

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

**Wednesday, October 16, 2024
Regular Meeting
4:00 P.M.**

Present

Kyle DuBuc
Jay Dunstan
Michael Keith
Arbor Laclave
Salvatore LoGrasso
Michael Sophiea, Chairperson
Mark Vanneste
Gail von Staden
Mark Wollenweber, Interim City Manager
Anthony Yezbick, Vice Chairperson

Absent

Lori London

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 September 18th, 2024**
4. **Expense Items**
 - a. **Monthly Expenses September 2024**
5. **Business**
 - a. **MapMe – Business Map**
 - b. **Small Business Saturday 2024**
 - c. **Various Grant – Dis - Funds**
 - d. **45 Day Review – Pride Royal Oak**
6. **Reports**
 - a. **SEP – St Patrick’s Day Parade**

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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 SEPTEMBER 18, 2024

MOVED by Director Wollenweber
SECONDED by Director Keith

To Approve the minutes of September 18, 2024, meeting, as presented.

MOTION APPROVED UNANIMOUSLY.

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4. EXPENSE ITEMS

a. Monthly Expenses September 2024

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

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5. BUSINESS

a. MapMe – BUSINESS MAP

MOVED by Director Vanneste
SECONDED by Director Laclave

Be it resolved, the DDA Board approves the purchase of an annual subscription to MapMe at an expense not to exceed \$1,188 annually.

MOTION APPROVED UNANIMOUSLY.

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b. SMALL BUSINESS SATURDAY

MOVED by Director Vanneste
SECONDED by Director Laclave

Be it resolved, the Downtown Development Authority hereby approves the Small Business Saturday plan and budget as outlined and authorizes the Executive Director to execute any required purchase requisitions.

Be it resolved, the Downtown Development Authority authorizes staff to select the color combination and purchase ornaments.

MOTION APPROVED UNANIMOUSLY.

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c. VARIOUS GRANTS – DIS - FUNDS

MOVED by Director Laclave
SECONDED by Director Vanneste

Be it resolved, the DDA Board authorizes the funds for the facade grant for 302 S. Washington Avenue be disbursed to the applicant at an amount of \$2,019, and

Be it resolved, the DDA Board authorizes the funds for the façade grant for 407 S. Washington Avenue be disbursed to the applicant at an amount of \$3,714.76, and

Be it resolved, the DDA Board authorizes the funds for the façade grant for 219 S. Main Street be disbursed to the applicant at an amount of \$3,500.

MOTION APPROVED UNANIMOUSLY.

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d. 45 DAY REVIEW – PRIDE ROYAL OAK

Shelly Mazur, Farmers Market Master provided a handout with details of the event, presented an overview and answered questions from the board. No action was necessary.

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6. REPORTS

a. SEP – St Patrick’s Day Parade

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 Yezbick

To Adjourn the October 16, 2024, DDA regular meeting at 4:31 p.m.

MOTION APPROVED UNANIMOUSLY.

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