



CITY OF ALBION DOWNTOWN DEVELOPMENT AUTHORITY

REGULAR MEETING

WEDNESDAY, NOVEMBER 9, 2016

MAYOR'S OFFICE

7:30 A.M.

MIKE TYMKEW-CHAIRPERSON

AGENDA

- I. Call To Order (Reminder: turn off cell phones)
- II. Roll Call of the DDA
- III. Approval of Prior Meeting Minutes
 - September 14, 2016 Regular Meeting
- IV. Correspondence
- V. Order of Business
 - A. Consider/Approve 2017 Budget
 - B. Approve 2017 Meeting Dates
 - C. Update on Comprehensive Plan
 - D. Miscellaneous Items
 - E. 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 – September 14, 2016

I. CALL TO ORDER

Chairperson Mike Tymkew called the meeting to order at 7:30 a.m.

II. ROLL CALL

	Scott Brown		X	Jennifer Yawson
X	Joseph Domingo, Mayor			Peggy Sindt
X	Alfredia Dysart-Drake		X	Mike Tymkew
X	Nora Jackson			Nidia Wolf
X	Marcola Lawler		X	Don Masternak
X	Scott Evans			

Administration: Sheryl L. Mitchell, City Manager; Jill Domingo, City Clerk, and John Tracy, Planning/Building & Code Enforcement Director.

III. Approval of Prior Meeting Minutes

A. August 10, 2016 Regular Meeting Minutes

Board Member Dysart-Drake asked to have the following change made to the August 10, 2016 minutes:

Item D-Consideration/Approval of Request for \$500.00 for Festival of the Forks Expenses, Board Member Dysart-Drake voted in favor not dissenting.

Motion by Evans, supported by Domingo to approve prior regular meeting minutes with the above correction.

(MOTION carried, voice vote)

IV. Correspondence-None

V. Order of Business

A. Discussion-Renew DDA Articles of Incorporation

City Manager Mitchell stated she researched legislation for the Articles of Incorporation and also had the City Attorney review and the DDA Articles of Incorporation are fine but the DDA Plan does need to be updated.

Comments were received from Board Member Domingo.

B. 2017 Street Sign Project

City Manager Mitchell stated the previous meeting minutes are being reviewed to see how the signage was handled previously by the Board to help Downtown businesses with signage for the 2017 street project.

Comments were received from Board Members Tymkew and Yawson.

C. Downtown Parking Plan

City Manager Mitchell stated the DDA will be hosting a Downtown Parking Discussion on Wednesday, September 28th, 2016 at 6:30 p.m. at Cascarelli's conference room. Topics will include:

1. What are best practice examples in handling downtown parking?
2. What questions should Albion consider in analyzing its downtown parking situation?

A letter of invitation to the meeting will be sent from the DDA to local businesses and property owners.

The DDA does have a downtown parking plan that needs to be updated.

Comments were received from Board Members Yawson, Dysart-Drake, Tymkew and Evans.

D. Miscellaneous Items

City Manager Mitchell stated Four Town Hall meetings are planned to receive citizen input, regarding the draft Phase I Comprehensive Plan. The first three meetings have been scheduled:

- **Wednesday, Sept. 14th** at 3:00pm at Tennant Hall located at 600 E Michigan Ave., Albion
- **Thursday, Sept. 29th** at 10:30am at the Charles Snyder Building located at 1300 Cooper St., Albion
- **Thursday, Oct. 13th** at 7:00pm at Marshall Alternative High School (formerly Albion Community School) located at 225 Watson St., Albion
- **Thursday, Oct. 27th** at 7:00pm at Lewis Chapel AME Church located at 522 W Center St., Albion
- Other sites and dates to be determined

The final disbursement has been made for the Ismon House and has been inspected by the State. The Ismon House will be requesting the grant reimbursement and the project will be complete. The Ismon House is currently working on fund raising efforts to renovate the second floor of the building.

Comments were received from Board Members Tymkew, Dysart-Drake and Yawson.

Board Member Lawler stated she had been told that someone interested in helping a local business was directed by City Hall and the EDC not to help them and made damaging comments about the business. She would like to encourage economic growth in the community and for everyone to work together.

