

**Romeo Downtown Development Authority Regular Meeting**

**Monday July 10, 2023 – 7:00pm**

**361 Morton Street, Romeo, MI 48065 South Meeting Room**

**Minutes**

1. Roll Call  
Present – Tarr, Lee, McLeod, Hutnick, St. Laurent, Poznanski, Rose  
Absent – None
2. Pledge of Allegiance
3. Approval of agenda: as presented with addition of presentation under 10d:  
Motion by: McLeod    Second by: Poznanski    None: opposed
4. Approval of the Minutes:
  - a. June 5, 2023 Informational Meeting Minutes: Tabled until correct minutes can be found.
  - b. June 5, 2023 Regular Meeting Minutes: Tabled until correct minutes can be found.
  - c. June 29, 2023 Special Meeting Minutes: as presented:  
Motion by: McLeod    Second by: Hutnick
5. Public Forum: None
6. Financial Report: Given by McLeod – volunteered to manage bookkeeping duties and day to day tasks.  
Motion made to stop using current bookkeeper, Treasurer McLeod will act as bookkeeper at no cost to DDA.  
Motion by: McLeod    Second by: Poznanski  
Roll call:    Yes: McLeod, Poznanski, Hutnick, St Laurent, Lee, Rose  
              No: Tarr  
Motion passes 6-1
  - a. Approve payment of bills through June 26, 2023 in the amount of **\$1,160.50**  
Motion by: Poznanski    Second by: Lee  
Roll call:    Yes: McLeod, Poznanski, Hutnick, St Laurent, Lee, Tarr, Rose  
              No: None  
Motion passes 7-0
7. Funding Requests: None
8. Committee Reports
  - a. Employment Sub-committee: Not met – St Laurent made motion: to have the Employment Committee meet, within the next 30 days, to present a job description for: Executive Director, Grant Writer, Office Administrator for approval/ adoption at the DDA board meeting.  
Motion by: St Laurent    2<sup>nd</sup> by: Lee    Pass 7-0
  - b. 4 Pillars Sub-committee Reports: Moved McLeod from Economic Development to Promotions to prevent a quorum on pillar.
    - i. Organization – No report.

ii. Promotion –

St Laurent made motion: to approve \$150 to allow Paulson to conduct a streetscape review and provide parameters for new sound system for CBD.

Motion by St Laurent 2<sup>nd</sup> by: McLeod

Roll call: Yes: Tarr, Lee, McLeod, Hutnick, Poznanski, St Laurent, Rose

Motion passes 7-0

St Laurent made motion: to proceed to RFP for marketing program for the DDA, to include; SEO. BLOG on website, website maintenance, social media management with 4-8 posts per month, brand creation and management.

Motion by St Laurent 2<sup>nd</sup> by: McLeod

Roll call: Yes: Tarr, Lee, McLeod, Hutnick, Poznanski, St Laurent, Rose

Motion passes 7-0

St Laurent made motion: to enter into a monthly advertising print program with The Record to have 1 monthly ¼ page post alternating from activities and markets in the downtown not to exceed \$250/month.

Motion by: St Laurent 2<sup>nd</sup> by: Hutnick

Roll call: Yes: McLeod, Poznanski, Hutnick, St Laurent, Lee

No: Tarr, Rose

Motion passes 5-2

- iii. Design – McLeod gave a Little Library re-install update. Focus of committee will be on infrastructure improvements and blight elimination.
- iv. Economic Vitality – No meeting

Final comments regarding 4 Pillars: St Laurent requested that each pillar meet at least once by our August meeting.

9. Unfinished Business:

- a. VintageFest: - Lee gave a full report of current plans and status for this event. Weather permitting, we expect a full event with cars, music, and activities. Many local businesses will be open and have VintageFest hours and specials. Full schedule of activities and times will be posted. Thank you to all the volunteers and sponsors that have stepped up to assure this event will happen.

10. New Business:

Tarr excused himself and left meeting at 7:58pm

- a. 2023 Holiday Lighting & Greens RFP: McLeod made a motion to send out an RFP for 2023 Holiday lighting and greens  
Motion by: McLeod 2<sup>nd</sup> by: Lee

Roll call: Yes: Mcleod, Poznanski, Hutnick, St Laurent, Lee, Rose  
Absent: Tarr  
Motion passes 6-0

- b. Policy/Procedure Review: St Laurent passed out Village Policy/Procedure and asked for board to review and make any suggestions for DDA Policy/Procedure revisions.
- c. Budget Amendment – Motion made to move \$5000.00 from Xmas Décor to Employee Expense.

Motion by: Lee 2<sup>nd</sup> by: McLeod

Roll call: Yes: Mcleod, Poznanski, Hutnick, St Laurent, Lee, Rose  
Absent: Tarr  
Motion passes 6-0

- d. Presentation by Clark Stough – Park Taskforce

11. Board Member Comments

12. Adjournment: Motion by Lee 2<sup>nd</sup> by McLeod Passed 6-0 None: Opposed

Adjourned 8:20pm