

City Of Albion
 Albion Downtown Development Authority
 Regular Meeting Minutes – July 12, 2017

I. CALL TO ORDER

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

II. ROLL CALL

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

Administration: Sheryl L. Mitchell, City Manager, Jill Domingo, City Clerk and John Tracy, Director Planning, Building & Code Enforcement.

III. Approval of Prior Meeting Minutes

A. April 12, 2017 Regular Meeting Minutes

Motion by J Domingo, supported by S Brown to approve prior regular meeting minutes as presented.

(MOTION carried, voice vote)

IV. Correspondence-None

V. Order of Business

A. Superior Street Reconstruction Project

City Manager Mitchell stated MDOT has been holding open door sessions every other Wednesday for updates on the Superior Street Reconstruction Project. The next meeting will be held next Wednesday, July 19th, 2017 at the Ludington Center at 9:00 a.m. All are welcome to attend these meetings. The Superior Street Project is running approximately two (2) weeks behind schedule. The south section of the street should be open for the Festival of the Forks. Cass Street will be closed for the next 2-3 weeks.

Comments/Questions from the Board were as follows:

- Has MDOT determined the sinking problem we have previously had with Cass Street? *City Manager Mitchell stated nothing on this issue has been brought to her attention by MDOT.*
- Will they start the north section of Superior Street prior to the Festival and will they be doing construction during the Festival? *City Manager Mitchell stated*

there will be no pause in the construction however, there will be no construction during the Festival of the Forks.

- Why is Ash Street and other side streets being used as a detour? *City Manager Mitchell will look into the detour signs.*

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

B. Albion Hotel Update

City Manager Mitchell stated the Albion Hotel is ahead of schedule and may open at the end of this year. They would like to have a conversation with the City pertaining to sidewalk and street repair around the hotel.

Comments were received from M Tymkew.

C. Peabody Project Update

City Manager Mitchell stated the Peabody Project has received pre-approval from the MEDC for \$800,000 for the project. The application was sent yesterday and the approval is anticipated to be received next week. If approved, the construction on the project will begin early fall of this year.

Comments/Questions from the Board were as follows:

- Will the funds from the grant be a pass-thru through the DDA fund? *City Manager Mitchell stated the City of Albion is the actual applicant for this project and the grant funding will be a pass-thru for the project.*
- How many years is the tax abatement for the Project? *City Manager Mitchell stated the proposal is a tax sharing/abatement with the DDA.*

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

D. Car Show Update

Board Member N Wolf gave the following update on the Car Show:

- The finances/charges were as follows:
2017. June 29 Cruise-In Expenses-
(Not Complete as of July 11, 2017)
Cruise-In Fliers (Art Craft Press).....\$194.00
Certificates {500 Cards for windshield display).....
Postage (U.S. Post Office).....\$141.00

Office Depot.....\$10.94
(to fold fliers for mailing)

Daytona Trophy dash
Lester Brothers Excavating (porta-johns)..... \$320.00
Office Depot (ink cartridge and labels).....\$56.73

Craig Parrish (D.J.).....\$200.00
TOTAL.....\$1,260.17 to date

Still awaiting bill from Art Craft Press for the Certificate/cards.

50/50 Raffle was for \$160.00 don't have the name of the winner.
\$160.00 will go towards downtown Christmas lights

Al Smith was able to secure 4 buckets of car cleaning products from:

- Performance Auto
- Riley Auto
- Albion Motor Supply/NAPA
- Auto Zone

Tickets were drawn for a door prize

- Finances & Expenses were relatively the same as previous years
- The fliers were a little less expensive this year
- A large portion of the cost was due to renting porta johns per the change in location of the car show.
- Al Smith will be taking over the car show

E. Ash Street Parking Lot Upgrades

City Manager Mitchell stated the City applied for a USDA Grant for the parking lot behind Albion Malleable Brewing. The total project cost is \$118,000 with a match of \$18,900. The grant amount approved is \$58,950 which is 50% of the total project. The USDA is requesting a response by July 21, 2017. The options are:

1. Accept the grant and the City is responsible for the balance of \$58,900
2. Reject the grant
3. Adjust to project-must meet the initial match of \$18,900 with a total project cost of \$77,950.