F. Excuse Absent Board Members

Moved by Domingo, supported by Dysart-Drake to excuse Board Members Brown, Sindt and Wolf.

(MOTION carried, voice vote)

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

Board Member Yawson stated Union Board and The Bohm Theatre will kick off the 50th Annual Festival of the Forks with a special Acapella performance by Kazual, a soulful and high energy group was last seen on Albion's campus last spring for the annual Sing Off event. This event is free to all students and community members. No tickets are necessary.

John Tracy, Director Building, Planning & Code Enforcement updated the DDA Board on Downtown Projects with the following updates:

- The Albion Hotel has finalized the site plans and are in the final design stage.
- The 101 N. Superior Street building is behind schedule and may not be fully complete for the soft Grand Opening on October 14th, 2016.
- He has received interest in some of the downtown buildings and may be interested in purchasing so of those that are currently in the Land Bank

Board Member Dysart-Drake asked how many buildings are being demolished in the community.

Director Tracy stated he would have a more confirmed number next week and would let Board Member Dysart-Drake know once he had the information. He also mentioned the Land Bank received a grant for 3.8 million for demolition of properties in Calhoun County.

VII. ADJOURNMENT

Motion by Domingo, supported by Dysart-Drake to adjourn the meeting of the DDA.

(MOTION CARRIED, voice vote).

Meeting adjourned the meeting at 7:58 a.m.

Recorded by Jill Domingo, City Clerk

Calculations as of 10/31/2016

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 AMENDED BUDGET	2016 ACTIVITY THRU 10/31/16	2016 PROJECTED ACTIVITY	2017 REQUESTED BUDGET
Dept 000-GENERAL							
ESTIMATED REVENUES							
UNK_REV							
248-000-402.00	CURRENT PROPERTY TAXES	12,238	2,294	9,000	8,863	0	0
2016 - DDA NET CAPTURE IS NEGATIVE, OR -0-, HOWEVER, DDA REC'D 2015 SETTLEMENT							
2017 - DDA NET CAPTURE IS NEGATIVE, OR -0-							
248-000-402.10	CURRENT PROP TAXES - STATE REIMBUI	9,960	13,438	10,500	0	11,600	10,500
248-000-665.00	INTEREST	222	250	200	95	100	150
248-000-671.00	OTHER REVENUES	15	0	0	0	0	0
TOTAL UNK_REV		22,435	15,982	19,700	8,958	11,700	10,650
TOTAL ESTIMATED REVENUES		22,435	15,982	19,700	8,958	11,700	10,650
NET OF REVENUES/APPROPRIATIONS - 000-GENERAL		22,435	15,982	19,700	8,958	11,700	10,650
Dept 735-DDA							
APPROPRIATIONS							
UNK_EXP							
248-735-744.00	POSTAGE	0	0	50	0	50	50
248-735-776.00	MATERIALS AND SUPPLIES	0	0	200	0	200	200
248-735-801.00	PROFESSIONAL SERVICES	0	2,500	0	0	0	0
248-735-802.00	CONTRACTUAL SERVICES	25	455	500	0	0	0
248-735-840.00	ADMINISTRATION FEES	1,817	2,200	2,200	1,833	2,200	2,500
248-735-880.00	COMMUNITY PROMOTIONS	2,551	1,624	2,700	1,635	2,500	2,700
248-735-950.00	INSURANCE AND BONDS	1,338	1,318	1,350	1,253	1,350	1,350
248-735-955.00	MISCELLANEOUS	51	51	500	51	250	0
TOTAL UNK_EXP		5,782	8,148	7,500	4,772	6,550	6,800
TOTAL APPROPRIATIONS		5,782	8,148	7,500	4,772	6,550	6,800
NET OF REVENUES/APPROPRIATIONS - 735-DDA		(5,782)	(8,148)	(7,500)	(4,772)	(6,550)	(6,800)
Dept 741-MARKETING/WAYFINDING SIGNAGE							
APPROPRIATIONS							
UNK_EXP							
248-741-801.00	PROFESSIONAL SERVICES	52	0	0	0	0	0
TOTAL UNK_EXP		52	0	0	0	0	0
TOTAL APPROPRIATIONS		52	0	0	0	0	0
NET OF REVENUES/APPROPRIATIONS - 741-MARKETING/WAYFIN		(52)	0	0	0	0	0
Dept 757-BOHM THEATRE							
ESTIMATED REVENUES							
UNK_REV							
248-757-502.00	FEDERAL GRANTS	360,000	0	0	0	0	0
TOTAL UNK_REV		360,000	0	0	0	0	0
TOTAL ESTIMATED REVENUES		360,000	0	0	0	0	0
APPROPRIATIONS							
UNK_EXP							
248-757-802.00	CONTRACTUAL SERVICES	360,000	0	0	0	0	0
TOTAL UNK_EXP		360,000	0	0	0	0	0

