

ROMEO DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
Monday, November 7, 2022 – 6:00 PM.
ROMEO COMMUNITY CENTER
361 Morton Street, Romeo, Michigan 48065

DRAFT MINUTES

1. **Call to Order**

Chair, Stephens called the meeting to order at 6:00pm
Roll Call
Present: Malzahn, Parker, Rose, Poznanski, Hayes, Kellogg, Stephens
Absent: Tarr, Brandt
Staff present: Miller
2. **Pledge of Allegiance**
3. **Public Forum**
4. **Approval of Agenda**

MOTION by Malzahn, Support by Kellogg to approve November 7, 2022 agenda as presented.
Ayes: All
Nays: None
MOTION carried.
5. **Approval of the Minutes:**
 - a. **MOTION by Hayes, Support by Poznanski to approve October 3, 2022 Regular Meeting Minutes as presented.**
Ayes: All
Nays: None
MOTION carried.
6. **Financial Report:**
 - a. **Presentation by Executive Director**
 - b. **MOTION by Kellogg, Support by Hayes to approve payment of bills through October 31, 2022 in the amount of \$8,797.23.**
Roll Call
Ayes: Parker, Rose, Poznanski, Hayes, Kellogg, Stephens
Nays: None
Abstain: Malzahn: for reasons of payment to Romeo Printing
7. **DDA Executive Director's Report**

Miller gave an overview of items outlined in her director's report.
8. **Funding Requests:none**
9. **Committee Reports**
 - a. **Policy Committee: none**
 - b. **Parking Study Committee:**
 - i. **An overview was presented by Miller and Hayes regarding potential parking concerns surrounding the Marketplace Alley temporary closure.**
10. **Unfinished Business**
 - a. *none*
11. **New Business**
 - a. **2023 Streetscape Floral RFP:**

Motion by Malzahn, Support by Stephens to approve 2023 Streetscape floral bids to the following contractors pending signed contract(s) in accordance with 2023 RFP terms and conditions:

 - a. **Parts 1 to Jusko's Greenhouse of Richmond as presented in the amount of \$15,000.**
 - b. **Parts 2, 3, 3a, & 4 to Van's Valley Watering by Theodore McManus as presented in the amount of \$23,050. Additional fungicide treatments to be billed \$250 each.**Roll Call
Ayes: Malzahn, Parker, Rose, Poznanski, Hayes, Kellogg, Stephens
Nays: None
MOTION carried.

i. **Planter liner purchase**

Motion by Rose, Support by Poznanski to approve one-time purchase of additional set of planter liners per quote in the amount of \$3,738.00.

Roll Call

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

Nays: None

MOTION carried.

b. **2023 Meeting Calendar**

Motion by Poznanski, Support by Stephens to approve 2023 Meeting calendar as presented.

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

Nays: None

Abstain: Parker

c. **Lock's Cleaners Parking Lot for Winter 2022/2023**

Motion by Parker, Support by Hayes to table this agenda item until the next meeting.

Ayes: All

Nays: None

MOTION carried.

12. Board Member Comments

Comments were made.

Board member Bill Parker announced his resignation from the Romeo DDA board to be effective November 21, 2022 at 6:59pm.

13. Adjournment

Motion by Parker, Support by Poznanski to adjourn.

Ayes: All

Nays: None

MOTION carried.

Meeting adjourned at 8:47pm

Respectfully Submitted,
Elizabeth Miller, Executive Director

Minutes approved by DDA Board motion on _

_____ As Presented

_____ With Amendments