

**ROMEO DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY November 1, 2021 – 7:00 PM.
ROMEO COMMUNITY CENTER
361 Morton Street, Romeo, Michigan 48065**

MINUTES

1. Call to Order

Chair, Kelley Stephens called the meeting to order at 7:00pm

Roll Call

Present: Malzahn, Rose, Hayes, Poznanski, Parker, Stephens

Absent: Tarr, Humphreys, Brandt

2. Pledge of Allegiance

3. Public Forum – None

4. Approval of Agenda

MOTION by Poznanski, Support by Hayes to approve the November 1, 2021 agenda as presented.

Ayes: All

Nays: None

MOTION carried.

5. Approval of the Minutes:

- a. MOTION by Hayes, Support by Stephens to approve October 4, 2021 Informational Meeting Minutes as presented.**

Ayes: All

Nays: None

MOTION carried.

- b. MOTION by Poznanski, Support by Hayes to approve the October 4, 2021 Regular Meeting Minutes with the following correction: Added “*phone*” to the end of first sentence under Phone proposal.**

Ayes: All

Nays: None

MOTION carried.

6. Treasurer’s Report – Humphreys absent, no report was orally presented.

- a. MOTION by Poznanski, Support Stephens to approve payment of bills through 10/27/21 in the amount of \$16,853.49**

ROLL CALL:

Ayes: Hayes, Poznanski, Parker, Rose, Stephens

Nays: None

Abstain: Malzahn

MOTION carried.

7. DDA Executive Director’s Report

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

8. Funding Requests—None

9. Committee Reports

- a. Employment Committee:**

MOTION by Poznanski, Support by Parker to approve adjusted executive director salary to the amount of \$36,400, per job posting and adopt executive director duties with 6 month benchmark goals as presented.

ROLL CALL:

Ayes: Hayes, Poznanski, Parker, Rose, Malzahn, Stephens

Nays: None

MOTION carried.

10. Unfinished Business

- a. Pedestrian Crosswalk Project Update: update given by Miller**
b. Parking Study Update: update given by Miller

c. 2022-2037 Approved Master Plan update

MOTION by Hayes, Support by Poznanski to adopt 2022-2037 Master Plan

Ayes: Hayes, Poznanski, Parker, Rose, Malzahn, Stephens

Nays: None

MOTION carried.

11. New business

a. Romeo District Library Downtown Walking Storybook Collaboration - Claire Loppiccolo

Loppiccolo presented Christmas 2021 as the FIRST EVER Storywalk in downtown Romeo! This is a collaboration between the Romeo DDA, Romeo District Librar, and Starkweather Arts Center. A Storywalk is set up so that pages of a children's picture book are displayed along a walking path for families to enjoy literacy, their community, and good health. We have chosen The Polar Express by Michigan native, Chris van Allsburg to be displayed in windows downtown this holiday season. At this time, no funding from the DDA is needed for this project.

No action taken

b. 2022 annual calendar approval

MOTION by Hayes, Support by Malzahn to approve the meeting calendar for 2022

Ayes: Hayes, Poznanski, Parker, Rose, Malzahn, Stephens

Nays: None

MOTION carried.

c. December 6 Schedule Informational Meeting per State of Michigan Statute

MOTION by Hayes, Support by Stephens to approve posting and scheduling of informational meeting on December 6, 2021 at 7:00pm

Ayes: Hayes, Poznanski, Parker, Rose, Malzahn, Stephens

Nays: None

MOTION carried.

12. Board Member Comments - Comments were made.

13. Adjournment

MOTION by Malzahn to adjourn the meeting

Support by Parker

Ayes: All

Nays: None

MOTION carried.

Meeting adjourned at 8:15pm

Respectfully Submitted,

Elizabeth Miller, Recording Secretary

Minutes approved by DDA Board motion on 12/06/21

_____ As Presented

_____ With Amendments