

**DOWNTOWN DEVELOPMENT AUTHORITY**

**“Regular Meeting”**

**Wednesday, October 12, 2022 at 10:30 am**

**Romulus City Hall Council Chambers**

**REVISED AGENDA**

1. Call to Order and Roll Call
2. Approval of Agenda
3. Approval of the Minutes of the meeting held on **Wednesday, September 14, 2022.**
4. Motion to approve the Treasurer’s Report in the amount of \$498,698.64 and file for audit.
5. Motion to approve the current bills in the amount of \$13,952.94
6. Old Business:
  - A. 36539 Goddard Road Demo update
  - B. 37133/37135 Goddard Road update
  - C. Motion to approve the color options for the holiday light pole décor for the 2022 winter season
  - D. Other
7. New Business:
  - A. Motion to approve the lease agreement between the Romulus Downtown Development Authority and the Best Practices Consulting Services for the terms stated in the agreement
  - B. Motion to approve and enter into a Professional Services Agreement for the Incubator Support for Romulus based businesses Training and Technical Assistance with Best Practices Consulting Services
  - C. Motion to approve the MI Custom Signs Quote in the amount not to exceed \$3,525.00 to replace the existing awning at 11189 Shook Rd.
  - D. Motion to approve the Due from DDA for an 2013 over capture to Sanitation in the amount of \$2,235.00 and to Library in the amount of \$433.00 for a grand total due from DDA of \$2,668.00
  - E. Victor Video Service
  - F. Other
8. Directors Report
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: Rachel Botu, Brian Bush, Steven Harmon, Beth Maze, Mayor Robert McCraight, Randy Moffat, and Stacy Paige. Also present, Director Merrie Druyor, and Recording Secretary Chandler Bradley.

Absent: Rev. James Bowen, Arianna LeSure, Jeffrey Lowrey, and Jeremy Westcott

Excused: Rev. James Bowen, Arianna LeSure, Jeffrey Lowrey, and Jeremy Westcott

22-DDA-1116

2. Motion by Botu, supported Maze to approve the revised agenda as presented. Motion carried.

22-DDA-1117

3. Motion by Bush, supported by Harmon to approve the minutes of the meeting held on Wednesday, September 14, 2022. Motion carried.

22-DDA-1118

4. Motion by Mayor, supported Moffat to approve the Treasurer's Report in the amount of \$498,698.64 and file for audit. Motion carried.

22-DDA-1119

5. Motion by Mayor, supported by Botu to approve the current bills in the amount of \$13,952.94. Motion carried.
6. Director Druyor provided the board with a 36539 Goddard Road Demo update- building is demolished, will look into a "future development" sign.

22-DDA-1120

- 6B. Motion by Moffat, supported by Botu to approve of external janitorial services not to exceed \$500 per unit at 37133/37135 Goddard Road. Motion carried.

22-DDA-1121

- 6C. Motion by Moffat, supported by Botu to approve the color options for the holiday light pole décor for the 2022 winter season. Motion carried.

22-DDA-1122

7. Motion by Moffat, supported by Bush to approve the lease agreement between the Romulus Downtown Development Authority and the Best Practices Consulting Services for the terms stated in the agreement. Motion carried.

22-DDA-1123

- 7B. Motion by Moffat, supported by Botu to approve and enter into a Professional Services Agreement for the Incubator Support for Romulus based businesses Training and Technical Assistance with Best Practices Consulting Services in the amount not to exceed \$19,500.00 for the terms listed under Option 2 on the plan options breakdown sheet. Motion carried.

22-DDA-1124

- 7C. Motion by Botu, supported by Mayor McCraight to approve the MI Custom Signs Quote in the amount not to exceed \$3,525.00 to replace the existing awning at 11189 Shook Rd. Motion carried.

22-DDA-1125

7D. Motion by Moffat, supported by Bush to approve the Due from DDA for a 2013 over capture to Sanitation in the amount of \$2,235.00 and to Library in the amount of \$433.00 for a grand total due from DDA of \$2,668.00. Motion carried.

7E. Director Druyor informed the board of Victor Video Service for possible future promotional videos of events.

8. Director Druyor updated the board on the follow items:

- Revenue and expenditure report
- Chamber holiday party
- Flowers in the Mitten Vendor Show
- Game Night at Artisan Reserve
- Kingsley House- asked why businesses are not interested in the bids- time & staffing
- Redevelopment Ready
- Match on Main- \$25,000
- Pumpkin Festival- final # not in yet
- DNR final scoring in November
- Bakery and martial arts ribbon cutting

9. FYI-

10. Other and Public Comment-

Yada Phillips- Fire Safety Appreciation on November 4<sup>th</sup> at Artisan Reserve

22-DDA-1126

11. Motion by Moffat supported by Botu to adjourn the meeting at 11:35 a.m. Motion carried.

*Randy Moffat*

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Randy Moffat, Secretary  
To be approved November 9, 2022