

Romeo Downtown Development Authority Regular Meeting

Monday, July 1, 2024 – 7:00pm

361 Morton Street, Romeo, MI 48065 South Meeting Room

MINUTES

1. Roll Call: 7:00pm
Present – St Laurent, Lee, Poznanski, Van Wormer, Rose
Absent – Hutnick, Osebold, Bowers
2. Pledge of Allegiance
3. Approval of agenda – adding New Business B. Interim Executive Director
Motion by: Poznanski Second by: Lee Opposed: none
Motion Passes: 5-0
4. Approval of the Minutes:
 June 3, 2024 Regular Meeting Minutes
 June 3, 2024 Informational Meeting Minutes
 Motion by: Lee Second by: Van Wormer Opposed: none
 Motion Passes: 5-0
5. Public Forum:
6. Financial Report:
 - a. Report given by Lee
 - b. Approve payment of bills May 28th 2024 through June 23th 2024 in the amount of \$22,633.37
Motion by: Rose Second by: Van Wormer
Roll Call: Yes: St Laurent, Lee, Hutnick, Van Wormer, Rose
 No: None
Motion passes 5-0
7. Funding Requests: None
8. Presentations:
 - a. Kathy Dickens 4CCF – gave her office use update and thanked the board for the arrangement.
9. Unfinished Business:
 - a. Employment Committee Update – St Laurent reported applications have been received for Administrator. Further discussion regarding Executive Director under NB B.
 - b. Shakespeare in the Village – Plans continue and moving forward with dates and locations to follow.
 - c. Statement of support of Occupancy Permits – No update at this time.
 - d. Wayfinding Signage – Lee updated progress on new banners which will begin the process of adding new signage throughout the CBD.
 - e. Vintagefest 2024 successes and budget review – Discussed how successful the day was and attendance exceeded expectations. Further discussion and final budget report tabled until August when Chairs Osebold and Hutnick return from vacation.

- f. Holiday Décor Presentation – St Laurent gave update and coordinating the progress of the program.
- g. New Logo – Banner progress – Lee reported now that new logo has been approved printing is moving forward.
- h. Grant writing intern Status – St Laurent reported this is moving forward and weekly classes and meeting have begun. Assistance and direction coming from Kathy Dickens at 4CCF.

10. New Business:

- a. PILOP Joint Meeting – review and project list. Joint meeting with the Village Trustees was very well attended and very successful. Many productive ideas were discussed and debated. A group Trustee and DDA sub-committee was formed and will begin to meet July 10th. Further presentations, discussions, and solutions will be presented to both boards.
- b. Interim DDA Executive Director – Motion made to employ the services of Christina Sheppard-Decius. Employment will be for a temporary 3-month span and will include 20 hours of office work along with a search and onboarding of a new permanent executive director.

Motion by: St Laurent Second by: Poznanski

Roll Call: Yes: St Laurent, Lee, Poznanski, Van Wormer, Rose

No: None

Motion passes: 5-0

11. Board Member Comments

12. Adjournment: 8:14pm

Motion to adjourn by: Lee Second by: Poznanski Passes: 5-0