#### Romeo Downtown Development Authority Regular Meeting

# Monday, December 2, 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, Lee, Rose, Bowers, Hutnick, Osebold, Poznanski

Absent - VanWormer

2. Pledge of Allegiance

3. Approval of agenda

Motion by: Rose Second by: Osebold

No further discussion.

All ayes.

Motion Passes: 7-0

4. Approval of the Minutes:

November 4, 2024, Regular Meeting Minutes

Motion by: Lee Second by: Poznanski

No further discussion. Motion Passes: 7-0

5. Public Forum:

Sharon Smith - stated her concerns in regards to the ParkMobile implementation.

- Assistance to older residents who do not have access to Smart phones/apps to download
- Employees taking up street parking all day
- The annual pass cost of \$75.00 being too expensive

The Board issued the following responses - reminder that the DDA has provided multiple avenues for discussion/awareness of this new program and have had minimal participation from the public. You do not need an app to operate the ParkMobile feature. You can call or text. Re-iterated the positive attributes of the program such as business attraction, increased traffic flow and revenue for parking lot maintenance. They offered that handicap spots are free as are any spot with a handicap tag.

#### 6. Financial Report:

- a. Report provided in Board packet from Plante Moran. A fund balance of \$344,195.71 was presented for November 21, 2024. The financial report was received and filed.
- b. Motion: To approve the payment of bills from September 28-October 30, 2024, in the amount of \$68,251.23.

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.

Motion: To authorize Kay Pochert, DDA Executive Director, to be added to the Romeo

DDA checking account with Tri-County Bank.

Motion by: Lee Second by: Hutnick

Roll Call:

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

No:

No further discussion. Motion passes 7-0

### 9. Unfinished Business:

## a. Parking Lot Plan Update

Can remove from future items - off the table for now.

# 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 is live and an informational flyer was sent to residences this week regarding parking permit options.

#### c. Art Plan

Update to be provided at the January meeting.

Discussion: Who is on the Art Sub Committee - Andrea, Melissa, Grace and added Jon by request. Need to discuss which buildings. Grace Starkweather agreed to contribute and hold maint. funds. All agreed each mural needs a project start and end date to keep art looking its best.

### 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.

# 10. Informational

VintageFest - DDA wasn't interested in putting this event on so the Rotary Club is going to take it over.

Recommendation to remove VintageFest income and expenditure budget items from the budget amendment.

Motion by: Lee Second by: Bowers

No further discussion. Motion passes 7-0

# 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