

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

**Wednesday, May 15, 2019  
Regular Meeting  
4:00 P.M.**

**Present**

Gary Baglio  
Jay Dunstan, Chairperson  
Donald Johnson, City Manager  
Tonya Lockwood  
Matt Riley  
Michael Sophiea  
Anthony Yezbick

**Absent**

Jason Krieger  
Lori London

**Staff**

Tim Thwing, Executive Director  
Sean Kammer, Downtown Manager  
Julianna Tschirhart, Planner II

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1. **Call to Order**
2. **Public Comment**
3. **Approval of Meeting Minutes from April 17 and May 1, 2019**
4. **Expenses**
  - a. **Monthly Expenses**
5. **Parking Promotion Plan**
6. **Parking Deck Grand Opening**
7. **Skoop Pedicap Promotion**
8. **Live Music Promotion**
9. **360 Event Production & Halloween Spooktacular**
10. **Destination Downtown Workshop**
11. **Handicapped Parking Spaces in CBD**

12. **Recommended Architectural Firm**
13. **Committee Updates**
  - a. **Consumer Marketing Committee – 05/06/19 & 05/14/19 meetings**
  - b. **Infrastructure Committee – 05/07/19 meeting**
  - c. **Business Marketing Committee – No meeting**
14. **Other Business & Reports**
  - a. **Downtown Manager**
  - b. **SEP – Memorial Day Parade**
  - c. **RO Dining Series**

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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 APRIL 17 & MAY 1, 2019 WORK SESSION**

**MOVED** by Director Riley  
**SUPPORTED** by Director Yezbick

**To Approve** the minutes of the April 17 and May 1 (work session), 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 April 2019 were provided as information, no action is required.

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**5. VEGAN AND VODKA PROPOSAL (ADDED TO AGENDA)**

This proposal was added to the agenda. The Consumer Marketing Committee is recommending approval of the request from the Royal Oak Restaurant Association. The RORA is requesting a \$20,000 sponsorship from the DDA, with the DDA to be paid back from event revenues. A copy of the proposal and budget was handed out at the meeting.

**MOVED** by Director Sophiea  
**SUPPORTED** by Director Baglio

**Be It Resolved**, the Royal Oak Downtown Development Authority, DDA hereby allocates \$20,000 in sponsorship funds for the Vegan & Vodka event subject to an agreement with the RORA being prepared and approved by the city attorney with the funds to be paid to the RORA upon their submission of a special event permit application to the city and the DDA to be the first paid back from event revenues and

**Further**, the DDA authorizes the Executive Director to execute the agreement.

**MOTION APPROVED UNANIMOUSLY.**

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**6. PARKING ALLOCATION – FREE PARKING (ADDED TO AGENDA)**

At its April meeting the DDA allocated \$60,000 in order to provide free parking in the downtown with a plan to be presented at this meeting. This discussion was added to the agenda based upon revised revenue figures that were passed out at meeting. In order for the DDA to provide funding for “Free Parking” during June it appears \$60,000 is not sufficient.

**MOVED** by Director Riley  
**SUPPORTED** by Director Yezbick

**Be It Resolved**, the Royal Oak Downtown Development Authority hereby allocates \$100,000 for the sole purpose of providing free parking in all four downtown parking decks on Thursdays, Fridays and Saturdays starting June 6<sup>th</sup> and ending June 29<sup>th</sup>, 2019.

**MOTION APPROVED UNANIMOUSLY.**

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**7. PARKING PROMOTION PLAN**

**MOVED** by Director Sophiea  
**SUPPORTED** by Director Riley

**Be It Resolved**, the Royal Oak Downtown Development Authority hereby approves the recommendations of the Consumer Marketing Committee regarding the parking promotion allocating \$12,000 and authorizes the Executive Director to execute the proposal.

**MOTION APPROVED UNANIMOUSLY.**

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**8. PARKING DECK GRAND OPENING**

**MOVED** by Director Riley  
**SUPPORTED** by Director Yezbick

**Be It Resolved**, the Royal Oak Downtown Development Authority hereby allocates \$2,000 for the 11 Mile deck proposed grand opening activities.

