

**DOWNTOWN DEVELOPMENT AUTHORITY
CITY COMMISSION CHAMBERS
ROYAL OAK, MICHIGAN
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 20th, 2023**
4. **Expense Items**
 - a. **Monthly Expenses December 2023**
5. **Meeting Schedule Revisions 2024**
6. **5th 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 20th 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 it 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 28th at 4:00 pm in the city commission chambers.
June 26th at 4:00 pm in the city commission chambers.
July 24th at 4:00 pm in the city commission chambers.

MOTION APPROVED UNANIMOUSLY.

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6. 5th 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