



**CITY OF ALBION DOWNTOWN DEVELOPMENT AUTHORITY**

**REGULAR MEETING**

**WEDNESDAY, FEBRUARY 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
  - January 11, 2017 Regular Meeting
- IV. Correspondence
- V. Order of Business
  - A. Update on Ismon House 2<sup>nd</sup> Floor Renovation-Shirley Zeller
  - B. M-99/Superior Street Reconstruction Presentation-Brandan Maurer, MDOT
  - C. Signage for Downtown Construction
  - D. Miscellaneous Items
  - E. 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 – January 11, 2017

I. CALL TO ORDER

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

II. ROLL CALL

X	Scott Brown		X	Scott Evans
X	Alfredia Dysart-Drake			
X	Jennifer Yawson			
X	Mike Tymkew			
X	Nidia Wolf			

Administration: Sheryl L. Mitchell, City Manager, Jill Domingo, City Clerk, John Tracy, Planning, Building & Code Enforcement and Mayor Garrett Brown via phone at 8:50 a.m.

III. Approval of Prior Meeting Minutes

A. December 14, 2016 Regular Meeting Minutes

Brown moved, Tymkew supported, to make the following correction to the December 14, 2016 minutes:

**Call to Order by Chair Mike Tymkew.**

**(MOTION carried, voice vote)**

Motion by Wolf, supported by S Brown to approve prior regular meeting minutes with the above correction.

**(MOTION carried, voice vote)**

IV. Correspondence – NONE

V. Order of Business

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

Motion by S Brown, Yawson supported, to elect Mike Tymkew as Chairperson.

**(MOTION carried, voice vote)**

Motion by Dysart-Drake, Wolf supported, to elect Scott Brown as Vice Chairperson.

**(MOTION carried, voice vote)**

Motion by Dysart-Drake, S Brown supported, to elect Jennifer Yawson as Secretary.

**(MOTION carried, voice vote)**

Motion by S Brown, Evans supported, to elect Alfredia Dysart-Drake as Treasurer.

**(MOTION carried, voice vote)**

## B. Signage for Downtown Construction

Questions/Comments from the Board about the signage for the downtown construction are as follows:

- How far does the DDA Board want to go with the signage?
- Would like to check with MDOT about their signage plans for businesses
- We need to identify what we need for signage
- The sidewalks will not be closed down during the construction so residents will be able to access stores via walking
- A suggestion was made to have signs stating where residents should park and that the sidewalks are open
- Project is supposed to be completed by the Festival of the Forks
- The project will begin in April. April-June will be Ash to Cass St and then in June will be Cass to the EDC building
- The bump-outs may create issues with the sidewalks being open. They may have sidewalk closures on some days
- The project was awarded to Hoffman Brothers.
- The Board would like to have MDOT come to the next DDA meeting. City Manager will contact MDOT to set up the meeting.
- Would like the DDA to meet with the contractor and MDOT on a weekly basis for updates.

Comments were received from Board Members Dysart-Drake, S Brown, Tymkew and Yawson and John Tracy, Director Planning, Building & Code Enforcement.

## C. Update on Redevelopment Ready Community Progress

Chairperson Tymkew stated the update was in the packet and asked if members of the Board had any questions.

## D. MML Training-February 4, 2017 11am-3pm for Council & Boards & Commission Members

City Clerk Domingo stated the MML will be coming to Albion for training. The location is yet to be determined. An email will be sent to all Board Members.

## E. Miscellaneous Items

- Board Member Yawson asked to have her name changed on the DDA letterhead.
- Mayor Brown arrived via phone @ 7:50 am
- The Board asked Mayor Brown about the appointments to the DDA Board. Discussion on whether or not being a member of the ABA Board qualified as having an interest in the Downtown and would therefore meet the qualifications of the DDA Board. Mayor Brown stated he had read the bylaws and feels membership of the ABA Board does meet the qualifications but he will speak with the City Attorney and get a written opinion.

Comments were received from Board Members Wolf, Tymkew, Yawson and Dysart-Drake, City Manager Mitchell and Mayor Brown.

#### F. Excuse absent Board Members

No action was necessary as all Board Members were present.

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

Al Smith asked where the car show will be held this year due to the construction. Board Member Wolf stated it will be held in the Market Place where the Farmer's Market is held. Board Member Wolf stated one of the issues will be use of the downtown restaurants and that we should also encourage the businesses downtown to dress up the rear entrances of their buildings.

#### VII. ADJOURNMENT

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

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

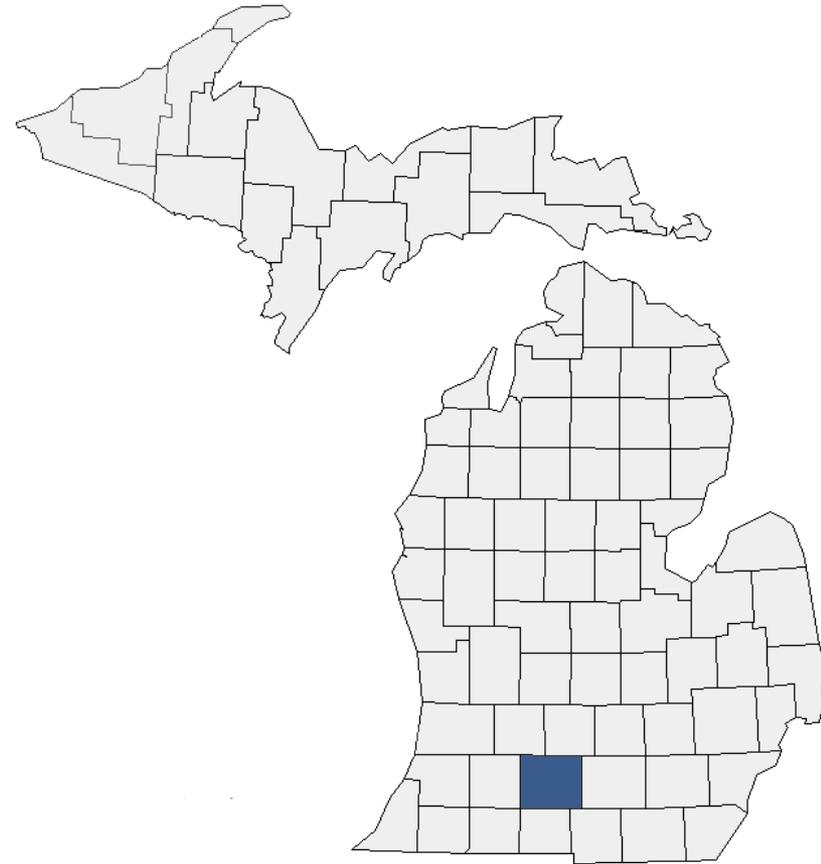
Meeting adjourned the meeting at 8:03 a.m.

Recorded by Jill Domingo

# M-99 (Superior St) Reconstruction

---

**Albion Council Meeting** | January 17, 2017



*Where is the project?*



Project Area

*What is the project?*

## Reconstruction of M-99

- *replacement of the subbase*
- *replacement of the concrete base*
- *replacement of the bricks*
- *replacement of the curb & gutter*

