

ROMEO DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
WEDNESDAY, JULY 8, 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

Chairman, Zack Hayes 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, Poznanski, Parker, Hayes

Absent: Humphreys, Czajka, Craft

A quorum of the Board was present

Public Forum – Kelley Stephens, Chamber of Commerce, Justin Parker, Resident, Dave Pyrce and Grace Venet, Starkweather

Dave Pyrce and Grace Venet in attendance to discuss progress of mural project. Mural added to agenda.

Approval of Agenda

MOTION by Poznanski second by Malzahn to approve the July 8, 2019 agenda as amended, add Mural under funding request.

Yes: Poznanski, Malzahn, Seidel, Brandt, Parker, Hayes

No:

Absent: Humphreys, Czajka, Craft

MOTION carried.

Approval of the Minutes -

MOTION by Poznanski second by Seidel to approve the June 3, 2019 Regular Meeting Minutes as presented.

Yes: Poznanski, Seidel, Parker, Brandt, Malzahn, Hayes

No:

Absent: Humphreys, Czajka, Craft

MOTION carried.

Treasurer's Report - Carol Humphreys - absent, asked Hall to advise there is \$89,000 in the bank, one watering payment and 2 payroll checks were issued in June. Will provide treasurers report at August meeting for approval.

MOTION by Seidel second by Poznanski to table payment of June bills to August 5, 2019 regular DDA board meeting.

Yes: Seidel, Poznanski, Malzahn, Parker, Brandt, Hayes

No:

Absent: Humphreys, Czajka, Craft

MOTION carried.

DDA Executive Director's Report - Lisa Hall

Funding Requests - DIA-Starkweather-DDA mural project.

Hall stated Starkweather has approved \$5,000.00 toward the mural project. At this time it has been determined that cost to repair the brick on the wall is \$4,500.00 and the paint/sealer-base coat for the mural is \$2,500.00. There will be additional costs to rent a lift or bucket truck and possible scaffolding for artist use. That amount is undermined at this time. It is estimated that the plaque will be about \$2,500.00 and a trust fund needs to be established for the maintenance and repair of the mural in perpetuity.

Board discussion determined that it is not a funding request. Collaborative project between DIA, Starkweather and DDA.

Hayes requested Hall, Venet and Pyrcce obtain some hard numbers and present at next DDA meeting or request a special meeting if needed to request funding to keep project moving forward. If meeting is needed Hall can contact board members and schedule.

Committee Reports - None

Unfinished Business -

Adoption of 2019/2020 Budget

MOTION by Malzahn second by Seidel to adopt the 2019/2020 Romeo Downtown Development Authority budget as approved by Village Council.

YES: Malzahn, Seidel, Parker, Poznanski, Brandt, Hayes

No:

Absent: Humphreys, Czajka, Craft

MOTION carried.

DDA Executive Director Salary Increase

Hayes stated Hall is currently at \$17.00 per hour but was previously at \$20.00 when took over as interim director. When job was posted it was advertised at a maximum hourly wage of \$17.00.

Hall stated she accepted the pay cut because she has a sense of obligation to the board and the community.

Seidel stated a set of objectives should be put in place so performance reviews can be conducted on an annual basis or semi-annual basis.

MOTION by Parker second by Poznanski to approve executive director salary increase to \$20.00 per hour and conduct bi-annual reviews

YES: Parker, Poznanski, Brandt, Malzahn, Seidel, Hayes

No:

Absent: Humphreys, Czajka, Craft

MOTION carried.

Hayes asked board members to volunteer to form a sub-committee to determine what the objectives need to be and when reviews need to be conducted.

Parker, Hayes and Seidel volunteered for the Sub-committee the will meet to discuss and bring recommendations back to the board.

MOTION by Hayes second by Malzahn to form subcommittee to establish objectives and parameters for Executive Director Bi-annual review.

YES: Hayes, Malzahn, Poznanski, Seidel, Brandt, Parker

No:

Absent: Humphreys, Czajka, Craft

MOTION carried.

New Business:

North-West Quadrant Dumpster Corral

Hayes stated he recently met and spoke with the new owner of the property located on the south side of Starkweather Alley about the dumpsters in the NW quadrant, the new owner stated his building is being damaged by the dumpsters. The excessive number of dumpsters and the smell is terrible.

Hayes advised the new owner he would place the item on the DDA's July meeting agenda for discussion. Hayes stated he asked Hall to look into what properties are owned by the village in the North-West quadrant, that information is in the board packet. Based on what the village owns there is not much available space to locate a dumpster corral without eliminating parking and direct straight access for garbage trucks would be difficult based on what the village owns.

Parker stated the dumpsters are normally placed in a public alley unless it is not allowed.

Malzahn stated she is also aware of the problem and has been in contact with Waste Management to determine if the businesses other than the restaurants can use Kirby Carts, she will continue working with Waste Management and hopefully find a solution and negotiate some kind of acceptable contract to reduce the number of dumpsters for trash. She advised she has to look into what restaurants are required to have for disposal of food waste and grease and determine how to approach that problem, there are three (3) restaurants currently and the coffee shop will be opening soon.

Poznanski asked if it might be possible to approach some of the private property owners about building a corral on their property.

Malzahn stated it may be possible to approach Locks to purchase space behind their building for a dumpster corral. Malzahn stated she would like the DDA to look at same approach for other quadrants.

Parker stated there needs to be deep strength asphalt wherever corrals are located to accommodate the truck weight.

Poznanski stated Hantz has two of the green garbage cans, seems other businesses in the village should be able to also.

Hayes stated he likes the idea of working with Waste Management and requested Malzahn keep the DDA informed.

Schedule two (2) dates for informational meetings related to new TIFA act.

MOTION by Poznanski Second by Malzahn to hold two (2) informational meetings as required on September 9, 2019 and December 9, 2019 at 6:30 PM prior to regular monthly DDA meeting.

YES: Poznanski, Malzahn, Brandt, Seidel, Parker, Hayes

No:

Absent: Humphreys, Czajka, Craft

MOTION carried.

Election of Officers:

Parker asked if everyone was happy with the current board officers?

Board had no objections or nominations for new officers.

MOTION by Parker second by Poznanski to keep current officers in place, Hayes, Chairman, Seidel, Vice-Chairman, Humphreys, Treasurer, Poznanski, Secretary.

Yes: Parker, Poznanski, Malzahn, Brandt, Seidel, Hayes

No:

Absent: Humphreys, Czajka, Craft

MOTION carried.

Public Comments:

Kelley Stephens asked if the DDA will be renewing lease or moving? DDA board advised they were waiting on confirmation from the village on a lease.

Hayes stated it makes more sense and there is no money in the 2019/2020 budget for rent based on previous discussions.

Seidel stated the initial offer was a zero (\$0) dollar or one dollar (\$1.00) per year lease.

Malzahn advised the lease document has been created and needs approval from the village.

Stephens asked if the intention is to vacate, is it possible to move by August 15, 2019. The DDA board discussed and determined yes the office can be moved by August 15, 2019.

Board Member Comments:

Parker stated there have been lots of comments on the flowers.

Adjournment

MOTION by Parker second by Poznanski to adjourn the meeting at 8:22PM.

Yes: Parker, Poznanski, Brandt, Seidel, Malzahn, Hayes

No:

Absent: Humphreys, Czajka, Craft

MOTION carried.

Meeting adjourned

Respectfully Submitted,

Lisa Hall, Executive Director

Minutes approved by DDA Board motion on

_____ As Presented

_____ With Amendments