

DOWNTOWN DEVELOPMENT AUTHORITY

“Regular Meeting”

Wednesday, August 8, 2018 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, July 11, 2018.
4. Treasurer’s Report
5. Motion to approve the current bills in the amount of \$20,329.09.

Motion to approve the Johnston Lithograph invoice in the amount of \$109.00.

6. Old Business:
 - A. Holiday Decorations & Banners
 - B. Other
7. New Business:
 - A. Final Draft of the 2018 Amended and Restated DDA Plan.
 - B. Professional Services Contract for Dave Gorgon for communications and public relations.
 - C. Wade Trim Drone fee schedule
 - D. Other
8. Directors Report
 - A. Project status and updates and reminders.
 - Department Rocks – Bid Calendar
 - Business Updates – Abernathy & Pickles ribbon cutting on 8/7/18, Brewery Grand Opening 9/14/18,
 - Developer Open House & Site Tour Update
 - Summer Events – Farmers Market, Music & Movies in the Park
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 Chairman, Keith Johnston at 10:36 a.m.

Present: Mayor LeRoy D. Burcroff, Reverend William Kren Doug O’Leary, and Stacy Paige

Absent: Doug Clark, Cindy Croft, Melissa Crova, and Al Hindman

Excused: Doug Clark, Cindy Croft, Melissa Crova, and Al Hindman

18-DDA-720

2. Motion by Johnston, supported by Paige to approve the agenda as amended to add 7d. Reverend William Kren. Motion carried.

18-DDA-721

3. Motion by Kren, supported by Mayor Burcroff to approve the minutes of the meeting held on Wednesday, July 11, 2018. Motion carried.

18-DDA-722

4. Motion by Mayor Burcroff, supported by O'Leary to approve the Treasurer's Report in the amount of \$148,902.91 and file for audit. Motion carried.

18-DDA-723

5. Motion by O'Leary, supported by Paige to approve the current bills in the amount of \$20,329.09. Motion carried.

18-DDA-724

Motion by Paige, supported by Mayor Burcroff to approve the Johnston Lithograph bill in the amount of \$300.00. Motion carried. Abstain: Johnston.

6. Merrie Druyor provided a cost breakdown of purchasing vs. renting holiday decoration. She informed the board she would be meeting with the union to discuss their concerns before bringing anything to the board to approve.

18-DDA-725

- 7A. Motion by Paige, supported by O'Leary to accept the Final Draft of the 2018 Amended and Restated DDA Plan to begin the review process. Motion carried.

18-DDA-726

- 7B. Motion by Paige, supported by Kren to approve the Professional Services Contract for Dave Gorgon for communications and public relations in the amount not to exceed a monthly cost of \$333.33 for a total of \$4,000 for one year. Motion carried.

18-DDA-727

- 7C. Motion by O'Leary, supported by Paige to proceed with receiving a written proposal for professional services agreement with Wade Trim for the Drone footage to be used for marketing purposes of the downtown. Motion carried.

- 7D. Reverend William Kren announced his resignation as Secretary and DDA Board Member effective immediately.

8. Merrie Druyor updated the board on the following:
 - Department Rocks – Secure final approval of the DDA Plan and to complete prep work for RFQ – downtown residential development project.
 - Business Updates – Abernathy & Pickles ribbon cutting on Tuesday, August 7th was a nice event, several members of the Chamber, DDA, City Staff & local residents were there. The brewery Artisan Reserve has committed to a grand opening date of Friday, September 14, 2018.
 - The Developer Open House & Site Tour was a success, and hope to host the event twice a year.
 - Summer events, Farmer’s Market and Sounds in Downtown this week.
 9. Mayor Burcroff stated there will be Town hall meetings to discuss the facts of the millage proposal.
 10. Other and Public Comment – no discussion
- 18-DDA-728
11. Motion by Paige, supported by O’Leary to adjourn the meeting at 11:29 a.m. Motion carried.

Melissa Crova, Secretary
Approved September 12, 2018