

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

**Wednesday, April 17, 2024
Regular Meeting
4:00 P.M.**

Present

Jay Dunstan
Kyle DuBuc
Todd Fenton, Interim City Manager
Michael Keith
Arbor Laclave
Salvatore LoGrasso
Michael Sophiea, Chairperson
Mark Vanneste
Anthony Yezbick, Vice Chairperson

Absent

Lori London
Gail von Staden

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 March 20th, 2024**
4. **Expense Items**
 - a. **Monthly Expenses March 2024**
5. **222 E 6th Street – Hazelton 1st Amendment to Reimbursement Agreement**
6. **Downtown Outdoor Ice-Skating Rink 2024-2025**
7. **Placer.AI Subscription and Policy**
8. **FY 2024-2025 Development Fund Budget**

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1. CALL TO ORDER

Chairperson Sophiea called the meeting to order at 4:00 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 MARCH 20th, 2024

MOVED by Director Dunstan
SECONDED by Director Laclave

To Approve the minutes of the March 20, 2024, regular meeting, as present.

MOTION APPROVED UNANIMOUSLY.

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4. EXPENSE ITEMS

a. Monthly Expenses March 2024

The invoices received and paid for the month of March 2024 were provided as information, no action is required.

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5. 222 E 6th STREET – HAZELTON 1st AMENDMENT TO REIMBURSEMENT AGREEMENT

MOVED by Director Dunstan
SECONDED by Director Laclave

Be it resolved, the DDA Board hereby approves the First Amendment to Reimbursement Agreement and authorizes the executive director to execute said agreement.

MOTION APPROVED UNANIMOUSLY.

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6. DOWNTOWN OUTDOOR ICE-SKATING RINK 2024-2025

MOVED by Director Laclave
SECONDED by Director Fenton

Be it resolved, the DDA Board authorizes and allocates a sponsorship of \$150,000 to assist the city with the costs of an outdoor ice-skating rink during the

2024-2025 season subject to an agreement being executed between the city and JWA.

MOTION APPROVED UNANIMOUSLY.

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7. PLACER.AI SUBSCRIPTION AND POLICY

MOVED by Director Keith
SECONDED by Director Lacalve

Be it resolved, the Downtown Development Authority hereby approves the subscription expense for Placer.Ai in an amount not to exceed \$26,250 annually and authorizes the Executive Director to execute any necessary purchase agreements, and

Be it further resolved, the Downtown Development Authority adopts the attached Placer.Ai Report Policy.

MOTION APPROVED UNANIMOUSLY.

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8. FY 2024-2025 DEVELOPMENT FUND BUDGET

MOVED by Director Dunstan
SECONDED by Director DuBuc

Be It Resolved, the Fiscal Year 2024-2025 Development Fund Budget, be and is hereby approved, and

Be It Further Resolved, the budget be submitted to the city commission for review and approval.

MOTION APPROVED UNANIMOUSLY.

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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 LoGrasso

To Adjourn the April 17, 2024, DDA regular meeting at 4:25 p.m.

MOTION APPROVED UNANIMOUSLY.

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Executive Director