

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**“Regular Meeting”**  
**Wednesday, April 12, 2023 at 10:30 am**  
**Romulus City Hall Council Chambers**

1. Call to Order and Roll Call
2. Approval of Agenda
3. Approval of the Minutes of the meeting held on **Wednesday, March 8, 2023.**
4. Motion to approve the Treasurer’s Report and file for audit.
5. Motion to approve the current bills in the amount of \$1,744.27
6. Old Business:
  - A. Crexi- up and running created account
  - B. Other
7. New Business:
  - A. Motion to approve the bid award to Premier Group Associates in the amount of \$22,275.00 for Spring Cleanup, Monthly Maintenance, and Fall Cleanup of Downtown Goddard and designated areas of the Historical Park, to be paid out of line item 295-728-934.295
  - B. Motion to approve the resignation of Jeffery Lowrey from the DDA board
  - C. Motion to approve the resignation of Rev. James Bowen from the DDA board
  - D. Motion to approve LeClerc Display to install 50 American Flags Downtown Goddard in the amount of \$5,000.00, to be paid out of line item 295-728-795.000
  - E. Motion to approve of Realtor services up to 6 months for the sale of DDA owned vacant land located at 35705 Goddard Road, Grover Street, and 36036 Goddard Road
  - F. Motion to approve the Final DDA Budget FY 23/24 and recommend adoption to City Council
  - G. Other
8. Directors Report
  - Attended the MDA conference very good information and ideas for the Downtown district.
  - Attended your money your future workshop at the Romulus Nest also mailboxes were installed.
  - Blinds were installed at the Romulus Chamber.
  - Working on downtown banners and LED lighting from Romaine to 5 points.
  - Met with Project 11:11 about Pumpkin Fest and Sounds in Downtown.
  - Attended the Romulus Chamber luncheon Suzy Francouer speaker
  - Attended the Romulus Chamber Networking event
  - DDA by-laws were passed by City Council
  - Met with Pretty Face at 37133 Goddard to begin work on front of building after Easter
9. For Your Information

10. Other and Public Comments

11. Adjournment

Meeting

1. The Meeting of the Downtown Development Authority was called to order by Chairperson, Keith Johnston at 10:35 a.m.

Present: Brian Bush, Danielle Gibson, Craig Greca, Steven Harmon, Randy Moffat, Mayor Robert McCraight, and Stacy Paige. Also present, Director Jerry Frayer and Recording Secretary Chandler Bradley.

Absent: None

Excused: None

23-DDA-1179

2. Motion by Bush, supported Mayor McCraight to approve the agenda. Motion carried.

23-DDA-1180

3. Motion by Harmon, supported by Lesure to approve the minutes of the meeting held on Wednesday, March 8, 2023 as amended. Motion carried.

23-DDA-1181

4. Motion by Mayor McCraight,, supported by Gibson, to approve the Treasurer's Report in the amount of \$816,218.62 and file for audit. Motion carried.

23-DDA-1182

5. Motion by Harmon, supported by Mayor McCraight, to approve the current bills in the amount of \$1,744.27. Motion carried.

6. Crexi- up and running created account

23-DDA-1183

7. Motion by Bush, supported by Harmon, to approve the bid award to Premier Group Associates in the amount of \$22,275.00 for Spring Cleanup, Monthly Maintenance, and Fall Cleanup of Downtown Goddard and designated areas of the Historical Park, to be paid out of line item 295-728-934.295. Motion carried.

23-DDA-1184

- 7B. Motion by Harmon, supported by Moffat, to approve the resignation of Jeffery Lowrey from the DDA board. Motion carried.

23-DDA-1185

- 7C. Motion by Mayor McCraight, supported by Paige, to approve the resignation of Rev. James Bowen from the DDA board. Motion carried.

23-DDA-1186

7D. Motion by Mayor McCraight, supported by Greca, to approve LeClerc Display to install 50 American Flags Downtown Goddard in the amount of \$5,000.00, to be paid out of line item 295-728-795.000. Motion carried.

23-DDA-1187

7E. Motion by Mayor McCraight, supported by Bush, to approve of Realtor services up to 6 months for the sale of DDA owned vacant land located at 35705 Goddard Road, Grover Street, and 36036 Goddard Road. Motion carried.

23-DDA-1188

7F. Motion by Paige, supported by Bush to approve the Final DDA Budget FY 23/24 and recommend adoption to City Council. Motion carried.

8. Director Jerry Frayer updated the board on the follow items:

- Attended the MDA conference very good information and ideas for the Downtown district.
- Attended your money your future workshop at the Romulus Nest also mailboxes were installed.
- Blinds were installed at the Romulus Chamber.
- Working on downtown banners and LED lighting from Romaine to 5 points.
- Met with Project 11:11 about Pumpkin Fest and Sounds in Downtown.
- Attended the Romulus Chamber luncheon Suzy Francouer speaker
- Attended the Romulus Chamber Networking event
- DDA by-laws were passed by City Council
- Met with Pretty Face at 37133 Goddard to begin work on front of building after Easter
- Getting quotes for rooftop unit

Mayor McCraight updated the board on downtown branding and requested input from examples provided

9. FYI-

10. Other and Public Comment-

Director Jerry Frayer mentioned the following-

- Romulus Goodfellows Cinco de Mayo Event
- Community Day at the Court- May 5th
- Romulus NEST “How to Start a Small Business” event on April 22<sup>nd</sup>

Mayor McCraight- Patriots in the Park on July 8<sup>th</sup> with more details soon

23-DDA-1189

11. Motion by Harmon supported by Bush to adjourn the meeting at 11:33 a.m. Motion carried.

---

Brian Bush, Secretary  
To be approved May 10, 2023