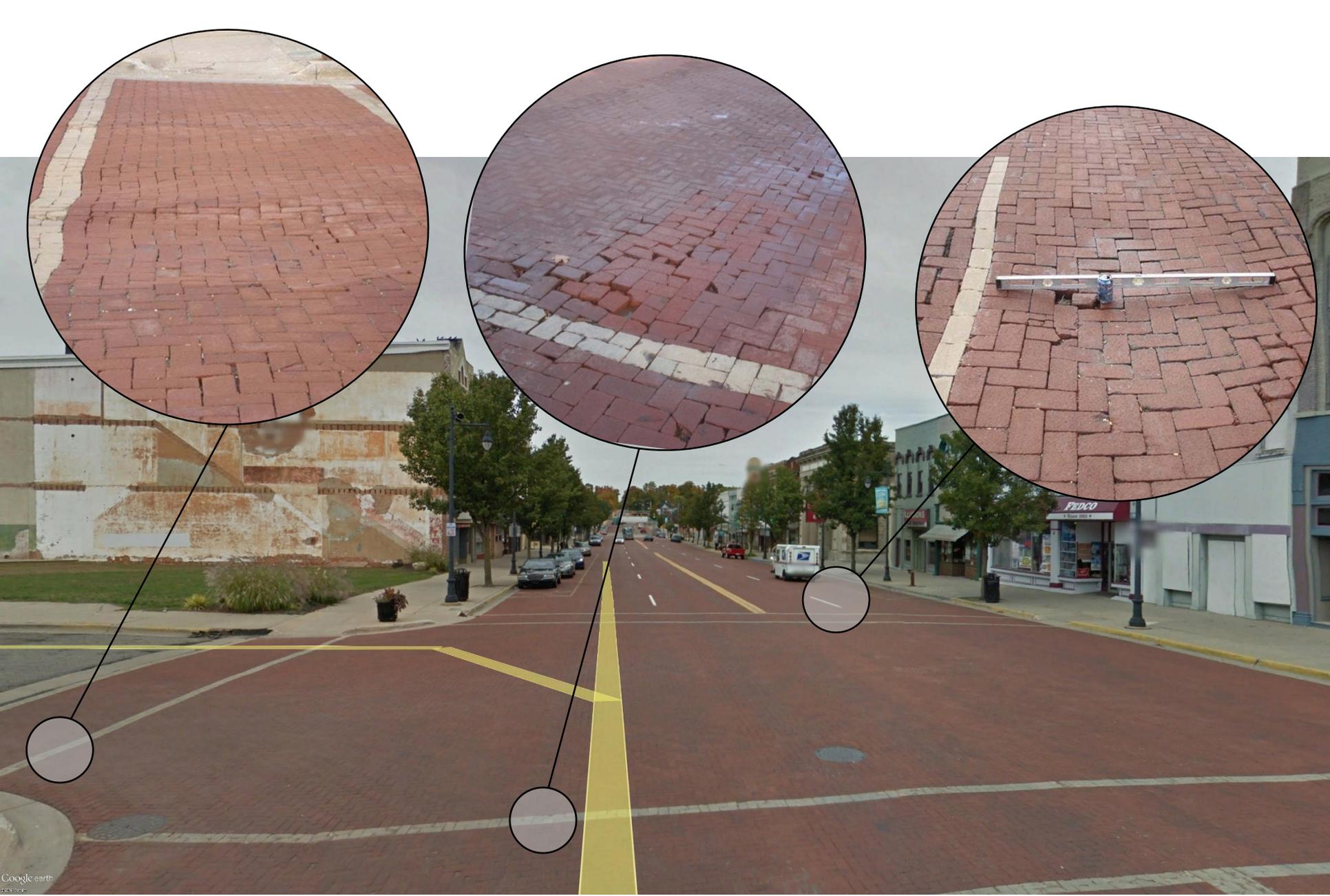
## Utility Work

- *replacement of the storm sewer*
- *replacement of the water main*

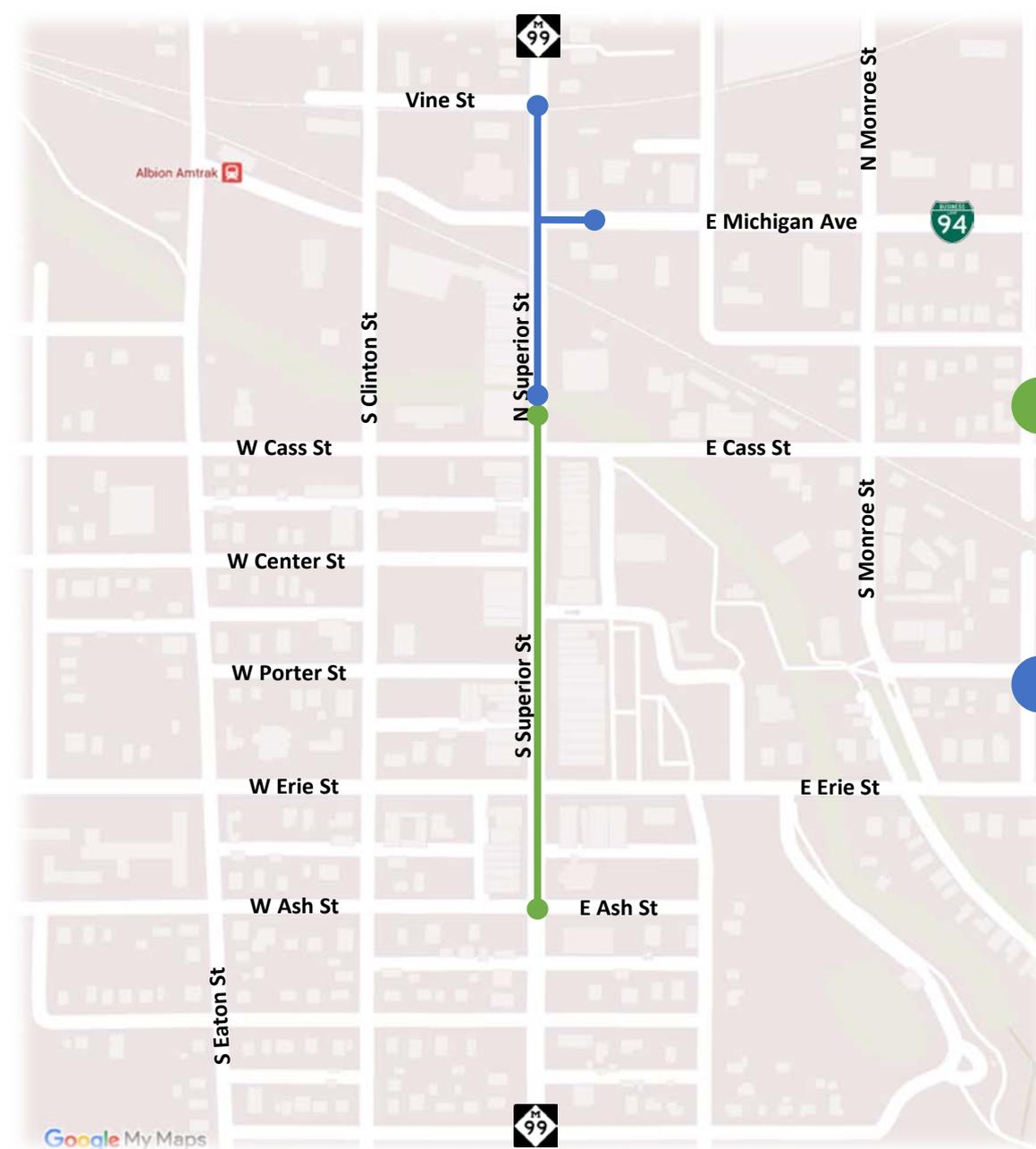
## Safety Upgrades

- *upgrade to the Superior St / Michigan Ave traffic signal*
- *4 to 3 lane conversion*
- *pedestrian bump outs*

*Why is the project needed?*



*What is the construction schedule?*



## Notifications

- Weekly e-mails shall be sent containing the latest construction information.
- Biweekly on-site public open houses to be held to discuss construction activities.

### Stage 1

- May 2017 to September 2017
- Open to traffic prior to the Festival of the Forks
- M-99 (S Superior St) traffic detoured

### Stage 2

- June 2017 to November 2017
- M-99 (N Superior St) traffic detoured
- I-94BL (E Michigan Ave) traffic detoured

I-94BL (E Michigan Ave), Cass St, & Erie St to remain open as long as possible.

