



CITY OF ALBION DOWNTOWN DEVELOPMENT AUTHORITY

REGULAR MEETING

WEDNESDAY, NOVEMBER 8, 2017

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
 - October 11, 2017 Regular Meeting
- IV. Correspondence
- V. Order of Business
 - A. Introduction Eric Worley, President Greater Albion Chamber of Commerce
 - Albion Aglow Parade & Downtown Open House
 - B. Approve 2018 Meeting Dates
 - 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 – October 11, 2017

I. CALL TO ORDER

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

II. ROLL CALL

A	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		
X	Linda LaNoue		

Administration: Sheryl L. Mitchell, City Manager and Jill Domingo, City Clerk.

III. Approval of Prior Meeting Minutes

A. September 13, 2017 Regular Meeting Minutes

Comments were received from Board Member A Dysart-Drake

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

(MOTION carried, voice vote)

IV. Correspondence-None

V. Order of Business

A. Discussion/Approval FY 2018 Budget

City Manager Mitchell updated the DDA Board with the following information pertaining to the FY 2018 Budget:

- \$15,000 is the projected revenue for the DDA based on the information we currently have available
- Property taxes are stable but have no real impact on the bottom line
- We should receive revenue funds from the State in March or April
- Revenue Sharing will increase by 1%
- Admin Fees of \$2361.00 are for city services
- The budget will need to be amended for the pass thru grant for the Peabody Project. \$800,000 Revenue and \$28,800 administrative fees
- \$2500.00 community promotions is for the car show
- Ground breaking for the Peabody Project will be held October 20th, 2017

- The DDA will have approximately \$6,000 to use for 2018 but will have a better idea after funds are received from the State in March or April.

Comments were received from Board Members M Tymkew and N Wolf.

Motion by J Domingo, supported by N Wolf to approve FY 2018 with amendment to add revenue and expenses for the Peabody Project

(MOTION carried, voice vote)

B. Approve Peabody Project as a DDA Project & Authorize City Manager to sign the related documents

City Manager Mitchell updated the DDA on the Peabody Project as follows:

- Peabody Associates will be completing a full renovation of property located at 400 S. Superior Street.
- The main level will be commercial space and the 2nd and 3rd floor will be apartments
- The project is being funded through CDBG grants, MEDC and ARC
- Total project will be approximately \$900,000
- The grant funding will be a pass thru the DDA budget. Funds will be reimbursed with submission of bills

Questions/Comments from the Board were as follows:

- Is the City the grantee? Yes
- How will the administration fees funded? *The administrative fees will be paid as part of the CDBG grant which allows for a grant administrator. The grant administrator is Bruce Johnson of Revitalize.*
- Is the elevator part of the project? Yes
- Does the labor need to be union labor? *The state determines labor requirements.*
- *They will be working with Albion Housing Commission for training and labor on the project*
- \$828,800 will be the pass thru amount in the DDA's budget. \$800,000 is for the project and \$28,800 will be for the grant administrator.
- The grant does include the parking lot.

Comments were received from Board Members M Tymkew, N Wolf, A Dysart-Drake and J Domingo.

Moved by N Wolf, supported by M Lawler to approve the Peabody Project as a DDA Project and Authorizes City Manager to sign related expenditures and reimbursements.

(MOTION carried, roll call vote) (8-0, S Evans abstained)

C. Discussion-Future Land Use & Zoning Plan

Danielle Nelson, Special Projects Manager, EDC updated the DDA Board with the following information on the Future Land Use & Zoning Plan:

- The Future Land Use & Zoning Plan (FLU) is phase 2 of the Comprehensive Plan
- The Comprehensive Plan is required by the State and can be split into processes
- FLU is to inform Planning Commission of what the public would like to see for land use
- FLU is currently in the public comment phase which will be complete in November
- Would like to receive comments on draft map and what the public would like to see in the next 5 to 30 years for land use and zoning
- The future land use and zoning categories are not the same
- The last zoning update was 30 years ago
- Currently working with Albion College regarding the college district
- The Planning Commission will meet with consultant pertaining to public input received.
- The consultant was funded by a grant from the Albion Community Foundation and also the MEDC.
- The goal is to provide future zoning, simplify zoning classifications and make more user friendly for the public
- If you would like to provide input, please email Danielle Nelson or John Tracy.

Board Questions/Comments:

- Will there be any changes to the downtown district? The proposal allows for additional mixed use on Superior Street, Eaton Street and Austin Avenue
- Who will make the changes: It will first go to the Planning Commission who will then recommend approval to the Albion City Council
- Will homeowners in the vicinity of proposed changes be notified and if so, how will they be notified? Any residence or business within 300 feet of the proposed changes will be notified by mail. There will also be public notices published in the local newspaper
- This is just a plan and does not give the City authority to change the zoning. Proposed changes must be initiated by the property owner.
- This plan will also give support to property owners and there will be no imminent domain

Comments were received from Board Members J Domingo and M Tymkew.

D. Excuse Absent Board Members

Motion by A Dysart-Drake supported by L LaNoue to excuse Board Member G Brown.

(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.)

No citizen comments were received.

Board Comments were as follows:

City Manager Mitchell stated the following:

- She has received notice the Albion Community Foundation will be leaving the EDC building and moving into Dr. Starkey's old dental office on Eaton Street. The EDC will also be moving to the Eaton Street location and the EDC building will be put up for sale. The EDC and Albion Community Foundation do not generate foot traffic so this will allow for the building to be purchased for a business that does generate foot traffic and taxes.
- She has tendered her resignation as City Manager to the Albion City Council with a last day of Monday, November 6, 2017
- A committee is working on a block party in conjunction with the re-opening of Superior Street and will align with Albion Aglow. This is planned for the first Saturday in November.
- The City has received a grant from the Albion Community Foundation for bike racks that will be placed throughout the City.

Board Member Wolf stated we have large chipping in the bricks on Superior Street. It was noted there has a problem with leveling. Also there is a 3' piece of sidewalk behind Huntington Bank that cars run into and she asked if some sort of reflectors may be placed there.

Board Member Wolf stated through the efforts of Elaine Rice, funds have been received to add two angels on each side of the bow located in the center of downtown. Funding was received from a foundation.

City Manager Mitchell stated MDOT was meeting later that morning and she would bring up the chipped bricks. She also stated the south end of Superior Street would be completed in November while the full renovation is scheduled for completion at the end of November. Trees that were taken out as part of the Superior Street project will be replaced and replanted.

Additional comments were received from A Dysart-Drake, J Yawson, L LaNoue and J Domingo.

VII. ADJOURNMENT

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

(MOTION CARRIED, voice vote).

Meeting adjourned the meeting at 8:05 a.m.

Recorded by Jill Domingo

CITY OF ALBION DOWNTOWN DEVELOPMENT AUTHORITY

Schedule of 2018 DDA Meetings Monthly

The Downtown Development Authority of the City of Albion will meet in regular session in Mayor's Office at 112 W. Cass Street beginning at 7:30 a.m. on the dates listed below. Study sessions and special meetings of the Downtown Development Authority will be posted in advance as needed. The Downtown Development Authority regular sessions are held the 2nd Wednesday each month as needed except where noted below or in case of emergency.

January 10, 2018

February 14, 2018

March 14, 2018

April 11, 2018

May 9, 2018

June 13, 2018

July 11, 2018

August 8, 2018

September 12, 2018

October 10, 2018

November 14, 2018

December 12, 2018

Jill Domingo
City Clerk