

**ROMEO DOWNTOWN DEVELOPMENT AUTHORITY**  
**REGULAR MEETING**  
**MONDAY August 1, 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 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 September 7, 2022

    X     As Presented

           With Amendments