



Royal Oak

Agenda

Royal Oak Downtown Development Authority Meeting

Wednesday, February 25, 2026, 4:00 p.m.

City Hall Commission Chambers Room 121

203 South Troy Street

Royal Oak, MI 48067

Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the city clerk's office at 248-246-3050 at least two (2) business days prior to the meeting.

	Pages
1. Call to Order	
2. Public Comment	
3. Approval of Minutes	3
4. Expense Items	
5. Business	
a. Trailhead Reimbursement Agreement	7
Trailhead RO, LLC has submitted a request for reimbursement pursuant to the Reimbursement Agreement. Based upon this information it appears Trailhead RO LLC should receive a reimbursement of \$380,104.08. Additionally, a refund of overpayment in the amount of \$87,971 should be paid, requiring a budget amendment.	
b. Hazelton Reimbursement Agreement	24
The Hazelton, LLC has submitted a request for reimbursement pursuant to the Reimbursement Agreement. Based upon this information it appears Trailhead RO LLC should receive a reimbursement of \$116,655.66.	
c. Maintenance and Landscaping Contract	30
Landscaping and cleanliness of the downtown have consistently been kept at high standards. Worry Free provided the lowest cost bid on an hourly basis and knows precisely what is required to maintain and build upon the current level of service without needing additional guidance from city staff. For that reason and more we recommend continuing our relationship with Worry Free for an amount to not exceed \$600,000.	
d. Social Media Contract	35
At the December 2025 meeting of the DDA Marketing & Business	

Development Committee a request was made of staff to put together an RFP for social media management. Responses to the RFP were reviewed at the Marketing and Business Development Committee meeting on February 2. The result was to bring forward a proposal from Amy Gillespie for the Board to review, not to exceed \$89,700 in year 1.

e. FY 2026-27 Budget Discussion 41

The Downtown Development Authority budget contains items that are fixed which we have no influence over setting the levels and those that are discretionary where the Board decides how these funds are spent. Details from prior fiscal years and proposed revenue and expenses for the current fiscal year are summarized and brought forward for purposes of discussion.

6. Reports

a. Available Downtown Properties Report 50

Deputy Director Julia Kalugar has been documenting all available space in Downtown Royal Oak. The report documenting 54 available properties follows. As an ongoing business process the DDA will update and present this report at monthly Board meetings.

b. DDA Executive Director Report 63

7. Adjournment