

MOTION carried.

Tarr arrived 8:06 pm - 7:06 pm

Chamber Art & Wine Walk

Stephens provided information for the 2021 Chamber Art & Wine Walk – requesting \$800.00 for printing.

MOTION by Brandt second by Poznanski to approve \$800.00 Chamber funding request for 2021 Art & Wine Walk

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

No: *None*

Abstain: *Malzahn, Stephens*

MOTION carried.

Humphreys arrived 8:10 pm - 7:10 pm

Treasurer’s Report –

Humphreys provided report for board.

MOTION by Malzahn second by Stephens to approve payment of bills through 9/13/21 in the amount of \$8602.72

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

No: *None*

MOTION carried.

Committee Reports—

Hiring Subcommittee –

Stephens stated the Hiring subcommittee included Malzahn, Rose, Hayes and herself. Four candidates were interviewed. The job hours will be 32-35 hours per week, \$34,600.00 annual salary with a \$100.00 monthly medical stipend and the option to work remotely.

The subcommittee will be making a recommendation to hire Elizabeth Miller as the DDA Executive Director -she has held the position as Romeo District Library Board President and is very familiar with the village. She came very well prepared for the interview, she did some research and has some good ideas.

Fall Event Subcommittee -

Stephens stated she looked into movies and there will be a cost to show movies in the park -each time one is shown there is a license fee of \$395.00. Just an FYI.

Unfinished Business -

DDA Plan Update -

Amanda Minaudo and Jon Culcasi were present at provided updates on the plan.

Minaudo stated they received the numbers they were waiting and will have the final proof tomorrow. Upon final and be sent to the out to Lisa for posting on the website and copies will be delivered for viewing at the Village and at the Chamber. The plan update will run from 2022-2037 if approved and adopted. The plan contains many of the same items as the original plan but updated and restated. Building use analysis is included with breakdowns, new maps and new graphics.

Culcasi provided information on the chapters and what they include. Also presented some interesting facts, Romeo has a rare occurrence, the population is highest during the day and is the highest daytime population in Macomb County. Shows there are many employed within the Village. The Village also has a stable population trend for growth. There are charts in the plan with all the information.

Minaudo stated the next steps are to follow the timeline and complete all the publications as required and hold the public hearing. Stated she and Lisa Hall have been working on the notices, publications and addresses for mailings. Will get the plan to Lisa for posting online after the final proof.

MOTION by Rose second by Stephens to approve timeline and to move forward with notices, publications and mailings for Public Hearing on October 18, 2021 as required for DDA Tifa Plan update.

Ayes: All

Nays: None

MOTION carried.

Parker asked Hall if she would continue to work until plan update is complete?

Hall stated yes.

Parking Study- Paul O'Meara Rowe Engineering

Paul O'Meara from Rowe Engineering provided a summary of the document provided to all board members. O'Meara stated he began discussing the parking study with Village President Malzahn about a year ago. Has personally overseen many parking studies and has worked with trends to develop and address parking issues in many locations. Walker Consultants worked with Rowe on this proposal for a parking study of the village. If the DDA and the village decide to do a parking study the team of Rowe and Walker would work to gather the data, identify the problems and determine what the answers may be.

Hayes asked if the study that was done 20-25 years ago is relevant, what is different today and can any of that data be used?

O'Meara stated the old study is not very relevant, does not look at where people are, where spaces need to be.

Parker stated not much has changed, the lack of parking on the streets is due to fire and police and the needed flow of traffic.

Rose asked how long the study would take to complete?

O'Meara stated about 12 weeks, not sure if fall is a good time to complete?

Rose asked if the financial obligation would be the Villages or the DDA's?

Malzahn stated this is something that came before the DDA, is it needed, is it wise? There is the provision in the ordinance about the parking in lieu of fees for businesses, Walker could help with this.

Stephens asked about public and private parking, how could this be addressed?

O'Meara stated there are ways to address this.

Hayes asked if we envision the crosswalks changing the flow of traffic and would it be better to wait until the crosswalks are completed?

Brandt stated the crosswalks could change the traffic flow.

O'Meara stated the crosswalks will not change the flow, will just slow traffic down.

Tarr asked if a traffic island will be installed at the South end of town?

Parker stated that would be a county decision.

Malzahn stated the County has advised they will not allow a traffic island – Main Street and St. Clair are county roads.

Hayes stated does this not breakdown to the business owners and enforcement? If we are going to implement a plan that will work we have to work together.

Malzahn stated the problem with enforcing a parking ordinance is staffing. You have to have an officer for just enforcement, the village does not have one officer dedicated to enforcing the parking ordinance. We have discussed metering and that is really the only way to enforce the limits during the day.

Tarr asked if there are ways to meter spots?

O’Meara stated yes there is the traditional ways.

Hayes stated that in the survey that was recently completed metered parking resulted in an overwhelming no.

Malzahn stated Rochester parking is all metered and works very well. If people want to utilize a venue in Rochester they are willing to pay and to walk. The revenue from the parking is used to maintain and construct parking lots and garages.

Tarr stated if we don’t have village buy in on the study, enforcement and ticketing cars parked over the permitted time could make a change, once people know they will be ticketed they will park in areas where extended parking is permitted. We have to look at enforcement. Asked if the Village purchased the vacant lot next to the post office?

