

**ROMEO DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY January 10, 2022 – 7:00 PM.
ROMEO COMMUNITY CENTER
361 Morton Street, Romeo, Michigan 48065**

MINUTES

1. Call to Order

Co-Chair, Hayes called the meeting to order at 7:00pm

Roll Call

Present: Malzahn, Rose, Hayes, Poznanski, Parker, Tarr, Kellogg

Absent: Stephens, Brandt

2. Pledge of Allegiance

3. Public Forum – None

4. Approval of Agenda

MOTION by Malzahn Support by Poznanski to approve the January 10, 2022 agenda as presented.

Ayes: All

Nays: None

MOTION carried.

5. Approval of the Minutes:

a. MOTION by Malzahn, Support by Tarr to approve December 6, 2021 Informational Meeting Minutes as presented.

Ayes: All

Nays: None

MOTION carried.

b. MOTION by Rose, Support by Malzahn to approve December 6, 2021 Regular Meeting Minutes as presented.

Ayes: All

Nays: None

MOTION carried.

6. Funding Requests

none

7. Financial Report:

a. Presentation by Carla Heck, Accountant

b. Motion by Parker, Support by Poznanski to approve the payment of bills through January 3, 2022 in the amount of \$12,716.97.

Roll Call

Ayes: Malzahn, Rose, Hayes, Poznanski, Parker, Tarr, Kellogg

Nays: None

c. Monthly Financial Requirements

Motion by Malzahn, Support by Parker to approve the expenditure for monthly financial requirements to include, but not limited to: payroll, processes to invoices, closing of the monthly financials and board packet financial reporting in an amount not to exceed \$2,250.

Roll Call

Ayes: Malzahn, Rose, Hayes, Poznanski, Parker, Tarr, Kellogg

Nays: None

Motion by Parker, Support by Poznanski to approve addition of Village President to be added to all bank accounts for administrative purposes.

Ayes: All

Nays: None

MOTION carried.

8. DDA Executive Director's Report

Miller gave an overview of items outlined in her director's report.

9. Committee Reports

None to report

10. Unfinished Business

- a. *Pedestrian Crosswalk Project Update:* *Update given by Miller.*
- b. *Parking Study Update:* *Update given by Miller.*
- c. *Website Rebuild Project and Social Media:* *Update given by Miller.*
- d. *Appointment of Treasurer*
Tabled until February 7 board meeting.
- e. *Downtown Social District*
Discussion ensued. No further action will be taken unless approached by businesses seeking implementation.
- f. *Bookkeeper job position*
Motion by Tarr, Support by Parker to post job position for bookkeeper for the DDA, salary and start date to be negotiated.
Ayes: All
Nays: None
MOTION carried.

11. New Business

- a. *Snowman Event*
Update given by Miller that a snowman event is being planned that could be called "WinterFest or Snowfest". A planning meeting has been scheduled for January 13 at 10am at the Village Hall. The public and business owners have been invited to participate.
No action was taken.
- b. *Parliamentarian Workshop*
President Malzahn encouraged DDA members to attend the workshop that is scheduled for January 26 at 6:30pm.
- c. *Process to update Policies and Procedures*
Discussion on working through the current policies and procedures to bring them up to date.
No action was taken.

12. Board Member Comments - Comments were made.

13. Closed Session

MOTION by Parker, Support by Tarr to adjourn regular meeting at 8:39pm.

Ayes: All

Nays: None

MOTION carried.

Motion by Hayes, Support by Poznanski to enter closed session for the discussion of land acquisition.

Roll Call

Ayes: Malzahn, Rose, Hayes, Poznanski, Parker, Tarr, Kellogg

Nays: None

MOTION carried.

Motion by Parker, Support by Poznanski to enter open session.

Roll Call

Ayes: Malzahn, Rose, Hayes, Poznanski, Parker, Tarr, Kellogg

Nays: None

MOTION carried.

Motion by Parker, Support by Hayes to authorize the Director to move forward as directed in closed session.

Roll Call

Ayes: Malzahn, Rose, Hayes, Poznanski, Parker, Tarr, Kellogg

Nays: None

MOTION carried.

14. Adjournment

Motion by Parker, Support by Tarr to adjourn.

Roll Call

Ayes: All

Nays: None

MOTION carried.

Meeting adjourned at 9:28pm

Respectfully Submitted,

Elizabeth Miller, Executive Director

Minutes approved by DDA Board motion on February 7, 2022

_____ As Presented

_____ With Amendments