

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**“Regular Meeting”**  
**Wednesday, September 8, 2021 at 10:30 am**  
**Romulus City Hall Council Chambers**  
**AGENDA**

1. Call to Order and Roll Call.
2. Approval of Agenda
3. Approval of the Minutes of the meeting held on **Wednesday, August 11, 2021.**
4. Motion to approve the Treasurer’s Report and file for audit.
5. Motion to approve the current bills in the amount of \$27,791.42
6. Old Business:
  - A. Huron River Drive Pathway Project
  - B. 37135/37133 Goddard
  - C. MDA Annual Conference
  - D. Pumpkin Festival
  - E. Kingsley House Assessment Update
  - F. Other
7. New Business:
  - A. Motion to approve the quote from Madison Electric to purchase two Wadsworth and two Columbia light pole assembly kits to meet the requirements of our contract with DTE, as well as to purchase 5 sets of replacement fixtures to repair damaged poles in the amount of \$17,170.15 to be paid from budgeted line item 295-728-921.000.
  - B. Other
8. Director Druyor and Mayor Burcroff update
9. Directors Report
10. Jessica Katers Kingsley House update
11. Motion to approve of the Professional Service Proposal for the Kingsley House, provided by Thomas Roberts, in the amount not to exceed \$5,500.00
12. For Your Information
13. Other and Public Comments.
14. Adjournment

Meeting

1. The Meeting of the Downtown Development Authority was called to order by Chairman, Keith Johnston at 10:31 a.m.

Present: Mayor LeRoy D. Burcroff, Brian Bush, Jeffrey Lowrey, Beth Maze, Randy Moffat, and Stacy Paige,

Absent: Rev. James Bowen, Rachel Botu, Doug Clark, Doug O’Leary, Arianna LeSure, and Jeremy Westcott

Excused: Rev. James Bowen, Rachel Botu, Doug Clark, Doug O’Leary, Arianna LeSure, and Jeremy Westcott

21-DDA-1014

2. Motion by Mayor Burcroff, supported by Lowrey to approve the agenda as presented. Motion carried.

21-DDA-1015

3. Motion by Paige, supported by Bush to approve the minutes of the meeting held on Wednesday, August 11, 2021. Motion carried.

21-DDA-1016

4. Motion by Moffat, supported by Maze to approve the Treasurer's Report in the amount of \$413,069.57 and file for audit. Motion carried.

21-DDA-1017

5. Motion by Moffat, supported by Paige to approve the current bills in the amount of \$27,791.42. Motion carried.
6. Director Merrie Druyor updated the board on the following items:
  - A. Huron River Drive Pathway Project – ribbon cutting being planned
  - B. 37135/37133 Goddard – insurance on the building has been added, city cert inspection being scheduled
  - C. MDA Annual Conference – last call for board members to register
  - D. Pumpkin Festival – need help on Saturday morning for set-up and afternoon clean-up
  - E. Other

21-DDA-1018

7. Motion by Mayor Burcroff, supported by Paige to approve the quote from Madison Electric to purchase two Wadsworth and two Columbia light pole assembly kits to meet the requirements of our contract with DTE, as well as to purchase 5 sets of replacement fixtures to repair damaged poles in the amount of \$17,170.15 to be paid from budgeted line item 295-728-921.000. Motion carried.
8. Director Druyor and Mayor Burcroff updated the board on the grants submitted to Wayne County.
9. Director Druyor updated the board on the following:
  - A. Secretary of State Building – possible daycare center to open.
  - B. Boos Cruise – new this year partnering with the chamber.
10. Jessica Katers from OHM gave the board an update on the Kingsley House.

21-DDA-1019

Motion by Mayor Burcroff, supported by Bush to approve of the Professional Service Proposal for the Kingsley House, provided by Thomas Roberts, in the amount not to exceed \$5,500.00. Motion carried.

11. FYI – No discussion

12. Other and Public Comment – No discussion.

21-DDA-1020

13. Motion by Moffat, supported by Paige to adjourn the meeting at 11:02 p.m. Motion carried.

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Randy Moffat, Secretary  
Approved October 13, 2021