*What are the detour routes?*

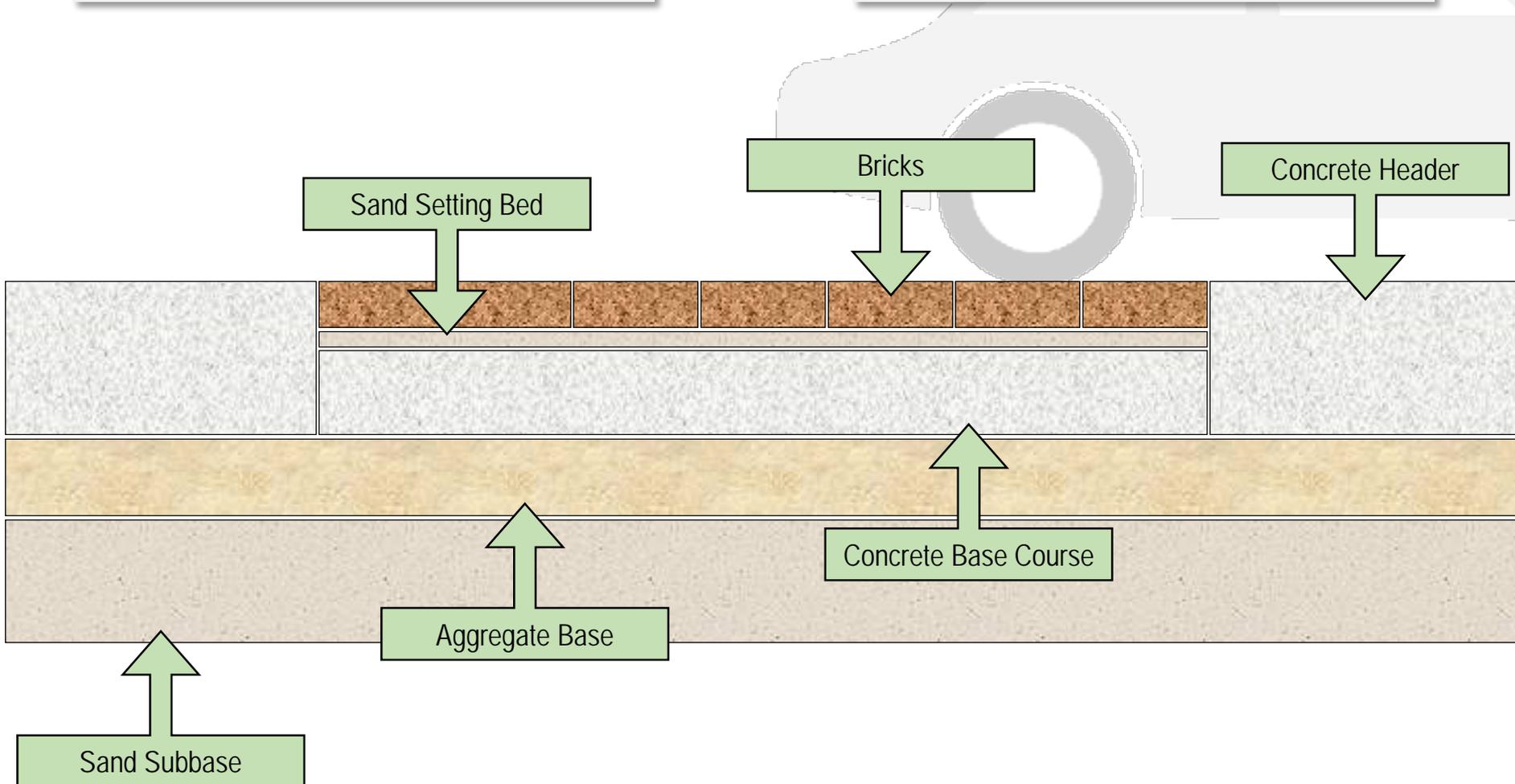


-  Project Area
-  M-99 (S Superior St) Detour
-  I-94BL (E Michigan Ave) Detour

*Why must traffic be detoured?*

*The bricks must be locked in place between two concrete headers so they do not shift before the road can be opened to traffic.*

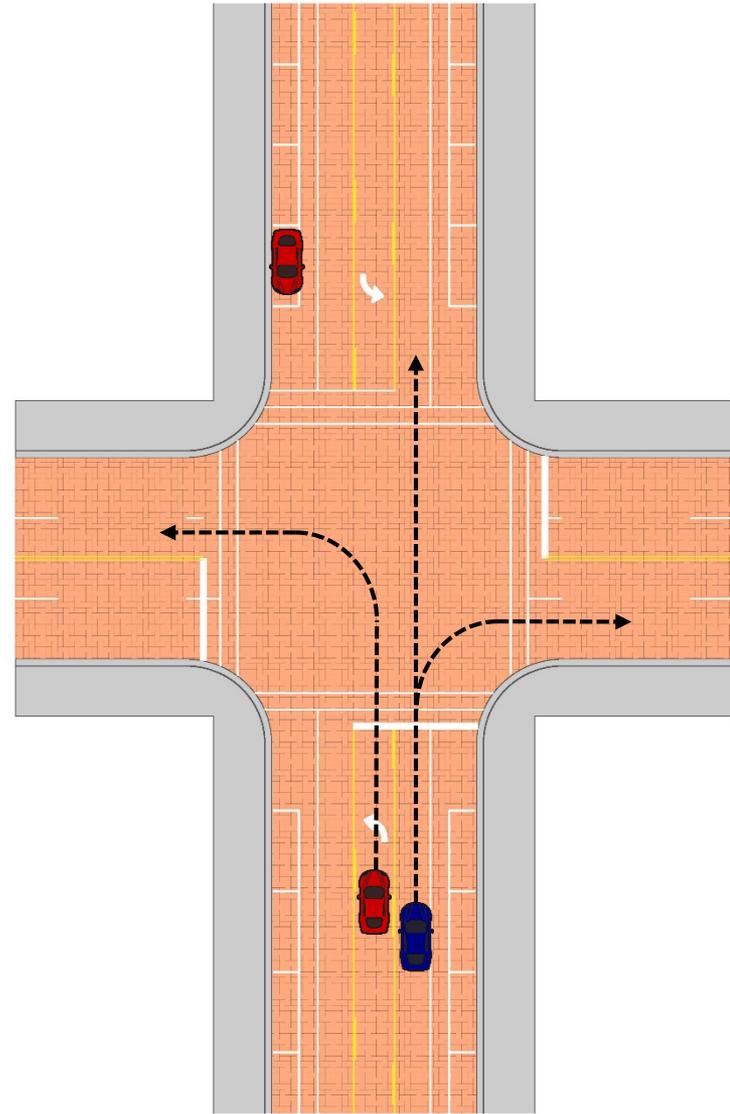
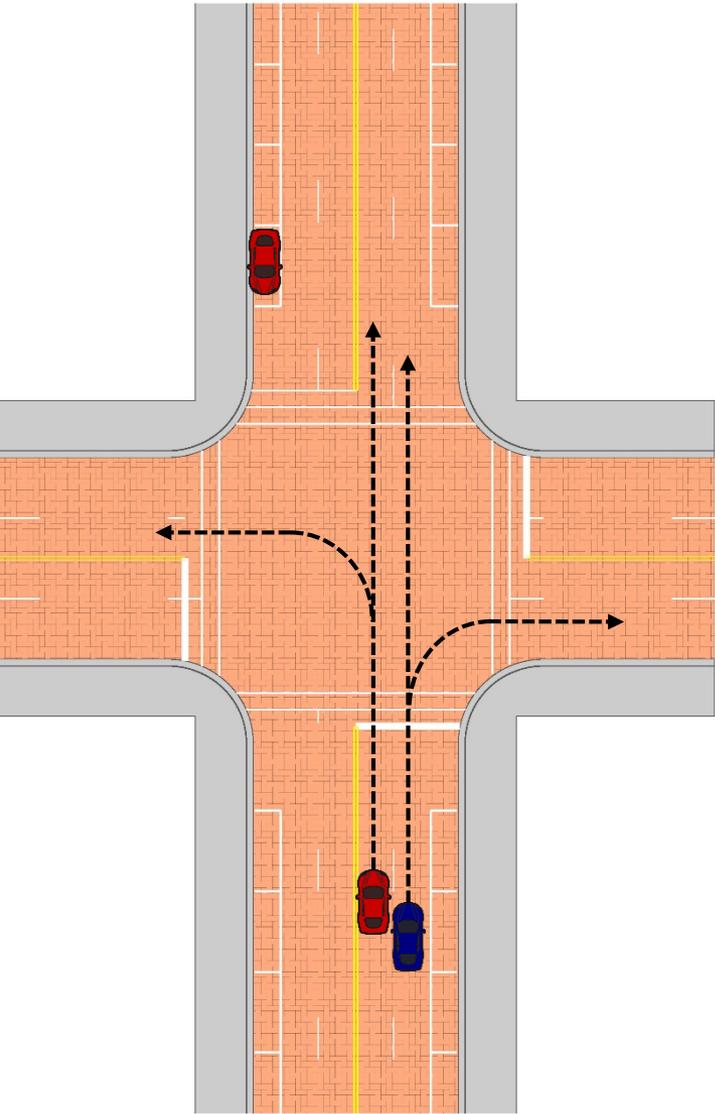
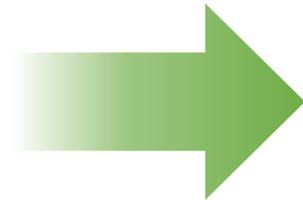
*The concrete headers are located at the beginning and end of the project, at each side street, at the railroad tracks, and at the bridge.*

