

City Of Albion
 Albion Downtown Development Authority
 Meeting Minutes – May 8, 2019

I. CALL TO ORDER

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

II. ROLL CALL

X	Dave Atchison	X	Emily Verbeke
X	Joe Domingo	X	Nidia Wolf
X	Scott Evans	X	Jennifer Yawson
X	Marcola Lawler		
A	Linda LaNoue		
X	Mike Tymkew		

Administration: Scott Kipp, Interim City Manager, Haley Snyder, Deputy Clerk/Treasurer, John Tracy, Director of Planning, Building & Code

III. Approval of Prior Meeting Minutes

A. March 13, 2019 Special Meeting Minutes

Motion by N Wolf, supported by M Lawler to approve prior special meeting minutes as presented.

(MOTION carried, voice vote)

IV. Correspondence

Haley Snyder, Deputy Clerk/Treasurer announced Director Tracy and DDA Board Members M Lawler, and N Wolf have been signed up for Michigan Downtown Association's PA 57 Seminar on May 22nd at Eaton Rapids City Hall.

V. Order of Business

A. Election of Officers (Chairperson, Vice Chairperson, Secretary, Treasurer)

The following nominations were made for DDA Officers:

N Wolf moved, supported by S Evans to nominate M Tymkew as Chairperson.

M Lawler moved to nominate J Domingo as Chairperson.

N Wolf moved, S Evans supported to nominate M Tymkew as Chairperson.

(MOTION carried, hand vote)

N Wolf moved, supported by J Yawson to nominate S Evans as Vice Chairperson.

J Domingo moved to nominate M Lawler as Vice Chairperson.

N Wolf moved, J Yawson supported to nominate S Evans as Vice Chairperson.

(MOTION carried, hand vote)

E Verbeke moved, supported by S Evans to nominate L LaNoue as Secretary.

(MOTION carried, hand vote)

D Atchison moved to nominate E Verbeke as Treasurer. E Verbeke respectfully declined.

E Verbeke moved to nominate J Domingo as Treasurer.

(MOTION carried, hand vote)

B. Discussion – Downtown Trees

Questions/Comments from the Board for Downtown Trees were as follows:

- Noticing growth of the lower limbs on the downtown trees.
- Is the City responsible for the trimming of the downtown trees?
- Have there been discussions regarding the trimming of the trees and/or a trimming schedule determined?
- If funding is available in the DDA budget, can we purchase bark/chips to put around the trees?
- The trees were purchased by the Tree Committee.
- We need to be cautious with what we propose to do without guidance from the Committee.

Comments were received from Board Members J Domingo, S Evans, M Tymkew, and E Verbeke; S Kipp, Interim City Manager.

C. Strategic Plan Update – Beckett & Raeder, Inc.

Leah DuMouchel with Beckett & Raeder, Inc carried forward the discussion from the last meeting and provided the DDA Board with the next steps in the process.

- The DDA Board was provided with a new map of the DDA district.
- Will need a Board Member to commit to reviewing every word of the new plan to ensure everything is correct – Leah recommended L LaNoue since she is a current board member as well as the PRT Community Fellow. E Verbeke volunteered to assist Linda with the review process.
- At the last meeting, many members mentioned feeling lack of direction due to lack of funding. Maintaining/utilizing DDA funds is not the only job of the board – the DDA is able to manage and raise other funds. (Special Assessment District, USDA Economic Development, Historical District, etc.)
- Vacant land owned by DDA – parking lots located in district and one open lot located across from the Bridal Shop.

- Parking Study – Recommended one be done if one has not been completed. *Board Member N Wolf stated one has been completed and will provide a copy.*
- Signage – Has a wayfinding study been completed? *Director Tracy stated a study has been done and will provide the findings on wayfinding.*
- The DDA Board Members were provided with a summary of the Project Survey. Majority of the projects were never completed.
- An Albion Collaboration meeting was back in April – a few members from City Hall, AEDC, Albion Chamber of Commerce, and DDA attended the meeting. Reviewed the roles of main City entities and created a working document.
- *Director Tracy stated he will be providing the DDA Board with a survey regarding the new zoning rewrite for feedback.*
- If 100 people live within the downtown district, a Development Area Citizens Committee must be formed to review the proposed plan before being approved.
- The downtown district covers four (4) precincts. *Board Member S Evans suggested holding public meeting to inform residents and develop the committee.*
- Next step in the updating process – review land use and zoning of the downtown district, make contact with the City Assessor, and have readers review the “dry stuff” of the plan.

Comments were received from Board Members J Domingo, S Evans, M Lawler, M Tymkew, E Verbeke, and N Wolf; S Kipp, Interim City Manager, J Tracy, Director of Planning, Building & Code Enforcement; Leah DuMouchel, Beckett & Raeder, Inc.

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

Comments were received by Al Smith.

Board Member Comments:

N Wolf stated she has reached out to the Philanthropic Women to inquire about more funding for Christmas lights. Still need about nine (9) more snow flakes and they are roughly \$500 each.

J Domingo suggested the City reach out to Consumers to look into replacing the downtown street lights with new LED lights.

M Tymkew stated a conflict of interest waiver has signed between the ABA and City Attorney. Is this something the DDA is interested in having as well?

Motion by J Domingo, supported by D Atchison to sign conflict of interest waiver with the City Attorney.

A Special DDA meeting is scheduled for Wednesday, June 5th, 2019 at 7:30 a.m.

- VII. ADJOURNMENT

Motion by J Domingo, supported by S Evans to adjourn the meeting of the DDA.

(MOTION CARRIED, voice vote)

Meeting adjourned at 8:55 a.m.

Recorded by Haley Snyder, City Deputy Clerk/Treasurer