

**ROMEO DOWNTOWN DEVELOPMENT AUTHORITY**  
**SPECIAL MEETING**  
**TUESDAY, MAY 11, 2021 – 6:00 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**

Vice Chairman, Hayes called the meeting to order at 6: 06pm and led attendees in the Pledge of Allegiance

**Roll Call**

*Present: Humphreys, Brandt, Hayes, Rose, Stephens*

*Absent: Tarr, Poznanski, Malzahn, Parker*

**Approval of Agenda**

**Brandt requested an amendment to the agenda, move new business to unfinished business.**

**MOTION by Brandt second by Rose to approve the May 11, 2021 agenda as amended.**

*Ayes: All*

*Nays: None*

**MOTION carried.**

Hall arrived at 6:10PM

**Old Business – 2021/2022 DDA Budget**

Board discussed budget items including increasing winter holiday greens and install. Increase to marketing plan.

Stephens stated the hiring subcommittee had a meeting to discuss compensation for a new director. After looking at other communities and considering the amount of hours for the position the subcommittee is recommending a salary of \$36,400.00 annually and medical insurance reimbursement of \$3,200.00 annually  
Humphreys stated that amount will be about \$45,400.00 with payroll taxes and expenses.  
Discussion of including reimbursement for medical insurance expense.

Board discussed office expenses, supplies, professional services necessary.

Dumpster project amount discussed.

Board discussed need to have larger marketing budget for new director to work with to promote village, events,

**Board discussed purchasing igloos for downtown events – increase event budget for all weekend in October events. Need sinking fund for replacement of items such as trash cans, flower pots, etc as needed.**

**Board reviewed proposed budget changes for 2021/2022 DDA budget, asked Humphreys to update.**

**MOTION by Stephens supported by Brandt to send 2021/2022 DDA Budget to Romeo Village Council for approval.**

**FOR THIS MOTION:**        *Yes: Stephens, Brandt, Humphreys, Rose, Hayes*  
                                      *No: None*

**MOTION carried.**

Stephens requested motion to approve job posting for DDA Executive Director, 32 hours per week, \$36,400.00 annual salary and \$3,200.00 medical insurance reimbursement.

**MOTION by Hayes supported by Stephens to approve posting after Romeo Village Council approves 2021/2022 DDA budget.**

*Ayes: All*

*Nays: None*

**MOTION carried**

**Board Member Comments -**

Stephens stated she did send out a proposal for a new website – company that did Almont’s site.

Rose stated should get more prices for website -don’t want any roadblocks.

**Adjournment:**

**MOTION by Stephens second by Humphreys to adjourn the meeting at 7:10 PM.**

*Ayes: All*

*No: None*

**MOTION carried.**

Meeting adjourned

Respectfully Submitted,  
Lisa Hall, Executive Director  
Minutes approved by DDA Board motion on  
As Presented/Amended