

ROMEO DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
WEDNESDAY, MAY 3, 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, Parker, Rose, Hayes, Brandt, Humphreys, Stephens

Absent:

All members were present

Public Forum – Nicole Czajka, Thee Office Pub and Michael Victor, Jim Riehl’s Friendly Automotive

Czajka and Victor advised the board they are working together to create a Jeep night in the village. This would be a recurring event on the 2nd Tuesday of each month. They have completed a funding request to submit and are requesting \$500.00 to help with cost of over the road banner.

Stephens asked how many months Jeep night would take place?

Czajka said they would like to run from June through October. Will need a special event permit and will be asking People Driven Credit Union about parking.

Rose thanked Czajka and Victor for taking the initiative to create a new event.

Approval of Agenda

Parker requested an amendment to the agenda, add funding request.

MOTION by Parker second by Poznanski to approve the May 3, 2021 agenda as amended.

Ayes: All

Nays: None

MOTION carried.

Approval of the Minutes -

MOTION by Poznanski second by Rose to approve the April 12, 2021 Goals, Objectives and Budget workshop meeting minutes as presented.

Ayes: All

Nays: None

MOTION carried.

MOTION by Hayes second by Poznanski to approve the April 12, 2021 Regular Meeting Minutes as presented.

Ayes: All

Nays: None

MOTION carried.

Treasurer's Report –

Treasurer Humphreys presented her report.

MOTION by Parker second by Rose to approve payment of bills through 5/3/21 in the amount of \$767.00.

FOR THIS MOTION: **Yes:** *Parker, Rose, Hayes, Brandt, Humphreys, Poznanski, Tarr, Malzahn, Stephens*
 No: *None*

MOTION carried.

DDA Executive Director's Report – Lisa Hall

Funding Requests— Nicole Czajka and Michael Victor -Jeep Night/Jeep Blessing \$500.00

MOTION by Parker second by Rose to approve \$500.00 funding request as presented.

FOR THIS MOTION: **Yes:** *Parker, Rose, Brandt, Humphreys, Poznanski, Tarr, Malzahn, Hayes, Stephens*
 No: *None*

MOTION carried.

Committee Reports— Hiring Subcommittee

Stephens stated the committee has reviewed some of the postings on the MML classifieds website.

Hayes stated Ann Arbor and Boyne City were both looked at for comparison. We are not going to attract a candidate for 30-35 hours per week at \$15-\$20 per hour.

Stephens stated Malzahn suggested considering offering some type of reimbursement for benefits. Looking at something around \$36,500 for a salary and possible benefit reimbursement.

Parker we could start at 15 hours per week at \$20 per hour.

Stephens we need someone more than 15 hours per week.

Tarr agreed with Stephens.

Rose stated we need someone that can do the job and help the DDA and businesses.

Humphreys stated with the numbers being discussed and payroll taxes it will be approximately \$42,500.00

Parker stated that will be about 20% of the DDA budget.

Stephens stated the DDA wants someone that can move the organization forward.

Rose stated we have to think about what we want done.

Poznanski asked what all the new director will be doing?

Rose stated some of the budget items we have are not going to go away.

Malzahn stated we need someone that can do community engagement, handle the flow of communication and the time it takes to create a document to create communication.

MOTION by Parker second by Poznanski to post the position for 16 hours per week and not to exceed \$25.00 per hour.

FOR THIS MOTION: **Yes:** *Parker*

No: *Poznanski, Malzahn, Tarr, Hayes, Rose, Humphreys, Brandt, Stephens*

MOTION failed.

Stephens asked if the board wants to put this on hold for further discussion?

Discussion continued.

MOTION by Hayes supported by Brandt to table hiring subcommittee recommendation until further discussion is held on DDA 2021/2022 budget.

Ayes: All

Nays: None

MOTION carried

Unfinished Business - Lighting Update – President Malzahn

Malzahn stated the price originally quoted from DTE was for lights in the residential district, not the poles in the CBD district. The quote from Rauhorn is for the retrofit to LED bulbs and the second quote is for the retrofit plus globes on the poles.

Stephens stated the globes look dirty.

Malzahn stated it is age, some of the globes have been changed.

Stephens stated the DDA already budgeted for the lighting update.

Malzahn stated it is less than originally quoted.

MOTION by Parker supported by Poznanski to share cost of retrofitting lights with the village at a cost not to exceed \$25,000.00.

Parker withdrew motion of \$25,000.00 and changed to \$35,000. 00 to include replacement of globes as necessary.

MOTION by Parker supported by Poznanski to share cost of retrofitting lights to LED and replace globes at a cost not to exceed \$35,000.00.

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

No: *None*

MOTION carried.

DDA Director Position

Stephens stated this has been discussed.

New Business – Chalk the Walk

Poznanski stated a flier has been made up and passed out to business's, chalk has been purchased and event started the first weekend in May. The event was put on the Facebook page and Carl Brandt put out balloons for the event. We may need more chalk before the event is over, can reuse chalk next year.

Poznanski requested an amount not to exceed \$800.00 for supplies, fliers and prizes.

MOTION by Parker second by Tarr to approve Chalk the Walk event costs not to exceed \$800.00 as requested.

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

No: *None*

MOTION carried.

Board Member Comments:

Tarr stated he would hold comments for workshop.

Adjournment:

MOTION by Hayes second by Humphreys to adjourn the meeting at 7:52 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