

DDA Board of Directors Meeting  
Meeting Minutes of February 17, 2021  
6:05-7:05 p.m.

Call to order – Meeting was called to order by Chairman Szymborski at 6:10p.m.

Roll Call

In Attendance:

Mayor Majewski  
Vince Szymborski  
John Grossi  
Andrew Kopietz  
Milo Madole  
Andrew Dow  
Joan Bittner  
Dr. Shamiran Golani  
Mark Hausner  
Lawrence Ingram  
Mara Braciszewski – Administration

Absent:

Jobeh Abdulaziz  
Almad Al-Hassan

Guests: N/A

All rose for the Pledge of Allegiance.

Public Comment & Introduction of Public (two minutes limited to DDA issues)

No public comment.

Approval of Agenda – Addition or Deletion Items

A motion was made by Mr. Dow, supported by Mr. Grossi, and Board unanimously approved the agenda as presented.

## Approval of Minutes

A motion was made by Mr. Dow, supported by Mr. Kopeitz, and Board unanimously approved the minutes of the January 20<sup>th</sup> meeting.

## Treasurer's Report

The Financial Statements for the month ending January 31, 2021 were not available for this meeting. Mr. Szymborski reviewed an internally prepared financial statement which was reviewed. Recent expenses for snow removal, holiday decorations, and installation was covered.

The January financials will be distributed to the Board once they are attained from the City Accountant.

## SECTION I: AGENDA ITEMS – For Discussion/Action/Information

a. Review and discuss “Façade Improvement Grant” application and consider renaming it to be “Sign Improvement Grant”. See Appendix A.

The Board reviewed the “Downtown Façade improvement Grant Program Guidelines and Application” Throughout the form the terms “façade” and “sign” are used interchangeably. The Board recommended to have Ms. Braciszewski research the number of sign permits received over the last year. From there, the Board will address the intent, scope and direction for the sign / façade grants at a future meeting.

b. Review and discuss deliverables for key DDA projects. Assign “owners” to deliverables. See Appendix B.

**Ms. Braciszewski took active notes and assignments on the form during the meeting. Those will serve as meeting record for the meeting. See attachment.**

c. Review board members attendance. <Attachment reviewed during meeting>

Mr. Szymborski reviewed past member attendance. Ms. Braciszewski reviewed the current by-laws for attendance. The Board of Directors made the following motion:

“A director is allowed (4) absences in a fiscal year. More than (4) absences will result in the permanent removal from the board, which will be executed by written notice of the chairperson or mayor to the city council.”

Motion was made by Mr. Szymborski, and seconded by Mr. Grossi. Passed by unanimous vote.

d. Review and organize subcommittee members

The Board reviewed the exiting committees which is the Sign Committee comprising Andy Dow, Vince Szymborski and John Weir and the Marketing Committee comprising Joan Bittner and Dr. Golani. No action taken on the current committee membership and structure. The Board will focus on the events and action items discussed in item b.

SECTION II: OTHER ITEMS

Chairman's Comments - N/A

Member Report -

Ms. Braciszewski discussed the upcoming Open Meetings act training set for Thursday February 25<sup>th</sup>. A Zoom invite will be sent to interest Board Members.

Adjournment

A motion was made by Mr. Szymborski, supported by Mr. Dow, and Board unanimously approved to adjourn at 7:36 p.m.