

ROMEO DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY April 4, 2022 – 7:00 PM.
ROMEO COMMUNITY CENTER
361 Morton Street, Romeo, Michigan 48065

MINUTES

1. Call to Order

Chair, Stephens called the meeting to order at 7:02pm

Roll Call

Present: Poznanski, Parker, Kellogg, Stephens, Tarr, Malzahn, Brandt, Hayes

Absent: Rose

Staff present: Miller, Heck, Guilbault

2. Pledge of Allegiance

3. Public Forum – None

4. Approval of Agenda

MOTION by Malzahn Support by Poznanski to approve April 4, 2022 amended agenda as presented and the additions of New Business item 11d. Employment Committee/job review.

Ayes: All

Nays: None

MOTION carried.

5. Approval of the Minutes:

- a. **MOTION by Hayes, Support by Stephens to approve March 7, 2022 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 Tarr, Support by Kellogg to approve payment of bills through March 31, 2022 in the amount of \$9,963.29.**

Roll Call

Ayes: Poznanski, Parker, Kellogg, Stephens, Tarr, Brandt, Hayes

Abstain: Malzahn, for reasons of charge on CC to Romeo Printing

Nays: None

8. DDA Executive Director's Report

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

MOTION by Tarr Support by Parker to form DDA Event Committee to host as Executive Director sees fit to include board members: Stephens, Kellogg, Malzahn.

Ayes: All

Nays: None

9. Committee Reports

- a. **Policy Committee-**

Conflict of Interest Policy handed out and signatures collected by all board members and staff.

Property Agreement handed out and signatures collected by all board members and staff.

- b. **Parking Study Committee - an overview of current status was given by Hayes & Miller.**

10. Unfinished Business

- a. **Website Development: presentation portion by Think Street Media tabled due to emergency.**

- i. **Motion by Stephens, Support by Tarr to adopt the New DDA LOGO as presented.**

Ayes: All

Nays: None

MOTION carried.

- ii. **Motion by Hayes, Support by Brandt to adopt the New DDA Website by Think Street Media as proposed.**

Ayes: All

Nays: None
MOTION carried.

- b. **Pedestrian Crosswalk Project Update:** *Update given by Miller.*
Motion by Stephens, Support by Kellogg to approve the Downtown Romeo Crosswalk project as a cost share project with the Village of Romeo in an amount not to exceed \$90,000 in furtherance from motion made and approved on October 5, 2020 for said project.

Roll Call

Ayes: Parker, Kellogg, Stephens, Tarr, Brandt, Hayes, Malzahn

Nays: Poznanski

- c. **Appointment of Treasurer**
i. **Bylaws amendment**
Motion by Malzahn, Support by Stephens to approve appointment of Tarr to the position of DDA Board Treasurer.
Ayes: All
Nays: None
MOTION carried.

- d. **Bookkeeper job position:** Michele Guilbault was introduced to the board as the new accountant.

11. **New Business**

- a. **Motion by Stephens, Support by Malzahn to approve Regular Board Meeting time change from 7:00pm to 6:00pm for the remainder of the approved calendar year.**

Ayes: All

Nays: None

MOTION carried.

- b. **Alleyway temporary enhancement - temporary closure**

Directed by board chair to gather written consent by the businesses in the Northeast quadrant, communicate with DDA board via email, and proceed with permit request through the village office.

- c. **2022 Events Calendar reviewed and discussed.**

- i. **Chalk the Walk event**
Motion by Parker, Support by Hayes to approve expenditures for Chalk the Walk Event in an amount not to exceed \$700.

Roll Call

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

Abstain: Brandt, for reasons of conflict due to purchase through Vera's.

Nays: None

- ii. **Arbor Day Celebration**
Motion by Tarr, Support by Stephens to approve expenditures for Arbor Day Celebration in an amount not to exceed \$2,000.

Roll Call

Ayes: Poznanski, Parker, Kellogg, Stephens, Tarr, Hayes, Malzahn, Brandt

Nays: None

- d. **Employment Committee/job review**

MOTION by Malzahn Support by Stephens to form Employment Committee to include board members: Stephens, Kellogg, Malzahn and Rose.

Ayes: All

Nays: None

MOTION carried.

12. **Board Member Comments** - Comments were made.

13. **Adjournment**

Motion by Tarr, Support by Malzahn to adjourn.

Ayes: All

Nays: None

MOTION carried.

Meeting adjourned at 9:11pm

Respectfully Submitted,
Elizabeth Miller, Executive Director
Minutes approved by DDA Board motion on 05/02/2022

X As Presented
_____ With Amendments