

DOWNTOWN DEVELOPMENT AUTHORITY
“Regular Meeting”
Wednesday, February 9, 2022 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 12, 2022.**
4. Motion to approve the Treasurer’s Report in the amount of \$658,907.91 and file for audit.
5. Motion to approve the current bills in the amount of \$11,244.82.
6. Old Business:
 - A. Kingsley House Assessment
 - B. Banner Designs & Downtown Building
 - C. Survey Results
 - D. Other
7. New Business:
 - A. Draft DDA Budget FY 22/23
 - B. Visioning Plan Discussion
 - C. Commercial Grounds Services *amended addition
 - D. 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 10:37 a.m.
 - Present: Rachel Botu, Brian Bush, Steven Harmon, Arianna LeSure, Jeffrey Lowrey, Beth Maze, Mayor Robert McCraight, Randy Moffat, and Stacy Paige. Also present Director Merrie Druyor and Recording Secretary Chandler Bradley.
 - Absent: Rev. James Bowen, Doug O’Leary, and Jeremy Westcott
 - Excused: Rev. James Bowen, Doug O’Leary, and Jeremy Westcott

22-DDA-1051

2. Motion by Johnston, supported Bush to approve the agenda as amended. Motion carried.

22-DDA-1052

3. Motion by Paige, supported by Lowrey to approve the minutes of the meeting held on Wednesday, January 12, 2022. Motion carried.

22-DDA- 1053

4. Motion by Moffat supported Mayor McCraight to approve the Treasurer’s Report in the amount of \$658,907.91 and file for audit. Motion carried.

22-DDA-1054

5. Motion by Paige, supported by Moffat to approve the current bills in the amount of \$11,244.82. Motion carried.
6. Director Merrie Druyor provided the board with a repair assessment for the Kingsley House, while waiting on cost estimates.
- 6B. Director Druyor provided the board with mockup banner designs and branding for the downtown.
- 6C. Director Druyor provided the board with the results of the Board Member Feedback Survey regarding goals, forecasting, and budgeting for the downtown.
7. Director Druyor provided the board the drafted DDA Budget for FY 22/23.
- 7B. Director Druyor and Mayor McCraight informed the board about holding another visioning plan discussion. The board supports.

22-DDA-1055

- 7C. Motion by Botu, supported by Lowrey for the Commercial Grounds initial Spring Service, regular bi-weekly maintenance, and final fall cleanup not to exceed the amount of \$1,520.00. Motion carried.
8. Director Merrie Druyor updated the board on the following items:
 - Snowflake Contest
 - MEDC meeting with Dominic Romano regarding multiple downtown properties
 - Meeting with Renee Gruber, Aaron Hicks, and Jerry Patteh
 - Artisan Reserve heat exchanger
 - Mike Gaggo signed quit claim deed
 - Pumpkin Festival Meeting on March 1st
 - Downtown Buildings open house
 - DDA informational meeting- date is to be determined
 - Light pole repairs
 - Curling Royale

9. FYI- Paige and Druyor mentioned Frank Hood's obituary and funeral service arrangements.

10. Other and Public Comment

22-DDA-1056

11. Motion by Paige, supported by Bush to adjourn the meeting at 11:24 a.m. Motion carried.