



**CITY OF ALBION DOWNTOWN DEVELOPMENT AUTHORITY**

**REGULAR MEETING**

**TUESDAY, JULY 24, 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 11, 2018 Regular Meeting
- IV. Correspondence
- V. Order of Business
  - A. Update – City Council & AEDC Joint Meeting
  - B. 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 11, 2018

I. CALL TO ORDER

Chairperson Mike Tymkew called the meeting to order at 8:01 a.m.

II. ROLL CALL

X	Garrett Brown	A	Don Masternak
X	Joe Domingo	X	Mike Tymkew
X	Alfredia Dysart-Drake	X	Nidia Wolf
X	Scott Evans	X	Jennifer Yawson
X	Marcia Lawler		
X	Linda LaNoue		

Administration: Haley Snyder, City Deputy Clerk/Treasurer and John Tracy, Director of Planning, Building & Code Enforcement.

III. Approval of Prior Meeting Minutes

A. January 10, 2018 Regular Meeting Minutes

Motion by N Wolf, supported by S Evans to approve prior regular meeting minutes as presented.

**(MOTION carried, voice vote)**

IV. Correspondence

V. Order of Business

A. Approval of Ismon House Rates – Shirley Zeller

Shirley Zeller presented the DDA Board with proposed floor hourly rental rates for consideration and approval.

The proposed weekly rates (Monday-Thursday) are lower than weekend and holiday rates with the hopes of increasing the building usage during the week.

The proposed rates do include a \$75 cleaning fee per floor. The Ismon House maintenance person has agreed to handle event cleanup; however, the cleaning fee will not be issued if the cleanup is done by the individual(s) renting the floor.

Second floor renovations are currently underway. The renovations include a large board room and two small reception/sitting areas. The Ismon House Board is looking into grants for renovations of the front cement steps.

Comments were received from Board Members G Brown, J Domingo, A Dysart-Drake, S Evans, J Yawson, L LaNoue and M Tymkew.

Motion by S Evans, supported by J Domingo to approve the proposed Ismon House rental rates as presented.

**(MOTION carried, voice vote)**

B. Discussion-EDC Building Furniture

Questions/Comments from the Board for EDC Building Furniture were as follows:

- EDC furniture leftover from the move was supposed to be stored in a secure area at City Hall until decisions could be made on what to do with it; however, that did not happen.
- The furniture has been moved and stored in different locations by the DPW workers. All of the EDC meeting minutes are missing.
- Board Member J Domingo stated all of the remaining items have been stored together, just a matter of going through everything and locating the minutes.
- Received a proposal from Tom Mead, Finance Director to use two wooden desks in his office to prevent them from being damaged.

Comments were received from Board Members N Wolf, J Domingo, and M Tymkew

C. Façade Grant Application

Board Member N Wolf stated back in March, EDC received a façade grant application from MEDC. The application was forwarded from Amy Deprez to Chief Kipp who then passed it along to Board Member N Wolf.

The proposed grant would go towards revitalization of the downtown area. MEDC would contribute up to \$500,000 as long as the municipality receiving the grant is able to match an additional \$500,000 – 43% from local business owners and 7% from DDA.

The MEDC requested historical information regarding the City's façade grants. Three (3) municipalities will be chosen by MEDC to receive the grant. Decisions will be made during the July or August MEDC meeting.

Comments/Questions from the Board were as follows:

- Why wasn't the grant application originally given to DDA?
- Board Member S Evans stated since the EDC has become increasingly busy, it may be a good idea to look into the possibility of having a part-time DDA Director.
- Have DDA added to the July 19<sup>th</sup> joint City Council and EDC meeting to discuss the grant and communication between the three (3) entities.
- How many downtown businesses pay taxes? *John Tracy, Director of Planning, Building & Code Enforcement stated he can provide the Board with a map detailing how many downtown properties are currently occupied and which ones pay taxes.*
- How many municipalities have been asked to submit historical façade information? *Board Member N Wolf stated she was not aware of how many other municipalities have been contacted.*

- Board Member J Domingo stated it would be good to have the businesses/individuals who will benefit from this grant meet with DDA.
- Crowdfunding could be done to raise the required 7% DDA contribution.

Comments were received by Board Members G Brown, J Domingo, A Dysart-Drake, S Evans, L LaNoue, M Timkew, J Yawson and N Wolf, and John Tracy, Director of Planning, Building & Code Enforcement.

D. Excuse Absent Board Members

Motion by G Brown supported by S Evans to excuse Board Member D Masternak.

**(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.)

The following citizen's comments were received:

Al Smith provided the DDA Board with an update on the 2018 Red, White & Blue Cruise-In & Car Show:

- The finances were as follows:
  1. Art Craft Press – 1,000 flyers – invoice sent directly to City
  2. Jimmy John's – porta toilet.....\$100.00
  3. T-N-T Music – DJ Service 4 hours.....\$250.00
  4. Daytona Trophy – Dash Plaques 100 qty.....\$230.00

All expenses have been given to the City Treasurer and are paid in full.

- 62 registered cars and 10 unregistered cars were in attendance.
- Size of car show down due to main street construction.
- Lack of community participation, four (4) people volunteered to run the car show.
- The 2019 car show will take place on the last Friday in June.

Board comments were as follows:

Board Member LaNoue thanked Al Smith for all of his hard work and efforts in putting on the car show.

Chair Tymkew stated it would be a good idea to put together a history pamphlet/guide of what has been accomplished by the DDA for current and new Board Members.

Board Member LaNoue stated while living downtown, it is exciting to see the positive momentum and new people visiting the downtown area.

The next DDA meeting will be Tuesday, July 24, 2018 at 7:30 a.m. in the Mayor's office.

VII. ADJOURNMENT

Motion by J Yawson, supported by G Brown to adjourn the meeting of the DDA.

**(MOTION CARRIED, voice vote).**

Meeting adjourned at 9:07 a.m.

Recorded by Haley Snyder, Deputy Clerk/Treasurer