

City Of Albion  
 Albion Downtown Development Authority  
 Regular Meeting Minutes – October 10, 2018

I. CALL TO ORDER

Chairperson Mike Tymkew called the meeting to order at 7:32 a.m.

II. ROLL CALL

A	Garrett Brown	A	Don Masternak
X	Joe Domingo	X	Mike Tymkew
A	Alfredia Dysart-Drake	X	Nidia Wolf
X	Scott Evans	X	Jennifer Yawson
X	Marcola 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. July 24, 2018 Regular Meeting Minutes

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

**(MOTION carried, voice vote)**

IV. Correspondence

Deputy Clerk Snyder stated a special meeting will be needed to review/approve the proposed 2019 budget.

V. Order of Business

A. Update – Meeting with AEDC Director

Chair Tymkew stated he met with AEDC Director, Amy Deprez to discuss a possible collaboration for a DDA Director. The Board proceeded with an open forum discussion. Board question & comments were as follows:

- Looking for a person to work part-time under DDA and AEDC
- What would the person be responsible for on DDA's end? Strategic plan?
- Wait until the new City Manager comes on board and have a three-way conversation – the City, DDA, and AEDC.
- Include Chamber of Commerce?
- Continue pursuing the idea.

Comments were received from Board Members S Evans, M Lawler, L LaNoue, M Tymkew, and N Wolf.

#### B. Strategic Plan Update

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

- The current strategic plan is pretty outdated. Last updated in 2001 – 144 pages. Realistically, should be updated every five (5) years.
- Pursue updating before hiring a Director? *Board Member L LaNoue suggested moving forward with the process.*
- Create a new draft or modify the current plan?
- A good portion can be eliminated from the current plan – no longer applies to the City.
- Review other cities' DDA strategic plans.
- Create a sub-committee to begin the process or include the entire Board? *Board Member J Domingo stated including the entire Board provides everyone with first-hand knowledge on the plan and process.*
- Review the current plan and identify key areas of importance to discuss at the October 24<sup>th</sup> Special Meeting.

Comments were received from Board Members J Domingo, S Evans, M Lawler, L LaNoue, M Tymkew, N Wolf, and J Yawson.

#### C. Excuse Absent Board Members

Motion by S Evans supported by J Domingo to excuse Board Members G Brown, A Dysart-Drake, and 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.)

Board comments were as follows:

Board Member N Wolf stated the downtown area is in need of nine (9) snowflake holiday lights. Received a donation from the Philanthropic Women's Group for one snowflake.

Board Member L LaNoue stated with all of the recent local events, the Malleable Brewery continues to attract major foot traffic and break sales records.

Board Member N Wolf stated sixty (60) façade grant applications were received by the MEDC, and three (3) were selected to move forward in the process. The City was not selected.

Chair Tymkew suggested the board continue to meet quarterly, with February being the first quarter.

The next DDA Special Meeting will be Wednesday, October 24, 2018 at 7:30 a.m. in the Mayor's office.

VII. ADJOURNMENT

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

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

Meeting adjourned at 8:06 a.m.

Recorded by Haley Snyder, Deputy Clerk/Treasurer