

Romeo Downtown Development Authority Regular Meeting

Monday, September 9, 2024 – 7:00 p.m.

361 Morton Street, Romeo, MI 48065 South Meeting Room

MINUTES

1. Roll Call: 7:00 p.m.
Present – St Laurent, Hutnick, Lee, Poznanski, Osebold, Rose, VanWormer
Absent – Bowers
2. Pledge of Allegiance
3. Approval of agenda –
Motion to approve the agenda as presented.
Motion by: Lee Second by: VanWormer
No further discussion.
All ayes. Motion Passes: 7-0
4. Approval of the Minutes:
August 5, 2024, Regular Meeting Minutes
Motion by: St. Laurent Second by: Osebold
No further discussion.
Motion Passes: 7-0
5. Public Forum:
Ashley Cirque, MSU grad student working on her dissertation of creating digital/online downtown historic heritage stories that will be an immersive experience for consumers. Currently collecting stories and images. Would want to know how long the DDA would like this live in the future.
6. Financial Report:
 - a. Report in board packet from Plante Moran and verbally given by Sheppard-Decius. Report through August 31, 2024. Deposit total of \$5,982.71, including a payment from the Four County Community Foundation of \$5,000 for the grant writing internship program. The other \$5,000 will be issued if the intern agrees to extend her time. The second intern declined the position. Bills total \$16,816.27. Verification of payment to Brittney Rodriguez and sponsorship from the Romeo Rotary are needed to close out the VintageFest accounting. There is a fund balance of \$256,317.93.
 - b. Approve payment of bills July 25, 2024, through August 31, 2024, in the amount of \$16,816.27.
Motion by: VanWormer Second by: Poznanski
Roll Call:

Yes: St Laurent, Hutnick, Lee, Poznanski, Osebold, Rose, VanWormer
No:
No further discussion.
Motion passes 7-0

7. Funding Requests:

a. Fund Request Policy Amendment

The fund request policy of the DDA is outdated and needs to be updated with current practices. A draft of the recommended changes was provided in the packet.

Motion to approve the Fund request policy amendment as provided.

Motion by: Rose Second by: Osebold

No further discussion.

Motion Passes: 7-0

b. 9th Annual Art & Wine Walk - NMRC

The Northern Macomb Regional Chamber of Commerce submitted a request for funding the 9th Annual Art & Wine Walk at 19 different locations in the downtown in the amount of \$900. The Romeo DDA has supported this program in the past. Fund request remains the same as previous years.

Motion to approve the funding request from the Northern Macomb Regional Chamber of Commerce for the 9th Annual Art & Wine Walk on October 11, 2024, in the amount of \$900.

Motion by: Rose Second by: Lee

No further discussion.

Motion Passes: 7-0

8. Unfinished Business:

- a. Parking Lot Plan Cost Sharing – Lee presented that the Village has received a quote for survey and design of the DDA parking lots totaling \$141,440, with details of the work included in the packet. Recommend approval of a cost sharing agreement with the Village in the amount of \$70,000 from the DDA. Poznanski noted Council’s input regarding the project and that DDA involvement would be beneficial. Work to include the adjacent alleys, but that timing of the project is dependent on upcoming elections and construction costs. Church Street and Bailey may be completed at a later date to review alley traffic circulation, and as funds are available. Board members noted that signage is needed for one-way alleys and traffic flow, consolidation of dumpsters, and specific traffic circulation for trucks and deliveries.

Motion to approve the cost sharing of \$70,000 from the DDA to help the Village conduct the survey and design work for improving the DDA parking lots.

Motion by: Rose Second by: VanWormer

Roll Call:

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

No:

No further discussion.