Hayes asked if anyone has the number for the amount of spaces used daily by the post office workers?

Poznanski stated it is between 20 and 30 spaces.

Hayes stated that is a lot of spaces, if we could stop them from parking in those spots that would help.

O’Meara asked when would be the right time of year to complete the study?

Malzahn stated this has a hefty price tag, is there an area where a bulk of the cost is at?

O’Meara stated it is all relevant and it all adds up, the time spent in the village will be a large part of the this.

Malzahn asked if cameras would be helpful in a traffic count?

O’Meara stated cameras would not provide accurate data for occupancy and turn over counts.

Tarr asked about a staked survey?

Stephens stated we can obtain that information from the county.

Tarr asked when are we going to start addressing the dumpsters, this has gone on two decades to long. Will the information provided by the county be accurate enough to map and mark the locations.

O'Meara stated that if you have a good overhead map you can look at the lines.

Tarr stated this would help the business owners and in turn we could help them.

Hayes asked if there is money for an enforcement officer.

Malzahn stated the Village does not have a parking enforcement officer.

Tarr stated there are a lot of problems and we have a lack of guidance and assistance. Will there be stop signs in the crosswalks.

Malzahn stated all of the information was in the crosswalk packet you received and approved.

O'Meara stated some of the bump-outs have been downsized, the county did not like them.

O'Meara asked if it would be beneficial if he did a breakdown of the costs for review by the board?

Stephens stated it would and thanked O'Meara for attending.

Executive Director New Hire

Motion by Poznanski second by Brandt to extend DDA Executive Director job offer to Elizabeth Miller, annual salary of \$34,600.00 plus \$100.00 monthly medical stipend, 34 hour average work week.

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

MOTION carried.

Stephens stated the job offer has not been extended at this time, but will be before the next meeting.

Banners

Board discussion on banners included are Peach Festival banners still up? Should Harvest Day banners be put up, no longer longer holding harvest days. If they are put up the cost is about \$1,200.00 for DPW to install. Should a generic banner be done for fall?

Brandt made the suggestion to leave up the lower flower pots and add additional fall decor to them instead of hanging any banners. Increase previously approved amount for fall decorations and add more to the lower pots.

MOTION by Stephens second by Parker to not hang banners for fall and add more fall decorations not to exceed \$1,200.00 – add additional \$700.00 to previously approved \$500.00 fall decoration budget.

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

MOTION carried.

New Business -

Office Space -

Stephens stated the hiring committee noted the new Executive Director extended hours may need a different space.

Malzahn stated the space in the Village hall worked great for Lisa because of the limited hours on Fridays. Meetings are regularly held in the space upstairs, and it may be more beneficial to look at space in the Chamber building when and if a space becomes available.

Stephens stated this will be an ongoing discussion.

Fall Lighting Installation-

Hall advised the board she has spoken with Lisa Jaroch from Cold Frame Farms and they will install the fall lighting for \$1,600.00 at the beginning of October and remove after Halloween.

MOTION by Parker second by Poznanski to approve installation of fall lighting by Cold Frame Farms at a cost of \$1,600.00.

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

No: None

MOTION carried.

Christmas Lighting Bid approval to post

Board asked Hall to change due date of bids to allow installers more time to obtain greens. Change submission to Tuesday 9/21/21 at 5:00 pm. Schedule special remote meeting on 9/22/21 at 5:30 for bid opening.

MOTION by Hayes second by Stephens to approve Christmas Lighting Bid posting with submission date deadline amended to 9/21/21 at 5:00 pm.

Ayes: All

Nays: None

MOTION carried.

Schedule special remote zoom meeting for bid opening on 9/22/21 at 5:30 pm. Agenda will be posted online and at the Village Hall.

October and December Informational Meeting Date approval

Stephens stated the Informational meetings are required to be held by State of Michigan DDA Statute.

MOTION by Malzahn second by Parker to hold informational meetings on October 4, 2021 and December 6, 2021 at 6:45 pm.

Ayes: All

Nays: None

MOTION carried.

Board Member Comments

Rose stated he would like to thank all of the applicants for the Executive Director – they were all very impressive. Peach Festival weekend was great, thanks to the DPW the village was spotless, the streets were swept, sidewalks were blown off and the garbage removal was always done as needed – this is a great reflection of their work and dedication. Thank you to everyone.

Tarr agreed the DPW did a great job.

Humphreys congratulated Tarr on his new endeavor at the building adjacent to his.

Tarr stated the thought is appreciated. I am renovating the building and Jayells will be moving into the space. I shutter to think of someone from out of town going through what I have to renovate a building. NO one has called him to say thank you for the upgrade to the building, only to complain. The overhead doors should be in soon and will be installed.

Hayes commented on the size of the building, it is larger than I thought.

Humphreys asked when they will be open and noted that the Boun Appetito is expanding.

Tarr stated maybe by Thanksgiving or Christmas

Adjournment

MOTION by Poznanski second by Hayes to adjourn the meeting at 9:01PM.

Ayes: All

Nays: None

MOTION carried.

Meeting adjourned

Respectfully Submitted,

Lisa Hall, Executive Director

Minutes approved by DDA Board motion on ~~7/12/21~~ 8/4/21

_____ As Presented

_____ With Amendments