

Romeo Downtown Development Authority Regular Meeting

Monday, August 5, 2024 – 7:00pm

361 Morton Street, Romeo, MI 48065 South Meeting Room

MINUTES

1. Roll Call: 7:01pm
Present – St Laurent, Bowers, Hutnick, Osebold, Rose
Absent – Lee, Poznanski, VanWormer
2. Pledge of Allegiance
3. Welcome to New Interim Executive Director - Cristina Sheppard-Decius
4. Approval of agenda –
Motion to add New Business item (e.) Treasurer to the agenda and approve the agenda for August 5, 2024.
Motion by: Osebold Second by: Rose
No further discussion.
All ayes. Motion Passes: 5-0
5. Approval of the Minutes:
 July 1, 2024, Regular Meeting Minutes
 Motion by: Rose Second by: Bowers
 No further discussion.
 Motion Passes: 5-0
6. Public Forum:
Sharon Smith provided a receipt from the Rotary for Brittney Rodriguez’s payment for services at the Vintage Fest. Mark Hackel’s sponsorship paid for Wolf Man Music and provided receipt. RSI paid for Mark Luedtke in cash to Hutnick - Sheppard-Decius to pick up cash from Hutnick and deposit in Romeo DDA bank account in order to provide a check to Mark Luedtke. Smith also provided a check for \$200 for being on the Vintage Fest brochure and noted that she was unaware of the standard event marketing policies.
7. Financial Report:
 - a. Report in board packet from Plante Moran and verbally given by Sheppard-Decius with additional overview of VintageFest budget, accounts receivable and payables. Reports included June 30, 2024, fiscal year ending, and the new fiscal year July 1 -24, 2024. Pertaining to the VintageFest accounting, all transactions within the Romeo DDA account and outside of the account will be documented, and a journal entry will be made for the transactions that occurred outside of the Romeo DDA account. Sheppard-Decius noted that in the future all transactions must be made through the Romeo DDA, not direct

from third-party sponsors to vendor. Also, the VintageFest expenses (\$11,354.81) is over what was originally budgeted by the Board (\$7,500) , which the Board should approve any budget changes in the future and note the difference in upcoming budget cycles.

- b. Approve payment of bills June 24, 2024, through July 24, 2024, in the amount of \$38,122.71.

Motion by: Bowers Second by: Osebold

Further Discussion: Bowers requested the Executive Director to provide a process for events payables and receivables. Noted by St. Laurent to use the Board approved donation program, and for the Board to potentially consider revisiting donations and how sponsors are marketed with specific events at a future meeting.

Roll Call:

Yes: St Laurent, Bowers, Hutnick, Osebold

No: Rose

Motion passes 4-1

- 8. Funding Requests: None

- 9. Unfinished Business:

- a. Employment Committee Update – POW! Strategies will be providing assistance with the Executive Director search.
- b. Shakespeare in the Village – Smith presented a packet of information regarding event plans. Event budget \$10,000. Discussion regarding whether the event will have the impact desired, questioned timing due to Halloween activities and suggestions for other locations of activities and throughout the district. The Board ultimately agreed to revisit the event for a September 2025 date. No action was taken.
- c. Statement of Support of Occupancy Permits – Bowers inquired as to what the DDA involvement is with the certificate of occupancy processes at the City. Suggested a notification process similar to PILOP Committee. St. Laurent to edit draft letter with recommendations noted and send to Council.

Motion to approve and issue the letter related certificate of occupancy policy enforcement with noted changes to the Village of Romeo Council. Hutnick seconded. No further discussion.

Motioned: Bowers Second: Hutnick

All ayes.

Motion passes 5-0.

- d. PILOP Joint Meeting - Written report provided by Lee. Committee recommendations to go back to Council in October. Noted that the parking fees are meant to help pay for the parking lot maintenance. No further action.

- e. Holiday Décor Presentation – No update. St. Laurent stated that a letter will be going out to merchants regarding the theme.
- f. Grant Writing Intern Status – Sheppard-Decius noted the written report by the intern, Josephine Ogle.

Motion to create a TAP Subcommittee made up of Directors Bowers, Hutnick and Osebold, and include Village Department representatives, to discuss ideas on streetscape improvements and needs.

Motioned: Osebold Second: Hutnick

Further Discussion: Noted to keep in mind what the DDA can financially support in the district.

All ayes.

Motion passes 5-0

10. New Business:

- a. Advertising in The Record – Discussion held regarding the current monthly advertising plan with The Record and whether a monthly plan or advertising as needed was preferred.

Motion to cancel the monthly advertising agreement with The Record.

Motioned: Rose Second: Bowers

Yes: St. Laurent, Rose, Bowers, Osebold

No: Hutnick

Motion passes 4-1

- b. Weed Treatment – Rose introduced item. Discussion held whether or not to provide additional weed treatment prior to PeachFest. Village contracts these services annually to treat all areas. Board members can provide locations that need to be addressed. Treatment would cost \$900. No motion.

- c. Fall Decor - Rose introduced item. Mums will be replaced in the hanging pots with existing floral contract. Carl Brandt to install Halloween lights on poles. Fall banners will be installed as well. Rose presented locations for additional fall decor including haybales, pumpkins and cornstalks at Main and Newberry, Main and Washington, four corners, St. Clair and Rawles, St. Clair and Bailey, DDA Office, Speedway and 3 alleys.

Motion to approve \$2900 for fall decor at locations presented.

Motioned: Rose Second: Hutnick

Yes: St. Laurent, Rose, Bowers, Hutnick, Osebold

No: none

Motion passes 5-0

- d. Floral Contract - Rose introduced item. Discussion held on authorizing the current contractors to provide a quote for the 2025 season and enter into an option to extend the floral contract for one more year.

Motion to approve Vans Valley and Jesko to provide 2025 floral contract final costs to the DDA Board for approval.

Motioned: Bowers Second: Osebold

All ayes.

Motion passes 5-0

- e. Treasurer - St. Laurent noted that with the resignation of the Treasurer position, a new treasurer is needed and opened it up to all Board members. No motion was made.

11. Board Member Comments

Bowers suggested co-funding a code enforcement officer and to put it as an item for discussion at the next board meeting. St. Laurent extended a thank you to Carl Brandt for taking care of fall decor on the lightpoles. Rose, Osebold and Hutnick thanked Sheppard-Decius for assisting the DDA as interim executive director. Osebold noted positively about the new banners.

12. Adjournment: 8:50pm

Motion to adjourn.

Motioned: Osebold Second: Bowers

Passes: 5-0