

Board of Trustees Meeting
Minutes

Date: January 18, 2022

Time: 7:00 p.m.

Location: 361 Morton Street, Romeo, MI 48065

South Building Meeting Room

PRESENT: BARTHOLOMEW
EDWARDS
FOWLER
HART
PARKER
POZNANSKI
PRESIDENT MALZAHN

1. **Call to order** – President Malzahn called the meeting to order at 7:00 p.m.
2. **Roll Call**
3. **CONSENT AGENDA** (*minutes December 20, 2021 and CLOSED SESSION December 20, 2021*), (*council bills/vendor report \$131,112.87 AND \$59,303.20 meeting agenda*)
MOTION by Bartholomew second by Edwards to approve the Consent Agenda [Closed Meeting minutes December 20, 2021, Vendor Report, Invoice Distribution] and pull-out Regular Minutes and Check Register Report (at the request of Trustee Poznanski)
AYES: All
NAYS: None
Motion carried.

MOTION by Bartholomew second by Edwards to approve the Regular Meeting minutes with the following changes: Item 10. b., Trustee Poznanski was a YES vote. Item 10.c., motion needs to reflect the wording on the Action Item handout
AYES: All
NAYS: None
Motion carried.

MOTION by Malzahn second by Bartholomew to approve the Check Register Report
AYES: Bartholomew, Malzahn, Edwards, Hart, Poznanski
NAYS: Fowler, Parker
Motion carried.
4. **Special Presentations** – Officer Kata-Ante Taylor’s swearing in. Judge Jennifer Andary was present to swear in our newest Village of Romeo Police Officer, Officer Taylor.

- 5. **Correspondence(s)** – None
- 6. **Public Comment** – No comments.
- 7. **Officer reports**
 - a. President

Year in Review Summary

Presidents Report January 18, 2022

2021 certainly contained many tough challenges, the ongoing covid pandemic, a ransomware cyber-attack and the loss of a municipal well to name a few, yet in the face of those challenges we found solutions and opportunities to problem solve and be proactive in creating growth opportunities to benefit our community.

It has been the honor of a lifetime to serve you this last year, and I thank you for the privilege. As we begin 2022, I wanted to take a moment to re-cap a few highlights from last year:

~ Together with Village Council We:

Held 2 regular meetings via Zoom, 10 in-person meetings, along with 5 special in-person meetings and held 2 public hearings.

Issued 2 RFP's resulting in new 3-year contracts: Gabridge & Company was selected as our Auditing firm (saving over \$15,000 annually), and McLean Mijak and Clark will continue as General Legal Counsel.

Updated Ordinance and Ordinance #559 – Trustee & President's Salary and adopted the new Ordinance #557 – allowing Marihuana Business Licenses to be issued.

We continued the Sidewalk Replacement Program and repaired approximately 4,379 sq ft of concrete in a cost-share program with our homeowners.

Held two FREE Community Shred & E-recycling Days in partnership with Bruce Township (stay tuned for 2022 dates).

Purchased two new police vehicles at a cost of \$32,195 each.

Purchased two new Snowplow Trucks at a cost of \$165,366 (they are on schedule to be built by the manufacturer in March 2022 and we hope to have them delivered in time for next winter.)

Purchased the vacant lot on the corner of Rawles and Church Street and are in the process of constructing a new municipal parking lot in early 2022.

Negotiated and have signed new 5-year contracts with all four of our Unions – Police, Communications, DPW & WWTP.

The Village to City process remained on hold until the completion of the annexation request we submitted last year. Our application is being considered by the Macomb County Commissioners and the Office of The Great Seal of Michigan. This pause was put in place because the next step in the Cityhood process requires an official boundary survey. Due to the possible change in boundaries, if approved we would not want to incur survey costs twice.

~ In the Village Hall we have:

Installed new carpeting in the main office space and on the stairs.

We hosted 2 interns over the summer.

The Clerk's office has received & fulfilled 16 FOIA's.

~ In the Cemetery we have:

Cemetery Sexton Trapp facilitated 19 full burials, 20 cremains burials, had 33 foundations installed and sold 19 plots

~On the matters of finance...

The Gabridge & Company completed our FY 2020/2021 Audit, and I am most pleased to share the excellent news of how the financial position for the Village's General Fund has improved and strengthened. A few of the highlights are:

At the close of the current fiscal year, the Romeo's governmental funds reported combined fund balances of \$5,317,885, this is an increase of 1,262,993 in comparison with the prior year. Approximately 54.4% of this amount, or \$2,890,768, is available for spending as unassigned fund balance.

Revenues mainly consist of 51% coming from local taxes and 31% coming from other governmental sources like constitutional revenue sharing and Community Stabilization funding from the State and 14% from outside grants.

38% of all expenditures were made up from Public Safety, 31% from Public Works, 28% from General Government and 3% from other areas.

~A look ahead to 2022

Much needed infrastructure improvements will be my primary goal this year, with a specific focus on our local roads, parks, and sidewalks, but there a few other projects that began last year and are still active that are worth mentioning:

The Board of Trustees authorized me last month to begin negotiations to hire a new Romeo Police Officer who would be dedicated to the Romeo Middle School as a new resource office. Village Council has contracted with Municipal Analytics to perform a Utility Rate Study. That data and report should be ready in the next few weeks. Adjusting rates appropriately in order to eliminate our minimum usage flat rate is the primary focus of the study.

