

Romeo Downtown Development Authority Regular Meeting

Monday September 11, 2023 – 7:00pm

361 Morton Street, Romeo, MI 48065 South Meeting Room

Minutes

1. Roll Call
Present – McLeod, Lee, St. Laurent, Poznanski, Tarr, Rose
Absent – Hutnick
2. Pledge of Allegiance
3. Approval of agenda: as presented with additions 10c Four County Community office space, 10d Fall Décor, 10e Sidewalk Cafe:
Motion by: McLeod Second by: Lee None: opposed
4. Approval of the Minutes:
 - a. August 7, 2023 Board Meeting Minutes:
Motion by: Lee Second by: McLeod None: opposed
5. Public Forum:
 - a. Betty Cassidy – Website updates discussion
 - b. Greg Tarr – The Record circulation correction
6. Financial Report:
 - a. Report given by McLeod
 - b. Approve payment of bills July 1st through August 31st, 2023 in the amount of **\$18,871.45**
AND
Approve payment of bills September 1st, 2023 through September 5th, 2023 in the amount of **\$1,098.48**
Motion by: Lee Second by: McLeod
Roll call: Yes: McLeod, Poznanski, Tarr, St Laurent, Lee, Rose
No: None
Motion passes 6-0
7. Funding Requests –
 - a. Historical Society is requesting \$1000 for the Christmas Home tour. This will be looked at by Promotions. Tabled until October meeting.
 - b. Vans Valley Watering is looking to extend the watering contract until 11/10 in order to water the mums that were added to this season. Moved to Fall Décor discussion.
8. Committee Reports
 - a. Employment Sub-committee: Report given by St Laurent – there have been 45 applicants for the Admin position. These will be narrowed down for presentation at the October meeting.
 - b. 4 Pillars Sub-committee Reports:

- i. Organization – Report given by Lee – Motion made to begin the program as presented last month and go to publication.
Motion by Lee Second by Poznanski All in favor
 - ii. Promotion – Report given by St Laurent – RFP for Media Marketing will be re-worked and looked at again in October.
 - iii. Design – Report given by McLeod – August work included:
 - 1. Crosswalk Safety research.
 - 2. Historical Sign and funding for it.
 - 3. Art Project idea.
 - 4. RFP Stake Survey – work being done by Tarr.
 - iv. Economic Vitality –
 - 1. Report given by St Laurent – asking village to enforce Ordinance 46-312.
 - 2. Incubator Program motion made to be posted on social media and website.
Motion by: Lee Second by: Poznanski All in favor
 - 3. Social District discussion -
9. Unfinished Business:
- a. 2023 Holiday Lighting & Greens RFP – tabled to get clarification before presented.
 - b. Concert Series is going well. Updated by Lee
 - c. Policy/Procedure Review – Tabled
 - d. Marketing RFP – has been completed
 - e. Sound system – quote is in process
 - f. DDA workshop – to be readdressed after the new year.
 - g. Social District – committee was formed to review feasibility. Andrea St Laurent, Marty Hutnick, Kelley Stevens.
10. New Business:
- a. Town Hall meeting recap given by St Laurent – Great first meeting, good turnout.
 - b. New business welcome program – St Laurent is working with the Village to give out new business info.
 - c. 4 County Community Foundation office space. We would like to allow 4 County to use DDA office space. Lee is working on this process.
 - d. Fall Décor – McLeod pointed out some gaps in our 2023 Fall Décor plans.
 - 1. Motion #1 made to approve \$1600 for watering of the mums that are part of the fall décor.
Motion by Rose Second by Tarr All Approved
 - 2. Motion #2 made to approve \$2300 for additional fall/alley décor
 - e. Sidewalk cafe discussion – no action taken
11. Board Member Comments:
12. Adjournment: Motion by McLeod 2nd by Poznanski Passed 6-0
Adjourned 9:03pm