#### Romeo Downtown Development Authority Regular Meeting

# Monday, February 5, 2024 – 7:00pm

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

## **MINUTES**

1. Roll Call: 7:00pm

Present – St Laurent, Lee, Hutnick, Poznanski, Osebold, Bowers, Rose

Absent - None

- 2. Pledge of Allegiance
- 3. Approval of agenda

Motion by: Poznanski Second by: Lee Opposed: none

- 4. Welcomed new board members: Paul Bowers
- 5. Approval of the Minutes:

January 8, 2024 Informational Meeting Minutes

January 8, 2024 Regular Meeting Minutes

Motion by: Lee Second by: Poznanski Opposed: none

- 6. Public Forum: None
- 7. Financial Report:
  - a. Report given by Lee
  - b. Approve payment of bills November 30<sup>th</sup> 2023 through January 18<sup>th</sup> 2024 in the amount of \$17,135.82

Motion by: Rose Second by: Hutnick

Roll Call: Yes: St Laurent, Lee, Hutnick, Poznanski, Osebold, Bowers, Rose

No: None

Motion passes 7-0

- 8. Funding Requests: None
- 9. Unfinished Business:
  - a. 4CCF Lease: Lee provided update. Sublease has been approved with PDCU clarifying section stating services provided in "leu of". Should grant writing not be fulfilled, a different service will be agreed upon however it will not include a financial payment.

Motion to approve by: Rose Second by: Osebold

Roll Call: Yes: St Laurent, Lee, Poznanski, Hutnick, Osebold, Bowers, Rose

No: None

Motion passes 7-0

- b. Michigan Class Investment: Further discussion during march meeting.
- c. WinterFest update: Successful weekend so far with one to go. Tremendous response to 5K run and other activities during the day. Chili Cookoff and Wagon Rides will cap off the year.
- d. Employment Committee: update given by St Laurent. Committee of St Laurent, Lee, and Hutnick received 14 applications for Executive Director. Committee interviewed 2 of 3 applicants that were invited. Resumes were presented and discussion ensued as to qualifications and job description. Complete DDA Executive Director job description was reviewed by legal and accepted.

Committee recommended and a motion was made to extend a job offer for DDA Executive Director to Lauren Amellal with a salary of \$57,000/yr with 2 weeks paid time off and 6 sick days.

Motion by: St Laurent Second by: Bowers

Roll Call: Yes: St Laurent, Bowers, Lee, Hutnick, Poznanski, Osebold, Rose

No: None

Motion passes: 7-0

e. Shakespeare in the Village – update in the works

f. Spring/ Summer Events – Budget review discussion proposed for March meeting

i. Vintage Fest Chair – Osebold and Hutnick to co-chair

ii. Downtown Décor - St Laurent to chair

iii. Banners – Discussion to work on new banner designs and purchase. Motion made to approve \$5000 for purchase of new banners. Multiple quotes will be requested.

Motion by: Bowers Second by: Osebold

Roll Call: Yes: St Laurent, Lee, Poznanski, Hutnick, Osebold, Bowers, Rose

No: None

Motion passes: 7-0

#### 10. New Business:

a. Budget Amendment discussion regarding CBD Events - March

b. Treasurer Position offered to Hutnick and accepted.

Motion by: St Laurent Second by: Osebold

Roll Call: Yes: St Laurent, Osebold, Lee, Posnanski, Hutnick, Bowers, Rose

No: None

Motion passes: 7-0

c. Marketing Update given by Lee

d. Board member photos for website: St Laurent requested members schedule photo

e. Proposed budget/activities to present at March meeting

f. Statement of support of Occupancy permits – future project to assist with enforcement opportunities.

- g. Request to rescind the PILOP ordinance continued discussion to follow based on committee counter proposals.
- 11. Board Member Comments
- 12. Adjournment: 9:46pm

Motion to adjourn by: Lee Second by: Hutnick Passes: 7-0