

8. New Business

a. Executive Director

The Executive Director Search Committee interviewed two candidates for the position, and unanimously agreed to recommend Kay Pochert as the next Executive Director for the Romeo DDA.

Motion: To appoint Kay Pochert as the Executive Director beginning November 25, 2024, with an annual salary of \$60,000 plus paid time-off of 136 hours and 12 national holidays.

Motion by: Lee

Second by: Hutnick

Questions from the Board on the hiring process for the new Executive Director.

- Are there set hours? Yes, the position is an on-site position during regular business hours, however, due to the nature of this position it is to be expected that the ED will be off-site often with meetings.
- Were specific job duties reviewed - confirmed yes.
- Annual reviews and possible pay raises for the ED - confirmed yes.

Roll Call:

Yes: St Laurent, Hutnick, Lee, Poznanski, Osebold, Rose, VanWormer, Bowers

No:

No further discussion.

Motion passes 7-0

b. 2023/2024 Attorney Fees

Received a notice from McGraw Morris that there is an outstanding balance from services rendered August 23rd- August 24th related to employment contracts and the sublease agreement for the DDA office. Documentation for the services rendered were requested previously and now had finally been received this past month. All noted emails and phone calls with DDA board of directors or the other parties' attorneys related to the contracts and agreements. Total outstanding is \$10,995. The DDA will need to amend its budget to reflect these costs. Major budget amendments will be brought forth in December to the board and they will need to be approved by the Village. So the recommendation is to approve the payment for \$10,995.

Motion: To approve the payment of \$10,995 to McGraw Morris, P.C., for attorney fees rendered from August 2023-April 2024.

Motion by: Lee

Second by: Hutnick

Discussion:

- Discussion around the fact there were invoicing issues, as well as unforeseen legal issues that arose that created the unexpected invoice amount.

- It was agreed that the DDA should consider alternate legal avenues in the future as the costs are too high. Looking into other options.

Roll Call:

Yes: St Laurent, Lee, Poznanski, Rose, VanWormer, Bowers

No: Hutnick, Osebold

No further discussion.

Motion passes 6-2

9. Unfinished Business:

a. Holiday Decorations

The previously approved contractor for installing the holiday lights declined to provide the work. The second bidder, Hayward Holiday Light Installers, was contacted and available to provide the work, therefore, the Board reviewed the cost and considered budget modifications to the already approved holiday budget.

Holiday Decor (Purchased)	\$54,812.58
Installation	\$19,435
Winter Baskets (estimated)	\$6,900
TOTAL	\$81,147.58

Motion to:

- Amend the Holiday Decor budget to not exceed \$81,500.
- Approve awarding the holiday decor installation contract to Hayward Holiday Light Installers in an amount not to exceed \$19,435, and to rescind the original contract approval with Zoro's Christmas Lights.
- Approve installing winter greens in the hanging baskets (estimated quantity of 138) with Jusko's Greenhouse in an amount not to exceed \$6,900.

Motion by: VanWormer Second by: Lee

Discussion:

- It was discussed that we communicate with the business owners what the theme will be for the holiday decor in case they wanted to add to their own display and stay with the overall downtown theme.
- Reaching out to Jusko's to see if they would offer a "value pack" of add ons for Business Owners to purchase for their space.

Roll Call:

Yes: St Laurent, Hutnick, Lee, Poznanski, Osebold, Rose, VanWormer, Bowers

No:

No further discussion.

Motion passes 7-0

b. Parking Lot Plan Cost Sharing

Discussion on how the Board will set a budget for ParkMobile implementation and operations due to the Village not agreeing to the proposed 10% funding. Leaning on the verbiage of "determined amount as deemed from time to time", it is suggested that the Board review expenses after one year and go back to the Council regarding the administration actual cost for re-consideration of proposed funding and amount.

