

**DOWNTOWN DEVELOPMENT AUTHORITY  
CITY COMMISSION CHAMBERS  
ROYAL OAK, MICHIGAN**  
[www.romi.gov](http://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 20<sup>th</sup>, 2024**
- 4. Expense Items**
  - a. Monthly Expenses March 2024**
- 5. 222 E 6<sup>th</sup> Street – Hazelton 1<sup>st</sup> 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 20<sup>th</sup>, 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 6<sup>th</sup> STREET – HAZELTON 1<sup>st</sup> 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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Terry E. Long  
Executive Director