

**DOWNTOWN DEVELOPMENT AUTHORITY**

**“Regular Meeting”**

**Wednesday, October 11, 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, September 13, 2023.**
4. Motion to approve the Treasurer’s Report in the amount of \$556,175.08 and file for audit.
5. Motion to approve the current bills in the amount of \$20,370.52
6. Old Business:
  - A.
  - B. Other
7. New Business:
  - A. Motion to approve annual Guardian Alarm invoice for Historical Museum Monitoring and Services for the amount of \$576.84 to be paid out of Park Maintenance 295-728-937.000
  - B. Motion to approve Advertising in the Romulus Community Connection Newsletter for 1 year in the amount of \$1,200.00 to be paid out of Downtown Promotions 295-728-881.000
  - C. Motion to approve quote from Madison Electric for 12 new banner arms to display downtown banners, not to exceed the amount of \$2,500.00 to be paid out of Street Lighting Expense 295-728-921.00
  - D. Other
8. Directors Report
  - Pumpkin Fest was a success
  - Attended training class for Boards/Commissions
  - Met with Environmental testing & consulting at 36542 Goddard Upstairs renovations
  - Attended purchasing training
  - Gobble Wobble Turkey Trot on November 17th
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 10:32 a.m.

Present: Brian Bush, Danielle Gibson, Craig Greca, Steven Harmon and Stacy Paige. Also present, Director Jerry Frayer, Kevin Krause and Recording Secretary Chandler Bradley.

Absent: Arianna LeSure, Mayor Robert McCraight, Randy Moffat

Excused: Arianna LeSure, Mayor Robert McCraight, Randy Moffat

23-DDA-1222

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

23-DDA-1223

3. Motion by Paige supported by Gibson to approve the minutes of the meeting held on Wednesday, September 13, 2023. Motion carried.

23-DDA-1224

4. Motion by Gibson, supported by Bush, to approve the Treasurer's Report in the amount of \$556,175.08 and file for audit. Motion carried.

5. Motion by Greca, supported by Gibson to approve the amended current bills in the amount of \$20,370.52

6. Old Business- no discussion

23-DDA-1225

7. Motion by Bush, supported by Harmon, to approve annual Guardian Alarm invoice for Historical Museum Monitoring and Services for the amount of \$576.84 to be paid out of Park Maintenance 295-728-937.000. Motion carried.

7B. Board discussed that they need more clarification of why DDA is paying invoice for the newsletter, if it is already paid for through general fund.

23-DDA-1226

Motion by Paige, supported by Harmon, to approve advertising in the Romulus Community Connection Newsletter for 1 year in the amount of \$1,200.00 to be paid out of Downtown Promotions 295-728-881.000 once board receives another professional opinion. Motion carried.

23-DDA-1227

7C. Motion by Paige, supported by Greca, to approve quote from Madison Electric for 12 new banner arms to display downtown banners, not to exceed the amount of \$2,500.00 to be paid out of Street Lighting Expense 295-728-921.000. Motion carried.

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

- Pumpkin Fest was a success
- Attended training class for Boards/Commissions
- Met with Environmental testing & consulting at 36542 Goddard Upstairs renovations
- Attended purchasing training
- Gobble Wobble Turkey Trot on November 17th

9. FYI-

Director Frayer asked the board if DDA can cover cost of networking lunches/informational events that he attends on behalf of the DDA.

23-DDA-1228

Motion by Paige, support by Bush, to cover networking/informational event costs to be paid out of meeting expenses 295-728-885.001. Motion carried.

10. Other and Public Comment- none

23-DDA-1229

11. Motion Paige supported by Harmon to adjourn the meeting at 10:57 a.m. Motion carried.

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To be approved November 8, 2023