

Romeo Downtown Development Authority Regular Meeting

Monday December 4, 2023 – 7:00pm

361 Morton Street, Romeo, MI 48065 South Meeting Room

MINUTES

1. Roll Call: 7pm
Present – St Laurent, Lee, Hutnick, McLeod, Rose
Absent – Tarr, Poznanski
2. Pledge of Allegiance
3. Approval of agenda:
Motion by: Lee Second by: McLeod Opposed: none
4. Approval of the Minutes:
November 6, 2023 Regular Meeting Minutes
Motion by: McLeod Second by: Lee Opposed: none
5. Public Forum: None
6. Financial Report:
 - a. Report given by McLeod
 - b. Approve payment of bills October 30th through November 26th, 2023 in the amount of **\$14,505.91**. NOTE: Ch#3254 to the Village of Romeo in the amount of \$183.97 has been VOIDED.
Motion by: McLeod Second by: Lee
Roll call: Yes: McLeod, Lee, St Laurent, Hutnick, Rose
No: None
Motion passes 5-0
7. Funding Requests: None
8. Unfinished Business:
 - a. 4CCF Lease: updated info by Lee that lease should be in place by Jan.
 - b. 2024 Floral Contract: Contract and additional information presented by Rose to clarify any questions or issues that occurred from previous years contract execution. Motion made to approve funds for pricing contract parts 2, 3a, 4b of \$5,400.00
Motion by: Rose Second by: McLeod
Roll call: Yes: Rose, McLeod, St Laurent, Lee, Hutnick
No: None
Motion passes 5-0

APPROVED

- c. Marketing RFP: Report given by St Laurent with recommendation. Huge response to RFP and a comparison was done. Recommended contractor would include but not limited to: Logo review, rebranding, maintenance of SEO, Website, social media up to 3 platforms, and web development hours. Motion made to approve Verona Creative as the DDA Marketing company for \$1,498.00 per month through July 2024 and a one-time logo creative charge of \$1,956.
Motion by: St Laurent Second by: Lee
Roll call: Yes: St Laurent, Lee, McLeod, Hutnick
No: Rose
Motion passes: 4-1

9. New Business:

- a. Michigan Class Investment: Lee explained this system and will continue to work on implementing.
- b. Open account at PDCU: Lee presented advantages of opening this account. Motion was made to open an account at PDCU and move the majority of DDA funds to this new account leaving \$15,000 at Tri-County Bank.
Motion by: Lee Second by: Rose
Roll call: Yes: Lee, Rose, St Laurent, McLeod, Hutnick
No: None
Motion passes: 5-0

10. Board Member Comments

11. Adjournment: Motion by: McLeod Second by: Lee Passed: 5-0
Adjourned 7:47pm