

**DOWNTOWN DEVELOPMENT AUTHORITY**

**“Regular Meeting”**

**Wednesday, September 13, 2023 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 9, 2023.**
4. Motion to approve the Treasurer’s Report in the amount of \$606,049.62 and file for audit.
5. Motion to approve the current bills in the amount of \$46,163.32
6. Old Business:
  - A.
  - B. Other
7. New Business:
  - A. Motion to approve lease agreements for 37133 and 37135 Goddard Road.
  - B. Overview of the Romulus Incubator program Year 1 and next steps for continuing on.
8. Directors Report
  - Sounds in downtown is wrapped up for this season great success
  - Attended the One Romulus Meeting
  - Met with DPW about logistics for Pumpkin Festival
  - Attended the (B2B) Business 2 Business networking event
  - Had a follow up zoom meeting with Retail Strategies for Market Analysis
  - Preparing for Pumpkin Fest
  - Replaced compressor and made repairs to HVAC system at 1189 Shook Road Chamber building.
  - (HVAC) Heating, Ventilation, and Air Condition was installed at 37133 and 37135 Goddard road.
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 10:30 a.m.

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

Absent: Arianna LeSure

Excused: Arianna LeSure

23-DDA-1215

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

23-DDA-1216

3. Motion by Paige supported by Gibson to approve the minutes of the meeting held on Wednesday, August 9, 2023. Motion carried.

23-DDA-1217

4. Motion by Moffat, supported by Mayor, to approve the Treasurer's Report in the amount of \$726,113.00 and file for audit. Motion carried.

5. Motion by Mayor McCraight, supported by Harmon to approve the amended current bills in the amount of \$48,863.00. Ayes- Bush, Harmon, Mayor McCraight, Greca. Nays- Paige, Moffat, Gibson, Johnston. Tie Vote. Motion failed.

Board discussed that Pegasus Entertainment bill does not match the amount and services provided. A revision is needed for approval. Board also discussed the Best Practices Bill. They are concerned about having business use program if they are outside the DDA boundaries.

23-DDA-1218

Motion by Johnston, supported by Paige to reconsider the approval the current bills, excluding Best Practices and excluding Pegasus Entertainment until more clarification can be provided. Motion carried.

23-DDA-1219

Motion by Johnston, supported by Moffat to approve of the Best Practices bill in the amount of \$17,750.00, excluding LLB Phlebotomy and Romulus Flower's and Gifts. Motion carried.

6. Old Business- no discussion

23-DDA-1220

7. Motion by Bush, supported by Harmon to approve lease agreements for 37133 and 37135 Goddard Road. Motion approved.

7B. Overview of the Romulus Incubator program Year 1 and next steps for continuing on.

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

- Sounds in downtown is wrapped up for this season great success
- Attended the One Romulus Meeting
- Met with DPW about logistics for Pumpkin Festival
- Attended the (B2B) Business 2 Business networking event
- Had a follow up zoom meeting with Retail Strategies for Market Analysis
- Preparing for Pumpkin Fest
- Replaced compressor and made repairs to HVAC system at 11189 Shook Road Chamber building.
- (HVAC) Heating, Ventilation, and Air Condition was installed at 37133 and 37135 Goddard road.

9. FYI- none

10. Other and Public Comment- none

23-DDA-1221

11. Motion Moffat supported by Mayor McCraight to adjourn the meeting at 11:32 a.m. Motion carried.



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To be approved October 11, 2023