

ROMEO DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY OCTOBER 4, 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

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

Roll Call

Lisa Hall called the roll

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

Absent: None

All members were present

Public Forum – None

Approval of Agenda

MOTION by Malzahn second by Hayes to approve the October 4, 2021 agenda as presented.

Ayes: All

Nays: None

MOTION carried.

Approval of the Minutes -

Hall and Humphreys noted corrections that need to be made to the minutes.

MOTION by Malzahn second by Poznanski to approve the September 13, 2021 Regular Meeting Minutes as amended.

Ayes: All

Nays: None

MOTION carried.

MOTION by Poznanski second by Brandt to approve the September 22, 2021 Special Remote Meeting Minutes as presented.

Ayes: All

Nays: None

MOTION carried.

Treasurer's Report –

Humphreys provided a summary of the Treasurer's report.

Hayes asked the number of years the domain name is good for after the payment.

Stephens stated 3 years.

MOTION by Hayes second by Poznanski to approve payment of bills through 10/14/21 in the amount of \$18,098.92

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

MOTION carried.

DDA Executive Director's Report –

Funding Requests—None

Committee Reports— None

Unfinished Business -

Welcome Elizabeth Miller

Miller thanked the board for entrusting her with the DDA, "Rome wasn't built in a day-but bricks were laid every hour". Looking forward to working with the board, wait until you see what I have already.

Parking Study Pricing

Stephens stated at last months' meeting, O'Meara asked if breaking the proposal into sections would help. He has come back with a ala carte. The proposal we have in front of us will provide us with an inventory of public/private spaces, who owns them the number of spaces in the CBD, and the aerial overviews.

Malzahn stated the first proposal was very extensive and expensive at \$41,000.00. The new proposal will help to establish what we have and an inventory needs to be done.

Hayes asked how much of the information regarding public/private and inventory the police may already have?

Malzahn stated the police enforce the overnight parking in the municipal lots and on the streets. They know what is public/private, not sure if they are aware of who owns what spaces.

Hayes asked what would the DDA do with that information.

Stephens stated it gives us an idea of what we do have and may be a stepping stone to address the parking problems.

Malzahn stated the zoning ordinance regarding the payment in lieu of parking fee is being drafted. Rochester has a very effective parking management system in place and we are using some of their ideas for the draft. Establishing the fees will be helpful.

Miller asked if the parking being discussed in public or private?

Parker stated he will not vote on this until he sees a copy of the previous parking study.

Malzahn stated everyone has seen the study in previous DDA meetings, but the study can be provided again.

Hayes stated if this is for the Village to establish fees for parking, than the Village should pay the cost.

Malzahn stated the parking is in the DDA district and the DDA can establish the protocol going forward. Could collaborate with the village and determine what is best, look at meters or enforcement options. The DDA could recommend a joint project with the village to establish parking.

Hayes asked if other communities have payment in lieu of and when does it apply.

Malzahn stated it applies when there is a change of use. Also a useful tool for business recruitment, if you can offer tax incentives as well as parking is useful.

Stephens stated this will identify public and private spaces in the quadrants and the aerials will help to look at the problems in each quadrant.

Tarr stated this is a good thing, if the DDA does this it will help and we can then work with the Village to make sure something is done to improve the parking.

Hayes stated going back to the original argument and ordinance enforcement – will there be any enforcement action started based on the information?

Parker asked if the old study has an inventory table included.

Stephens stated it does not.

MOTION by Stephens second by Tarr to approve proposal as presented by Rowe Professional Services Company to provide engineering services to create Village of Romeo Parking Space Inventory at a cost of \$2,500.00.

FOR THIS MOTION: **YES:** *Stephens, Tarr, Humphreys, Brandt, Rose, Poznanski*
 NO: *Hayes*
 PRESENT: *Parker*

MOTION carried.

Board discussed if Miller would contact Rowe to advise proposal was approved by board and obtain timeline for completion.

New Business

Phone Proposal

Miller stated she did some research on the best option for a new DDA **phone**. Looked at separate phone but there is an option to have one phone with a dual sims card. DDA phone could be toggled off when not working hours, voice mails would go to DDA phone and text messages would come through. Because it will be on my phone could do a stipend for phone.

MOTION by Hayes second by Stephens to approve \$70.00 monthly phone stipend paid to Executive Director Miller for DDA phone services/separate sims card added to her personal phone.

FOR THIS MOTION **YES:** *Hayes, Stephens, Poznanski, Rose, Brandt, Malzahn, Humphreys, Tarr*
 NO: *Parker*

MOTION carried.

MDA Conference

Miller presented the Michigan Downtown Association flier to the board and requested approval for conference attendance. One day class cost is \$100.00

MOTION by Hayes second by Poznanski to approve \$100.00 cost for Executive Director Miller to attend MDA conference as requested.

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

No: None

MOTION carried.

Board Member Comments

Malzahn stated someone from the DDA needs to be at the public hearing for the plan update on the 18th. Homecoming parade is Wednesday 10-13 at 6:00 pm. will begin at the Lions Field, head North on Main Street to Newberry and end at the Village park. Romeo/Bruce Shred Day and Electronic recycling will be held at the Community Center, 361 Morton Street on Saturday October 16th from 9:00a.m. to 12 noon. Soil boring will be done for the crosswalk project, because we are a historic district all tribes in case any remains are found.

Rose stated October is a big month in the Village – this Friday the 8th we have the Art & Wine Walk and the empty bowls sales behind Main’s Treat and at the Masonic Temple there will be a concert. The Masonic Lodge will be hosting there Haunted House again this year, dates are 10-21, 22, 23 & 24 and 10-28,29 and 30, from 7 to 10pm.

Stephens stated the Merchant Trick or Treating will be on Saturday October 30th from 11 am to 1pm.

Adjournment

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

Yes: All

No: None

MOTION carried.

Meeting adjourned

Respectfully Submitted,

Lisa Hall, Recording Secretary

Minutes approved by DDA Board motion on 11/01/21

_____ As Presented

 X With Amendments