Motion Passes: 7-0

- b. Tree Board Collaboration – Lee introduced this item. The Tree Board was working on a grant through the DNR which would include a treescape project. Recommends having a DDA representative go to Tree Board meetings as a liaison. Meetings are the second Thursday of the month at 7 p.m. Hutnick stated she may be able to serve as the representative, but needed to verify her schedule. No motion.
- c. Code Enforcement Cost Sharing – Sheppard-Decius introduced this item stating that Bowers requested it be put on the agenda for discussion. Poznanski stated that the Village is still short-staffed and has looked into other options. Important that the approach be friendly. Suggested reviewing ordinances for necessary updates. More information needed.

Motion to table indefinitely the discussion of code enforcement cost sharing.

Motioned: Van Wormer Second: Osebold

No further discussion.

All ayes.

Motion passes 7-0.

- d. Board Packet Distribution - Rose introduced item stating that to increase efficiencies for the Romeo DDA, it is recommended to move away from printing and delivering the Board packets to the Board members, and only provide an electronic copy prior to the Board meetings. Hard copies will be provided at the Board meeting table. A printed copy can be arranged ahead of time at the office.

9. New Business:

- a. Floral Contract - Rose stated that mums will be delivered at the end of the month and fall lights/decor installed by Carl Brandt and Vans Valley. Final cost updates for 2025 seasonal decor and flowers will be forthcoming. Banners to be installed last week of September. Hutnick noted that the traffic line of sight by motorists is impacted near the gas station and Four Corners Diner. Relocate unused brackets and update map.
- b. PILOP Update - Lee provided overview of status of parking plan, including that the committee recommends using Parkmobile for paid parking on-street and the DDA manage the paid parking contract; collecting funds in a separate line item and transferring funds to the Village for parking lot improvements; and ordinances may need to be revised to accommodate paid parking. Marketing materials will be created and sent to homeowners to educate them on the new system. Citations will go to the Village. Question as to handicap parking - will be free and will need to explore both an in app message and visual in-person signage. Parking passes will be available for residents - two

per household. Question whether parking validation is an option and if veterans will receive a benefit.

Motion to authorize the DDA to enter into a contract with Parkmobile and to approve the DDA establishing a separate fund line item to hold funds less any marketing and promotional costs on an annual basis for future transfer to the Village once the parking lot design is completed and construction scheduled.

Motion by: Lee Second by: VanWormer

Roll Call:

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

No:

Discussion: Village fund transfer process needs to be determined.

Motion passes 7-0

- c. Treasurer Appointment - St. Laurent introduced item that the Board is in need of reappointing a Treasurer for the remaining calendar year. VanWormer offered to take the position.

Motion to appoint VanWormer as Treasurer of the Romeo DDA.

Motion by: Lee Second by: Hutnick

No further discussion.

All ayes.

Motion passes 7-0

- d. Employment Committee Update - Position has been posted for the Executive Director and deadline for submitting resumes is September 15, 2024.
- e. Statement of Support of Occupancy Permits - St. Laurent will send the letter to the Board for its records.
- f. Holiday Decor Update - Request for proposals for holiday decor installation will be sent out shortly. Product is in the process of being ordered.
- g. Grant Intern Update - Intern written update stated that in order to pursue some of the identified grants for streetscape improvements, concept plans and budgets are necessary.

Motion to authorize the Executive Director to issue a request for proposals for designing concept plans and budgets for a streetscape project along Main Street.

Motion by: Lee Second by: St. Laurent

No further discussion.

All ayes.

Motion passes 7-0.

10. Board Member Comments

VanWormer looks forward to working as treasurer. St. Laurent thanked the PILOP Committee for its hard work and mentioned new business coming to town. Lee thanked businesses for PeachFest success. Poznanski thanked the DDA Board for being an active board. Osebold concurred and acknowledged a great job on parking and PeachFest. Hutnick congratulated VanWormer on the Treasurer appointment and stated that she is trying to get more people to attend Board meetings from the businesses and that the public comment portion may need to be modified to accommodate. Procedures were discussed and to be further explored by the Executive Director.

11. Adjournment: 9:04 p.m.

Motion to adjourn.

Motioned: Lee Second: Osebold

All ayes.

Motion passes: 7-0