**MOTION APPROVED UNANIMOUSLY.**

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**9. SKOOP PEDICAB PROMOTION**

The DDA requested three (3) pedicabs rather than two (2) and that the 11 am – 3 pm Friday shift be eliminated. The boundary should be Central Business District up to Hyatt Place hotel with primary stations being parking decks. The DDA request that data be provide on ridership.

**MOVED** by Director Riley  
**SUPPORTED** by Director Baglio

**Be it resolved**, the Royal Oak Downtown Development Authority hereby approves the recommendation of the Consumer Marketing Committee that the DDA fund an agreement between the City and Skoop to provide pedicab transportation services in Downtown Royal Oak for the duration of the free parking promotion program, in and amount not to exceed \$18,000 and authorizes the Executive Director to expend funds in accordance with the proposal.

**MOTION APPROVED UNANIMOUSLY.**

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**10. RECOMMENDATION ARCHITECTURAL FIRM**

This item was moved up on the agenda.

**MOVED** by Director Johnson  
**SUPPORTED** by Director Baglio

**Be It Resolved**, the Downtown Development Authority approves the recommendation of the Infrastructure Committee to hire Fusco, Shaffer & Pappas

for design services for the Center Street Parking Structure commercial space and authorize the Executive Director to execute a contract approved by the city attorney.

**MOTION APPROVED UNANIMOUSLY.**

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**11. LIVE MUSIC PROMOTION**

**MOVED** by Director Sophiea  
**SUPPORTED** by Director Yezbick

**Be It Resolved**, the Royal Oak Downtown Development Authority hereby approves the recommendations of the Consumer Marketing Committee regarding the downtown live music promotion and authorizes the Executive Director to execute the proposal with funding reallocated from the cancelled concert event.

**MOTION APPROVED UNANIMOUSLY.**

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**12. 360 EVENT PRODUCTION & HALLOWEEN SPOOKTACULAR**

**MOVED** by Director Riley  
**SUPPORTED** by Director Baglio

**Be It Resolved**, the Downtown Development Authority approves the memorandum of understanding for sponsorship of 360 Event Productions management of Spooktacular for a three-year term, which is subject to any final revisions required by the city attorney and authorizes the Executive Director to execute the agreement.

**MOTION APPROVED UNANIMOUSLY.**

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**13. DESTINATION DOWNTOWN WORKSHOP**

**MOVED** by Director Johnson  
**SUPPORTED** by Director Baglio

**Be It Resolved**, the Downtown Development Authority approves the use of Main Street Oakland County annual training and technical assistance funding for the Jon Schallert workshop.

**Be It Further Resolved**, the Downtown Development Authority approves the use of funds for expenses and costs associated with the event venue at the Hyatt Place Royal Oak in accordance with the attached estimate in an amount not to exceed \$3,500 and authorizes the Executive Director to execute the proposal.

**MOTION APPROVED UNANIMOUSLY.**

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**14. HANDICAPPED PARKING SPACES IN CBD**

**MOVED** by Director Sophiea  
**SUPPORTED** by Director Johnson

**Be It Resolved;** the Royal Oak Downtown Development Authority hereby recommends to the city commission that it direct city staff to install handicapped parking spaces in an appropriate number and location of those existing angled parking spaces throughout the CBD.

**MOTION APPROVED UNANIMOUSLY.**

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Director Johnson left the meeting at 6:25 pm.

**15. COMMITTEE UPDATES**

**a. Consumer Marketing Committee – 05/06/19 & 05/14/19 meetings**  
Provided as information, no action is required.

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**b. Infrastructure Committee – 05/07/19 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 – Memorial Day Parade**  
Provided as information, no action is required.

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**c. RO Dining Series**  
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 Sophiea  
**SUPPORTED** by Director Yezbick

**To Adjourn** the May 15, 2019 DDA regular meeting at 6:30 p.m.

-----**APPROVED UNANIMOUSLY.**

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A handwritten signature in blue ink, appearing to read "Sophiea", is written over a horizontal line. The signature is fluid and cursive.

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Executive Director