

ROMEO DOWNTOWN DEVELOPMENT AUTHORITY
228 N. Main Street, Suite H, Romeo, Michigan 48065
586-752-1170

ROMEO DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
WEDNESDAY, OCTOBER 3 - 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:

Absent:

A quorum of the Board was present

Public Forum - Lee Twarowski, Essayone Jeep Club members, Bill Miller and Jay Foltz

Twarowski stated he and his club would like to start a jeep night in the village. Would like input from the DDA board on how to start.

Board discussed with Twarowski if it would be weekly or monthly, how many would be involved etc.

Hayes advised Twarowski to speak with restaurant owners and determine what weeknight would be good and come back to DDA board. DDA board could discuss how to assist with promoting .

Approval of Agenda

Motion by Siglow second by Czajka to approve the October 3, 2018 as amended, add bench maintenance discussion to unfinished business with trash cans.

Yes: Siglow, Czajka, Seidel, Hayes, Poznanski, Craft, Parker

No:

Absent: Brandt, Humphreys

MOTION carried

Approval of the Minutes -

Motion by Siglow second by Parker to approve the September 12, 2018 Regular Meeting Minutes as corrected.

Yes: Siglow, Parker, Poznanski, Craft, Seidel, Czajka, Hayes

No:

Absent: Brandt, Humphreys

MOTION carried

Treasurer's Report - Carol Humphreys

Motion by Siglow second by Craft to approve the October 3, 2018 Treasurer's Report as presented by Treasurer Humphreys with expenses in the amount of \$5,697.39 .

Yes: Siglow, Craft, Parker, Seidel, Czajka, Hayes, Poznanski

No:

Absent: Brandt, Humphreys

MOTION carried

DDA Executive Director's Report - Lisa Hall

Funding Requests - None

Committee Reports - Clock Sub Committee Report

Hayes advised that the clock committee met in September. Committee discussed which clock to purchase, plaque on clock, donations, work necessary to install new clock and timing of install. Subcommittee chose clock.

Unfinished Business

Village Garbage Cans - Bench repair and maintenance discussion.

Hayes advised that three quotes have been received since the September meeting. Upon review and according to the Motion by the board in September allowing Chairman Hayes to choose at his discretion one of the quotes not to exceed \$2,500.00, he has chosen Q.C.Coatings. Board has all three quotes in packets. One exceeded the price and the other was lower but did not include pickup and delivery of the cans.

Hayes also advised that waiting until spring may be the best option for having the cans refinished because the students will be completing their artwork on the cans in the spring of 2019. If refinished and delivered back to the village before winter the cans will need to be cleaned before the art students can start in the spring.

Hayes advised that one condition to Q.C. picking up and delivering the cans is that they all be in one location.

Hayes asked Siglow if the DPW would be able to provide the relocation for pick up and replacing the cans when returned?

Siglow stated he would coordinate the moving of the cans when needed.

Hayes also advised that due to the timing change for refinishing he requests Hall check with Q.C. Coatings to see if price will remain the same if not completed until Spring 2019.

Hall to check with Q.C.Coatings regarding how long quote is good for Q.C.Coatings and will advise at November meeting.

MOTION was made by Siglow second by Parker to have cans powder coated at a cost not to exceed \$2,200.00.

Hayes advised that motion was made at September meeting to allow Chairman to approve quote for powder coating not to exceed \$2,500.00.

MOTION retracted by Siglow

Bench repair and maintenance:

Parker advised that bench in front of Masonic Temple is broken and needs repair. Provided number for Hall to contact regarding repair and pricing. Need to determine if what is best option either repairing or replacing the benches. After determining best option put into place an annual maintenance program for cans and benches.

Poznanski stated that she had previously had looked at the pricing for new benches can be as low as \$350.00 and can exceed \$1,000.00 per bench depending on what is chosen. Hall agreed with that prices can vary depending on type, material and number of benches purchased.

Hall to check on options for repair and pricing for repair with contact provided by Mr. Parker and others, will advise at November meeting.

DTE Lighting - Update

Hall advised DTE representative will be attending November meeting to provide information regarding replacement lighting in the village.

Hayes asked why coming to DDA meeting? They should attend Board of Trustees meeting since DDA does not have current lighting cost and other costs village pays to maintain lighting. If DTE representative can get estimate of electricity costs it will be helpful. Needs to go to Board of Trustees meeting.

Hall to contact DTE representative and inquire if they can obtain current costs and advise they should attend November Board of Trustees meeting.

Review Purchasing Policy

Hayes advised he requested the board review the purchasing policy based on last month's discussion regarding the course of action required to have trash cans refinished. Stated would have been a violation of purchasing policy if any of the previous quotes received would have been approved.

Parker asked that Purchasing Policy be included on November agenda for review.

New Business:

A. Clock Purchase

Hayes advised that the subcommittee has chosen the clock and the estimated amount of matching funds is \$9,000.00 from many individuals and organizations.

Jay Foltz requested DDA take care of anything to do with permits for install. Advised he has contacted Rauhorn Electric and they will be donating the work required to remove and replace concrete and repair or replace any wiring necessary for new clock. Jay will coordinate work necessary to prepare the area for install.

Bill Miller advised he will work with Verdin Representative to arrange install in the spring.

Czajka stated DDA should have a clock unveiling celebration and asked if Bill Millers name will be on clock?

Miller advised yes his name will be on plaque.

Hayes advised there will be more subcommittee meetings to approve wording of plaque.

Hayes requested a motion from the board to approve the purchase and installation of the new clock, cost to prepare area for installation and any permits required not to exceed \$9,000.00.

MOTION by Parker Second by Siglow to approve purchase and installation of new clock, cost to prepare area for installation and any permits required not to exceed \$9,000.00.

Yes: Parker, Siglow, Craft, Seidel, Czajka, Hayes, Poznanski

No:

Absent: Brandt, Humphreys

MOTION carried

Board Member Comments

Siglow thanked Mike Craft for his concern for the clock and starting the discussion.

Hayes stated he is happy that the board has approved the clock purchase.

Adjournment

Motion by Parker second by Poznanski to adjourn the meeting at 7:58 PM.

Yes:

No:

Absent:

MOTION

Meeting adjourned

Respectfully Submitted,

Lisa Hall, Romeo DDA Executive Director

Minutes approved by DDA Board motion on

_____ As Presented

_____ With Amendments