

ROMEO DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
WEDNESDAY, JULY 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, Parker, Stephens*

Absent: *Humphreys, Poznanski*

A quorum of the Board was present

Public Forum – None

Approval of Agenda

Hayes requested Peach Festival Promotion be removed from the agenda. Add under new business Mulch for raised bed areas in SW quadrant.

MOTION by Hayes second by Malzahn to approve the July 12, 2021 agenda as amended.

Ayes: All

Nays: None

MOTION carried.

Approval of the Minutes -

MOTION by Malzahn second by Brandt to approve the June 7, 2021 Meeting Minutes as presented.

Ayes: All

Nays: None

MOTION carried.

Treasurer's Report –

Humphreys provided report for board.

MOTION by Hayes second by Malzahn to approve payment of bills through 7/12/21 in the amount of \$4,187.33.

FOR THIS MOTION: *Yes: Hayes, Malzahn, Brandt, Tarr, Rose, Parker, Stephens*

No: None

MOTION carried.

DDA Executive Director's Report – Lisa Hall

Funding Requests—None

Committee Reports—

Hiring Subcommittee –

Stephens reported only one application was received for the position.
Malzahn suggested expand the advertising of the open position.

Hayes suggested establishing a timeline, continue advertising until the beginning of August if no suitable applicants have applied should reconvene and look at the position again.

Stephens stated the search will continue, if a suitable applicant does not apply the subcommittee will meet again.

Event Subcommittee -

Stephens stated an email was sent to the committee volunteers and the first meeting is scheduled for the 19th.

Unfinished Business -**2021/2022 DDA Budget Adoption -**

MOTION by Parker second by Brandt to ratify 2021/2022 DDA Budget as approved by Village Council.

Ayes: All

Nays: None

MOTION carried.

DDA Plan Update -

Stephens provided an update on the plan. The final draft will be presented to the DDA at the September 13, 21 meeting. The plan update will be posted online for public review on September 24, 2021. The public hearing will be held at the Village Council meeting on Monday October 18, village council will vote on the plan at the meeting.

Parking Study-

Stephens stated she and Malzahn met with Paul O’Meara from Rowe and had a discussion about parking in the village. O’Meara was unable to attend tonight’s meeting. A new parking study could show ways to improve parking in the village. A new study would cost \$3,600.00

Malzahn stated the previous parking study has been provided to the DDA at previous meetings.

Hayes asked if the previous study was irrelevant?

Stephens stated a new study may also help with the crosswalks.

Tarr stated he would rather see the money spent on a staked survey of all property in the CBD to establish and outline who owns what. Once established determine what can be done to improve the parking.

Board discussion continued.

Stephens stated she would ask O’Meara to attend the August meeting and provide cost of survey.

Stephens tabled the discussion.

New Business -**DDA Mulch -**

Brandt and Hayes stated they would like to have new mulch installed in the raised beds behind the office pub before the Peach Festival. Hayes and Brandt stated they would volunteer to pick up and install mulch. Ron White will deliver if purchased from him.

MOTION by Malzahn second by Parker to approve purchase not to exceed \$250.00 for mulch in areas behind Thee Office Pub and Youngers.

MOTION carried.

Malzahn asked if there has been discussion about the planters behind Thee Office Pub?

Parker stated the planters get pushed around by the trucks. The design has drainage between the concrete and the pots go over top of the drainage, it is a design flaw. Would need steel posts to prevent the planters being moved.

Rose asked if the planters were installed to go over the drainage? Is there another way to cover the drainage openings?

Stephens stated she would contact Tim at the DPW and discuss what can be done.

Annual Election of Officers-

Officers are Chairperson Kelley Stephens, Vice Chairperson, Zack Hayes, Secretary, Meagan Poznanski and Treasurer, Carol Humphreys.

MOTION by Malzahn second by Tarr to keep same officers in place July 2021 to July 2022.

MOTION carried.

Board Member Comments

Tarr stated he is anxious about discussing dumpster corrals. Possibly look into loans.

Stephens stated it is a good starting point. Spoke with Joe at Tri-County Bank, he stated he has never seen a DDA borrow money on their own, always been through the municipality. Can ask State of Michigan the question about borrowing.

Tarr stated he would like someone from DTE to come look at the poles and wires. There are many questionable leaning poles and low wires throughout the village.

Stephens stated she has a contact at DTE she will reach out to.

Rose commented on the DIA Inside/Out project, this is the first time he has seen it, having things like this helps bring people out. Extending business hours has also helped, the more we do the more it helps.

Rose asked about communication, what is best between board members, text, email, calls?

Malzahn stated communication through text makes your personal phone subject to FOIA.

Stephens stated everyone needs an email, can it be done through the village email? DDA needs a new website and emails.

Malzahn suggested getting proposals for a website and emails.

Brandt stated the Ted Czajka memorial plaque to be placed with the tree has been received and the tree will be dedicated July 26, 2021.

Adjournment

MOTION by Parker second by Hayes to adjourn the meeting at 8:10PM.

Ayes: All

Nays: None

MOTION carried.

Meeting adjourned

Respectfully Submitted,

Lisa Hall, Executive Director

Minutes approved by DDA Board motion on 9/13/21

____ LH _____ As Presented

_____ With Amendments