

Approved

Motion by: Poznanski Second by: Osebold

Roll Call:

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

No:

No further discussion.

Motion passes 7-0

7. Funding Request: none

8. New Business

a. FYE2025 Budget Amendment

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, was presented.

The overall net effect of the 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

Motion: To approve the FYE2025 budget amendments as presented.

Motion by: Lee

Second by: Poznanski

Roll Call:

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

No:

No further discussion.

Motion passes 7-0

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.

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.

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

Discussion: Parkmobile will be shut down on federal holidays, Small Business Saturday and Downtown Day. Everything can be programmed on the back end and then relayed to PD. Confirmed any fine revenue will go to the PD. The Chief of Police was given training materials to review with the team. More can be provided as needed.

Motion by: Lee

Second by: Bowers

Roll Call:

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

No:

Absent: Hutnick stepped out

No further discussion.

Motion passes 7-0

e. Board of Directors Meeting 2025 Schedule

The proposed meeting schedule for the Romeo DDA Board of Directors for 2025 was presented. 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 staff may notify the other taxing authorities.

Motion: To approve the 2025 Romeo DDA Board of Directors Meeting Schedule as presented, and the approved February 3, 2025, and July 7, 2025, as the PA57 Public Information Sessions as required by law.

Motion by: Rose

Second by: Lee

No further discussion.

All Ayes.

Motion passes 7-0

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.

11. Executive Director Report

Kay went over her current activities this week:

- Sheppard-Decius is bringing her up to speed on current projects
- She is scheduling initial 1 on 1 meetings with Board members
- Attending the State of the County address on Wednesday this week
- Intro calls to vendors

12. Board Member Comments

Hutnick - Downtown lights are nice, and has had negative feedback on the baskets.

Osbold - Loves the lights and decor, wished everyone a happy holiday season.

Lee - Thank you to Cristina for all of her help with the Interim ED position. Welcome to Pochert. Has had nothing but great things in regards to holiday decor.

St. Laurent - Decor looks great. All good comments so far. Reminder of the Home Tour this Saturday.

Bowers - request that we have the arbor committee review all trees downtown for uniformity.

Rose - Thank you Sheppard-Decius and welcome Pochert. Thank you to the Chamber of Commerce for the Small Biz Saturday success.

13. Adjournment: 8:25 p.m.

Motion to adjourn.

Motioned: Lee

Second: Osebold

All ayes.

Motion passes: 7-0