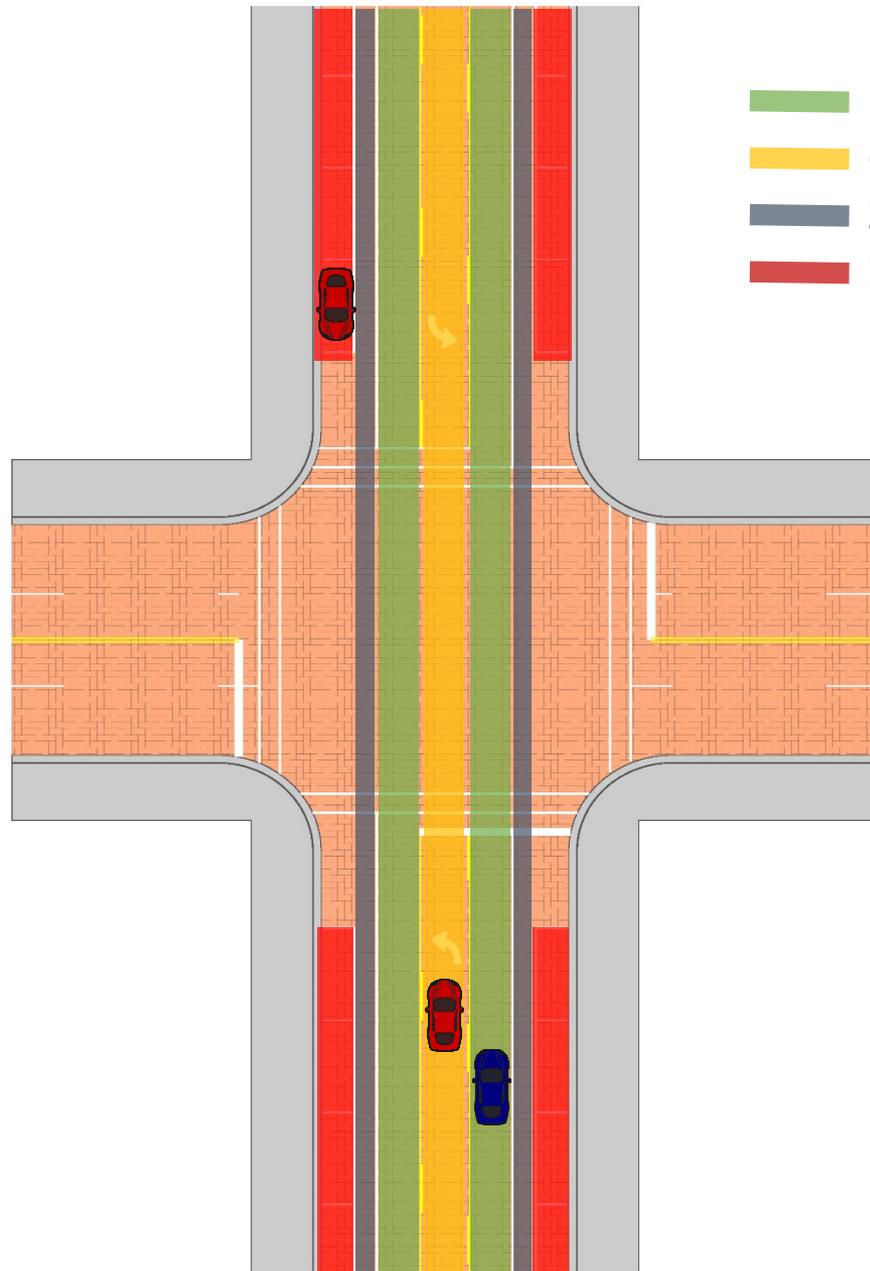


*What is a 4 to 3 lane conversion?*

4-Lane

3-Lane





-  NB/SB Lane
-  Center Left-Turn Lane
-  Shoulder (available for bike use)
-  Parking

*Have other roads been converted to  
3 lanes?*



← **BEFORE**



← **AFTER**

*Main St | Benton Harbor, MI*



← BEFORE



← AFTER

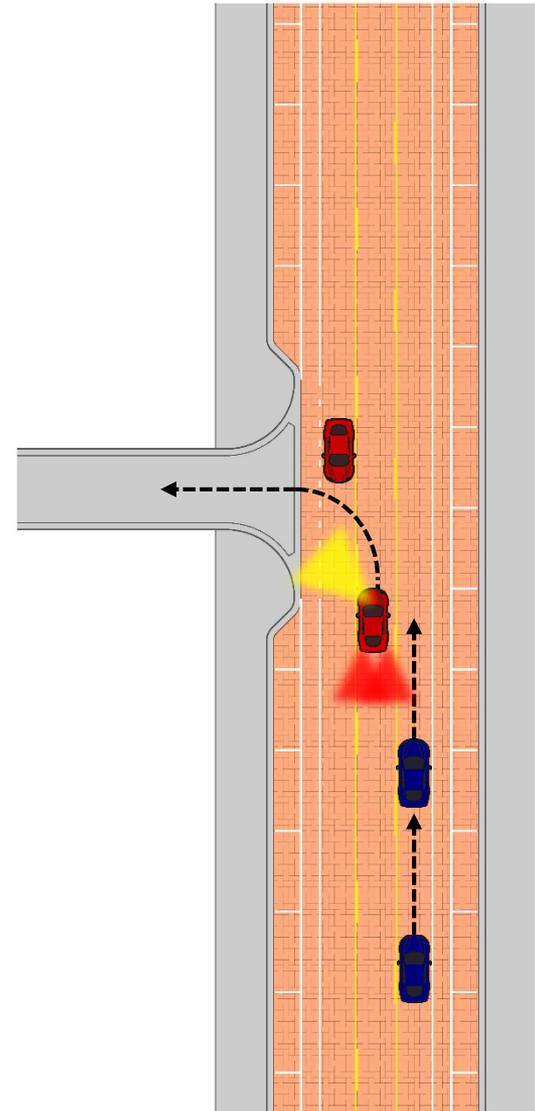
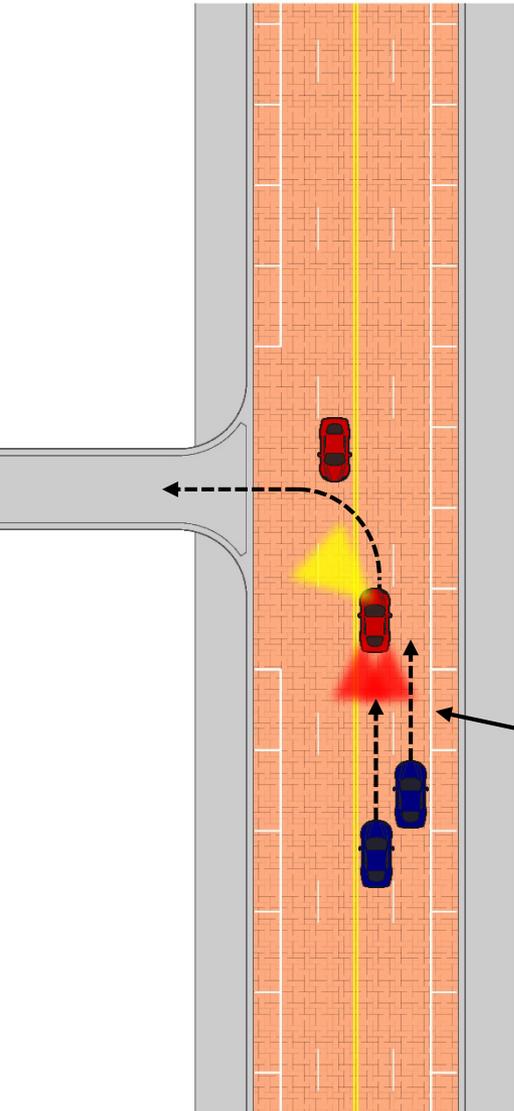
*US-12 | Coldwater, MI*

