

ROMEO DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
Monday, March 6, 2023 – 7:00 PM.
ROMEO COMMUNITY CENTER
361 Morton Street, Romeo, Michigan 48065

APPROVED MINUTES

1. Call to Order

Chair Hayes called the meeting to order at 7:00pm

Roll Call

Present: Rose, Poznanski, Hayes, Tarr, St.Laurent, Lee, Brandt

Absent: McLeod, Hutnick

Staff present: Miller, Roush

2. Pledge of Allegiance

3. Public Forum

4. Approval of Agenda

MOTION by Tarr, Support by Poznanski to approve February 6, 2022 agenda as amended to include the following additions: 10b. Starkweather Peace Poles, 11j. Social Media Policy

Ayes: All

Nays: None

MOTION carried.

5. Approval of the Minutes

- a. ***MOTION by Tarr, Support by Brandt to approve January 9, 2023 Regular Meeting Minutes as presented.***

Ayes: All

Nays: None

MOTION carried.

- b. ***MOTION by Lee, Support by Brandt to approve February 6, 2023 Regular Meeting Minutes as presented.***

Ayes: All

Nays: None

MOTION carried.

6. Financial Report

- a. **Presentation by Executive Director**

- b. ***MOTION by Rose, Support by Tarr to approve payment of bills through February 28, 2023 in the amount of \$9,870.55.***

Roll Call

Ayes: Rose, Poznanski, Tarr, St.Laurent, Lee, Brandt, Hayes

Nays: None

MOTION carried.

7. DDA Executive Director's Report

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

M. Roush gave a detailed report regarding WinterFest 2023 including all survey results.

8. Funding Requests

none presented

9. Committee Reports

- a. **Parking Study Committee: no subcommittee meetings were held since the February meeting.**

- b. **Volunteer & Event Committee Report**

- i. ***MOTION by Hayes, Support by Poznanski to appoint Danielle Lee as the board liaison to the Volunteer and Events subcommittee.***

Ayes: All

Nays: None

MOTION carried.

10. Unfinished Business

- a. **GFL waste hauler service & rubbish millage**

Discussion ensued.

No board action was taken.

- b. ***Starkweather Peace Poles***

Discussion led by Grace Venet ensued regarding the placement of 7 peace poles to be installed throughout the CBD.

No board action was taken.

11. New Business

a. 2022/2023 Budget Amendment

MOTION by Tarr, Support by Lee to approve 2022/2023 Budget amendment in the amount of \$303,359.00 as presented.

Roll Call

Ayes: Rose, Poznanski, Tarr, St. Laurent, Lee, Brandt, Hayes

Nays: None

MOTION carried.

b. Four County Community Foundation

Discussion ensued regarding FCCF Executive Director Kathy Dickens' interest in a remote office located in the new DDA offices. There is potential for several collaborative projects, assistance with grant writing, etc. Board members were enthusiastic and encouraged Miller to pursue this endeavor and return with more information to the board at a future meeting.

No board action was taken.

c. Website Management Proposal: Verona Creative Marketing

MOTION by Rose, Support by Lee to approve marketing proposal from Verona Creative Marketing in an amount not to exceed \$1,200 for fiscal year 2022/2023.

Roll Call

Ayes: Rose, Poznanski, Tarr, St. Laurent, Lee, Brandt, Hayes

Nays: None

MOTION carried.

d. Romeo DDA new office & PDCU Grand Opening and Ribbon Cutting Ceremony: May 18, 2023

Discussion ensued. Miller will select the date that best suits the DDA and PDCU and contact the board accordingly.

No board action was taken.

e. Village of Romeo event permit: (suggested name) "Spring has Sprung in Downtown Romeo" April 29,30, 2023

Discussion ensued. Event permit will be pursued by business requesting alley closure, if so desired.

No board action was taken.

f. 8 week Summer Concert Series: Wednesdays July 12 through August 30, 2023

Discussion ensued. Miller and staff will pursue proper permits, etc through Village Hall.

No board action was taken.

g. Set date for April budget workshop

Budget workshop is scheduled for April 13, 2023 6pm-8pm.

Discussion ensued.

No board action was taken.

h. Village Code Sec 46-312: review

Discussion ensued regarding the review of the village code at a future date.

No board action was taken.

i. Formation of 4 Pillars subcommittees

MOTION by Tarr, Support by Brandt to approve the 5 Pillars Subcommittees as amended to include the following board members per pillar:

ORGANIZATION

1. Danielle Lee

2. Jon Rose

3. Marty Hutnick

4. Carl Brandt

PROMOTION

1. Andrea St. Laurent

2. Marty Hutnick

3. Carl Brandt

4. Zack Hayes

DESIGN

1. Deborah McLeod
2. Jon Rose
3. Greg Tarr
4. Zack Hayes

ECONOMIC VITALITY

1. Deborah McLeod
2. Greg Tarr
3. Andrea St. Laurent
4. Danielle Lee

Ayes: All

Nays: None

MOTION carried.

- a. **MOTION by Lee, Support by Rose to form Employment Subcommittee to include the following board members:**

1. Deborah McLeod
2. Greg Tarr
3. Andrea St. Laurent

Ayes: All

Nays: None

MOTION carried.

- j. **Social Media Policy**

Discussion ensued. Current social media policy was orally reviewed.

No board action was taken.

12. Board Member Comments

Comments were made.

13. Adjournment

Motion by Brandt, Support by Rose to adjourn.

Ayes: All

Nays: None

MOTION carried.

Meeting adjourned at 9:48pm

Respectfully Submitted,

Elizabeth Miller, Executive Director

Minutes approved by DDA Board motion on APRIL 3,,2023

As Presented

With Amendments