

**ROMEO DOWNTOWN DEVELOPMENT AUTHORITY**  
**REGULAR MEETING**  
**Monday, April 3, 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, McLeod, Hutnick*

*Absent: none*

*Staff present: Miller, Roush*

**2. Pledge of Allegiance**

**3. Public Forum**

**4. Approval of Agenda**

***MOTION by Brandt, Support by Hutnick to approve April 3, 2023 agenda as amended to move items New Business items: 11g. & 11h. to 11a. & 11b. All following items in the same order as listed will be: 11c., 11d., 11e., 11f., 11g. accordingly.***

*Ayes: All*

*Nays: None*

**MOTION carried.**

**5. Approval of the Minutes**

- a. ***MOTION by Poznanski, Support by St. Laurent to approve March 6, 2023 Regular Meeting Minutes as presented.***

*Ayes: All*

*Nays: None*

**MOTION carried.**

**6. Financial Report**

- a. **Presentation by Executive Director**

- b. ***MOTION by Lee, Support by McLeod to approve payment of bills through March 29, 2023 in the amount of \$25,189.03.***

Roll Call

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

*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 an overview report regarding updated WinterFest 2022 & 2023 Placer AI Data results.

**8. Funding Requests**

none presented

**9. Committee Reports**

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

- b. **Employment Subcommittee Report**

Subcommittee met on the following dates:

March 16, 2023 in person

March 23, 2023 St. Laurent & McLeod in attendance

March 27, 2023 St. Laurent & McLeod in person, Tarr joined remote via phone

- c. **Four Pillars Subcommittees**

i. **Organization: Have not had a chance to meet yet.**

ii. **Promotions: Have met 2 times. Dates unknown.**

iii. **Design: Have met 1 time. Date unknown.**

iv. **Economic Vitality: Met at DDA office on March 21, 2023.**

10. Unfinished Business

a. Downtown Events

i. VintageFest:

Event Permit Request: Village Council Meeting April 17, 2023

**MOTION** by Hayes, Support by Tarr to approve VintageFest Event Permit request to send to Village Council on April 17, 2023 for VintageFest on Saturday July 15, 2023 with final vendor approval at the May 1, 2023 meeting.

*Ayes: All*

*Nays: None*

**MOTION** carried.

ii. Summer Concert Series Permit Process & Budget

**MOTION** by Lee, Support by Tarr to approve the cost of \$3,000.00 for the 8 week Summer Concert Series.

Roll Call

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

*Nays: None*

**MOTION** carried.

11. New Business

a. Employee Committee Report and Recommendation: Employee, Elizabeth Miller, elected to have the meeting in open session.

**MOTION** by McLeod to accept the recommendations as stated.

**Read by St. Laurent:** *Committee recommends in the next 30 days Elizabeth is to submit in writing all passwords, logins, codes, and provide an extra set of keys to the board chair to the office. Employment committee to provide an updated job description and work directives to be presented at the May 1st DDA meeting to ensure clear instruction and guidance as to her duties and performance and expectations. In light of the recent threats against the DDA board, we would like a budget not to exceed \$2,000.00 for legal representation and oversight during this process.*

*There was no support.*

**MOTION** failed.

**MOTION** by Tarr, Support by \_\_\_\_ to collectively works on a job description and revise goals with the director's input because you are the executive director because you know your job and we then present it back to her.

*There was no support.*

**MOTION** failed.

**MOTION** by Rose, Support by Hutnick, for this board including Elizabeth to schedule a time when we can all sit together and hash out an agreed upon job description with goals which everyone in this room can live with moving forward.

Roll Call

*Ayes: Rose, Poznanski, Tarr, Lee, Brandt, Hayes, McLeod, Hutnick*

*Nays: St. Laurent*

**MOTION** carried.

**MOTION** by Hutnick to come together as a board to go over job description in the next 30 days.

**MOTION** withdrawn.

b. Employee Evaluation: Employee, Elizabeth Miller, elected to have the meeting in open session.

All topics covered under agenda item 11a.

c. People Driven Credit Union Presentation

Tabled for a future date to be determined by People Driven Credit Union staff.

d. DDA Organizational Structure: history, roles & responsibilities, and conflicts of interest

Tabled. To be added to May 1, 2023 regular board meeting.

e. DDA Director Continued Education Opportunities

Tabled. To be added to May 1, 2023 regular board meeting.

f. DDA SubCommittees and Volunteer Communication

Tabled. To be added to May 1, 2023 regular board meeting.

g. Annual Sponsorship

Tabled. To be added to May 1, 2023 regular board meeting.

**h. Meeting Minute Requirements**

Tabled. To be added to May 1, 2023 regular board meeting.

**12. Board Member Comments**

Comments were made.

Board member Carl Brandt announced his resignation from the Romeo DDA board to be effective immediately.

Board member Zack Hayes announced his intention to resign from the Romeo DDA board at a future date yet to be determined.

**13. Adjournment**

**Motion by Brandt, Support by Hutnick to adjourn.**

*Ayes: All*

*Nays: None*

**MOTION carried.**

Meeting adjourned at 10:48pm

Respectfully Submitted,

Elizabeth Miller, Executive Director

Minutes approved by DDA Board motion on May 8, 2023

As Presented

With Amendments