

City Of Albion  
 Albion Downtown Development Authority  
 Special Meeting Minutes – June 5, 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	A	Nidia Wolf
A	Scott Evans	A	Jennifer Yawson
X	Marcola Lawler		
X	Linda LaNoue		
X	Mike Tymkew		

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

III. Approval of Prior Meeting Minutes

A. May 8, 2019 Meeting Minutes

Motion by D Atchison, supported by E Verbeke to approve prior meeting minutes as presented.

**(MOTION carried, voice vote)**

IV. Correspondence

V. Order of Business

A. Downtown Trees

Mike Tymkew stated Scott Evans spoke with Dave Farley about the downtown trees. He advised that the trees can be unwrapped and lightly mulched. Trimming of the trees should be done in the fall after they lose their leaves for the season. There are 34 trees that line the downtown corridors (from Ash to the railroad tracks). Employees at Homestead Savings Bank have offered to take on the project of unwrapping and placing mulch around the trees. Jolly Green Junction has bulk brown mulch and the project could be completed for \$75 or less. Homestead Savings Bank is planning to get the project completed in time for the June 28<sup>th</sup> car show and Run Albion event.

Motion by E Verbeke, supported by D Atchison to allow up to \$100 to be spent on materials for the project.

**(MOTION carried, voice vote)**

B. Ismon House Response – April 30<sup>th</sup> letter from State

Shirley Zeller provided the DDA Board with the following information:

- The State awarded a grant three (3) years ago to complete 2<sup>nd</sup> floor renovations.
- A letter was sent to City Manager Rufus back in March requesting information on the project. The requested questionnaire was completed and sent back.
- Received an additional letter in April requesting pictures of the building from the outside and other rooms in the building.
- Received a notice saying submission was incomplete.
- Drawings and scope of work have been sent in review. At this time, have not heard back from them.

Comments were received from Board Members M Tymkew and E Verbeke.

C. Ismon House Rental Rates

Shirley Zeller provided the DDA Board with the following information on rental rates:

- Required to get rental rates approved by the DDA Board.
- The 2<sup>nd</sup> floor renovations are very close to being completed.
- Rental rates for the 2<sup>nd</sup> floor will be the same as the 1<sup>st</sup> floor.
- *Financially, are you doing okay with the current rates?* Finances are a little tight with current rates, however the revenues received are used to cover utility costs.
- *Board Member J Domingo suggested the Ismon House Board review current rates to discuss a possible increase to ensure all utility costs are covered. Currently, the rates are more than fair.*
- The Ismon House Board is requesting approval of the rental rates as presented.

J Domingo moved, supported by M Lawler to approve Ismon House rental rates as presented.

**(MOTION carried, voice vote)**

Comments were received from Board Members D Atchison, J Domingo, M Lawler, M Tymkew, and E Verbeke.

D. PA 57 Seminar Follow Up

- The Michigan Downtown Association PA 57 seminar was very interesting. Board Member M Lawler and N Wolf; and John Tracy, Director of Planning Building & Code Enforcement attended the event.
- DDA has a lot of things to consider and get done with the new PA 57 requirements.
- Director Tracy has registered the City to be members of the Michigan Downtown Association.

- H Snyder, Deputy Clerk/Treasurer stated the current DDA plan has been submitted to the State for review. Amy Deprez, AEDC President is working to locate the most recent TIFA plan to get submitted.
- In addition to the plans being submitted, two (2) informational meetings must be held each year. Notices for the meetings must be posted 14 days in advance.
- The first meeting could be held in conjunction with the July 15<sup>th</sup> City Council meeting to inform the public on the current strategic plan update.
- The second meeting could be held sometime in November once the strategic plan has been finalized.

Comments were received from Board Members D Atchison, M Lawler, L LaNoue, M Tymkew, E Verbeke; H Snyder, Acting Assistant City Manager/Deputy Clerk/Treasurer, J Tracy, Director of Planning, Building & Code Enforcement; Leah DuMouchel, Beckett & Raeder, Inc.

#### E. Strategic Plan Update – Community Engagement

Leah DuMouchel with Beckett & Raeder, Inc. stated an important part of updating the strategic plan is gathering community input. Disseminating a survey geared towards downtown development will help to capture this type of information.

- Who does the DDA need to hear from? – Downtown residents, community members, and other public entities.
- What info are we seeking? – Four (4) possible outreach groups, residents, business owners, visitors, and residents who live in the downtown area. Seeking feedback on their downtown experiences.
- What are we going to do with the information received? – Prioritize projects, goals, etc. Demonstrate the connection between the downtown and community as a whole.
- What do we want to see downtown? – Business wise, need a mixture of businesses.
- Leah will work with Linda and Emily for feedback and rollout of the survey.

Comments were received from Board Members J Domingo, M Lawler, L LaNoue, M Tymkew, and E Verbeke.

#### F. Excuse Absent Board Members

J Domingo moved, supported by M Lawler to excuse all three (3) absent Board Members.

#### **(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.)

Comments were received by J Tracy, Director of Planning Building & Code Enforcement and Al Smith.

Board Member Comments:

L LaNoue encouraged Board Members to review the community branding strategy.

VII. ADJOURNMENT

Motion by J Domingo, supported by M Lawler to adjourn the meeting of the DDA.

**(MOTION CARRIED, voice vote)**

Meeting adjourned at 9:11 a.m.

Recorded by Haley Snyder, City Deputy Clerk/Treasurer