

DOWNTOWN DEVELOPMENT AUTHORITY

“Regular Meeting”

Wednesday, February 8, 2023 at 10:30 am

Romulus City Hall Council Chambers

Amended AGENDA

1. Call to Order and Roll Call
2. Approval of Agenda
3. Approval of the Minutes of the meeting held on **Wednesday, January 11, 2023.**
4. Motion to approve the Treasurer’s Report and file for audit.
5. Motion to approve the current bills in the amount of \$4,055.33
6. Old Business:
 - A. Retail Strategies Update
 - B. Resolution of appreciation for Merrie Coburn
 - C. Danielle Gibson Introduction
 - D. Other
7. New Business:
 - A. Motion to approve the amended DDA Bylaws – Article I, Article II Section 1, & 2 & Section III 3 & 4 & Article IV Section 6
 - B. Motion to make available the funds for the full project total of \$149, 900.00, this includes the already committed 25% match of \$37,500.00 to complete the project for the MaryAnn Banks upgrades and enhancements, to be paid out of line item Project Costs 295-728-980.000
 - C. Motion to approve the OHM to be the designated Prime Professional for the project and approve the scope of work for MAB Park Grant
 - D. Motion to enter into a 2 year agreement with Crexi to pay a 3rd of the monthly \$199.00 a month cost to be paid out of the Contractual Services line item 295-728-818.000
 - E. Motion to approve the director to attend the MDA – Michigan Downtown Association Spring Workshop in Lansing on March 8th & 9th, 2023 and Summer Workshop in Alpena on June 2, 2023 with a budget not to exceed \$600.00 this will cover lodging and the cost of each workshop to be paid out of line item 295-728-960.000 Education, Training & Workshops
 - F. Motion to approve the quote from Pretty Face Cleaning LLC for the repairs to 37133 Goddard in the amount of \$4,688.00 plus a 20% contingency for a total budget not to exceed \$5,625.60
 - G. Department Restructuring- Mayor McCraight
 - H. Preliminary DDA FY 23/24 Budget
 - I. Other
8. Directors Report
9. For Your Information – Final Vision and Strategic Action Plan
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 10:33 a.m.
Present: Danielle Gibson, Steven Harmon, Arianna LeSure, Randy Moffat, Mayor Robert McCraight, and Stacy Paige. Also present, Interim Director Kevin Krause, and Recording Secretary Chandler Bradley.

Absent: Rev. James Bowen, Brian Bush, Jeffrey Lowrey

Excused: Rev. James Bowen, Brian Bush, Jeffrey Lowrey

23-DDA-1159

2. Motion by Paige, supported Harmon to approve the agenda as amended. Motion carried.

23-DDA-1160

3. Motion by Moffat supported by Paige to approve the minutes of the meeting held on Wednesday, January 11, 2023. Motion carried.

23-DDA-1161

4. Motion by Mayor McCraight, supported by Harmon, to approve the Treasurer's Report in the amount of \$795,272.41 and file for audit. Motion carried.

23-DDA-1162

5. Motion by Paige, supported by Moffat to approve the current bills in the amount of \$4,055.33. Motion carried.

6. Interim Director Kevin Krause gave a Retail Strategies update- Kick off meeting toward the end of the month

23-DDA-1163

- 6B. Motion by Moffat, supported by Paige for a resolution of appreciation for Merrie Coburn for her service as DDA director. Motion carried.

- 6C. New board member Danielle Gibson introduction

23-DDA-1164

7. Motion by Paige, supported by Harmon to table the approval the amended DDA Bylaws – Article I, Article II Section 1, & 2 & Section III 3 & 4 & Article IV Section 6. Motion carried.

23-DDA-1165

- 7B. Motion by Mayor McCraight, supported by Moffat to make available the funds for the full project total of \$149,900.00, this includes the already committed 25% match of \$37,500.00 to complete the project for the MaryAnn Banks upgrades and enhancements, to be paid out of line item Project Costs 295-728-980.000. Motion carried.

23-DDA-1166

- 7C. Motion by Mayor McCraight, supported by Moffat to approve OHM to be the designated Prime Professional for the project and approve the scope of work for MAB Park Grant. Motion carried.

23-DDA-1167

- 7D. Motion by Moffat, supported by Paige to table conversation regarding entering into a 2 year agreement with Crexi to pay a 3rd of the monthly \$199.00 a month cost to be paid out of the Contractual Services line item 295-728-818.000. Motion carried.

23-DDA-1168

7E. Motion by Paige, supported by Harmon to approve the director to attend the MDA – Michigan Downtown Association Spring Workshop in Lansing on March 8th & 9th, 2023 and Summer Workshop in Alpena on June 2, 2023 with a budget not to exceed \$600.00 this will cover lodging and the cost of each workshop to be paid out of line item 295-728-960.000 Education, Training & Workshops. Motion carried.

23-DDA-1169

7F. Motion by Mayor McCraight, supported Harmon to approve the quote from Pretty Face Cleaning LLC for the repairs to 37133 Goddard in the amount of \$4,688.00 plus a 20% contingency for a total budget not to exceed \$5,625.60. Motion carried.

7G. Mayor McCraight informed the board of Department Restructuring with Jerome Frayer as the new DDA Director and Economic Development Liaison.

7H. The board discussed the preliminary DDA FY 23/24 Budget

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

- Thank you to board regarding transition of directors
- Snowflake Scavenger Hunt had 28 participants and winners announced on 2/8/23
- Small Business Support Plan- \$1,000,000 award

9. FYI-

Mayor McCraight and Chief of Staff Julie Wojtylko- Final Vision and Strategic Action Plan Report is now available

10. Other and Public Comment-

Councilwoman Virginia Williams- requested a copy of the current and proposed amendments for the DDA Bylaws

23-DDA-1170

11. Motion by Moffat, supported by Paige to adjourn the meeting at 11:36 a.m. Motion carried.

Brian Bush

Brian Bush, Secretary
To be approved March 8, 2023