



CITY OF ALBION DOWNTOWN DEVELOPMENT AUTHORITY

SPECIAL MEETING

THURSDAY, NOVEMBER 12, 2015

**MAYOR'S CONFERENCE ROOM
112 W. CASS STREET, ALBION, MI 49224**

7:30 A.M.

JEFFREY BELL, CHAIRPERSON

AGENDA

- I. Call To Order (Reminder: turn off cell phones)
- II. Roll Call of the DDA
- III. Approval of Prior Meeting Minutes
 - October 14, 2015 Special Meeting
- IV. Correspondence
- V. Order of Business
 - A. 2016 Budget
 - B. Miscellaneous Items
 - C. Excuse Absent Board Members
- VI. Citizen Comments (Persons addressing the DDA shall limit their comments to no more than 5 minutes. Proper decorum is required.)
- VII. Adjournment

City Of Albion
 Albion Downtown Development Authority
 Regular Meeting Minutes – October 14, 2015

I. CALL TO ORDER

Vice Chairperson Mike Tymkew called the meeting to order at 7:37 a.m.

II. ROLL CALL

X	Jeffrey Bell, Chairperson (Arrived at 7:40 a.m.)	X	Don Masternak (Arrived at 7:38 a.m.)
X	Scott Brown	X	Jennifer Schreer
X	Joseph Domingo, Mayor	X	Peggy Sindt
X	Alfredia Dysart-Drake	X	Mike Tymkew
X	Nora Jackson	X	Nidia Wolf
	Marcola Lawler		

Administration: Sheryl L. Mitchell, City Manager and Jill Domingo, City Clerk.

III. Approval of Prior Meeting Minutes

A. September 9, 2015 Regular Meeting Minutes

Motion by Domingo, supported by Wolf to approve prior regular meeting minutes as presented.

(MOTION carried, voice vote)

IV. Correspondence – NONE

V. Order of Business

A. Update on Reimbursement for Completed Façade Grants

City Manager Mitchell stated we currently have seven (7) reimbursement requests. We have three (3) businesses that were approved for grants but are currently not in compliance with the City. They are Double Vision, Little Red Lunchbox and The Corona Smoke Shop.

(MOTION carried, voice vote).

1A. Request from Judy Warren, 223 & 225 S. Superior for Emergency Façade Grant Approval

- Dr. Judy Warren, D.D.S. has requested an emergency façade grant for 223 & 225 S. Superior St. as the bricks are falling off the front of the building.

- The Board discussed whether or not this would create a precedence for other late applications to be submitted.
- There are no stipulations in the grant agreement that addresses this issue. Previously these grants have been awarded on a case by case basis.
- The Board discussed creating a policy to distinguish a planned façade grant application and an emergency façade grant.
- The Board also determined the need to have funds available for situations in which monies distributed from the DDA does not fall under the façade grant program.
- The Façade Grant program will be at or below the \$10,000 budget due to three of the approved applicants being in violation of the City compliance.

Motion by Brown, supported by Sindt to approve \$1,000 emergency façade grant application for Dr. Judy Warren, D.D.S. for 223 & 225 S. Superior St as requested. (MOTION carried, 8-3, rcv) (dissenting Domingo, Jackson, Tymkew).

B. 2016 Budget

- The 2015 current fund balance is \$41,545.23. All revenues and expenses are not yet posted but it is project that 2015 will end with a fund balance of approximately \$42,000.
- The revenue projections for 2016 appear to be the same as 2015.
- Façade grants issued will actually not post to the account until the check is actually cut for reimbursement.
- The revenue may increase in 2016 for state reimbursement.
- There is \$20,000 being held by Albion College for wayfinding signage. These funds cannot be used for street closure signage for the downtown street project.
- The Board would like to see a line item added for façade grant
- The Board would like to have a “mock” budget done for special meeting in November to make changes and for approval. They would like to see the following items:
 - A. \$10,000 for façade grants
 - B. \$2500.00 for the car show
 - C. Ismon House Project

Finance Director Mead stated the grant funding amount must be paid up front and will then be reimbursed. DDA does not have the funds available for this so a loan from another fund may be needed.

C. Three-Year Strategic Planning Goals for DDA

- Peggy Sindt stated the City is currently working on the Redevelopment Ready Committee which will help potential businesses and developers with the processes. The Albion City Council has approved the initial application and it has been filed with the State. This is an on-going process and will help to move the community forward. The State will allow funds to help with consultants and will make Albion more visible through the MEDC’s website.

- The question arose as to whether or not the DDA would be able to help fund the signage for the 2017 re-bricking of Superior Street. The signage was a great help to local businesses during a previous downtown street project.
- The Superior Street “bricks” also help with an avenue of marketing for the community.
- The following questions arose pertaining to the 2017 Street Project:
 - A. Will there be a liaison to work with the local businesses for the closure?
 - B. How long will the street be closed for?
 - C. Will it be the entire closed off at once?
 - D. Would like to see local businesses come together to discuss their needs for the downtown street project.
 - E. Council is looking at a road diet program that would take it from four (4) lanes down to three (3) lanes with a designated turn lane and the addition of bike lanes.
 - F. The State will also be planting new trees downtown.

The Board made the determination to have a special meeting in November to discuss the three year strategic plan. The City Manager and City Clerk will send out available dates for the Board to meet.