*What are the benefits of a 4 to 3  
lane conversion?*

***SAFETY!***

# 4-Lane

# 3-Lane

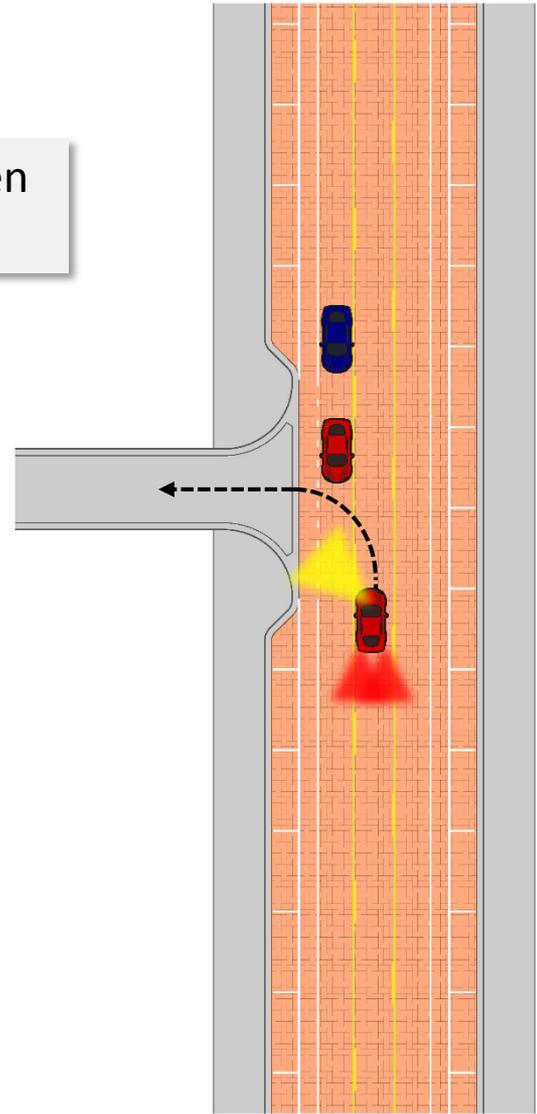
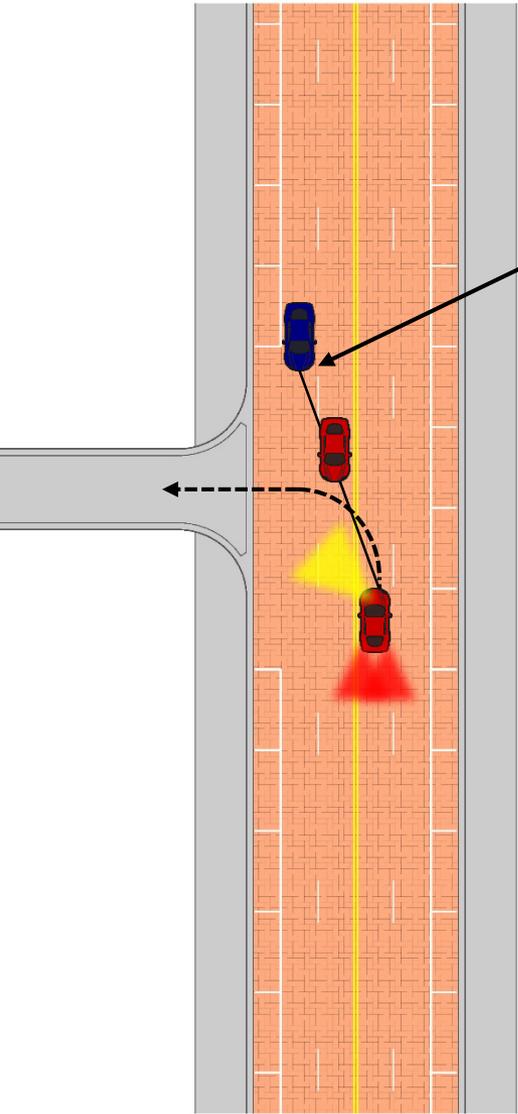


