

Approved

Romeo Downtown Development Authority Regular Meeting

Monday, January 6, 2025– 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, Osebold, Poznanski, VanWormer
Absent - Bowers, Hutnick
2. Pledge of Allegiance
3. Approval of agenda
Motion by: Osbold Second by: Poznanski
No further discussion.
All ayes.
Motion Passes: 6-0
4. Approval of the Minutes:
December 2, 2024, Regular Meeting Minutes
Motion by: Lee Second by: Poznanski
Discussion: A correction on the Art Committee - Jon Rose was added not Danielle Lee
Motion Passes: 6-0
5. Public Forum: None
6. Financial Report:
 - a. The report was not provided in the Board packet from Plante Moran. Due to the holiday schedule they were not able to provide it in time. Will be included in the February packet.
7. Funding Request: none
8. New Business
 - a. FYE2025 Budget Amendment
In conjunction with the approved Budget Amendment in December, there is a previously approved payment to Van’s Valley Watering Service of 2,800 that needs to be added to the Amendment.

The overall net effect of this suggested amendments is:

11/30/24 Fund Balance- \$97,110.57

Change in Fund Balance (\$2,800)

FY 2025 Amended Fund Balance \$96,831.00

Motion: To approve the FYE2025 budget amendment as presented.

Motion by: Lee

Second by: VanWormer

Roll Call:

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

No:

Absent: Bowers, Hutnick

No further discussion.

Motion passes 6-0

b. Art Plan

The Girl Scouts presented their Art Plan to the Board.

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).

The art plan consists of wall murals located at either Little Ceasar's or the Dairy Queen as well as other ideas of free standing art installations possibly put in the park and library. Next steps will be a planning phase by the committee to flush out designs, locations and timelines.

Motion: Motion to approve partnering with the Girl Scouts for a two-phased mural project from 2025-2026.

Motion by: Lee

Second by: Poznanski

Roll Call:

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

No:

Absent: Bowers, Hutnick

No further discussion.

Motion passes 6-0

c. Public Restrooms

St. Laurent has had feedback from the public regarding the need for a public restroom in the Downtown.

Discussion: Osbold offered to reach out to a former vendor in regards to a mobile restroom that we have used in the past to gain cost and availability. The board discussed possibly using the mobile restroom as a "testing" phase to see what location would be best and if the need of constructing a permanent restroom is valid.

d. Strategic Planning Services

POW Strategies has provided a proposal for Strategic Planning Services.

Discussion: The Board discussed the need to invest in a solid Strategic Plan as we shift away from event promotion and more in the direction of infrastructure, design and business development. The proposal includes a full Action Plan as well as consulting services through the process.

Motion to approve hiring POW Strategies to facilitate the DDA's 2025 Strategy and Action Plan in an amount not to exceed \$4,500.

Motion by: St. Laurent

Second by: Osbold

Roll Call:

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

No: Rose

Absent: Bowers, Hutnick

No further discussion.

Motion passes 5-0

9. Unfinished Business:

a. Parkmobile Update

We continue to move towards an official launch with the ParkMobile project. We received clearance from the Village of Romeo to proceed without a permit for sign installation and received our approval for a permit from Macomb County. We are in the process of scheduling installation of the signs with DPW. All equipment and process instructions were delivered to Romeo Police Department and they are ready to begin monitoring paid parking.

Discussion: Concerns surrounding quick stops for food pickup etc. Discussed possibly having dedicated spots for less than 15 mins that are free located on Main street in the ParkMobile designated zones. There was agreement that this strategy would go against the objective of having these few spaces for paid parking. Pochert and Lee will have a call with ParkMobile to flush out a plan for short term parking where patrons and vendors will not have to pay if their stay is under 15 mins.

Motion to approve the cost of the Macomb County Permits not to exceed \$750.00.

Motion by: Lee

Second by: Poznanski

Roll Call:

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

No: Rose

Absent: Bowers, Hutnick

No further discussion.

Motion passes 5-0

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 by architectural firms to develop conceptual plans and a budget that then can be used for two potential grants the DDA has been exploring with the Four County Community Foundation.

Two quotes were received after outreach to multiple firms. Quotes were received from Giffels-Webster and SmithGroup. The timeline for completion of the conceptual planning phase of the project is 12-16 weeks.

In comparison, Giffels-Webster will provide the base services needed in addition to the traffic analysis at the most competitive rate. While SmithGroup provides additional services such as an implementation strategy, tree analysis and unlimited grant assistance, the traffic analysis is significantly higher which is more important at this time.

Motion to approve entering into a contract with Giffels-Webster for a multi-modal streetscape concept and tree analysis for Downtown Romeo in an amount not to exceed \$56,020.

Motion by: Lee

Second by: St. Laurent

Roll Call:

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

No:

Absent: Bowers, Hutnick

No further discussion.

Motion passes 6-0

c. Workers Compensation Insurance

Workers compensation insurance is now necessary and we received a quote from our current vendor Maris Brown Insurance Group and Policy is from the State of Michigan.

Motion to approve Workers Compensation Insurance not to exceed \$365.00 annually.

Motion by: Rose

Second by: Lee

Roll Call:

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

No:

Absent: Bowers, Hutnick

No further discussion.

Motion passes 6-0

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. The Executive Director has signed up for SEMCOG Tap application training in January.

