

Draft

Romeo Downtown Development Authority Regular Meeting

Monday, March 2, 2026– 7:00 p.m.

361 Morton Street, Romeo, MI 48065 South Meeting Room

MINUTES

Call to Order: The meeting of the Romeo Downtown Development Authority (DDA) was called to order by Chair Kathy Osebold at 7:00 PM.

Roll Call

Present: St. Laurent, Hutnick, Murdock, Stephens, Van Wormer, Lee, Oswald

Absent: Poznanski

A quorum was present.

Approval of Agenda

Motion by St. Laurent, seconded by Lee, to approve the agenda as amended to include “Activities and Ethics Review” under New Business.

Roll Call Vote: All present voted Yes.

Motion carried.

Approval of Minutes

- February 2, 2026 – Regular Meeting
Motion by Hutnick, seconded by Murdock, to approve the minutes as corrected. Motion carried.
- February 11, 2026 – Special Meeting
Motion by Murdock, seconded by Hutnick, to approve the minutes as corrected. Motion carried.

Public Comment

No public comments.

Financial Business

- Motion by Van Wormer, seconded by Lee, to reclassify \$1,811.81 for Witches & Warlocks t-shirts from Community Promotions to CBD Events. Motion carried.
 - Motion by Lee, seconded by St. Laurent, to reclassify advertising expenses (The Record, Goodfellows, Peach Festival Ad, Harbor House) to Advertising. Vote: Majority Yes, Hutnick – No. Motion carried.
 - Motion by Murdock, seconded by Hutnick, to receive and file the monthly financial report. Vote: 5 Yes, 2 No. Motion carried.
 - Motion by Hutnick, seconded by Murdock, to approve bills paid. Vote: 5 Yes, 2 No. Motion carried.
 - Motion by Van Wormer to rescind the prior vote to receive and file the financial report. Second by Lee. Motion carried unanimously.
 - Motion by Van Wormer, supported by St. Laurent, to table the financial report pending corrected reclassifications. Motion carried unanimously.
 - Motion by Van Wormer, supported by St. Laurent, to table the Mid-Year Budget Amendment until the revised financial report is available. Motion carried Motion carried unanimously.
-

2027 Budget Planning

Motion by St. Laurent, seconded by Lee, to schedule the 2027 Budget Planning Meeting for May 4, 2026 at 5:30 PM. Motion carried.

Funding Requests

None received.

Committee and Task Force Updates

Bylaws, Policies and Procedures

Draft

Motion by Osebold, support by Hutnick to form a Bylaws, Policies and Procedures Advisory Task Force for the term of 1 year and including board members Osebold, Hutnick, Stephens, and Lee as well as Executive Director Kay Pochert and Residents Amelia Tait and Maxwell Elter as non-participating board members but rather interns. Yes - 4, No - 3, Motion carried.

Parking

Kay Pochert gave an update stating the recent meeting resulted in several new ideas around improving existing parking, adding new spaces and solving for employee parking concerns. The committee will be working on developing these ideas to review.

Project Updates (Project Dashboard)

The Board received updates via the Project Dashboard regarding downtown initiatives:

Project	Status	Next Step	Board Action Needed
Wayfinding & Attraction Strategy	Conceptual designs complete	Present final designs & Quotes	Approve designs and vendor (April)
Visitor Guide Brochure	Draft proof prepared	Review final proof	Approve final brochure (April)
Dumpster Corral Project	Conceptual design under review	Review Village waste fund info	Decision pending

Draft

Village Park Playscape	Funding recommendation received	Prepare action plan	Await KaBOOM! approval
Parking Task Force	Working group meetings held	Explore parking solutions	Informational
CBD Micro Projects 2026	No updates	N/A	N/A
Historical Walking Tour	No updates	N/A	N/A
Downtown Marketing Campaigns	“Fall in Love in Romeo – First Date” live	Research awards and grants	N/A
Michigan Main Street Certification	Training restarted	Complete modules	N/A
CLG Designation	Research phase	Apply for designation	N/A
Grants & Fundraising	Multiple applications submitted	Track results	N/A

The Board received updates via the Project Dashboard. Motion was made by Van Wormer and second by Hutnick to proceed with the Garbage Coral project. Discussion by other board members shared concerns on needing more information. Motion was rescinded by Van Wormer.

New Business

- Executive Director Evaluation: Motion by Osebold, seconded by St. Laurent, to confirm the evaluation scoring method as the average of submitted board evaluations and record the corrected evaluation score as 4.25. Motion carried.
 - Board Governance and Ethics Discussion: General discussion; Motion by St. Laurent and seconded by Van Wormer to have the Chair reach out to the DDA attorney Stacy for a written opinion on how the board should interact according to OMA and if we are allowed to instruct our board officers to meet in closed session. All ayes, motion carries.
-

Executive Director Report – February 2026

Highlights:

- Business Development: Assisted new and existing businesses with opening, marketing, and sign grants.
- Economic Development / Projects: Updates on Wayfinding, Visitor Guide, Dumpster Corral project.
- Marketing & Events: Social media campaigns live; upcoming Peach Festival campaign in development.
- Grants & Funding: Applications submitted to AARP, T-Mobile, Consumers Energy Foundation.
- Strategic Priorities: Main Street certification restarted; CLG designation exploration; long-term fundraising strategy planning.

Minutes Entry:

The Executive Director presented the monthly report. No action was taken.

Board Member Comments

Board members shared general comments regarding collaboration and downtown initiatives.

Draft

Adjournment

Motion by Van Wormer, seconded by Stephens, to adjourn.

The meeting adjourned at 9:24 PM.

Respectfully submitted,

Kay Pochert

Executive Director