

**ROMEO DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY August 1, 2022 – 6:00 PM.
ROMEO COMMUNITY CENTER
361 Morton Street, Romeo, Michigan 48065**

MINUTES

1. Call to Order

Chair, Stephens called the meeting to order at 6:00pm

Roll Call

Present: Malzahn, Brandt, Hayes, Stephens, Parker, Kellogg, Poznanski, Rose

Absent: Tarr

Staff present: Miller, Roush

2. Pledge of Allegiance

3. Public Forum

4. Approval of Agenda

MOTION by Malzahn, Support by Brandt to approve August 1, 2022 amended agenda as presented.

Ayes: All

Nays: None

MOTION carried.

5. Approval of the Minutes:

- a. MOTION by Brandt, Support by Stephens to approve July 11, 2022 Informational Meeting Minutes and July 11, 2022 Regular Meeting Minutes as presented.***

Ayes: All

Nays: None

MOTION carried.

6. Financial Report:

- a. Presentation by Executive Director**

- b. MOTION by Stephens, Support by Malzahn to approve payment of bills through July 26, 2022 in the amount of \$29,053.61.***

Roll Call

Ayes: , Hayes, Stephens, Parker, Kellogg, Poznanski, Rose

Nays: None

Abstain: Malzahn: for reasons of payments to Romeo Printing and Village of Romeo / Brandt for reasons of payments to Vera's Balloons R Fun

7. DDA Executive Director's Report

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

8. Funding Requests:

- a. Chamber of Commerce: Art & Wine Walk**

MOTION by Rose, Support by Poznanski to approve sponsorship of the 2022 Chamber of Commerce Art and Wine Walk in the amount of \$800.00

Roll Call

Ayes: Hayes, Parker, Kellogg, Poznanski, Rose, Malzahn, Brandt

Nays: None

Abstain: Stephens: for reasons of payment to Chamber of Commerce

- b. S.E.R.V.E Scavenger Hunt**

MOTION by Hayes, Support by Kellogg to approve sponsorship of the 2022 S.E.R.V.E. Scavenger Hunt in Downtown Romeo in the amount of \$500.00

Roll Call

Ayes: Hayes, Parker, Kellogg, Poznanski, Rose, Malzahn, Brandt, Stephens

Nays: None

9. Committee Reports

- a. Policy Committee: none**

- b. Parking Study Committee: none**

10. Unfinished Business

- a. Pedestrian Crosswalk Project Update: Update given by Miller and Malzahn***

b. **Vintage Fest Update: Update given by Madison Roush**

11. **New Business**

a. **DDA Banner Inventory**

MOTION by Parker, Support by Hayes to approve turning over 60 "Michigan Peach Festival" Banners to the Romeo Lion's Club with retaining 3 for historical purposes.

Ayes: All

Nays: None

MOTION carried.

b. **2022 Fall and Christmas lighting inventory**

MOTION by Stephens, Support by Kellogg to approve purchase of downtown lighting for Fall and Christmas in an amount not to exceed \$6,361.99 .

Roll Call

Ayes: Hayes, Parker, Kellogg, Poznanski, Rose, Malzahn, Brandt, Stephens

Nays: None

c. **2022 Fall Lighting Contract**

MOTION by Hayes, Support by Malzahn to approve Cold Frame Farm LLC to install and maintain 2022 Fall Streetscape Lighting at a cost of \$2,150.00 with a maintenance cost not to exceed \$250.00 for a total of \$2400.00.

Roll Call

Ayes: Hayes, Parker, Kellogg, Poznanski, Rose, Malzahn, Brandt, Stephens

Nays: None

d. **2022 Winter Lighting and LIVE Green's Contract**

MOTION by Stephens, Support by Parker to approve Faith Lawn Property Maintenance to install and maintain 2022/2023 Winter Streetscape Lighting and Live greens at a cost of \$11,149.00 with a maintenance cost not to exceed \$1,200.00 for a total of \$12,349.00.

Roll Call

Ayes: Stephens, Parker, Kellogg

Nays: Hayes, Poznanski, Rose, Malzahn, Brandt

MOTION FAILED

MOTION by Malzahn, Support by Brandt to approve Cold Frame Farm to install and maintain 2022/2023 Winter Streetscape Lighting and Live greens at a cost not to exceed \$20,500.00

Roll Call

Ayes: Stephens, Kellogg, Hayes, Poznanski, Rose, Malzahn, Brandt

Nays: Parker

e. **Downtown Trolley**

Discussion ensued regarding the Romeo DDA pursuing the purchase of a Trolley. It was agreed to add this item to the 2023 Goals and Objectives

No board action was taken.

f. **2022 Fall Decor**

MOTION by Rose, Support by Hayes to approve Van's Valley for the installation and removal of fall decor as presented in the amount of \$1,850.

Roll Call

Ayes: Hayes, Parker, Kellogg, Poznanski, Rose, Malzahn, Brandt, Stephens

Nays: None

g. **2022 Connecting Entrepreneurial Communities Conference, Alma, Michigan**

MOTION by Hayes, Support by Kellogg to approve Executive Director and Admin/Event Coordinator to attend the Connecting Entrepreneurial Communities Conference in an amount not to exceed \$500.

Roll Call

Ayes: Hayes, Parker, Kellogg, Poznanski, Rose, Malzahn, Brandt, Stephens

Nays: None

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

13. **Adjournment**

Motion by Parker, Support by Hayes to adjourn.

Ayes: All

Nays: None

MOTION carried.

Meeting adjourned at 7:21pm

Respectfully Submitted,

Elizabeth Miller, Executive Director

Minutes approved by DDA Board motion on _

_____ As Presented

_____ With Amendments

DRAFT