

ROMEO DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
WEDNESDAY, APRIL 12, 2021 – 7:00 PM.
ROMEO COMMUNITY CENTER
361 Morton Street, Romeo, Michigan 48065

The purpose of the Romeo Downtown Development Authority is to correct and prevent deterioration in the Romeo Business District; to encourage historic preservation; to authorize the creation and implementation of development plans in the district and promote economic growth.

MINUTES

Call to Order/Pledge of Allegiance

Chairman, Kelley Stephens called the meeting to order at 7: 00pm and led attendees in the Pledge of Allegiance

Roll Call

Executive Director Lisa Hall called the roll

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

Absent: Humphreys

A quorum of the Board was present

Public Forum – Justin Parker – Village Trustee

Approval of Agenda

Brandt requested addition of tree planting to unfinished business. Poznanski requested to add event under new business.

MOTION by Hayes second by Poznanski to approve the April 12, 2021 agenda as amended.

Yes: Hayes, Poznanski, Parker, Brandt, Rose, Tarr, Malzahn, Stephens

No: None

Absent: Humphreys

MOTION carried.

Approval of the Minutes -

MOTION by Malzahn second by Hayes to approve the March 1, 2021 Remote Meeting Minutes as presented.

Yes: Malzahn, Hayes – rest of board -all in favor.

No: None

Absent: Humphreys

MOTION carried.

Treasurer’s Report –

Humphreys was not in attendance, provided report by email to all board members.

MOTION by Malzahn second by Poznanski to approve payment of bills through 4/12/21 in the amount of \$9696.19.

Yes: Malzahn, Poznanski, Rose, Tarr, Hayes, Brandt, Parker, Stephens

No: None

Absent: Humphreys

MOTION carried.

DDA Executive Director’s Report – Lisa Hall

Funding Requests—None

Committee Reports— None

Unfinished Business - Crosswalk and Lighting Update – President Malzahn

Crosswalk -

Malzahn reported the Village received notification from SEMCOG that the grant for the crosswalks has been awarded to the village. The crosswalks will be at Washington, Lafayette, Newberry and at the 4 corners (St. Clair) and on St. Clair at Bailey and Rawles. The DDA determined they did not want to fund the crosswalk at Washington and South Main. Upon discussion the Village Board of Trustees determined they would fund the crosswalk at Washington and South Main. At this time we have to wait for direction on the next steps. At a later date the project will be sent out for bid and the installation/implementation should begin in the spring 2022.

Poznanski asked if the village will be returning to the DDA for maintenance of the crosswalks in the future.

Malzahn stated maintenance should not be an annual expense for the crosswalks.

Lighting -

Malzahn reported there was a miscommunication between Brandon Faron at DTE and the village. DTE provided figures for upgrading the over the street lights in the residential district, not the light poles in the CBD district.

Upon discovering the miscommunication Rauhorn Electric was contacted. They are the lighting contractor for the village and do all replacement of bulbs and light-poles as needed. Rauhorn Electric provided pricing to retrofit the existing lighting to LED at a cost of \$43,051.15 as indicated on the quote. A second quote which includes a new globe with a shield was also provided the cost to include the new globe and retrofit to LED is \$179,995.55.

Malzahn stated that all of the 95 poles in the DDA district made not need to be retrofitted with LED as Rauhorn has been updating some as they fall into disrepair or the pole needs to be replaced. Will have to get a total count to determine total final cost on the bulbs.

Hayes stated the original joint cost agreed upon by the DDA and the Village was \$90,000.00 with the DDA and the Village each paying half.

Rose asked if the \$180,000.00 would replace the globe and the light?

Malzahn stated yes it would replace both.

Hayes asked what will the LED's save the village, will there be a cost savings? Is this about aesthetics or cost savings?

Malzahn stated it is for the savings and the aesthetics.

Parker asked Justin Parker in the audience what the approximate life of the lights will be?

Justin Parker replied it is roughly 7-10 years.

Rose asked if it is not all 95 that need to be done than the \$43, 000 or the \$180,000 will change, and the DDA would not be responsible for all of the cost?

Malzahn stated yes. Further stated we can continue the discussion in the goals and objectives meeting. Another issue regarding the light poles that needs to be discussed is the maintenance of the poles. They are scratched and need to be repainted.

Parker stated we have been talking about the lighting project for over 5 years.

Malzahn stated it has been talked about for a long time, but the discussion included replacing all the poles, when the village started looking at it, the cost to replace all the poles was about \$400,000.00. The cost to replace was prohibitive, the cost to replace the fixture and possibly the globe is far less.

Rose stated many of the globes look dirty, appears there is dirt on the inside.

Tarr asked if there is a maintenance schedule for the lighting?

Poznanski stated many of the globes are yellowed.

Memorial Tree -

Brandt stated he has spoken with Ron White about the memorial tree for Ted Czajka. Ron suggested a dogwood or an ornamental tree, he has offered to pick up the tree and install it. We will need to check into the price of a plaque to place near the tree.

