

**ROMEO DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
MONDAY May 2, 2022 – 6:00 PM.  
ROMEO COMMUNITY CENTER  
361 Morton Street, Romeo, Michigan 48065**

**APPROVED MINUTES**

**1. Call to Order**

Chair, Stephens called the meeting to order at 7:02pm

**Roll Call**

*Present: Rose, Parker, Stephens, Tarr, Malzahn, Brandt, Hayes*

*Absent: Kellogg, Poznanski*

*Staff present: Miller, Guilbault, Roush*

**2. Pledge of Allegiance**

**3. Public Forum – None**

**4. Approval of Agenda**

**MOTION by Malzahn, Support by Hayes to approve May 2, 2022 amended agenda as presented and the additions of New Business item 11b. Mulch SW Quadrant.**

*Ayes: All*

*Nays: None*

**MOTION carried.**

**5. Approval of the Minutes:**

- a. MOTION by Malzahn, Support by Rose to approve April 4, 2022 Budget Workshop Meeting Minutes and April 4, 2022 Regular Meeting Minutes as presented.**

*Ayes: All*

*Nays: None*

**MOTION carried.**

**6. Financial Report:**

- a. Presentation by Michele Guilbault, Accountant**
- b. Motion by Stephens, Support by Hayes to approve payment of bills through April 28, 2022 in the amount of \$7,041.81.**

Roll Call

*Ayes: Rose, Parker, Stephens, Tarr, Brandt, Hayes*

*Abstain: Malzahn, for reasons of charge on CC to Romeo Printing and Village of Romeo*

*Nays: None*

**7. DDA Executive Director's Report**

Miller gave an overview of items outlined in her director's report.

**MOTION by Malzahn, Support by Hayes to approve executive director to attend the MDA Summer Workshop in Charlevoix in June in an amount not to exceed \$425.00**

Roll Call

*Ayes: Rose, Parker, Stephens, Tarr, Brandt, Hayes, Malzahn*

*Nays: None*

**Facade Improvement Committee created to review grant applications and make recommendations to the DDA board. Members of the committee include: Hayes, Rose, Tarr, Parker.**

**8. Funding Requests**

- a. Facade Improvement Grant Applicants**
- i. Kathy Osebold, owner of MJC Marketplace, presented an overview of her application for facade improvement grant. It was determined that the grant program will be under review for improvement of the application and the review process under the newly formed committee. Upon completion of the project, the application will be resubmitted.**
- ii. Main Street Romeo application was tabled until completion of the project.**
- b. MOTION by Malzahn, Support by Tarr to approve DDA Sponsorship of June 24, 2022 Chamber's Annual Night Under the Stars at the GOLD LEVEL of \$500.**

Roll Call

Ayes: Rose, Parker, Malzahn, Tarr, Brandt, Hayes

Abstain: Stephens, for reasons of being employed by the Chamber of Commerce

Nays: None

- c. **Discussion regarding DDA Sponsorships included July 16, 2022 Romeo & Juliet Garden Club / Romeo Historical Society Annual Garden Walk. Organizations are encouraged to continue the application process via current policy process.**
- d. **MOTION by Stepehns, Support by Tarr to approve Special Funding Request and Event Presentation by DDA Intern: Madison Roush to host a swing dance event and vintage car show per outline B in the amount not to exceed \$5,000.**

Roll Call

Ayes: Rose, Parker, Stephens, Tarr, Brandt, Hayes, Malzahn

Nays: None

**9. Committee Reports**

- a. **Policy Committee- none**
- b. **Parking Study Committee -**  
**MOTION by Stephens, Support by Tarr to approve phase 1 as presented to also include 1 WAY signage and DO NOT ENTER behind the Douglas House in the NE Quadrant in an amount not to exceed \$1,000.**

Roll Call

Ayes: Rose, Parker, Stephens, Tarr, Brandt, Hayes, Malzahn

Nays: None

**10. Unfinished Business**

- a. **Website Development: Presentation was given by the executive director. Website is set to launch later this week.**
- b. **MOTION by Stephens, Support by Hayes to approve the 2022 Events Calendar as amended to include Swing event, RHS Homecoming and summer concert series**  
Ayes: All  
Nays: None  
**MOTION carried.**
- c. **Pedestrian Crosswalk Project Update: Update given by Malzahn and Miller.**
- d. **2022/2023 Budget**  
**MOTION by Stephens, Support by Parker to approve the 2022/2023 Budget at the category level as amended in the amount of \$309,119 to be presented to Romeo Village Council for final approval.**

Roll Call

Ayes: Rose, Parker, Stephens, Tarr, Brandt, Hayes, Malzahn

Nays: None

**MOTION by Tarr to modify bonus offer to executive director from \$500 to \$2500. Discussion ensued. MOTION withdrawn and item tabled to be added to June 6 board meeting.**

**11. New Business**

- a. **NE Quadrant Alley, Starkweather Alley, and Parker Alley Enhancements**  
**Motion by Stephens, Support by Hayes to approve NE Quadrant Alley, Starkweather Alley, and Parker Alley Enhancements in an amount not to exceed \$15,000, with funding from the DDA budget of \$5,000 as presented.**

Roll Call

Ayes: Rose, Parker, Stephens, Tarr, Brandt, Hayes, Malzahn

Nays: None

**MOTION carried.**

- b. **Mulch for SW Quadrant**  
**Motion by Malzahn, Support by Tarr to approve \$400 for mulch in the municipal beds in the SW quadrant.**

Roll Call

Ayes: Rose, Parker, Stephens, Tarr, Brandt, Hayes, Malzahn

Nays: None

**12. Board Member Comments - Comments were made.**

**13. Adjournment**

**Motion by Hayes, Support by Brandt to adjourn.**

Ayes: All

Nays: None

**MOTION carried.**

Meeting adjourned at 8:54pm

Respectfully Submitted,  
Elizabeth Miller, Executive Director

Minutes approved by DDA Board motion on June 6, 2022

  X   As Presented

       With Amendments