

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

**Wednesday, April 19, 2023  
Regular Meeting  
4:00 P.M.**

**Present**

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

**Absent**

Paul Brake, City Manager  
Jennifer Rossbach

**Staff**

Timothy E Thwing, Executive Director  
Daniel Hill, Downtown Manager

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1. **Call to Order**
2. **Public Comment**
3. **Approval of Meeting Minutes from March 15, 2023**
4. **Expense Items**
  - a. **Monthly Expenses**
5. **RO Historical Society – Request for Funds**
6. **ROCC – Spooktacular – 2023-2025**
7. **Contract for Holiday Lights – English Gardens**
8. **5<sup>th</sup> St. – 30% Drawings/Plans**
9. **Pride 2023 – Sponsorship Request Update**
10. **5<sup>th</sup> St. – Bistro Tables/Chairs and Planters/Trees**
11. **Reports**
  - a. **Siren PR Communication & Impact Report March 2023**

- b. Charrette Schedule – RO Master Plan
- c. Recap 2023 Winter Blast

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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 15, 2023**

**MOVED** by Director Dunstan  
**SECONDED** by Director Laclave

**To Approve** the minutes of the March 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 March 2023 were provided as information, no action is required.

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**5. RO HISTROCIAL SOCIETY – REQUEST FOR FUNDS**

Director Dunstan indicated that he was a member of the Historical Society and would not be participating in the discussion and decision. He left the meeting.

**MOVED** by Director Yezbick  
**SECONDED** by Director London

**Be It Resolved**, the Royal Oak Downtown Development Authority hereby allocates \$2,550 to cover the Farmers Marketing rental fee for the Royal Oak Historical Society's Memorial Day breakfast and allocates \$450 towards providing free breakfasts.

**MOTION APPROVED UNANIMOUSLY.**

Mr. Thwing indicated that the rental fee was based upon a direct communication from the Market Master Shelly Mazur that was included in the packet. Those funds would be directly transferred to the market. The Historical Society would, as was done last year, submit an invoice for the number of free breakfasts it provided at the event.

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Director Dunstan returned to the meeting.

**6. ROCC – SPOOKTACULAR – 2023-2025**

**MOVED** by Director LoGrasso  
**SECONDED** by Director Keith

**Be it resolved**, the Downtown Development Authority approves the sponsorship request from the Royal Oak Chamber of Commerce for its proposed 2023-2025 Royal Oak Spooktacular events in an amount not to exceed \$20,000 annually and authorizes the Executive Director to execute the agreement.

**MOTION APPROVED UNANIMOUSLY.**

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**7. CONTRACT FOR HOLIDAY LIGHTS – ENGLISH GARDENS**

**MOVED** by Director Keith  
**SECONDED** by Director LoGrasso

**Be it resolved**, the Royal Oak Downtown Development Authority hereby approves entering into agreement with English Gardens related to price estimate 230732 & 230049 and authorizes the Executive Director to execute the agreement.

**MOTION APPROVED UNANIMOUSLY.**

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**8. 5<sup>th</sup> ST. – 30% DRAWINGS/PLANS**

Rick Stout, project manager from F/V provided an overview of the project, the preliminary plans, listed to comments and answered questions from the board. Next steps were outlined. No action was necessary, and none was taken.

**9. PRIDE 2023 – SPONSORSHIP REQUEST**

**MOVED** by Director Keith  
**SECONDED** by Director LoGrasso

**Be it resolved**, the Downtown Development Authority approves the sponsorship request from The Major Group and Five15/Pronto for its proposed 2023 Royal Oak Pride event in an amount of \$100,000 and authorizes the Executive Director to execute a sponsorship agreement with The Major Group.

**MOTION APPROVED 8 yeas – 1 no (Chairperson Sophiea).**

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**10. 5<sup>th</sup> ST. – BISTRO TABLES/CHAIRS AND PLANTER/TREES**

This item was not discussed as no information was ready in time for the packet.

**11. REPORTS**

**a. Siren PR Communication & Impact Report March 2023**

Provided for information no action necessary.

**b. Charrette Schedule – RO Master Plan**

Provided for information no action necessary.

**c. Recap 2023 Winter Blast**

Provided for information no action necessary.

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**MOVED** by Director Yezbick  
**SECONDED** by Director Dunstan

**Be it resolved**, the Royal Oak Downtown Development Authority would like to discuss Arts Beats & Eats at its May regular meeting.

**MOTION APPROVED UNANIMOUSLY.**

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**MOVED** by Director Dunstan  
**SECONDED** by Director Laclave

**Be it resolved**, the Royal Oak Downtown Development Authority hereby adds a request to fund replacement lights to the agenda.

**MOTION APPROVED UNANIMOUSLY.**

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**MOVED** by Director Dunstan  
**SECONDED** by Director Laclave

**Be it resolved**, the Royal Oak Downtown Development Authority hereby approves \$18,005 for the purchase of replacement lights for the decorative lights along S Main, Allenhurst, and Washington Ave. as requested by DPS.

**MOTION APPROVED UNANIMOUSLY.**

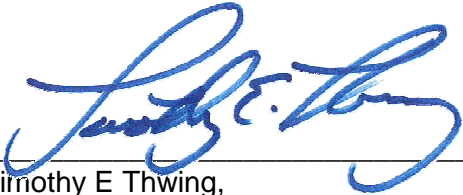
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There being no further business to bring before the Royal Oak Downtown Development Authority, the following motion was made:

**MOVED** by Director Vanneste  
**SECONDED** by Director von Staden

**To Adjourn** the April 19, 2023, DDA regular meeting at 5:30 p.m.

**MOTION APPROVED UNANIMOUSLY.**



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Timothy E Thwing,  
Executive Director