



Romeo Downtown Development Authority Regular Meeting

Monday, December 2, 2024 – 7:00pm

361 Morton Street, Romeo, MI 48065, South Meeting Room

AGENDA

1. Roll Call
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of the Minutes:
 - a. November 4, 2024, Regular Meeting Minutes
5. Public Forum *
6. Financial Report
 - a. Receive & File Monthly Report
 - b. Approve payment of bills paid
7. Funding Requests (none at this time)
8. New Business
 - a. FYE2025 Budget Amendment
 - b. Multi-modal Streetscape Conceptual Planning Services
 - c. Workers Compensation Insurance
 - d. Parkmobile Enforcement Equipment
 - e. 2025 Board of Directors Meeting Schedule
 - f. Bank Account Authorization
9. Unfinished Business
 - a. Parking Lot Plan
 - b. Parkmobile Update
 - c. Art Plan
 - d. Grant Writing Update
10. Informational
 - a. VintageFest
11. Executive Director Report

12. Board Member Comments

13. Adjournment

**Anyone wishing to address the DDA during the public forum is for items not on the agenda. The time limit is 3 minutes per person and a maximum of 30 minutes for the public forum or as otherwise waived. For business items on the agenda, the public may address the Board during the specified time on the agenda after a motion and second is made - at the time of further discussion.*



Romeo Downtown Development Authority

Regular Meeting

Monday, December 2, 2024

7:00 p.m.

AGENDA ACTION ITEM OVERVIEW

Agenda Item 8: New Business

a. **FYE2025 Budget Amendment**

Attached is an overview of the recommended FYE2025 budget amendments necessary to accommodate the changes the Board has made so far this fiscal year, and in anticipation of what is still to come.

The overall net effect of these suggested amendments is:

6/30/24 Fund Balance- \$279,278.57

Change in Fund Balance (\$182,168.00)

FY 2025 Amended Fund Balance \$97,110.57

Recommendation: To approve the FYE2025 budget amendments as presented.

b. **Multi-modal Streetscape Conceptual Planning Services**

In an effort to improve the walkability and multi-modal options along Main Street, as well as connecting to the trail, a request for quotes was made of architectural firms to develop conceptual plans and a budget that then can be used for two potential grants the Interim Executive Director, Intern and Four County Community Foundation have been exploring.

The scope of work requested included:

- Public engagement with at least one open house meeting;
- Online survey or opportunity to gather input from those not able to attend;
- Minimum of three meetings with advisory committee (project kickoff meeting, community engagement review and final concept);
- Monthly bi-weekly project meetings with Romeo DDA staff;
- Traffic study and safety analysis;
- Minimum two conceptual design options narrowed down to one final concept;
- Concept construction budget.

Quotes are currently under review (not all quotes are in), but a final recommendation for the Board will be provided by Interim Executive Director Cristina Sheppard-Decius, POW! Strategies, prior to the January 6 Board meeting for the Board's consideration. The timeline for completion of the conceptual planning phase of the project is 12-16 weeks.

c. Workers Compensation Insurance

Workers compensation insurance is now necessary and is currently being quoted. Awaiting receipt of a quote. Expect to see this in an upcoming payables report.

d. Parkmobile Enforcement Equipment

After conversation with the Village of Romeo Police Chief, purchasing an iPad or tablet with a data plan will be needed in order for the Police Department to enforce the Parkmobile system. Their current computers in-car are a secure network that cannot be used for other networks. The cost of a plan will be \$40/month for two tablets. Two tablets are recommended so that one can always be in the field, while another is a backup or when additional units are needed. This cost will be assigned to administration costs incurred by the DDA for the parking management.

Recommendation: To approve the purchase of two tablets and data plans with Verizon for parking enforcement in the amount not to exceed \$480 per year.

e. Board of Directors Meeting 2025 Schedule

Attached is the proposed meeting schedule for the Romeo DDA Board of Directors for 2025. Two public information sessions per PA57 are required and the Board needs to determine which Board dates are desired for those meetings. Adequate notification time is required for these so that we may notify the other taxing authorities.

Recommendation: To approve the 2025 Romeo DDA Board of Directors Meeting Schedule as presented, and the approve _____ (date) and _____ (date) as the PA57 Public Information Sessions as required by law.

f. Bank Authorization

The DDA Board needs to authorize Kay Pochert as one of the signatories on the bank account with Tri-County Bank. Per the DDA bylaws, all checks shall be signed and countersigned by two of the following: Board Chair, Co-Chair and Executive Director.

Recommendation: To authorize Kay Pochert, DDA Executive Director, to be added to the Romeo DDA checking account with Tri-County Bank.

Agenda Item 9: Unfinished Business

a. Parking Lot Plan Update

No current update.

b. Parkmobile Update

Parkmobile signage will be installed in December pending County and Village permit approvals. Training videos are available for the cloud-based management systems for permits and paid

parking enforcement. The website will be live the first week of December with details on the new parking system, and an informational flyer is being sent to residences this week regarding parking permit options.

c. Art Plan

Update to be provided at the table. Intern Josie Ogle is available to help coordinate the ad-hoc committee and flush out a plan. The Girl Scouts have approached the DDA with the following potential partnership for the Board's consideration:

The Silver Award project would take place over two phases. Phase One will be completed by the girls who are presently Cadettes. Phase Two will be completed by the girls who are currently Juniors, but will be Cadettes next year (The Silver Award is awarded to Cadette-level Girl Scouts).

Phase One: Painted Mural

Participating girls: Olivia, Alana, Zoe, Audrey and Johannah

Timeline: To be completed by end of 2024-2025 School year

Proposal: The girls love art. They have taken multiple art classes and one of the girls has mural painting experience. :) Olivia, Alana, Zoe, Audrey and Johannah also love their hometown of Romeo, Michigan and want to work with community leaders to design, paint and create a mural that would be on display downtown that depicts the welcoming and accepting attitude that they learn about within Romeo Community Schools. RCS has a motto: "We 'R' Accepting, We 'R' Responsible and We 'R' Engaged." Emphasis on these expectations help shape what it means to be a Bulldog at Romeo Schools and helps shape a "We 'R' One" welcome message. The girls, in particular, want to focus on the "We 'R' Accepting" aspect of this motto, and create a work of art that makes everyone feel welcome, accepted and included.

Their plan is to have this presented to the Romeo Downtown Development Authority and local business leaders and have a location selected based on feedback from the board.

Phase Two: Tile Mural Frame

Participating Girls: Norah and Brooklyn

Timeline: To be completed by the end of the 2025-2026 School year

Proposal: Like the older Cadettes, Norah and Brooklyn also love art and they love Romeo. This "Phase Two" would see Norah and Brooklyn pick up the torch and create additional sustaining art in their hometown. Their art will also be inspired by the "We 'R' Accepting" aspect of RCS's motto. The girls would design, paint and create tiles to be placed around the painted mural. They would also present this idea to the Romeo Downtown Development Authority and local business leaders.

This proposal has been approved by Girl Scouts of Southeast Michigan.

The girls are very excited and are already coming up with ideas. They love downtown Romeo and hope this is an idea they can move forward with this. It's their way of leaving their mark on the community they love-- to be a part of Romeo's evolving history.

Recommendation: Motion to approve partnering with the Girl Scouts for a two-phased mural project from 2025-2026. (note any DDA financial or in-kind contributions)

d. Grant Writing Update

A pre-application meeting for the TAP grant is available to be scheduled again (one already held in October) for the new Executive Director. Intern is available to extend her duration through the summer which will be timely given the timeline necessary for the conceptual planning services. The Board may then utilize the additional funding remaining on the internship program to help support this duration.