



CITY OF ALBION DOWNTOWN DEVELOPMENT AUTHORITY

REGULAR MEETING

WEDNESDAY, OCTOBER 10, 2018

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
 - July 24, 2018 Regular Meeting
- IV. Correspondence
- V. Order of Business
 - A. Update on meeting with AEDC Director
 - B. Strategic Plan Update
 - 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 – July 24, 2018

I. CALL TO ORDER

Chairperson Mike Tymkew called the meeting to order at 7:33 a.m.

II. ROLL CALL

X	Garrett Brown	X	Don Masternak
X	Joe Domingo	X	Mike Tymkew
X	Alfredia Dysart-Drake	X	Nidia Wolf
X	Scott Evans	X	Jennifer Yawson
X	Marcola Lawler (arrived at 8:21 a.m.)		
A	Linda LaNoue		

Administration: Haley Snyder, City Deputy Clerk/Treasurer, John Tracy, Director of Planning, Building & Code Enforcement, and Tom Mead, Finance Director (joined at 8:15 a.m.).

III. Approval of Prior Meeting Minutes

A. July 11, 2018 Regular Meeting Minutes

Motion by N Wolf, supported by G Brown to approve prior regular meeting minutes as presented.

(MOTION carried, voice vote)

IV. Correspondence

V. Order of Business

A. Update – City Council & AEDC Joint Meeting

The Board proceeded with an open forum discussion. Board questions & comments were as follows:

- Collaboration seemed to be the overall tone of the joint meeting.
- With the AEDC becoming increasingly busier, individuals are wearing multiple hats and are representing different entities.
- Having an Executive Director will allow the DDA to become more proactive and involved in the collaborating efforts currently taking place.
- No discussion occurred regarding the façade grant or the relationship between the three (3) entities - DDA, AEDC, and ARC.

- Board Member J Yawson raised the question of what was the purpose of the joint meeting. *Board Member G Brown stated things are happening in the downtown area that should not necessarily be happening.*
- What is the prime focus of the AEDC? *Board Member N Wolf stated originally, AEDC's prime focus was the industrial park and Eaton Street. AEDC has become increasingly over worked due to focusing on more than originally planned.*
- The main responsibility of an EDC is the economic development of a city, township and/or village, as well as the surrounding area.
- Amy Deprez' dual role is getting confused – AEDC & ARC.
- Sheryl Mitchell handled majority of the business items presented to the DDA.
- Since Sheryl has left, DDA has been pushed out and less involved in the collaborating efforts taking place in the downtown area.
- Board Member J Domingo stated DDA has inadvertently set themselves out due to lack of funding. It is difficult to step forward and take charge with limited available funds.
- John Tracy, Director of Planning, Building & Code Enforcement provided the board with a map detailing downtown property owners.
- Which downtown businesses pay taxes? *Tom Mead, Finance Director stated he can provide the board with a list detailing which downtown businesses pay property taxes. Non-profit businesses/property owners are not subject to pay property taxes, unless they are providing for-profit services – all based on the overall purpose of the building and is determined by the City Assessor.*
- Originally, the hotel property contained fifteen (15) parcels – all of which are within the DDA. In 2016, the fifteen (15) individual parcels were combined into one large parcel; however, the consolidated parcels all remain at their original values. Due to the nature of the combined parcels, the Marriot Hotel was built as part of a Brownfield plan/project.
- The Brownfield Plan states that the Brownfield will capture on all educational taxes (public school, ISD, and SET) while the DDA will continue to capture on the non-educational taxes. An agreement between the DDA and the Brownfield has been established whereby, the DDA has agreed to give the Brownfield all non-educational tax captures for so many years.
- Tom Mead, Finance Director suggested to re-do DDA's budget to reflect the educational and non-educational tax captures on the hotel property and said captures being paid out to the Brownfield.
- Bill Dobbins has offered to begin paying taxes on some of the properties being re-developed through ARC.
- Who determines base rental prices for re-developed properties? *Board Member S Evans stated it is dictated by the Federal and/or State grant monies received for such project.*
- Can DDA's general fund be used for anything? Utilize the general fund to pay for a part-time DDA Director? Tom Mead stated *DDA could potentially hire a Director similar to how Amy Deprez is with the AEDC and ARC.*
- AEDC have two (2) new staff members – one (1) full time and one (1) part time.
- Chair Tymkew suggested DDA pursue the possibility of collaborating with the AEDC for the hiring of a part time DDA Director.
- Utilize an AmeriCorps VISTA for part time Director position? DDA Board serve as VISTA's Supervisor – report back to the Board once a month.

Comments were received from Board Members G Brown, J Domingo, A Dysart-Drake, S Evans, D Masternak, M Tymkew, N Wolf, and J Yawson, John Tracy, Director of Planning, Building & Code Enforcement, and Tom Mead, Finance Director.

B. Excuse Absent Board Members

Motion by S Evans supported by G Brown to excuse Board Member L LaNoue.

(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 comments were as follows:

Chair Tymkew thanked Tom Mead for joining the meeting and providing the Board with information on downtown properties.

Board Member N Wolf suggested a strategic plan be created by the board. The last strategic plan created by DDA was back in 2000 – ideally, should be done every 2-5 years.

Chair Tymkew reaffirmed with the Board to proceed with reaching out to the AEDC regarding a possible collaboration for a part time DDA Director.

The next DDA meeting will be Wednesday, October 10, 2018 at 7:30 a.m. in the Mayor's office.

VII. ADJOURNMENT

Motion by M Tymkew, supported by G Brown to adjourn the meeting of the DDA.

(MOTION CARRIED, voice vote).

Meeting adjourned at 8:53 a.m.

Recorded by Haley Snyder, Deputy Clerk/Treasurer