

**ROMEO DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY DECEMBER 6, 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, Humphreys, Brandt

Absent: Tarr 8:45pm arrives

2. Pledge of Allegiance

3. Public Forum – None

4. Approval of Agenda with amendments to add closed session as item 13 for purpose of land acquisition, item 14 adjournment.

MOTION by Malzahn Support by Rose to approve the November 1, 2021 agenda as amended.

Ayes: All

Nays: None

MOTION carried.

5. Approval of the Minutes:

- a. MOTION by Poznanski, Support by Malzahn to approve November 1, 2021 Regular Meeting Minutes as presented.**

Ayes: All

Nays: None

MOTION carried.

- b. MOTION by Malzahn, Support by Hayes to approve November 11, 2021 Special Remote ZOOM Meeting Minutes as presented.**

Ayes: All

Nays: None

MOTION carried.

6. Funding Requests

- a. Romeo Lions Club**

MOTION by Hayes, Support by Brandt to approve funding request for \$250 to funds to purchase items to fill the "Pack The Bus" event.

Roll Call

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

Nays: None

MOTION carried.

7. Treasurer's Report: Carol Humphreys

- a. Acceptance of resignation of Carol Humphreys as DDA Accountant, treasurer and board member.**

- b. Amend November 1, 2021 financials**

Motion by Humphreys, Support by Poznanski to approve amendment of November 1, 2021 board approved payments of bills through 10/27/21 from the amount of \$16,853.49 to \$4,143.32.

Roll Call

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

Nays: None

MOTION carried.

- c. Motion by Stephens, Support by Poznanski to approve of the payment of bills from October 31 through December 1 in the amount of \$12,470.66**

Roll Call

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

Nays: None

MOTION carried.

Petty Cash

Motion by Rose, Support by Hayes to approve of the deposit of Petty Cash of \$100 into the general fund.

Roll Call

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

Nays: None

MOTION carried.

Motion by Malzahn, Support by Hayes to accept and file Treasurer's Report

Roll Call

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

Nays: None

MOTION carried.

- d. **Motion by Stephens, Support by Poznanski to transfer \$43.16 Paypal to general account to close the DDA account.**

Roll Call

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

Nays: None

MOTION carried.

- e. **Treasurer Humphreys reported completing and submission of the TIF Annual Report with the State of Michigan.**

No action was taken.

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. **Budget Items: A review of budgeted items was discussed by Treasurer Humphreys.**
- b. **Website Rebuild Project and Social Media: Update given by Miller.**
- c. **Pedestrian Crosswalk Project Update: Update given by Miller.**
- d. **Parking Study Update: Update given by Miller.**
- e. **2022-2037 Approved Master Plan update: Update given by Miller.**

11. New business

- a. **Appointment of Treasurer**

Discussion tabled until January 10 meeting.

- b. **Snowman Project**

Motion by Parker, Support by Stephens to fund the delivery fee not to exceed \$850 for styrofoam snowman.

Roll Call

Ayes: Malzahn, Rose, Hayes, Poznanski, Parker, Stephens, Humphreys, Brandt, Tarr

Nays: None

MOTION carried.

- c. **Downtown Social District was discussed by Miller and the board.**

No action was taken.

- d. **Romeo DDA Financials and Hiring of Accountant**

Motion by Rose, Support by Parker to accept Carla Heck proposal of initial steps 1-9 to Improve Financial Reporting in an amount not to exceed \$2400.

Roll Call

Ayes: Malzahn, Rose, Hayes, Poznanski, Parker, Stephens, Humphreys, Brandt, Tarr

Nays: None

MOTION carried.

Motion by Rose, Support by Parker to accept Carla Heck proposal of consultation with Village of Romeo Accountant, Monthly fee for Quickbooks and Quickbooks Payroll, and office expenses in an amount not to exceed \$2900.

Roll Call

Ayes: Malzahn, Rose, Hayes, Poznanski, Parker, Stephens, Humphreys, Brandt, Tarr

Nays: None

MOTION carried.

Motion by Malzahn, Support by Stephens to post the presented Job Description for the Job Title of Bookkeeper

Ayes: All

Nays: None

MOTION carried.

e. Insurance Policies

Motion by Stephens, Support by Poznanski to approve Farm Bureau Workers Compensation Insurance and Director and Officer Insurance in the amount of \$2500.

Roll Call

Ayes: Malzahn, Rose, Hayes, Poznanski, Parker, Stephens, Humphreys, Brandt, Tarr

Nays: None

MOTION carried.

12. Board Member Comments - Comments were made.

13. Closed Session

MOTION by Malzahn, Support by Stephens to adjourn regular meeting

Ayes: All

Nays: None

MOTION carried.

Motion by Malzahn, Support by Stephens to enter closed session for the discussion of land acquisition.

Roll Call

Ayes: Malzahn, Rose, Hayes, Poznanski, Parker, Stephens, Humphreys, Brandt, Tarr

Nays: None

MOTION carried.

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

Roll Call

Ayes: Malzahn, Rose, Hayes, Poznanski, Parker, Stephens, Humphreys, Brandt, Tarr

Nays: None

MOTION carried.

14. Adjournment

Motion by Parker, Support by Tarr to adjourn the meeting.

Roll Call

Ayes: All

Nays: None

MOTION carried.

Meeting adjourned at 10:06pm

Respectfully Submitted,

Elizabeth Miller, Executive Director

Minutes approved by DDA Board motion on on JANUARY 10, 2022

 X As Presented

 With Amendments