

**ROMEO DOWNTOWN DEVELOPMENT AUTHORITY**  
**REGULAR Re-scheduled MEETING**  
**Monday, May 8, 2023 – 2:00 PM.**  
**ROMEO COMMUNITY CENTER**  
361 Morton Street, Romeo, Michigan 48065

**DRAFT MINUTES**

**1. Call to Order**

Chair Hayes called the meeting to order at 2:00pm

**Roll Call**

*Present: Rose, Poznanski, Hayes, Tarr, St. Laurent, Lee, Hutnick*

*Absent: McLeod*

*Staff present: Miller, Roush*

**2. Pledge of Allegiance**

**3. Approval of Agenda**

**MOTION by Tarr, Support by Poznanski to approve May 8, 2023 agenda as presented.**

*Ayes: All*

*Nays: None*

**MOTION carried.**

**4. Approval of the Minutes**

**a. MOTION by Lee, Support by St. Laurent to approve April 3, 2023 Regular Meeting Minutes as presented.**

*Ayes: All*

*Nays: None*

**MOTION carried.**

**b. MOTION by Lee, Support by Hutnick to approve April 13, 2023 Budget Workshop Special Meeting Minutes**

**c. as presented.**

*Ayes: All*

*Nays: None*

**MOTION carried.**

**d. MOTION by Lee, Support by St. Laurent to approve April 18, 2023 Budget Workshop Special Meeting**

**e. Minutes as presented.**

*Ayes: All*

*Nays: None*

**MOTION carried.**

**5. Public Forum**

**6. Financial Report**

**a. Presentation by Executive Director**

**b. MOTION by Rose Support by Hayes to approve payment of bills through April 24, 2023 in the amount**

**c. of \$2,396.97.**

Roll Call

*Ayes: Rose, Poznanski, Tarr, Lee, Hayes*

*Nays: St. Laurent, Hutnick*

**MOTION carried.**

**7. DDA Executive Director's Report**

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

Clarity was given regarding the Extra Credit Union Little Library. President Poznanski will present to village council for approval of placement in first choice: Parker Alley or second choice: SW Quadrant parking lot area across from Hantz Group on corner of S. Rawles and W. Lafayette Streets.

Direction given to Mille to pursue replacement of hydrangea tree in front of the Masonic Lodge planter at her discretion.

**8. Funding Requests**

none presented

**9. Committee Reports**

**a. Volunteer & Event Committee Report**

**2:59pm Tarr leaves the meeting.**

**MOTION by Hayes, Support by Lee to dissolve the volunteer liaison position that Danielle Lee now holds and in substitution of the position, we will be provided with meeting minutes from the volunteer meetings by admin and event coordinator, Madison Roush.**

*Ayes: All*

*Nays: None*

**MOTION carried.**

- b. **Employment Subcommittee Report**  
None given
- c. **Four Pillars Subcommittees**  
None given

## 10. Unfinished Business

### a. DDA Director Continued Education Opportunities

#### i. MDA Conference June 2, 2023

**MOTION Hayes, Support by Lee to approve the executive director to attend the MDA workshop on June 2, 2023 in an amount not to exceed \$300.00.**

#### Roll Call

*Ayes: Rose, Poznanski, Tarr, Lee, Hayes*

*Nays: St. Laurent, Hutnick*

**MOTION carried.**

#### ii. Leadership Macomb Core Program

**Discussion ensued. Chair Hayes tabled for a future meeting.**

**No board action was taken.**

### b. Annual Sponsorships

**Discussion ensued. It was agreed to send this to a pillars subcommittee for further development.**

**No board action was taken.**

### c. Downtown Events

#### i. Sidewalk Sales & Garage Sale Weekend

#### ii. VintageFest

#### iii. Summer Concert Series

*Roush asked for clarity and direction from the board. Discussion ensued.*

*No board action was taken.*

## 11. New Business

### a. FOIA policy

**MOTION by St. Laurent, Support by Rose to DDA Freedom of Information Act (FOIA) Request for Public Records Form as presented.**

*Ayes: All*

*Nays: None*

**MOTION carried.**

### b. 2023/2024 Budget Presentation

**MOTION by Hayes, Support by Lee to approve the Proposed Budget at the category level as detailed on the attached schedule in the amount of \$221,550.00.**

#### Roll Call

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

*Nays: None*

**MOTION carried.**

### c. DDA use of professional services

**Discussion ensued. It was agreed to send this to the organization pillars subcommittee for further development.**

**No board action was taken.**

### d. Discussion-Village Tree Trimming Vill per the request of the Village

**MOTION by Rose, Support by St. Laurent to contribute paying \$2,000.00 towards the bill from Able Tree Expert, leaving a balance of \$6,000.00 that the village will be responsible for.**

#### Roll Call

*Ayes: Rose, Lee, Hayes, St. Laurent*

*Nays: Hutnick*

*Abstain: Poznanski for reasons of being the Village President voting on paying the bill during village council meeting.*

**MOTION carried.**

### e. Correspondence: MDA, volunteers, sponsors, donors

**Discussion ensued.**

**No board action was taken.**

### f. Donations

**Discussion ensued.**

**No board action was taken.**

**12. Board Member Comments**

Comments were made.

**13. Adjournment**

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

*Ayes: All*

*Nays: None*

**MOTION carried.**

Meeting adjourned at 4:38pm

Respectfully Submitted,

Elizabeth Miller, Executive Director

Minutes approved by DDA Board motion on \_\_\_\_\_, 2023

As Presented

With Amendments

DRAFT