

Romeo Downtown Development Authority Regular Meeting

Monday August 7, 2023 – 7:00pm

361 Morton Street, Romeo, MI 48065 South Meeting Room

Minutes

1. Roll Call
Present – McLeod, Hutnick, St. Laurent, Poznanski, Rose
Absent – Tarr, Lee
2. Pledge of Allegiance
3. Approval of agenda: as presented with correction 4c was a Regular Meeting not Special Meeting and with addition of 9a Funding request Art and Wine Walk and 9b Funding request Weed Control:
Motion by: McLeod Second by: Poznanski None: opposed
4. Approval of the Minutes:
 - a. June 5, 2023 Informational Meeting Minutes:
Motion by: Poznanski Second by: McLeod None: opposed
 - b. June 5, 2023 Regular Meeting Minutes:
Motion by: McLeod Second by: Poznanski None: opposed
 - c. July 10, 2023 Regular Meeting Minutes:
Motion by: McLeod Second by: Hutnick None: opposed
5. Public Forum: None
6. Financial Report:
 - a. Report given by McLeod
 - b. Approve payment of bills June 24 through June 30, 2023 in the amount of **\$13,853.41**
Motion by: Rose Second by: McLeod
Roll call: Yes: McLeod, Poznanski, Hutnick, St Laurent, Rose
 No: None
 Motion passes 5-0
Approve payment of bills July 1, 2023 through July 31, 2023 in the amount of **\$5,779.40**
Motion by: McLeod Second by: Poznanski
Roll call: Yes: McLeod, Poznanski, Hutnick, St Laurent, Rose
 No: None
 Motion passes 5-0
7. Committee Reports
 - a. Employment Sub-committee: Report given by St Laurent – presented a job description for an office administrator. Motion made to place ad in INDEED and DDA website/Facebook for Office Administrator not to exceed 20/hr. per week at a rate of pay of \$14-\$17/hr. based on experience.
Motion by: McLeod 2nd by: Hutnick Pass 5-0
 - b. 4 Pillars Sub-committee Reports:

- i. Organization – Report given by Rose – presented ideas for a Sponsorship Program, Grants, and a volunteer data base. No action items.
 - ii. Promotion – Report given by St Laurent – discussion regarding press releases plan, Town Hall meeting, Halloween/Fall ideas list, Social District research, Letter to Village Council regarding ordinance Sec 46-312 permitted Uses.
 - iii. Design – Report given by McLeod – information given regarding Social District and Alley Beautification. Xmas décor RFP due 8/10.
 - iv. Economic Vitality – Report given by St Laurent – discussion regarding business retention ideas and Business development ideas.
8. Unfinished Business:
 - a. 2023 Holiday Lighting & Greens RFP due 8/10. Motion made to extend to 8/17.
Motion by: McLeod Second by: Poznanski Motion passes 5-0
 - b. Concert Series is going well. Discussion regarding providing restrooms. Motion made to spend \$85 to rent restrooms provided by Masonic Lodge.
Motion by: McLeod Second by: Hutnick
Roll call: Yes: Mcleod, Poznanski, Hutnick, St Laurent
 No: Rose
 Motion passes 4-1
 - c. Policy/Procedure Review – Tabled
 - d. Marketing RFP – has been completed
 - e. Sound system – quote is in process
 - f. VintageFest update – report submitted by Lee read by St Laurent
9. New Business:
 - a. Funding Request by NMRC Kelley Stevens for Art and Wine Walk. Motion made to give \$800 to help with Oct 13, 2023 Art and Wine Walk
Motion by: McLeod Second by: Rose
Motion passes 5-0
 - b. Funding Request to pay \$900 for weed control before PeachFest. Motion made by McLeod. Discussion ensued. Motion withdrawn.
 - c. FOIA Coordinator and FOIA Requirements – Motion to have the DDA Secretary act as FOIA coordinator for DDA, to adopt FOIA forms as presented by the DDA attorneys and have forms uploaded to our website, in absence of a director.
Motion by: St Laurent Second by: Mcleod
Motion passes 5-0
 - d. Office Access – Motion made to allow access to the DDA office to all DDA Officers.
Motion by: St Laurent Second by: McLeod
Motion passes 5-0
 - e. DDA Board Workshop – suggestion made to schedule a second full board workshop to follow up on the first one and discuss path forward. Will work to coordinate schedules.

APPROVED

- f. Business Cards – Motion made to provide DDA business cards to all DDA Officers at not to exceed \$75.
Motion by: St Laurent Second by: McLeod
Motion passes 5-0
 - g. Town Hall Meeting – this will be scheduled before the next DDA regular meeting on Sept. 11 at 6pm. All DDA businesses, clubs, and Chamber are invited.
 - h. Phone – Motion made to continue using Consumers Cellular phone plan at a rate of \$20 per month with auto pay.
Motion by: Rose Second by McLeod
Roll call: Yes: Mcleod, Poznanski, Hutnick, St Laurent, Rose
No: None
Motion passes 5-0
 - i. Social District – St Laurent discussed beginning a committee to explore. Motion made to create a committee consisting of 3 board members, 1 resident, 1 Village Council Trustee, 1 Chamber of Commerce rep.
Motion by: St Laurent Second by: Rose
Motion passes 5-0
 - j. Parking Lot Clean Up – discussed in (b) above.
10. Board Member Comments:
Poznanski mentioned the oversight that the DDA was left off the Village tax bills but this will be corrected.
11. Adjournment: Motion by Rose 2nd by McLeod Passed 5-0 None: Opposed
Adjourned 8:26pm