Reduces rear end crashes

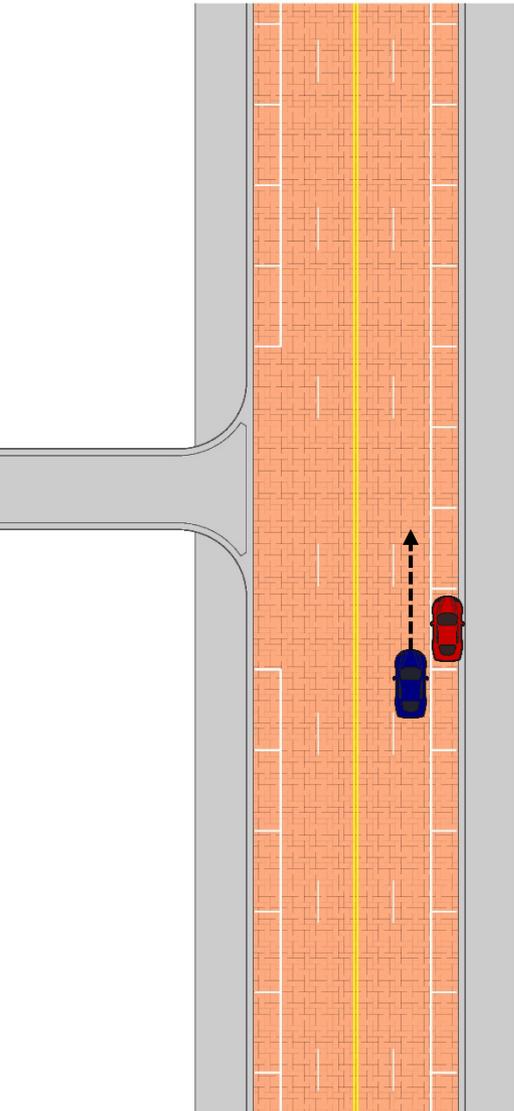
# 4-Lane

# 3-Lane

Outside lane traffic hidden by inside lane vehicle

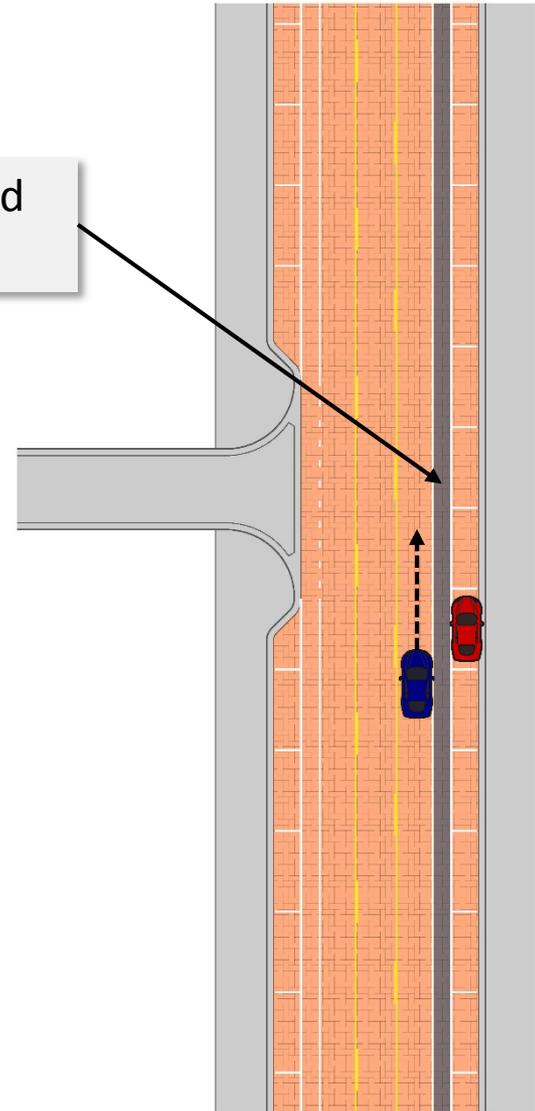


# 4-Lane



Lateral offset from parked vehicles to travel lane

# 3-Lane

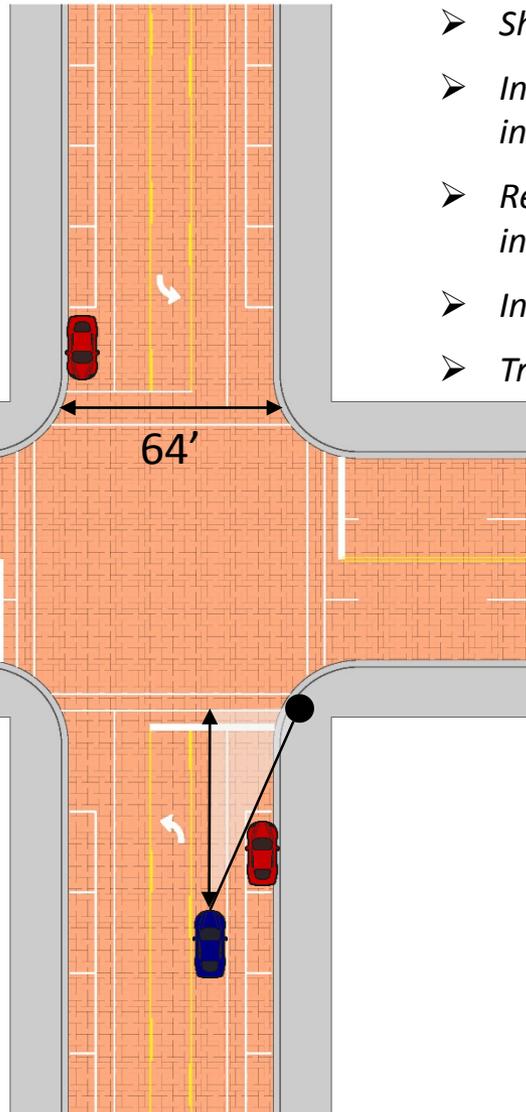


*19 – 47% Overall Crash Reduction*

*What are the benefits of pedestrian  
bump outs?*

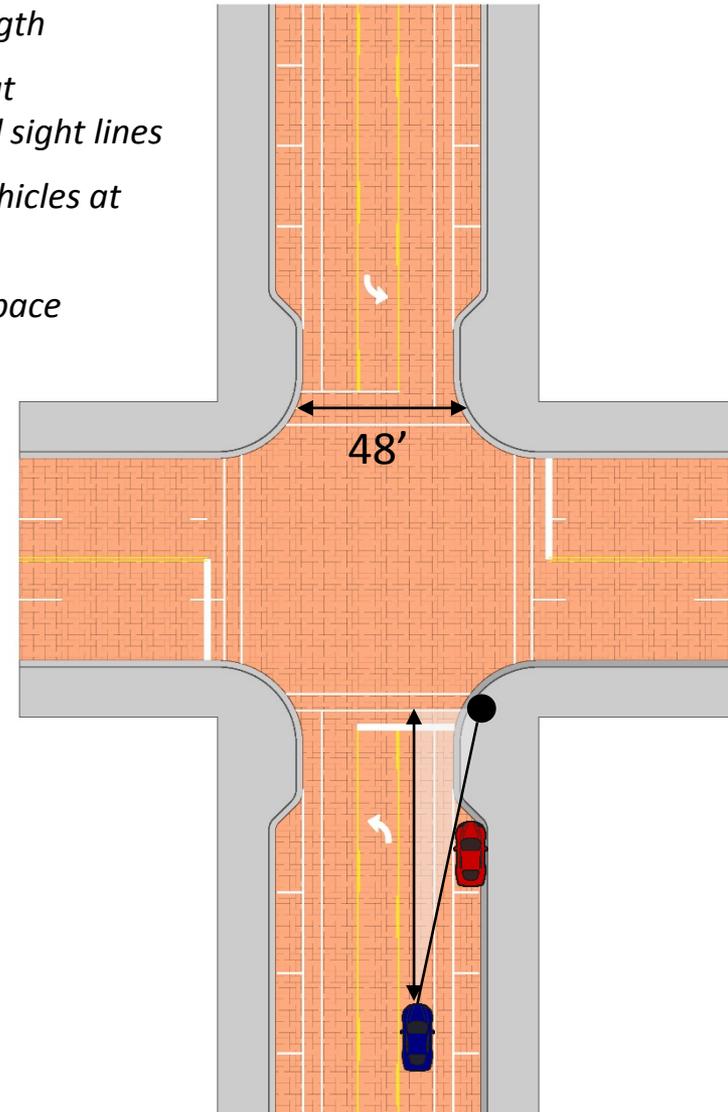
***SAFETY!***

## Without Bump Outs

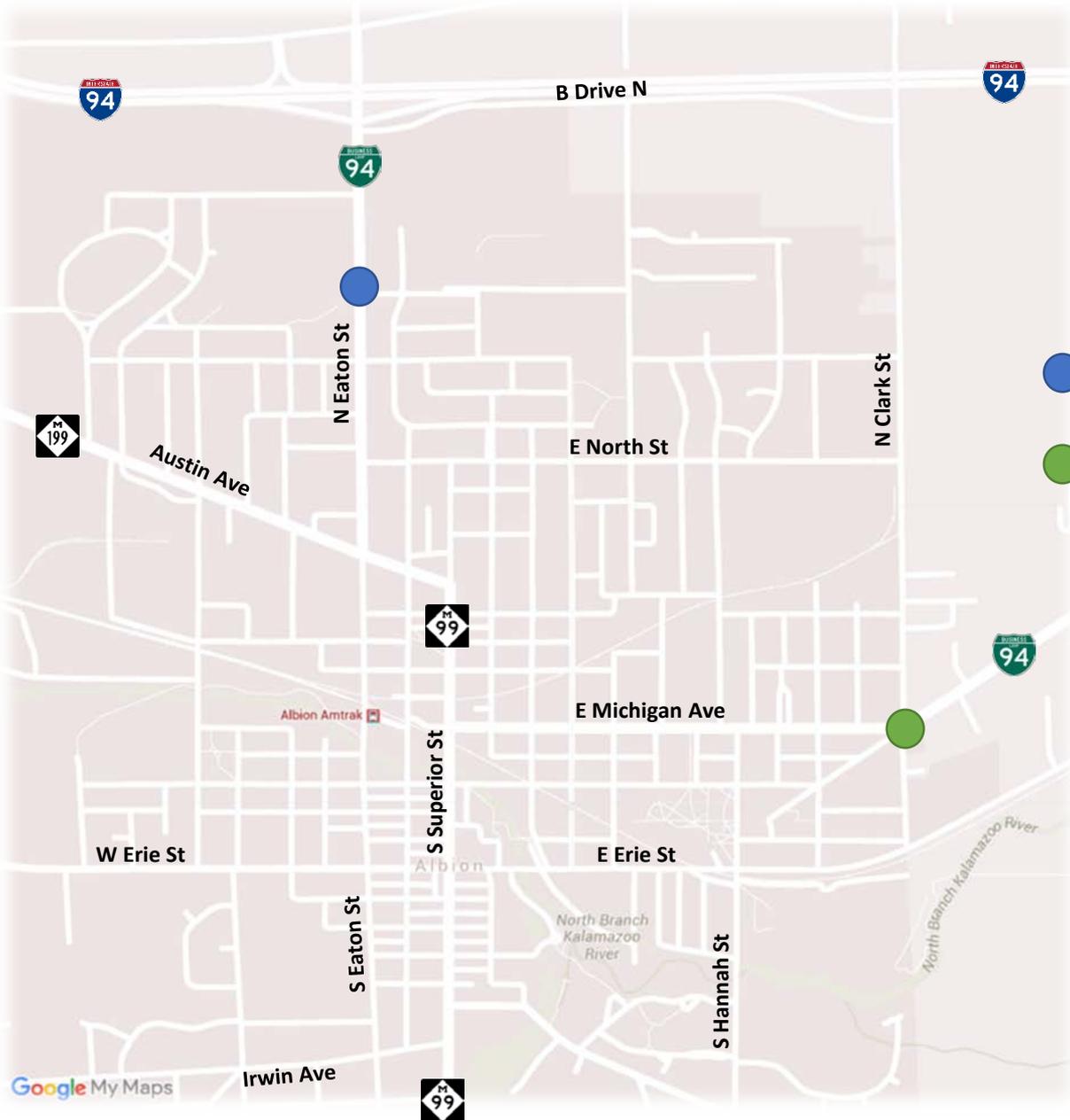


- *Shorter pedestrian crossing length*
- *Increased pedestrian visibility at intersections through improved sight lines*
- *Reduction in illegally parked vehicles at intersections*
- *Increased pedestrian waiting space*
- *Traffic “calming”*

## With Bump Outs



# Michigan Department of Transportation Traffic Signal Removal Process



- I-94BL (Eaton St.) @ Watson St.
- I-94BL (E Michigan Ave) @ Clark St.

# Traffic Signal Removal Process

- Federal Highway requires a minimum of one traffic signal warrant to be met to retain a signal in order to spend federal money to upgrade the signal.
- If traffic signal warrants are not met then MDOT follows a step-by-step procedure to determine IF the signal should be removed.
- First, collect data to determine if vehicle and pedestrian volumes meet warrants.
- If warrants are not met, MDOT specialists in Safety, Signals, and Geometrics meets with Michigan State Police for field review.
- After field review, local agencies are notified of the study to potentially remove the signal.