We should also be receiving the data on funding options to implement our Road Infrastructure Improvement Plan.

We have the design plan and easements secured to add a much need lighted sidewalk along the south side of 32 mile providing a safe walking route for our middle schoolers to that campus. The goal is to have that completed before school begins this fall.

Construction is slated to begin in May 2022 and is expected to be completed before Labor Day on the Pedestrian Crosswalk project in the central business district. This project is paid for in part by the \$190,000 grant we received from SEMCOG, with the remaining balance paid for jointly by the Village and the Romeo Downtown Development Authority. Please watch for future Town Hall Meeting dates, mailers, and updates on our website for any expected traffic and road closure announcements.

The Friends of the Village Park is scheduled to begin meeting soon and will continue to develop plans to revamp our Village Park into a more family, ADA accessible event venue.

I am actively seeking volunteers to assist with these projects as well as filling open seats on the Planning Commission, Historic District Commission and Zoning Board of Appeals. If you are interested in volunteering, please contact me.

As always, I am here to serve you and I continue to hold regular office hours to meet with any of the property and business owners to address your issues. If you have a concern, compliment or complaint that you need assistance with, please call my office at 586-752-3565, ext 3.

b. Clerk

Nothing new to report since the last meeting; been business as usual. Happy New Year!

c. Treasurer –

January 1, 2021 – December 31, 2021 Cash Receipts

3,626 Receipts

Cash \$53,876.27

EFT \$610,406.22

Checks \$3,584,216.89

Credit Card \$5,193.35 Walk in Residents

Point & Pay Receipts 759 Total

\$204,359.71 Total Payments

Fees paid by residents for total revenue generated \$4,822.59 for processing credit card payments

Cash receipting process is the legal activity performed by the Treasurers department to control and document the receipt of all payments into the village. Purpose of the cash receipting procedures is to facilitate a more complete accounting control environment by entering all deposited funds into the pooled account for future investments, bills, grants etc. Implementation of BS & A Software has provided the preparation of accurate, up-to-date, financial reports.

d. Trustees

Trustee Parker – Got an update from Ruth Hiedebriect in regards to the Village Park project

Trustee Poznanski – Attended the Parks and Rec meeting last week. This past week attended a webinar for grant writing training

Trustee Hart – Wanted to clarify from December’s meeting RE: Middle School liaison and payment for the officer from the Village and the Township

e. Ex-Officio Planning Commission – Discussed the Church Street parking lot, ingress and egress

8. **Committee Reports**

- a. Bruce Sewer Capacity Subcommittee – Sewer committee met on Monday January 17, 2022

9. **UNFINISHED BUSINESS:**

- a. Village Hall Bathroom

MOTION by Bartholomew second by Edwards to move forward with this contractor [Vinckier Contracting] and to not exceed budget of \$10,000.00

AYES: Bartholomew, Edwards, Hart, Malzahn

NAYS: Fowler, Parker, Poznanski

Motion carried.

10. **NEW BUSINESS:**

- a. Parking Lots

Mike McDonald from engineering firm Hubbel Roth and Clark was present to make a presentation on the Church Street parking lot. Public comments were heard from a resident on Church Street. Comments were made by Elizabeth Miller, DDA Executive Director.

MOTION by Poznanski second by Edwards to approve Church Street parking lot design (A) and authorize HRC to move project to phase three for construction bids that will include improvements of aesthetics

AYES: All

NAYS: None

Motion carried.

- b. Audit Report

Joe Verlin of Gabridge and Company was present to give the presentation of our finalized audit report for FY 2020-2021.

MOTION by Malzahn second by Fowler to accept the 2020-2021 Audit Report as presented by Gabridge and Company

AYES: All

NAYS: None

Motion carried.

- c. Board Position

MOTION by Malzahn second by Poznanski to re-appoint current president Pro-Tempore, Matt Edwards, to remain in that position until the expiration of his term

AYES: Malzahn, Poznanski, Hart, Edwards, Bartholomew

NAYS: Parker, Fowler

Motion carried.

- d. Elected Office

MOTION by Edwards second by Bartholomew to hold a public hearing at the next regular Village Council meeting for the purpose of receiving public comments and review ordinance amendments, drafted by legal counsel, which would change the elected offices of Village Clerk and Village Treasurer to appointed positions

YEAS: Edwards, Bartholomew, Hart, Malzahn

NAYS: Fowler, Parker, Poznanski

Motion carried.

- e. Budget Amendments

MOTION by Bartholomew second by Edwards to approve the 4th quarter budget amendments as submitted by Romeo Accountant Tim Sadowski

YEAS: Bartholomew, Edwards, Hart, Malzahn

NAYS: Poznanski, Parker, Fowler

Motion carried.

11. Adjournment

MOTION by Fowler second by Bartholomew to adjourn the meeting [at 9:32 p.m.]

AYES: All

NAYS: None

Motion carried.

**Respectfully Submitted,
KATHRYN TRAPP
VILLAGE CLERK**