

**ROMEO DOWNTOWN DEVELOPMENT AUTHORITY
REMOTE ZOOM MEETING MINUTES
MONDAY FEBRUARY 1, 2021– 7:00 PM.**

To Join Zoom Meeting

<https://us02web.zoom.us/j/89067118652?pwd=YTAyQkRlRQj93UUJUMIBVY0FCd0w1dz09>

Meeting ID: 890 6711 8652

Passcode: 101555

The purpose of the Romeo Downtown Development Authority is to correct and prevent deterioration in the Romeo Business District; to encourage historic preservation; to authorize the creation and implementation of development plans in the district and promote economic growth.

MINUTES

Call to Order/Pledge of Allegiance

Chairman, Kelley Stephens called the meeting to order at 7: 00pm and led attendees in the Pledge of Allegiance

Roll Call

Executive Director Lisa Hall called the roll

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

Absent: None

All members of the Board were present

Public Forum – Justin Parker was logged into the meeting

Approval of Agenda

Hayes requested addition of DDA meeting calendar available on village website under new business.

MOTION by Hayes second by Parker to approve the February 1,2021 agenda as amended.

FOR THIS MOTION *Yes: Hayes, Parker, Humphreys, Tarr, Malzahn, Brandt, Poznanski, Rose Stephens*

No: None

Absent: None

MOTION carried.

Approval of the Minutes -

Stephens and Hayes requested four edits be made to the minutes.

MOTION by Poznanski second by Hayes to approve the January 14, 2021 Remote Regular Meeting Minutes as amended.

FOR THIS MOTION *Yes: Poznanski, Hayes, Malzahn, Parker, Brandt, Humphreys, Rose, Tarr, Stephens*

No: None

Absent: None

MOTION carried.

Treasurer's Report – Humphreys provided a report on all items listed on the treasurers report, bank statements are included with the treasurers report and the monthly Profit and Loss budget vs-actual report.

Hayes asked what insurance policy is the payment for?

Hall advised it is the general liability policy.

Stephens asked Humphreys why under Bricks and Mortar are the amounts listed for the lighting upgrades and the crosswalks?

Humphreys stated the amounts are listed because the amounts have been agreed upon by the DDA board. They are designated funds.

Stephens asked if the check issued to the village for the lights has been returned?

Humphreys advised it has not been returned.

Hayes asked if anyone knows if the village has cut the check to return to the DDA?

Malzahn stated she does not know.

Hayes requested Hall contact Kathryn Trapp, Village Clerk for status of check return to village?

Stephens noted the crosswalks project is \$15,000.00 underfunded according to the profit and loss vs actual, asked where that amount can be pulled from?

Humphreys stated there is \$20,000.00 under snow removal and can be moved from that line item.

Hayes stated we will find out in the spring about the grant, if the grant is not awarded than its not a project the DDA will be helping to pay for.

Humphreys asked if there has been any word on the grant award?

Malzahn stated she has not received any word at this time, will report any updates as received.

MOTION by Hayes second by Poznanski to approve payment of bills through January 29, 2021 in the amount of \$2,965.06

FOR THIS MOTION

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

No: None

Absent: None

MOTION carried.

DDA Executive Director's Report – Lisa Hall

Hall provided her report.

Hall noted in her report that the DIA visited the village and is in the process of choosing locations for the artwork for the Inside/Out project.

Hayes asked if Hall could let the board know the chosen locations when she is notified?

Funding Requests—None

Committee Reports—None

Unfinished Business—

Approval of the January 14, 2021 Treasurers Report, Humphreys presented the January 14, 2021 treasurers report.

Hayes asked if the report could be approved without approving the check for the lighting upgrade. The \$45,000.00 should not have been paid.

Stephens stated she objects to approving the \$45,000.00 payment for the lighting upgrade.

Humphreys stated the corrected amount for approval minus the \$45,000.00 is \$1,087.84.

MOTION by Poznanski second by Rose to approve payment of bills through January 14, 2021 in the amount of \$1,087.84

FOR THIS MOTION *Yes: Poznanski, Rose, Brandt, Parker, Hayes, Tarr, Humphreys, Malzahn, Stephens*

No: None

Absent: None

MOTION carried.

New Business –

Schedule Goals and Objectives Meeting

Stephens asked the board for input on availability for possible Saturday morning meeting or weeknight meeting. It appears it will be a lengthy meeting. Asked Malzahn if there is a possibility of an in person meeting?

Hayes stated evenings are better, should we wait until we can meet in person?

Malzahn stated the Governors last meeting updates permits 10 people from two households. For the foreseeable future virtual meetings are the option. The virtual meetings order expires on March 31st.

Board discussion continued.

MOTION by Rose second by Humphreys to schedule DDA 2021 Goals and Objectives meeting for Monday March 1, 2021 at 5:00 PM, meeting to dismiss at 7:00 PM for DDA regular monthly meeting and reconvene if necessary after adjournment of regular DDA meeting.

FOR THIS MOTION *Yes: Rose, Humphreys, Hayes, Poznanski, Parker, Tarr, Malzahn, Brandt, Stephens*

No: None

MOTION carried.

DDA Meeting Schedule

Hayes stated he noted that the DDA meetings are not posted on the Village of Romeo website calendar with all the other village meetings. Can the DDA director provide this information to the village?

Malzahn stated village website updates are the responsibility of the Village Clerk, send info to the Clerk for posting.

Hayes asked Hall when she posts the agendas to send them to the Clerk for posting on the village website calendar.

Board Member Comments:

Malzahn stated she recently saw advertising for a great collaborative effort between businesses in Almont for Valentines Day. It is a package offer for patrons from a restaurant, the florist, the jeweler and the bakery. The DDA should look into doing a collaborative with our local businesses to help support them.

Malzahn advised she was recently contacted by an Eagle Scout that is interested in doing some welcome to Romeo signs for his Eagle Scout project. Asked him to submit the locations he is considering and a rendering of the signs. Told him that the DDA might have some sign grant funds available.

Hayes asked if Malzahn could ask him to attend a DDA meeting?

Malzahn stated once the renderings and locations are submitted it can be determined if it is a project that can be moved forward.

Tarr commented that after looking at the bank statements he would like to know if the DDA has looked at any of the banks in town.

Humphreys stated Huntington used to be in town and in the DDA district there is PNC and People Driven Credit Union.

Tarr stated Tri-County Bank is in town, he feels it does not look good for the DDA to be banking outside of the village.

Hayes stated Tri-County is in town.

Humphreys stated she will check with Tri-County and see if they have accounts for public entity's.

Stephens commented she would get Humphreys the contact for Tri-County.

Humphreys stated she has spoken previously with Tri-County and will contact them again.

Adjournment

MOTION by Parker second by Humphreys to adjourn the meeting at 7: 44PM.

FOR THIS MOTION Yes: Parker, Humphreys, Brandt, Hayes, Poznanski, Rose, Malzahn, Tarr, Stephens

No: None

MOTION carried.

Meeting adjourned

Respectfully Submitted,

Lisa Hall, Executive Director

Minutes approved by DDA Board motion on 3/ /2021

_____ As Presented

LH__ With Amendments