

Draft

Romeo Downtown Development Authority Regular Meeting

Monday, May 4, 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: Hutnick, Poznanski, Murdock, Stephens, Lee, Oswald

Absent: St. Laurent, Van Wormer

A quorum was present.

Approval of Agenda

Motion by Lee, seconded by Hutnick, to approve the agenda as amended to include delaying the Business Spotlight until a representative is present. Roll Call Vote: All present voted Yes. Motion carried.

Administrative Matter

- 04-06-26 Cancellation Notice
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Approval of Minutes

- 03-02-26 – Regular Meeting
Motion by Osebold, seconded by Murdock, to approve the minutes as presented. Motion carried.
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Public Comment

Kit Damambro, owner of Town Hall Antiques and resident, announced her interest in serving on the DDA board. She believes her positivity, business experience and passion for downtown would be a great benefit.

Financial Business

- Motion by Lee, seconded by Osebold, to receive and file the February monthly financial report. Roll Call Vote: All present voted Yes. Motion carried.
 - Motion by Lee, seconded by Osebold, to approve bills paid through February 20th. Roll Call Vote: All present voted Yes. Motion carried.
 - Motion by Lee, seconded by Murdock to receive and file the March monthly financial report. Roll Call Vote: All present voted Yes. Motion carried.
 - Motion by Lee, seconded by Osebold, to approve bills paid through March 23rd. Roll Call Vote: All present voted Yes. Motion carried.
 - Motion by Lee, seconded by Hutnick to receive and file the April monthly financial report. Roll Call Vote: All present voted Yes. Motion carried.
 - Motion by Lee, seconded by Osebold, to approve bills paid through April 21st. Roll Call Vote: All present voted Yes. Motion carried.
 - Motion by Lee, supported by Osebold, to approve the Mid-Year Budget Amendment as presented. Roll Call Vote: All present voted Yes. Motion carried.
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Funding Requests

Motion by Lee, seconded by Hutnick to approve the funding request for Vintage Fest in an amount not to exceed \$2,000 and to approve the DDA spending \$150.00 on promotion for Vintage Fest. Roll Call Vote: All present voted Yes. Motion carried.

Business Spotlight

Board Member Hutnick introduced the Business Spotlight for Supernatural Beauty, located in downtown Romeo. A representative from Healing Hands from A to Z, operating within Supernatural Beauty, presented information about the business and services offered. Board members thanked the presenter for participating in the Business Spotlight.

Committee and Task Force Updates

Bylaws, Policies and Procedures Task Force

The Executive Director gave an update, the first draft of updated Bylaws is almost complete and will be presented to the board in June for review. They are working on the Purchasing Policy next.

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Parking Task Force

The Executive Director gave an update, addressing immediate parking issues around employee parking, developing a parking lot maintenance plan along with long term development of additional parking.

New Business and Project Updates (Project Dashboard)

Discussion around 250 year celebration - ideas of flags in flower pots, ribbons on trees - executive director will research and present options at June meeting.

Village Park Bunting:

Motion by Lee, seconded by Hutnick to approve having a fall seasonal bunting set created at a cost not to exceed \$600.00. Roll Call Vote: All present voted Yes. Motion carried.

Placemaking Improvement Plan:

Motion by Lee, seconded by Murdock to approve having an illustrator create a downtown map at a cost not to exceed \$500.00. Roll Call Vote: All present voted Yes. Motion carried.

Peach Festival Advertising:

Motion by Lee, seconded by Osebold to approve advertising in the Peach Fest Magazine at a cost not to exceed \$250.00. Roll Call Vote: All present voted Yes. Motion carried.

Wayfinding Signage:

Motion by Lee, seconded by Osebold to approve entering a contract with Signs by Crannie for Phase I parking signs at a cost not to exceed \$140,000. Roll Call Vote: All present voted Yes. Motion carried.

Village Playscape:

Motion by Lee, seconded by Murdock to approve miscellaneous cost associated with the Village Playscape Project not to exceed \$1,000. Roll Call Vote: All present voted Yes. Motion carried.

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

Project	Status	Next Step	Board Action Needed
Wayfinding & Attraction Strategy	Entering contract with Signs by Crannie for Phase I	Walk about with SBC, 3D	Approve designs and placement (June)

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		rendering and sign designs	
Visitor Guide Brochure	Draft proof prepared	Review final proof	Approve final brochure (June)
Dumpster Corral Project	New quote for bigger corridor project	Review Village waste fund info	Decision pending
Village Park Playscape	Funding recommendation received	Planning Design Day	Soil test, utilities
Historical Walking Tour	No updates	N/A	N/A
Michigan Main Street Certification	Training completed by ED - need 2 board members to complete	Need 2 board members to complete Training	DDA to review plan and approve
CLG Designation	Research phase	Apply for designation	N/A

Public Comment

Sharon Smith, a resident, thanked the board for supporting Vintage Fest 2026.

Executive Director Report – February and March 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.

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

Board Member Comments

Board members shared general comments regarding collaboration and downtown initiatives.

Adjournment

Motion by Lee, seconded by Murdock, to adjourn.

The meeting adjourned at 8:10 PM.

Respectfully submitted,

Kay Pochert

Executive Director