

ROMEO DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
Monday, June 5, 2023 – 7:00 PM.
ROMEO COMMUNITY CENTER
361 Morton Street, Romeo, Michigan 48065

DRAFT MINUTES

1. Call to Order

Chair Hayes called the meeting to order at 7:08pm

Roll Call

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

Absent:

Staff present: Miller

2. Pledge of Allegiance

3. Approval of Agenda

MOTION by Lee, Support by St. Laurent to approve June 5, 2023 agenda as amended to remove agenda item 11f.

Ayes: All

Nays: None

MOTION carried.

4. Approval of the Minutes

- a. **MOTION by Rose, Support by Lee to approve May 8, 2023 Regular Meeting Minutes as presented.**

Ayes: All

Nays: None

MOTION carried.

- b. **MOTION by Lee, Support by McLeod to approve May 17, 2023 Special Meeting Minutes as presented.**

Ayes: All

Nays: None

MOTION carried.

5. Public Forum

6. Financial Report

- a. **Presentation by Executive Director**

- b. **MOTION by Tarr Support by Lee to approve payment of bills through May 30, 2023 in the amount of \$17,175.42.**

Roll Call

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

Nays:

MOTION carried.

7. DDA Executive Director's Report

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

8. Funding Requests

none presented

9. Committee Reports

- a. **Employment Sub-committee: no report given**

- b. **4 Pillars Sub-Committees Reports**

i. **Organization: no report given**

ii. **Promotion: a report was given**

iii. **Design: a report was given**

iv. **Economic Vitality: no report given**

10. Unfinished Business

- a. **Downtown Events**

- i. **Sidewalk Sales & Garage Sale Weekend**

Miller gave an update regarding the weekend's activities and promotional materials.

No board action was taken.

- ii. **VintageFest**

Miller updated the board on the current status with the departure of the events coordinator. Discussion ensued. Lee volunteered to put together a meeting to see if the board can continue with the event. Will call a special meeting in 2 weeks, if needed.

No board action was taken.

iii. **Summer Concert Series**

Miller gave an update that the summer concert series is on schedule. St. Laurent will handle creation of poster.

No board action was taken.

11. New Business

a. **Annual Election of Board Officers**

MOTION by McLeod, Support by Hutnick to elect the following officers for fiscal year 2023/2024:

Chair: Andrea St. Laurent

Co-Chair: Danielle Lee

Treasurer: Deborah McLeod

Secretary: Jon Rose

Ayes: All

Nays: None

MOTION carried.

b. **Review of Resolution of the Village of Romeo DDA for Approving Expenditures**

Discussion ensued. It was agreed to table for a meeting to be determined at a later date.

No board action was taken.

c. **Grant Writer: per request of Andrea St. Laurent**

Discussion ensued.

No board action was taken.

8:55pm Tarr leaves the meeting.

d. **Event Report: per request of Andrea St. Laurent**

Discussion ensued.

No board action was taken.

e. **Outside Vendor Policy/Procedure**

MOTION by McLeod, Support by St. Laurent to amend current Vendor Policy to raise permit fee from \$25 to \$400. Fee will include the \$150 fee required by the Village of Romeo.

Ayes: All

Nays: None

MOTION carried.

12. Board Member Comments

Comments were made.

Board Chair Zack Hayes announced that tonight's meeting will be his last meeting.

13. Adjournment

Motion by Hayes, Support by Hutnick to adjourn.

Ayes: All

Nays: None

MOTION carried.

Meeting adjourned at 9:38pm

Respectfully Submitted,

Elizabeth Miller, Executive Director

Minutes approved by DDA Board motion on _____, 2023

____ As Presented

____ With Amendments