

Approved

Romeo Downtown Development Authority Regular Meeting

Monday October 2, 2023 – 7:00pm

361 Morton Street, Romeo, MI 48065 South Meeting Room

Minutes

1. Roll Call
Present – McLeod, Lee, St. Laurent, Poznanski, Hutnick, Rose
Absent – Tarr
2. Pledge of Allegiance
Tarr arrives 7:02pm
3. Approval of agenda: as presented
Motion by: Lee Second by: McLeod None: opposed
4. Approval of the Minutes:
 - a. September 11, 2023 Board Meeting Minutes:
Motion by: McLeod Second by: Lee None: opposed
5. Public Forum
6. Financial Report:
 - a. Report given by McLeod
 - b. Approve payment of bills September 1st through September 24th, 2023 in the amount of **\$11,921.83**
Motion by: Lee Second by: Poznanski
Roll call: Yes: McLeod, Poznanski, Tarr, Hutnick, St Laurent, Lee, Rose
 No: None
Motion passes 7-0
7. Funding Requests –
 - a. Historical Society is requesting \$1000 for the Christmas Home tour.
Motion by: Lee Second: McLeod

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

 No: None

Motion passes 7-0
 - b. Romeo SERVE requested \$250 for October scavenger hunt. Request requires 2 meetings to approve so no motion was made.
8. Unfinished Business:
 - a. 2023 Holiday Lighting & Greens RFP – presented by McLeod

Motion made to award the 2023 Holiday Lighting & Greens contract to Vans Valley Watering LLC in the amount of \$18,650.00.

Motion made by: McLeod Second by: Hutnick

Approved

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

No: None

Motion passes 7-0

- b. Policy/Procedure Review – updates will be presented next month
 - c. Marketing RFP – has been updated – St Laurent will post
 - d. Sound system – to be removed from current business
 - e. Social District – committee was formed to review feasibility. Andrea St Laurent, Marty Hutnick, Kelley Stevens, and Glenn Wilhelm. Report will be ready for November Meeting.
 - f. Electrical Box status – McLeod reported DIA has give some input and report will be moved to November meeting
9. New Business:
- a. Capital Improvement Plan MLL Training has been invited to all on the DDA Board.
 - b. 2024 Floral Contract – Motion made to extend the 2023 floral contract for 1 year
Motion by: McLeod Second by: Poznanski
Roll call: Yes McLeod, Poznanski, St Laurent, Lee, Hutnick, Tarr, Rose
No: None
Motion passes 7-0
 - c. PILOP Committee Request by Poznanski – tabled until next month
 - d. Web Services – Lee reported some issues with the website that need to be addressed.
Verona Creative was contacted to fix the issues for \$1,400.00.
Motion made to have Verona fix made by: Lee Second by: McLeod
Roll call: Yes Lee, McLeod, Poznanski, Hutnick, St Laurent
No: Tarr, Rose
Motion passes 5-2
10. Board Member Comments:
11. Adjournment: Motion by McLeod 2nd by Hutnick Passed 7-0
Adjourned 8:03pm