City Manager Mitchell has spoken with Mickey Bittner, Engineer for the City who indicated the project could be done for a little less than the budget originally established but it would not be a significant amount. A conversation with the owners of the Albion Malleable Brewery has not taken place.

Questions/Comments from the Board were as follows:

- Do we know why the grant only approved 50% instead of the originally 90% that was applied for? *City Manager Mitchell stated the City was not given that information.*
- What are the plans for the parking lot at Dr. Pound's office? *City Manager Mitchell stated Bill Dobbins is currently negotiating the purchase of that parking lot.*
- Is there also infrastructure that will be done with the Ash Street parking lot? *City Manager Mitchell stated there is some infrastructure that will be included in the project due to the parking lot sinking in.*
- Can the project wait until other funding options may be secured? *Yes, however the USDA needs an answer for this grant by July 21, 2017.*
- Can this USDA grant be re-applied for next year? *Yes*

- Is the Brewery on-schedule with opening the business? *City Manager Mitchell stated the owners of the Brewery are currently working on looking for gap funding.*
- When does the Brewery plan on opening? *City Manager Mitchell stated that depending on the gap funding, the Brewery is looking to open the first quarter of 2018.*
- If the Brewery were open, would this help with obtaining grants?
- Would it be possible to gain some insight from the USDA about our chances of obtaining this grant if we waited and re-applied?
- The DDA Board asked if City Manager Mitchell needed a decision from the DDA for the additional \$58,900 for this project. *City Manager Mitchell stated she did not need a response from the DDA for the funding source but wanted the Board to be aware of the situation.*

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

F. Financial Update

Board Member Tymkew addressed the Financial Update with the following:

- Per email from Tom Mead, Finance Director, there is a negative capture in the DDA District for 2017 so this will be the second year in which the DDA will not capture any property tax revenue
- The \$8,863.43 that is reflected as property tax revenue in 2016 is actually the settlement payment from the County from the 2015 taxes
- It is assumed the reimbursement from the State for the Personal Property Tax Reform will be similar to last year (\$11,683.53 in 2016) but the actual number will not be available until Fall 2017
- Property values are down
- The Brownfield (hotel property) won't start its capture this year but should start capturing taxes next year. However, all capture will go to the Brownfield/investors so the DDA will not receive anything from this property for an estimated 19 years
- Non-profits owning buildings downtown do not create capture
- The DDA is only capturing approximately \$10,000 from all properties downtown
- Many of the buildings owned by the Land Bank have been turned over to the Albion Reinvestment Corporation (ARC) and once a for profit businesses starts, the property will go back on the tax roll
- The building that houses Boost Mobile has been added back to the tax roll
- In years past, the DDA has had funds to accomplish a lot of the work needed in the downtown development area.
- DDA funds will be tight for the next few years

Comments were received from Board Members S Evans, G Brown, N Wolf and J Domingo and City Manager Mitchell.

G. Miscellaneous Items

City Manager Mitchell stated the Albion Economic Development Corporation (AEDC) has assumed a greater role in the downtown development. The AEDC is creating an advisory committee and has extended invitations to Council and various Boards to be a part of the committee.

Board Member A Dysart-Drake advised that the front steps of the Ismon House are dangerous and need to be addressed.

Board Member D Masternak stated the steps of the Ismon House have been discussed by the Board.

Board Member J Domingo stated the second level of the front steps of City Hall are cracking and should be looked at.

H. Excuse Absent Board Members

Motion by N Wolf supported by S Brown to excuse Board Members L LaNoue and J Yawson.

(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 Member M Tymkew stated Consumers Energy will be removing the tower by the river in the next few weeks.

Board Member J Domingo asked when the next DDA meeting would be.

The next DDA meeting will be August 9th, 2017. However, if there are no agenda items, the meeting may be cancelled.

Additional comments were received from Board Members A Dysart-Drake, D Masternak and N Wolf.

VII. ADJOURNMENT

Motion by G Brown, supported by A Dysart-Drake to adjourn the meeting of the DDA.

(MOTION CARRIED, voice vote).

Meeting adjourned the meeting at 8:09 a.m.

Recorded by Jill Domingo