Malzahn noted the tree board will be planting some trees in the village and holding an Arbor Day celebration on April 30th. It may be a great opportunity for some promotion. They are modeling plaques after the ones at St. Clements. It may be nice to include the dedication on the day of the celebration.

New Business

Planning Commission Update – Bill Parker

Parker stated 4 board members were at the Planning Commission meeting and he requested Lisa Hall add this to the agenda.

Malzahn stated she was present at the Planning Commission meeting to present the process of the Certificate of Zoning Compliance certificate that is required by the ordinance. The process was put in place in the 2000 Zoning Ordinance but no formal process was implemented. The planner implemented the process. Currently there are many use categories in the zoning ordinance that are very broad statements. Need specific definitions not broad statements.

Parker reported that Jim Stegnar, Planning Commission Chairman is in favor of form based codes which focuses more on the aesthetics rather than the use of a building. Noted Cassin commented that form based codes are where zoning is going.

Parker stated the last item discussed was the parking in lieu of fee cost. Noted that Planner Cassin, stated the fees range from \$2,000.00 per space up to \$57, 000.00 in some areas. Locally Rochester is \$7,500.00 and Auburn Hills is \$15,000.00 per space. Chairman Stegnar made a motion to make a recommendation to the village of \$2,000.00 per space, but the motion died.

Board continued discussion regarding parking and fees.

MOTION by Parker to request Village board put in lieu of fee at \$3,750.00 per space.

Tarr stated he is tired of the reference to Rochester.

Discussion continued.

Stephens asked if there is a second to Parker's motion.

Motion dies for lack of support.

MOTION by Tarr second by Hayes that DDA request to have formal participation in the parking fee project at Village Board level.

Yes: Tarr, Hayes, Rose, Stephens

No: Parker, Brandt

Abstain: Malzahn, Poznanski

Motion Fails.

Discussion continued.

Hayes asked what the information would the board be using to make a decision on a dollar figure?

Poznanski stated put something low on the books just to get something in there.

Malzahn stated the board will have the same information that the Planning Commission had. This has been in the ordinance with no fees set since 2000, something needs to be in the ordinance, we have to start somewhere.

Tarr stated the building owners should know this is on the agenda, should have input.

MOTION by Hayes to formally notify Village Board that the DDA board does not feel there is enough information to determine a fee for a parking spot.

Tarr stated if the Village starting writing tickets for parking violations the spaces would not be filled.

Parker stated based on previous information received when the DDA considered purchasing the lot next to the Post Office it could cost between \$10,000 to \$14,000 per space to create a parking lot.

Poznanski stated she is not sure if you can out the exact amount it would cost to create a parking space as the fee for a space.

Stephens asked if there is a second for Hayes motion.

Motion dies for lack of support.

Hayes stated a cross-board subcommittee should be created for the parking issue.

Rose stated he appreciates the issues being brought to the DDA board. Thanked Parker for bringing it to the boards attention.

Hayes stated these are important issues. Need the list of building owners so they can be notified.

Malzahn stated this will be on the April 19, 2021 board agenda and will be discussed.

Lisa Hall, Executive Director – Resignation

Stephens stated Hall has submitted her resignation, but has offered to help until a replacement is hired and has offered to train her replacement.

Stephens stated this works into the next line item of Executive Director, responsibilities and hours.

Malzahn stated you can refer back to notes from when Janine, Kim and Judy were hired.

Hayes stated he has all the information and will e-mail it all to everyone. Hayes stated he can work with Stephens on this. Seidel was on the board when Lisa was hired.

Hayes stated only two people applied when Lisa was hired.

Stephens thanked Hall for her time and dedication to the DDA.

DDA Executive Director Position Review (Expectations, Compensation, Hours)

Hayes stated a subcommittee should be created to determine the parameters.

NEW EVENT:

Poznanski stated she would like to create a new sidewalk chalk event in coordination with the DIA Inside|Out program. Create an event where sidewalk chalk is placed in front of each business in town and encourage people to create art on the sidewalk and submit entries to the DDA Facebook page. Could hold on weekends in May. Have asked one of the mural artist if she would create an art piece on the sidewalk and judge the creations. The cost for the event would be the chalk (need 36 boxes) and for prizes. Could have an adult and children's category.

Hayes asked if a motion is needed to approve at his meeting.

Poznanski stated no, it could be on the May agenda.

Stephens asked the board if they want to table the rest of the goals, objectives and budget workshop to a later date or take a break and continue?

Malzahn suggested another half-hour after a short break.

Adjournment

MOTION by Brandt second by Malzahn to adjourn the meeting at 8:25 PM.

Yes: Brandt, Malzahn – rest of board -all in favor.

No: None

Absent: Humphreys

MOTION carried.

Meeting adjourned

Respectfully Submitted,
Lisa Hall, Executive Director
Minutes approved by DDA Board motion on _
_____ As Presented
_____ With Amendments