# Traffic Signal Removal Process

- After public notice, the signal is then placed into flash 24 hours/day for a minimum of 90 days. The flashing operation mimics non-signalized conditions.
- During the 90 days, MDOT will collect additional data and study it to determine if the signal is warranted.
- After flashing the signal for a minimum of 90 days, MDOT will take all of the data into consideration and a final recommendation will be made.
  - If the Signal is warranted, it will be upgraded on the next available contract.
  - If the Signal is not warranted, it will continue to flash until it is removed.

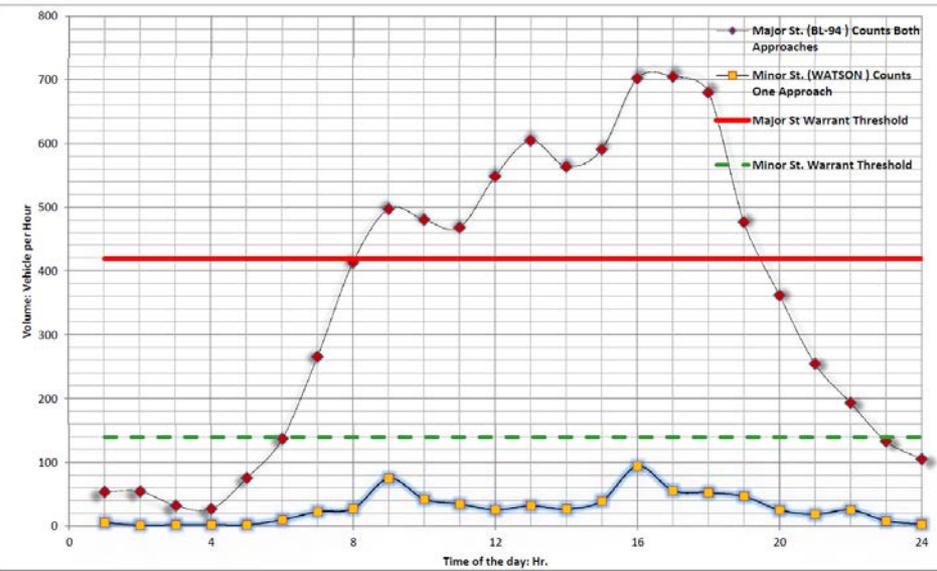
# Signal Retention Agreement

- Federal Policy prohibits MDOT from using federal funds to operate and maintain a signal that is not warranted.
- However, the local road authority that has jurisdiction over the intersecting roadway may retain the signal if they agree to fully cover all costs associated with signal retention, operations, and maintenance.

# Eaton and Watson

- Last upgraded in the year 2000
- Received a request to remove the signal from an Albion resident in fall 2014
- Traffic counts collected in November 2014
- Meeting with MDOT and MSP March 3, 2016
- Meeting with MDOT and City of Albion on March 16, 2016
- Signal Placed in flash June 29, 2016.
- Counts and data collected in September while signal was in flash.
- Review data and provide final recommendation.
- Share recommendation with City of Albion.

# Eaton/Watson Vehicle Volume Warrants



**FIGURE 1: WARRANT 1A**

IS THERE A REDUCTION IN THE WARRANT THRESHOLDS TO 70% ...

1- DUE TO SPEED? **YES**

2- DUE TO ISOLATED COMMUNITY WITH POPULATION LESS THAN 10,000? **NO**

Spot Number: **BL-94 @ WATSON**

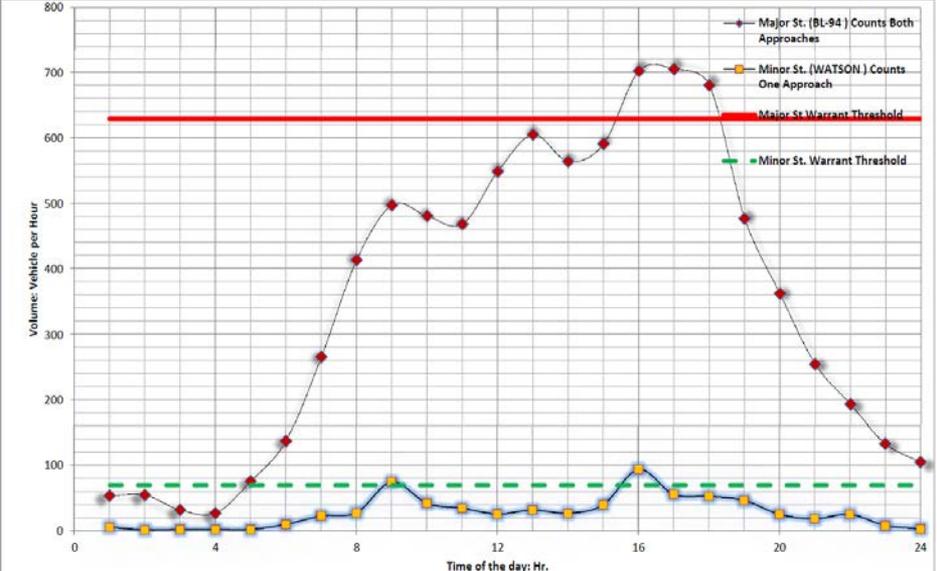
NO. OF LANES ON MAJOR ST.? **3**

NO. OF LANES ON MINOR ST.? **2**

Number of Hours that met the Warrant: **0**

Does this intersection meet Warrant 1A for signal installation? **NO**

Data Collection Date:



**FIGURE 1: WARRANT 1B**

IS THERE A REDUCTION IN THE WARRANT THRESHOLDS TO 70% ...

1- DUE TO SPEED? **YES**

2- DUE TO ISOLATED COMMUNITY WITH POPULATION LESS THAN 10,000? **NO**

Spot Number: **BL-94 @ WATSON**

NO. OF LANES ON MAJOR ST.? **3**

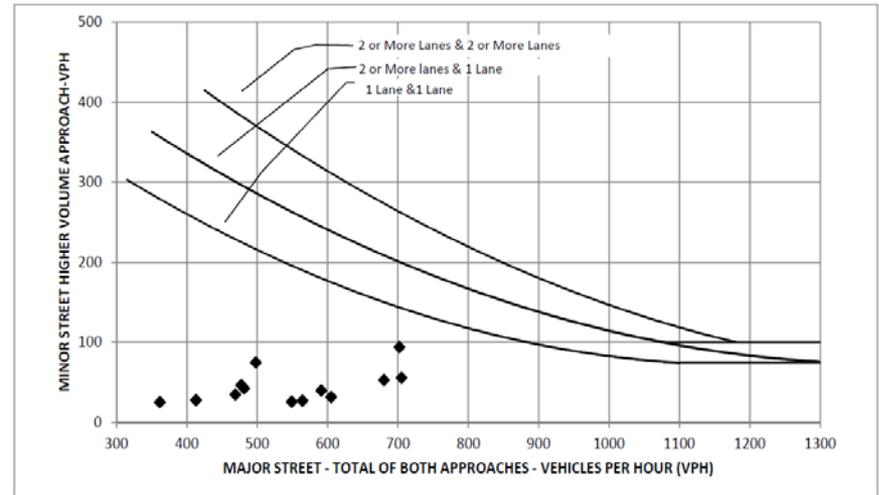
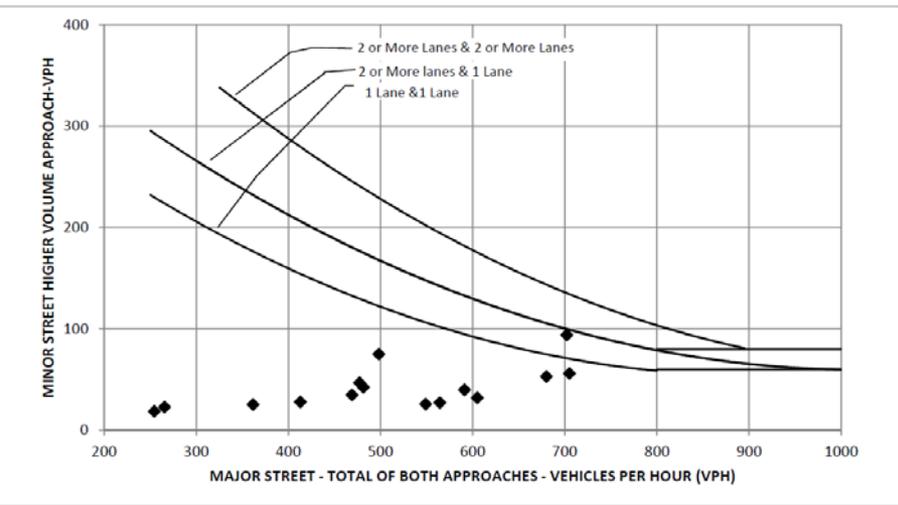
NO. OF LANES ON MINOR ST.? **2**

Number of Hours that met the Warrant: **1**

Does this intersection meet Warrant 1B for signal installation? **NO**

Data Collection Date:

# Eaton/Watson Vehicle Volume Warrants



How Many Hours Are Met  
Is Warrant (70%) Met?

