

ROMEO DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
WEDNESDAY, AUGUST 5, 2019 - 7:00 P.M.
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, Randy Seidel called the meeting to order at 7:00 PM and led attendees in the Pledge of Allegiance

Roll Call

Executive Director Lisa Hall called the roll

Present: Seidel, Malzahn, Brandt, Humphreys, Parker

Absent: Poznanski, Czajka, Craft, Hayes

A quorum of the Board was present

Public Forum – Dave Pyrcce and Grace Venet, Starkweather

Approval of Agenda

MOTION by Malzahn second by Brandt to approve the August 5, 2019 agenda as presented.

Yes: Malzahn, Brandt, Parker, Humphreys, Seidel

No:

Absent: Poznanski, Czajka, Craft, Hayes

MOTION carried.

Approval of the Minutes -

MOTION by Malzahn second by Seidel to approve the July 8, 2019 Regular Meeting Minutes as presented.

Yes: Malzahn, Seidel, Parker, Brandt, Humphreys

No:

Absent: Poznanski, Czajka, Craft, Hayes

MOTION carried.

Treasurer's Report - Carol Humphreys presented treasurers report.

Humphreys stated that to date Harvest Days cost are at \$13,900.00. Seeking larger sponsors as the event is continuing to grow. Any sponsor providing \$5,000.00 or more will be added to banner hanging over street if time allows. Need volunteers for all activities, especially scarecrow building, also need size 2T to 4T clothes for scarecrows if anyone has any they would like to donate.

MOTION by Malzahn second by Seidel to approve payment of June 2019 bills thru August 5, 2019 bills in the amount of \$9,975.77.

Yes: Malzahn, Seidel, Humphreys, Parker, Brandt

No:

Absent: Poznanski, Czajka, Craft, Hayes

MOTION carried.

DDA Executive Director's Report - Lisa Hall

Funding Requests - Romeo Historical Society - Christmas Home Tour -\$1,000.00 Advertising and Trolley

Malzahn stated she has known this to be a self guided tour.

Seidel stated the trolley would have many showing up at the same location at the same time.

Humphreys stated the trolley is not available at that time of year.

MOTION by Seidel second by Malzahn to approve Romeo Historical Society - 2019 Christmas Home Tour funding request in the amount \$500.00 for advertising and delete trolley funding request.

YES: Seidel, Malzahn, Humphreys, Brandt

No:

Abstain: Parker

Absent: Poznanski, Czajka, Craft, Hayes

MOTION carried.

Funding Request - Greater Romeo Washington Chamber of Commerce - 2019 5th Annual Art and Wine Walk - \$800.00 Printing and Advertising

MOTION by Malzahn second by Humphreys to approve Greater Romeo Washington Chamber of Commerce - 5th Annual Art and Wine Walk funding request in the amount of \$800.00 for printing and advertising

YES: Malzahn, Humphreys, Seidel, Parker, Brandt

No:

Absent: Poznanski, Czajka, Craft, Hayes

MOTION carried.

Committee Reports - None

Unfinished Business -

DIA - Starkweather -DDA Community Art Project - Mural

Dave Pryce -Starkweather advised the board that the preparation work on the wall is in process. Starkweather has provided \$5,000.00 for the project. The Romeo Kiwanis will also be donating to the project, amount has not been confirmed. Kelley Stephens from the Chamber of Commerce has applied for a grant from DTE, if the grant is awarded she has advised that part of the grant funds will be contributed to establish the trust for perpetual care of the mural. If the grant is not awarded to the Chamber additional funds will be needed to establish the trust. Additional funds are needed for preparation work, the memorial plaque and for the dedication ceremony.

Board discussion.

Malzahn stated if the grant is not awarded, Starkweather can come back to the DDA board to request funding for the trust.

MOTION by Parker second by Malzahn to authorize \$5,000.00 for expenditures related to the Mural and not to exceed additional \$500.00 for dedication ceremony.

YES: Parker, Malzahn, Brandt, Humphreys, Seidel

No:

Absent: Poznanski, Czajka, Craft, Hayes

MOTION carried.

Village - DDA Office Space Lease

Malzahn stated she presented the lease at the July Village council meeting and suggested a \$1.00 per year lease. Concerned about consumables such as paper, printing and copying. Advised DDA can use postage machine, village will assign DDA postage machine code, track usage and invoice for use.

Seidel asked if \$50.00 per month would cover cost of paper, copying, staples, office supplies?

MOTION by Parker second by Humphreys to approve office space lease agreement between Village of Romeo and Romeo DDA at the rate of \$50.00 per month.

YES: Parker, Humphreys, Brandt, Malzahn, Seidel

No:

Absent: Poznanski, Czajka, Craft, Hayes

MOTION carried.

New Business:

Bailey Street Parking Lot

Poznanski was not in attendance but provided information to Hall for board. Informal quote from Dalco regarding replacement of trees on East Side of parking lot, estimated cost \$7,000.00 - \$8,000.00.

Hall provided informal quote information from R. White Services, estimated cost between \$3,000.00 and \$5,000.00 depending on size of trees. Hall requested another informal quote from another company, not received prior to meeting.

Hall also requested quote for fencing - one quote was received from Dietz Fence, quote included two types of fencing, \$4,445.00 Vinyl, \$2,700.00 Wood, quote does not state if removal of existing plant material is included.

Board requested Hall to request additional fence quotes from Home Depot and other area contractors. Report back when received.

Tree Trimming -

Village president - DDA Board director Malzahn requested tree trimming quote be included on agenda.

Malzahn stated the village has received many calls about tree trimming in the village, she requested and received quotes for the trimming from Able Tree Experts, they have quoted the lowest price and can complete the job within the allotted time frame.

Malzahn stated she was fairly certain that the DDA has paid for tree trimming in the CBD district in the past.

Humphreys stated the tree trimming should be allocated out of the surplus finds given back to the village.

Malzahn stated it can be designated as a DDA expense and will put cost on village council bill run.

Public Comments: None

Board Member Comments:

Parker stated he will not be at the September meeting.

Humphreys directed comment to everyone within listening distance. We need sponsors and volunteers for Harvest Days, please contact Lisa or Carol to donate or volunteer.

Malzahn advised the board that she has received and accepted Michael Craft's resignation from the DDA board. She is looking for someone to fill his board seat.

Malzahn stated she will be sending out letters to various village boards and commissions asking them to attend a visioning session/workshop for updating the Master Plan. The Village Council has retained the services of Planner Stephen Cassin, AICP to work with the village as the planning consultant and on the Master Plan update. The last update was completed in 2008.

Mr. Cassin will be in the village office on the 2nd and 4th Friday of each month from 10:00AM to 12:00 PM to meet with residents, business owners and anyone who has questions about planning and zoning in the village.

Parker asked Humphreys if the DDA has any provisions for a sinking fund for replacing things like the garbage cans, benches, flower pots, etc.

Humphreys advised that the DDA always brings money forward.

Parker stated the DDA needs to create a formal sinking fund that always sets money aside for replacement.

Adjournment

MOTION by Parker second by Malzahn to adjourn the meeting at 8:00PM.

Yes: Parker, Malzahn, Brandt, Humphreys, Seidel

No:

Absent: Poznanski, Czajka, Craft, Hayes

MOTION carried.

Meeting adjourned

Respectfully Submitted,

Lisa Hall, Executive Director

Minutes approved by DDA Board motion on

_____ As Presented

_____ With Amendments