D. Miscellaneous Items

City Manager Mitchell stated the bid opening for the Ismon House was Tuesday, October 13, 2015. They only received one (1) bid and it came in much higher than what was anticipated. It was determined to send the project out for re-bid. The new bids will be due January 5th, 2016. The project must still be completed by June, 2016.

E. Excuse Absent Board Members

No Action was needed as all members were present.

VI. Citizens Comments (Persons addressing the DDA shall limit their comments to no more than 5 minutes. Proper decorum is required.)

No citizen’s comments were received.

VII. ADJOURNMENT

Motion by Schreer, supported by Brown to adjourn the meeting of the DDA. **(MOTION CARRIED, voice vote).**

Meeting adjourned the meeting at 8:48 a.m.

Recorded by Jill A. Domingo

Calculations as of 10/31/2015

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ORIGINAL BUDGET	2015 ACTIVITY THRU 10/31/15	2015 PROJECTED ACTIVITY	2016 REQUESTED BUDGET	2016 MGR RECOMM'D BUDGET
Dept 000	ESTIMATED REVENUES						
248-000-402.00	CURRENT PROPERTY TAXES	12,238	12,385	11,158	12,000	9,000	
248-000-402.10	CURRENT PROP TAXES - STATE REIMBU	9,960	9,000	13,400	13,400	10,500	
248-000-665.00	INTEREST	222	150	203	200	200	
248-000-671.00	OTHER REVENUES	15	15				
	TOTAL ESTIMATED REVENUES	22,435	21,550	11,361	25,600	19,700	
	NET OF REVENUES/APPROPRIATIONS - 000-	22,435	21,550	11,361	25,600	19,700	
Dept 735-DDA	APPROPRIATIONS						
248-735-744.00	POSTAGE		50		50	50	
248-735-776.00	MATERIALS AND SUPPLIES		200		200	200	
248-735-801.00	PROFESSIONAL SERVICES			2,500	2,500	500	
248-735-802.00	CONTRACTUAL SERVICES	25	150	455	455	500	
248-735-804.00	PRINTING AND COPYING						
248-735-840.00	ADMINISTRATION FEES	1,817	2,200	1,833	2,200	2,200	
248-735-880.00	COMMUNITY PROMOTIONS	2,551	2,750	1,624	2,000	2,700	
248-735-950.00	INSURANCE AND BONDS	1,338	1,330	1,318	1,320	1,350	
248-735-955.00	MISCELLANEOUS	51	600	51	300	500	
	TOTAL APPROPRIATIONS	5,782	7,300	7,781	9,025	7,500	
	NET OF REVENUES/APPROPRIATIONS - 735-DDA	(5,782)	(7,300)	(7,781)	(9,025)	(7,500)	
Dept 741-MARKETING/WAYFINDING SIGNAGE	APPROPRIATIONS	52					
248-741-801.00	PROFESSIONAL SERVICES	52					
	TOTAL APPROPRIATIONS	52					
	NET OF REVENUES/APPROPRIATIONS - 741-MARKETING/WAYFI	(52)					
Dept 757-BOHM THEATRE	ESTIMATED REVENUES						
248-757-502.00	FEDERAL GRANTS	360,000					
	TOTAL ESTIMATED REVENUES	360,000					
	APPROPRIATIONS						
248-757-802.00	CONTRACTUAL SERVICES	360,000					
	TOTAL APPROPRIATIONS	360,000					
	NET OF REVENUES/APPROPRIATIONS - 757-BOHM THEATRE						
Dept 793-SPECIAL PROGRAMS	APPROPRIATIONS						
248-793-870.00	FACADE GRANTS		15,000	15,000	25,675	10,000	
	TOTAL APPROPRIATIONS		15,000	15,000	25,675	10,000	
	NET OF REVENUES/APPROPRIATIONS - 793-SPECIAL PROGRAM		(15,000)	(15,000)	(25,675)	(10,000)	
Dept 806-ISMAN HOUSE RENOVATION	ESTIMATED REVENUES						
248-806-540.00	STATE GRANTS					120,000	
248-806-540.00	CONTRIBUTION FROM LOCAL UNITS					90,000	
	TOTAL ESTIMATED REVENUES					200,000	
	APPROPRIATIONS						
248-806-802.00	CONTRACTUAL SERVICES					200,000	
	TOTAL APPROPRIATIONS					200,000	
	NET OF REVENUES/APPROPRIATIONS - 806-ISMAN HOUSE REN						
	ESTIMATED REVENUES - FUND 248	382,435	21,550	11,361	25,600	219,700	
	APPROPRIATIONS - FUND 248	365,834	7,300	22,781	34,700	217,500	
	NET OF REVENUES/APPROPRIATIONS - FUND 248	16,601	14,250	(11,420)	(9,100)	2,200	

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ORIGINAL BUDGET	2015 ACTIVITY THRU 10/31/15	2015 PROJECTED ACTIVITY	2016 REQUESTED BUDGET	2016 MGR. RECOMM'D BUDGET
BEGINNING FUND BALANCE		32,547	49,150	49,150	49,150	40,050	40,050
ENDING FUND BALANCE		49,148	63,400	37,730	40,050	42,250	40,050