0  
NO

How Many Hours Are Met  
Is Warrant (70%) Met?

0  
NO

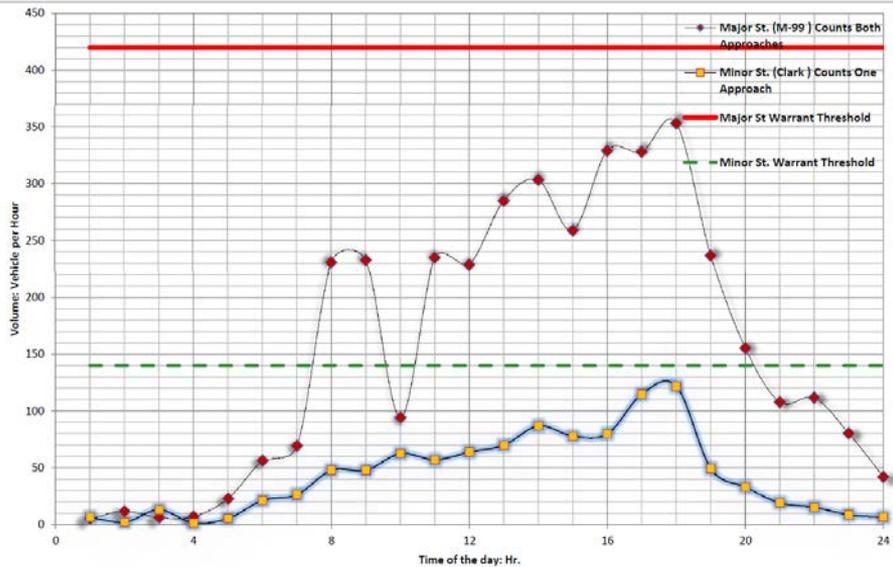
# Eaton/Watson Pedestrian Volume warrants

- Pedestrian Warrant- A minimum of 75 pedestrian an hours crossing Watson is needed.
  - The maximum number of pedestrians is 12 per hour based on data and field reviews.
- School Crossing Warrant- A minimum of 20 school children and inadequate gaps in the traffic stream to cross the street.
  - Based on Tuesday, April 12<sup>th</sup> review, 5 school children crossed the intersection.
  - Other remedial actions in lieu of signals for crosswalks.
    - Crossing guards

# M-99 at Clark

- Last upgraded in the year 2002
- Came to our attention in 2013 signal may not meet warrants when MDOT looked to make some signal upgrades at location (detection/pushbuttons).
- Traffic counts collected in January 2016.
- Meeting with MDOT and MSP March 3, 2016 and determined to flash signal as ALL-WAY stop.
- Meeting with MDOT and City of Albion on March 16, 2016
- ALL-WAY flash installed June 29, 2016.
- Counts and data collected in September while signal was in flash.
- Review data and provide final recommendation.
- Share recommendation with City of Albion.

# M-99/Clark Vehicle Volume Warrants



**FIGURE 1: WARRANT 1A**

IS THERE A REDUCTION IN THE WARRANT THRESHOLDS TO 70% ...

- 1- DUE TO SPEED? **NO**
- 2- DUE TO ISOLATED COMMUNITY WITH POPULATION LESS THAN 10,000? **YES**

Spot Number: **13043-006**

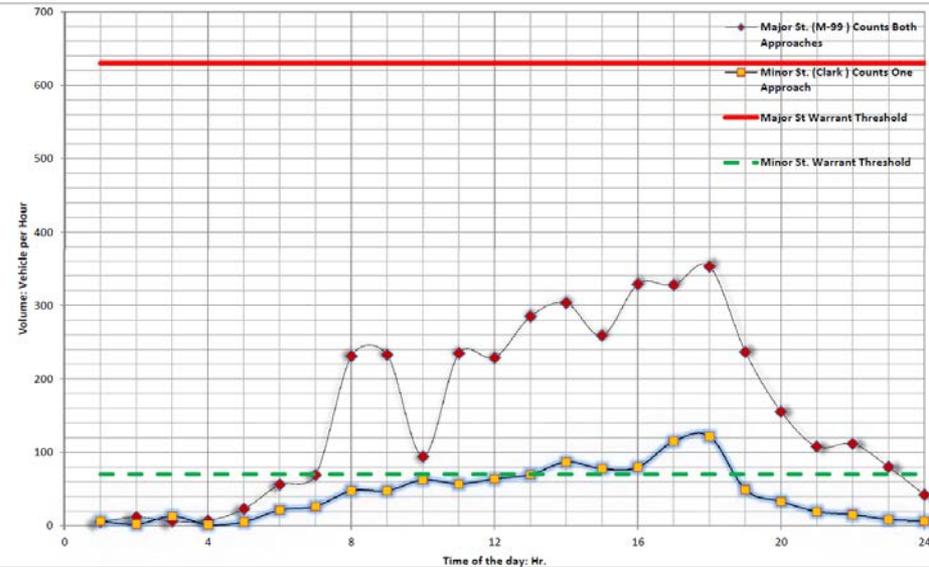
**M-99 @ Clark**

NO. OF LANES ON MAJOR ST.? **2**  
NO. OF LANES ON MINOR ST.? **2**

Number of Hours that met the Warrant: **0**

Does this intersection meet Warrant 1A for signal installation? **NO**

Data Collection Date: **1/6/2015**



**FIGURE 1: WARRANT 1B**

IS THERE A REDUCTION IN THE WARRANT THRESHOLDS TO 70% ...

- 1- DUE TO SPEED? **NO**
- 2- DUE TO ISOLATED COMMUNITY WITH POPULATION LESS THAN 10,000? **YES**

Spot Number: **13043-006**

**M-99 @ Clark**

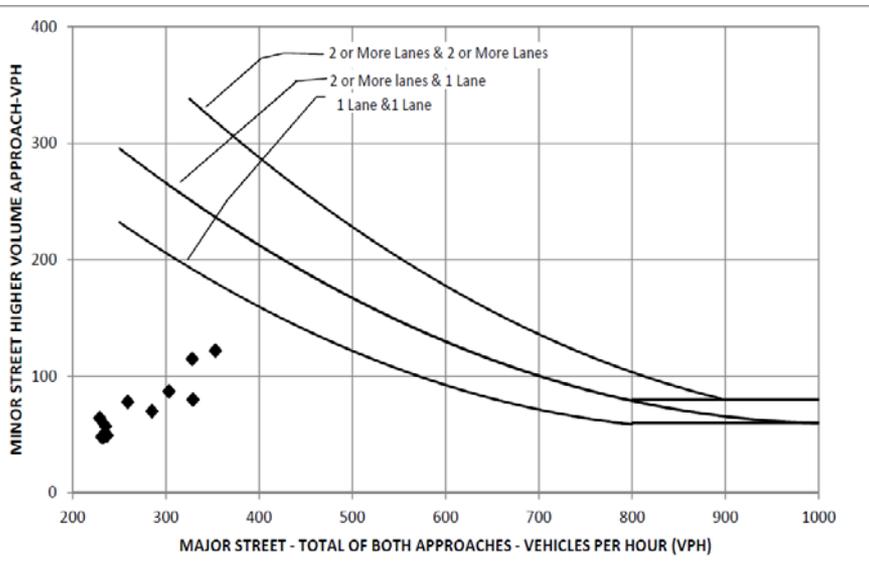
NO. OF LANES ON MAJOR ST.? **2**  
NO. OF LANES ON MINOR ST.? **2**

Number of Hours that met the Warrant: **0**

Does this intersection meet Warrant 1B for signal installation? **NO**

Data Collection Date: **1/6/2015**

# M-99/Clark Vehicle/Ped Volume Warrants



- Pedestrian volumes were very low.
- All-way stop control will allow gaps for any pedestrians to cross.

How Many Hours Are Met

0

Is Warrant (70%) Met?

NO

# Moving Forward

- Traffic modeling shows that vehicle delay should decrease when the signals go into flash.
- Any other considerations?



*Providing the highest quality integrated transportation services for economic benefit and improved quality of life*