

**ROMEO DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
MONDAY March 7, 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 7:00pm

Roll Call

Present: Poznanski, Parker, Kellogg, Stephens, Rose, Tarr

Absent: Malzahn, Brandt, Hayes

Staff present: E. Miller, C. Heck

2. Pledge of Allegiance

3. Public Forum – None

4. Approval of Agenda

MOTION by Tarr Support by Poznanski to approve the March 7, 2022 agenda as amended to table: items 10a and 10d.

Ayes: All

Nays: None

MOTION carried.

5. Approval of the Minutes:

a. MOTION by Poznanski, Support by Rose to approve February 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 Poznanski to approve the payment of bills through February 28, 2022 in the amount of \$15,575.87.

Roll Call

Ayes: Poznanski, Parker, Kellogg, Stephens, Tarr

Abstain: Rose

Nays: None

8. DDA Executive Director's Report

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

9. Committee Reports

a. Policy Committee-moved to new business

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

10. Unfinished Business

a. Website Development: tabled.

b. Pedestrian Crosswalk Project Update: Update given by Miller.

c. Appointment of Treasurer

i. Bylaws amendment

Motion by Parker, Support by Kellogg approve DDA Bylaws Revision, Treasurer's Duties of the Romeo DDA for recommended adoption by Village of Romeo Board of Trustees as amended.

Ayes: All

Nays: None

MOTION carried.

d. Bookkeeper job position:tabled.

11. New Business

a. Four County Community Foundation "Return to Earn" Internship Program

Motion by Parker, Support by Tarr to approve Four County Community Foundation "Return to Earn" Internship Program as presented.

Ayes: All

Nays: None

MOTION carried.

b. Budget Amendments FY 21/22

Motion by Kellogg, Support by Tarr to approve the Proposed Budget Amendments at the line item level as detailed on the attached schedule, as presented.

Roll Call

Ayes: Poznanski, Parker, Kellogg, Stephens, Tarr, Rose

Nays: None

c. Policy Committee: Social Media Policy, property Agreement, and Separation Checklist

Motion by Stephens, Support by Poznanski to adopt Social Media Policy, Property Agreement, and Separation Checklist for the Romeo DDA as amended.

Ayes: All

Nays: None

MOTION carried.

d. Board Communication: Discussion ensued regarding effective forms of communication.

12. Board Member Comments - Comments were made.

14. Adjournment

Motion by Tarr, Support by Poznanski to adjourn.

Roll Call

Ayes: All

Nays: None

MOTION carried.

Meeting adjourned at 8:58pm

Respectfully Submitted,

Elizabeth Miller, Executive Director

Minutes approved by DDA Board motion on 4/4/2022

 X As Presented

 With Amendments