

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

**Wednesday, March 15, 2023  
Regular Meeting  
4:00 P.M.**

**Present**

Paul Brake, City Manager  
Jay Dunstan  
Michael Keith  
Arbor Laclave  
Salvatore LoGrasso  
Lori London  
Michael Sophiea, Chairperson  
Mark Vanneste  
Anthony Yezbick, Vice Chairperson  
Gail von Staden

**Absent**

Jennifer Rossbach

**Staff**

Timothy E Thwing, Executive Director

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1. **Call to Order**
2. **Public Comment**
3. **Approval of Meeting Minutes from February 15, 2023**
4. **Expense Items**
  - a. **Monthly Expenses**
5. **Debra Peck Lichtenberg – Finance Director**
6. **Farmers Market – Sights and Sounds**
7. **FY 2023-24 Development Fund Preliminary Budget Discussion**
8. **Reports**
  - a. **Siren PR Communication & Impact Report February 2023**
  - b. **SEP – 23-06 The Sierra Club Earth Day Event**

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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 FEBRUARY 15, 2023**

**MOVED** by Director Dunstan  
**SUPPORTED** by Director Laclave

To Approve the minutes of the February 15, 2023, DDA meeting, as presented

**MOTION APPROVED UNANIMOUSLY.**

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**4. EXPENSES**

**a. Monthly Expenses**

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

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**5. DEBRA PECK LICHTENBERG – FINANCE DIRECTOR**

Ms. Lichtenberg provided an overview the city's parking system financial status, outlook and projections. After answering board questions the board thanked Ms. Lichtenberg for her work and presentation, no action is required.

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**6. FARMERS MARKET – SIGHTS AND SOUNDS**

**MOVED** by Director Yezbick  
**SUPPORTED** by Director Laclave

**Be it resolved**, the DDA Board authorizes the Executive Director to enter into a sponsorship agreement with the Royal Oak Farmer's Market to sponsor the Sights and Sounds event series at an amount not to exceed \$16,000.

**MOTION APPROVED UNANIMOUSLY.**

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**7. FY 2023-24 BUDGETS**

**a. Operation Fund**

**MOVED** by Director Dunstan  
**SUPPORTED** by Director Keith

**Whereas** the Taxable Value of real property in the Downtown District of the Downtown Development Authority for the year 2023 is estimated to be \$266,235,640.

**Now, Therefore, Be It Resolved**, the Operating Budget of the Authority for the fiscal year beginning July 1, 2023, and ending June 30, 2024, is hereby determined, and adopted as attached in Exhibit "A", and

**Be It Further Resolved**, there is hereby levied a special ad valorem tax in the DDA District of 1.6003 mills on each dollar of Taxable Value in accordance with Act 197, Public Acts of Michigan of 1975, as amended: and

**Be It Further Resolved**, a copy of this resolution and budget be forwarded to the City Commission of the City of Royal Oak for their review and approval, pursuant to Act 197, Public Acts of Michigan of 1975, as amended

**MOTION APPROVED UNANIMOUSLY.**

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**b. Development Fund**

**MOVED** by Director Keith  
**SUPPORTED** by Director Laclave

**Be It Resolved**, the Fiscal Year 2023-2024 Development Fund Budget, be and is hereby approved, and

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

**MOTION APPROVED UNANIMOUSLY.**

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**c. Goals & Objectives**

**MOVED** by Director Laclave  
**SUPPORTED** by Director Dunstan

**To Approve** the Goals and Objectives for fiscal year 2023-2024, as presented

**MOTION APPROVED UNANIMOUSLY.**

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**8. REPORTS**

- a. **Siren PR Communication & Impact Report February 2023**  
Provided for information no action necessary.
- b. **SEP – 23-06 The Sierra Club Earth Day Event**  
Provided for information no action necessary.

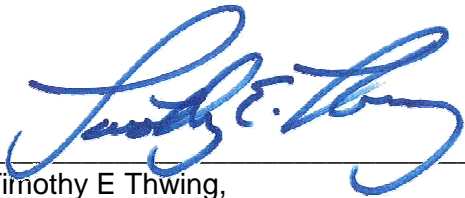
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There being no further business to bring before the Royal Oak Downtown Development Authority, the following motion was made:

**MOVED** by Director Yezbick  
**SUPPORTED** by Director Laclave

**To Adjourn** the March 15, 2023, DDA regular meeting at 5:12 p.m.

**MOTION APPROVED UNANIMOUSLY.**



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Timothy E Thwing,  
Executive Director