

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

**Wednesday, January 17, 2024  
Regular and Information Meeting  
4:00 P.M.**

**Present**

Jay Dunstan  
Todd Fenton, Interim City Manager  
Michael Keith  
Arbor Laclave  
Salvatore LoGrasso  
Michael Sophiea, Chairperson  
Gail von Staden  
Mark Vanneste

**Absent**

Lori London  
Anthony Yezbick, Vice Chairperson

**Staff**

Timothy E Thwing, Executive Director  
Daniel Solomon, Downtown Manager

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- 1. Call to Order**
- 2. Public Comment**
- 3. Approval of Meeting Minutes from December 20<sup>th</sup>, 2023**
- 4. Expense Items**
  - a. Monthly Expenses December 2023**
- 5. Meeting Schedule Revisions 2024**
- 6. 5<sup>th</sup> Street Improvements – Renderings and Video**
- 7. Request for Debt Service Contribution**
- 8. BOGO Downtown Dollar\$ - Groundhog's Fun February**
- 9. Beer Stroll Sponsorship Distribution**
- 10. Reports**
  - a. Siren Communication and Impact Report November**
  - b. Free Press Article – Best Way to Park**

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## 1. CALL TO ORDER

Chairperson Sophiea called the meeting to order at 4:03 p.m.

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## 2. PUBLIC COMMENT

Chairperson Sophiea opened Public Comment.

After all public comment was received, public comment was closed.

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## 3. APPROVAL OF MEETING MINUTES FROM DECEMBER 20<sup>th</sup> REGULAR MEETING

**MOVED** by Director Laclave  
**SECONDED** by Director Keith

**To Approve** the minutes of the December 20, 2023, regular meeting, as present.

**MOTION APPROVED UNANIMOUSLY.**

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## 4. EXPENSE ITEMS

### a. Monthly Expenses

The invoices received and paid for the month of December 2023 were provided as information, no action is required.

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## 5. MEETING SCHEDULE REVISIONS 2024

**MOVED** by Director Dunstan  
**SECONDED** by Director Vanneste

**Be it resolved**, the Royal Oak Downtown Development Authority hereby modifies its 2024 meeting calendar cancelling its normal meeting dates, time and location for February, June and July and setting the following alternative dates, times, and location:

February 28<sup>th</sup> at 4:00 pm in the city commission chambers.  
June 26<sup>th</sup> at 4:00 pm in the city commission chambers.  
July 24<sup>th</sup> at 4:00 pm in the city commission chambers.

**MOTION APPROVED UNANIMOUSLY.**

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**6. 5<sup>th</sup> STREET IMPROVEMENTS – RENDERINGS AND VIDEO**

**MOVED** by Director Laclave  
**SECONDED** by Director Dunstan

**Be it resolved**, the Downtown Development Authority hereby approves the concept plans with the revisions suggested by the infrastructure committee, the development of a cost estimate by F/V and that those concept plans be forwarded to the city commission for review and approval.

**MOTION APPROVED UNANIMOUSLY.**

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**7. REQUEST FOR DEBT SERVICE CONTRIBUTION**

**MOVED** by Director Vanneste  
**SECONDED** by Director LoGrasso

**Be it resolved**, the Downtown Development Authority, hereby refers the request for debt service contribution to its legal counsel and creates a committee including directors Dunstan, Keith, Sophiea, Vanneste, and Yezbick to meet with legal counsel and to provide a recommendation to the full board.

**MOTION APPROVED UNANIMOUSLY.**

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**8. BOGO DOWNTOWN DOLLAR\$**

**MOVED** by Director Laclave  
**SECONDED** by Director Fenton

**Be it resolved**, the DDA Board hereby authorizes the Downtown Manager to reprogram and expend up to \$21,800 in the Yiftee account to run the Groundhog's Fun in February Buy-One-Get-One promotion as outlined.

**MOTION APPROVED UNANIMOUSLY.**

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**9. BEER STROLL SPONSORSHIP DISBURSEMENT**

**MOVED** by Director Vanneste  
**SECONDED** by Director Dunstan

**Be it resolved**, the Downtown Development Authority hereby refers the request and entire sponsorship agreement with the Restaurant Association back to the Marketing and Business Relations Committee for a recommendation.

**MOTION APPROVED UNANIMOUSLY.**

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**10. REPORTS**

- a. **Siren Communications and Impact Report December 2023**  
Provided for information no action necessary.
- b. **Rink at Royal Oak Update**  
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 Laclave  
**SECONDED** by Director Fenton

**To Adjourn** the January 17, 2024, DDA regular meeting at 5:09 p.m.

**MOTION APPROVED UNANIMOUSLY.**

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Executive Director