

Romeo Downtown Development Authority Regular Meeting

Monday, June 3, 2024 – 7:00pm

361 Morton Street, Romeo, MI 48065 South Meeting Room

MINUTES

1. Roll Call: 7:05pm
Present – St Laurent, Lee, Hutnick, Bowers, Osebold, Rose
Absent – Van Wormer, Poznanski
2. Pledge of Allegiance
3. Approval of agenda
Motion by: Lee Second by: Osebold Opposed: none
Motion Passes: 6-0
4. Approval of the Minutes:
 May 6, 2024 Regular Meeting Minutes
 Motion by: Lee Second by: Hutnick Opposed: none
 Motion Passes: 6-0
5. Public Forum:
6. Financial Report:
 - a. Report given by Lee
 - b. Approve payment of bills April 28th 2024 through May 27th 2024 in the amount of \$14,436.92
Motion by: Rose Second by: Osbold
Roll Call: Yes: St Laurent, Lee, Hutnick, Osebold, Bowers, Rose
 No: None
 Motion passes 6-0
7. Funding Requests: None
8. Unfinished Business:
 - a. Employment Committee Update – St Laurent reported the job postings have been relisted and has already received a handful of responses which the committee will review. Currently there is no deadline set to finalize this process
 - b. Shakespeare in the Village – Plans continue and moving forward with using the 3rd week in October to start. Still looking for a venue.
 - c. Statement of support of Occupancy Permits – Bowers presented a packet of information for board review.
 - d. PILOP Update - DDA letter was submitted to the Village Trustees stating the DDA's request. This triggered a joint meeting request to include both boards to discuss further action and solutions. Bowers presented to the DDA board a packet of information to assist in meeting prep once the joint meeting can take place. Proposed meeting dates given were June 20 or June 27. Need reply from Village.
 - e. Vintagefest 2024 – Report given by Osebold and Hutnick - Organizing has progressed very well thanks to the tremendous support of volunteers that are helping. Permits are being issued for street vendors and street closures. Schedule has been set with opening

ceremony taking place at noon. 60 cars registered so far with more expected day of. Street closures are set for 9:30am until 7:00pm.

- f. Attorney RFP – Lee presented this completed RFP. Motion was made to post by June 15 in order to begin assessing options for securing new legal services for the DDA.

Motion by: Rose Second by: St Laurent

Roll call: Yes: St Laurent, Lee, Hutnick, Osebold, Bowers, Rose

No: None

Motion passes: 6-0

- g. Holiday Décor Presentation – St Laurent gave a presentation. Budget requested not to exceed amount. Motion made to proceed with the plan as presented.

Motion made by: Lee Second by: Bowers

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

No: None

Motion passes: 6-0

- h. New Logo – Discussion regarding the newest versions. Motion made to approve the final logo and begin using.

Motion made by: Lee Second by: Bowers

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

No: None

Motion passes: 6-0

9. New Business:

- a. Vintagefest budget amendment – committee ended up \$3,521 over budget. Motion to add \$4,000 to Vintagefest out of the CBD Events budget.

Motion made by: Lee Second by: Osbold

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

No: Rose

Motion passes: 5-1

- b. Wayfinding Signage discussion – Lee presented a visual with a proposed version of a sign that could be used to show parking spaces. Continued discussions will take place to implement this program.

- c. Officer nominations and approvals for 2024-2025 – Motion to approve St Laurent as Chair and Lee as co-Chair.

Motion made by Rose. Second by: Bowers

Roll call: Yes: St Laurent, Lee, Hutnick, Osebold, Bowers, Rose

No: None

Motion passes: 6-0

Motion to approve Rose as Secretary and Hutnick as Treasurer.

Motion made by Lee Second by: St Laurent

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

No: None

Motion passes: 6-0

10. Board Member Comments

11. Adjournment: 8:51pm

Motion to adjourn by: Lee Second by: Hutnick Passes: 6-0