Calculations as of 10/31/2016

GL NUMBER	DESCRIPTION	2014 ACTIVITY	2015 ACTIVITY	2016 AMENDED BUDGET	2016 ACTIVITY THRU 10/31/16	2016 PROJECTED ACTIVITY	2017 REQUESTED BUDGET
Dept 757-BOHM THEATRE							
APPROPRIATIONS							
TOTAL APPROPRIATIONS		360,000	0	0	0	0	0
NET OF REVENUES/APPROPRIATIONS - 757-BOHM THEATRE							
		0	0	0	0	0	0
Dept 793-SPECIAL PROGRAMS							
APPROPRIATIONS							
UNK_EXP							
248-793-870.00	FACADE GRANTS	0	24,825	10,000	0	0	0
TOTAL UNK_EXP		0	24,825	10,000	0	0	0
TOTAL APPROPRIATIONS		0	24,825	10,000	0	0	0
NET OF REVENUES/APPROPRIATIONS - 793-SPECIAL PROGRAMS							
		0	(24,825)	(10,000)	0	0	0
Dept 806-ISMAN HOUSE RENOVATION							
ESTIMATED REVENUES							
UNK_REV							
248-806-540.00	STATE GRANTS	0	0	120,000	0	126,182	0
248-806-580.00	CONTRIBUTION FROM LOCAL UNITS	0	0	80,000	35,135	35,135	0
248-806-699.00	TRANSFER IN	0	0	0	50,000	50,000	0
TOTAL UNK_REV		0	0	200,000	85,135	211,317	0
TOTAL ESTIMATED REVENUES		0	0	200,000	85,135	211,317	0
APPROPRIATIONS							
UNK_EXP							
248-806-802.00	CONTRACTUAL SERVICES	0	0	200,000	211,317	211,317	0
TOTAL UNK_EXP		0	0	200,000	211,317	211,317	0
TOTAL APPROPRIATIONS		0	0	200,000	211,317	211,317	0
NET OF REVENUES/APPROPRIATIONS - 806-ISMAN HOUSE RENC							
		0	0	0	(126,182)	0	0
ESTIMATED REVENUES - FUND 248							
		382,435	15,982	219,700	94,093	223,017	10,650
APPROPRIATIONS - FUND 248							
		365,834	32,973	217,500	216,089	217,867	6,800
NET OF REVENUES/APPROPRIATIONS - FUND 248							
		16,601	(16,991)	2,200	(121,996)	5,150	3,850
BEGINNING FUND BALANCE							
		32,547	49,150	32,160	32,160	32,160	37,310
ENDING FUND BALANCE							
		49,148	32,159	34,360	(89,836)	37,310	41,160

CITY OF ALBION DOWNTOWN DEVELOPMENT AUTHORITY

Schedule of 2017 DDA Meetings

The Downtown Development Authority of the City of Albion will meet in regular session in Mayor's Office at 112 W. Cass Street beginning at 7:30 a.m. on the dates listed below. Study sessions and special meetings of the Downtown Development Authority will be posted in advance as needed. The Downtown Development Authority regular sessions are held the 2nd Wednesday each month as needed except where noted below or in case of emergency.

January 11, 2016

February 8, 2016

March 8, 2016

April 12, 2016

May 10, 2016

June 14, 2016

July 12, 2016

August 9, 2016

September 13, 2016

October 11, 2016

November 8, 2016

December 13, 2016

Jill Domingo
City Clerk