **Alleyway Improvement Master Plan**
6. **Holiday Lights 2019-20 – English Gardens Contract**
7. **Reimbursement Agreement – 220 S Main Properties, LLC**
8. **OpenSpot App – Recommendation**
9. **RPM/MEDC – Local Match/Support**
10. **Traffic Signal Engineering Services – Proposal for Cost Estimates**
11. **Commission for the Arts – Request for Funds**

12. **FY 17-18 Annual Reports**
 - a. **Operating Fund**
 - b. **Development Fund**
13. **Goals & Objectives 2019-20**
14. **FY 18-19 Budgets and FY 19-20 Proposed Budgets**
 - a. **Operating Fund**
 - b. **Development Fund**
15. **Committee Updates**
 - a. **Consumer Marketing Committee – 02/11/19 & 03/04/19 meetings**
 - b. **Infrastructure Committee – 02/27/19 & 03/14/19 meetings**
 - c. **Business Marketing Committee – 01/31/19 meeting**
16. **Other Business & Reports**
 - a. **Downtown Manager**
 - b. **Franco January 2019 Activities Report**
 - c. **Royal Oak Manor Parking**
 - d. **SEP – St Patrick’s Day Parade**
 - e. **Police Department Annual Report**

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1. CALL TO ORDER

Chairperson Dunstan called the meeting to order at 4:05 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 JANUARY 16, 2019

MOVED by Director Johnson
SUPPORTED by Director London

To Approve the minutes of the January 16, 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 January and February 2019 were provided as information, no action is required.

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5. ALLEYWAY IMPROVEMENT MASTER PLAN

Representatives from Fleis & Vanderbrink presented an overview of the plan.

MOVED by Director Krieger
SUPPORTED by Director Riley

Be It Resolved, the Royal Oak Downtown Development Authority hereby accepts the alleyway improvements master plan and refers it to the Infrastructure Committee.

MOTION APPROVED UNANIMOUSLY.

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Item 10 was moved up the agenda so Fleis & Vanderbrink could discuss.

6. TRAFFIC SIGNAL ENGINEERING SERVICES – PROPOSAL FOR COST ESTIMATES

MOVED by Director Sophiea
SUPPORTED by Director Baglio

Be It Resolved, the Royal Oak Downtown Development Authority hereby approves the proposal from Fleis & Vandebrink and authorizes the Executive Director to execute the proposal with funding coming from FY 18-19 Development Fund Contract Services budget.

MOTION APPROVED – 1 nay Director Johnson.

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MOVED by Director Krieger
SUPPORTED by Director London

Be It Resolved, the Royal Oak Downtown Development Authority hereby allocates \$1.236 million in its FY 19-20 Development Fund Budget towards the installation of Mast Arm style traffic signals at the following locations:

- Main Street at 11 Mile Road
- 11 Mile Road at Washington Avenue
- 11 Mile Road at Center Street
- Main Street at Kenilworth Avenue

Main Street at 4th Street
Main Street at 3rd Street

MOTION APPROVED – 2 nays Directors Johnson and Riley.

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7. HOLIDAY LIGHTS 2019-20 – 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 2019-20 season and authorizes the Executive Director to execute the contract.

MOTION APPROVED UNANIMOUSLY.

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8. REIMBURSEMENT AGREEMENT – 220 S MAIN PROPERTIES LLC

MOVED by Director Riley
SUPPORTED by Director Sophiea

Be It Resolved, the Royal Oak Downtown Development Authority hereby approves the reimbursement agreement with 220 S Main Properties L.L.C. and authorizes the Executive Director to execute the agreement.

MOTION APPROVED UNANIMOUSLY.

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9. OPENSLOT APP - RECOMMENDATION

MOVED by Director Sophiea
SUPPORTED by Director Krieger

Be It Resolved, the Royal Oak Downtown Development Authority recommends that the city commission consider Mr. Limer request for a pilot program provided all data and information obtained from the pilot program be shared with the city at no cost to the city or DDA.

MOTION APPROVED UNANIMOUSLY.

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Item 11 was moved up the agenda so representative from the Commission for the Arts could discuss.

10. COMMISSION FOR THE ARTS – REQUEST FOR FUNDS

MOVED by Director Riley
SUPPORTED by Director Baglio

Be It Resolved, the Royal Oak Downtown Development Authority hereby refers the request to the Consumer Marketing Committee for consideration at its April meeting.

MOTION APPROVED UNANIMOUSLY.

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11. RPM/MEDC LOCAL MATCH/SUPPORT

MOVED by Director Sophiea
SUPPORTED by Director Riley

Be It Resolved, the Royal Oak Downtown Development Authority recommends that the city commission set aside/reserve 59 parking passes for RPM Freight Systems L.L.C.

MOTION APPROVED UNANIMOUSLY.

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12. FY 17-18 ANNUAL REPORTS

- a. **Operating Fund**
Provided as information, no action is required.
- b. **Development Fund**
Provided as information, no action is required.

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13. GOALS & OBJECTIVES

MOVED by Director Riley
SUPPORTED by Director Krieger

Be It Resolved, the Royal Oak Downtown Development Authority hereby approves the goals and objectives for fiscal year 2019-20 as amended.

MOTION APPROVED UNANIMOUSLY.

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14. FY 18-19 BUDGETS AND FY 19-20 PROPOSED BUDGETS

a. Operating Fund

MOVED by Director Sophiea
SUPPORTED by Director Krieger

Whereas, the Taxable Value of real property in the Downtown District of the Downtown Development Authority for the year 2019 is estimated to be \$175,216,730;

Now, Therefore, Be It Resolved, the Operating Budget of the Authority for the fiscal year beginning July 1, 2019 and ending June 30, 2020, 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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16. Development Fund

MOVED by Director Sophiea
SUPPORTED by Director Yezbick

Be It Resolved, the Fiscal Year 2019-2020 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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15. COMMITTEE UPDATES

a. Consumer Marketing Committee – 02/11/19 & 03/04/19 meetings
Provided as information, no action is required.

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b. Infrastructure Committee – 02/27/19 & 03/14/19 meetings
Provided as information, no action is required.

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- c. **Business Marketing Committee – 01/31/19 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. **Franco January 2019 Activities Report**
Provided as information, no action is required.

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- c. **Royal Oak Manor Parking**
Provided as information, no action is required.

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- d. **SEP – St Patrick’s Day Parade**
Provided as information, no action is required.

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- e. **Police Department Annual 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 Riley
SUPPORTED by Director Baglio

To Adjourn the March 20, 2019 DDA regular meeting at 6:34 p.m.

-----**ROVED UNANIMOUSLY.**

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