

**ROMEO DOWNTOWN DEVELOPMENT AUTHORITY
REMOTE ZOOM MEETING MINUTES
MONDAY, MARCH 1, 2021– 7:00 PM.**

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<https://us02web.zoom.us/j/88275422820?pwd=Y2dwaVAweIV5RHo5c1FQQmorQUJnUT09>

Meeting ID: 882 7542 2820

Passcode: 479103

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, Humphreys, Malzahn, Rose, Hayes, Poznanski, Parker, Stephens

Absent/Excused: Brandt

A quorum of the Board was present

Public Forum – Four members of the public were present.

Approval of Agenda

MOTION by Parker second by Hayes to approve the March 1,2021 agenda as presented/amended.

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

No: None

Excused: Brandt

MOTION carried.

Approval of the Minutes -

MOTION by Parker second by Poznanski to approve the February 1, 2021, Remote Meeting Minutes as presented.

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

No: None

Excused: Brandt

MOTION carried.

Treasurer's Report – Humphreys reported the Village returned the \$45,000.00 to the DDA as requested and a \$35.00 refund was received.

MOTION by Parker second by Poznanski to approve payment of bills through February 26,2021 in the amount of \$386.71

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

No: None
Excused: Brandt

MOTION carried.

DDA Executive Director's Report – Lisa Hall

Funding Requests—None

Committee Reports—

New Business – Romeo DDA Plan Update Proposal, Amanda Minaudo, Program Director, AICP, Macomb County Economic Development

Amanda Minaudo, AICP and John Culcasi, AICP, both from Macomb County Planning and Economic development were present.

Minaudo asked Hall if all board members received a copy of the proposal? Hall advised yes.

Minaudo presented the Romeo DDA Plan Update proposal to the DDA board. Stated she and Culcasi have been with the County for many years and have worked on many plans with other communities in Macomb County. Minaudo and Culcasi will work on the plan and all the updates, the Village Treasurer and the DDA treasurer will need to provide the calculations for the TIFA tax capture.

Minaudo stated the timeline presented is a rather quick four months but can be done. An online public survey will be created and posted on the Village and DDA website as well as on Facebook. Upon approval we will begin working on the questions for that survey and would like to have it posted for responses by mid March allowing about 2 weeks for responses. There are some general questions that will be on the survey, but would ask the DDA board to submit any specific questions they would like included prior to posting the survey.

A draft plan will be completed by May for the DDA. A public hearing will need to be scheduled to be held at the May 18th Village Board of Trustees meeting.

The proposal package cost is \$2,400.00, there will be an added \$250.00 charge for each additional stakeholder or community meeting.

Minaudo stated she and Culcasi can provide examples and would be happy to answer any questions the board has.

Hayes asked how the DDA/Tifa plan work in conjunction with the Master Plan? The Village is currently working on a Master Plan update, is this short sighted for the DDA to do the plan update before the Master Plan update is complete?

Minaudo stated she did not believe it would be, the Village Planner, Steve Cassin, was her boss at the county and he would advise if it was a problem. Master Plan looks at zoning, where DDA plan looks more at improvements. When Master Plan is completed if something comes out that would impact the DDA plan, the plan can be amended would encourage updating before expiration.

Stephens stated than this needs to be updated and not allowed to expire.

Minaudo stated you do not want it to expire, it is easier to amend.

Rose asked if June is when the current Tifa expires? Could the board wait until next month to approve, could it be done any faster?

Minaudo stated it would be tight if the board waits until April, but might be able to make it work.

Rose does the County provide anything else, posting on websites?

Minaudo stated we will provide a PDF of the completed document for the DDA to publish and post.

Rose asked where the current plan is posted?

Hayes stated it is posted on the DDA website.

Rose asked if the DDA is required to have a plan?

Malzahn stated the DDA has to have a plan and a Tifa plan.

Parker asked if the public hearings have to be published?

Minaudo stated yes, the timeline indicates when the meetings need to be published. The taxing jurisdictions have to be notified. Notification is 20 days before the public hearing and someone may oppose at the Board of Trustees meeting.

Parker asked if there is an objection brought to the board of trustees, the board of trustees could vote against?

Hayes stated it would be good to have.

MOTION by Hayes second by Poznanski to approve Macomb County Planning and Economic Development proposal to complete Romeo Downtown Development Authority Plan update with a cost not to exceed \$3,400.00, cost of update and up to 4 additional meetings if necessary.

FOR THIS MOTION Yes: Hayes, Poznanski, Humphreys, Parker, Tarr, Malzahn, Rose, Stephens

No: None

Excused: Brandt

MOTION carried.

General Discussion continued after motion

Parker asked if the board needs to determine where the cost for the update will come out of the budget?

Hayes stated possibly from CBD Events and Marketing.

Humphreys stated could come from snow removal CBD.

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Hayes commented this will be on the current budget.

Malzahn asked Minaudo where the questions for the survey will come from?

Minaudo stated they would like board input on the question, there are standard questions that are used but to be more effective would like to have questions from the board on the survey.

Rose stated he would work on some questions.

Malzahn asked the board members to get a list of questions to Kelley or Lisa.

Minaudo asked if the board will be holding the goals and objectives meeting in April?

Stephens advised yes but it will depend on what the governor does regarding open meetings.

Malzahn addressed Chair Stephens to advise, the board will need a motion to approve the cost for publication, costs are significant.

Hayes asked if that motion needs to be made now?

Malzahn stated the language for the notice will govern the cost of publication.

Parker asked if there is a standard publication notice?

Minaudo stated if the publication costs are approved at the April meeting it will be fine.

Stephens thanked Minaudo for presenting the proposal.

Board Member Comments:

Tarr asked Hall for her opinion on the proposal?

Hall stated the county has the knowledge, staff and resources to complete the update as required.

Malzahn stated it is a good thing to have Mr. Cassin as the planner, he will be able to assist if needed.

Malzahn asked if there may be an opportunity to expand the DDA district? Not sure if that has been considered but could look to include the district to the South.

Rose stated there have been lots of great ideas discussed in our zoom meetings, would like to see some progress made on some of these ideas. At the February meeting Christine mentioned something that was done in Almont to help some of the businesses. Does it take a subcommittee to put together some sort of DDA campaign to help the businesses? Would like to see one formed.

Stephens stated the idea would be good for the goals and objectives meeting.

Hayes if we are forming a subcommittee don't we have to do it as a motion, or as an agenda item?

Malzahn stated it is generally done through an agenda item.

Malzahn noted Justin Parker has his hand raised.

Stephens thanked Rose for his input will add to next agenda.

Stephens asked the board when the goals and objectives meeting should be rescheduled for? Canceled today's due to continued Zoom meetings. Does the board want to add to the April meeting at 5:00PM?

Humphreys stated need to set up a time for a budget workshop meeting, has to be done by May.

Hayes stated do the workshop with the Goals and Objectives meeting, maybe that is optimistic but could do together.

Stephens recognized Justin Parker.

Public Comment by Justin Parker, Parker advised during communication through an online meeting, all members participating by using two way audio and video are required to be present on video.

Adjournment

MOTION by Parker second by Hayes to adjourn the meeting at 7: 43PM.

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

No: None

Excused: Brandt

MOTION carried.

Meeting adjourned

Respectfully Submitted,

Lisa Hall, Executive Director

Minutes approved by DDA Board motion on

_____ As Presented

_____ With Amendments