

City Of Albion  
 Albion Downtown Development Authority  
 Special Meeting Minutes – October 24, 2018

I. CALL TO ORDER

Chairperson Mike Tymkew called the meeting to order at 7:42 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
A	Marcola Lawler		
X	Linda LaNoue		

Administration: Jill Domingo, City Clerk and Tom Mead, Finance Director

III. Approval of Prior Meeting Minutes

A. October 10, 2018 Regular Meeting Minutes

Motion by J Domingo, supported by N Wolf to approve prior regular meeting minutes as presented.

**(MOTION carried, voice vote)**

IV. Correspondence-None

V. Order of Business

A. Strategic Plan Update

This item was moved to the end of the agenda and due to time was not discussed. A special meeting will be held on Tuesday, October 30, 2018 at 7:30 a.m. for this agenda item.

B. Approve 2019 Meeting Dates

Board Member J Yawson asked for a correction of meeting time from 8:00 a.m. as stated to 7:30 a.m.

Motion by J Yawson, supported by J Domingo, CARRIED, to Approve 2019 Meeting Dates with the meeting time changed to 7:30 a.m.

**(MOTION CARRIED, voice vote)**

### C. Approve 2019 Budget

Tom Mead, Finance Director gave the following update on the 2019 DDA budget:

- Account 248-000-402 Current Property Tax-. The capture for 2017 was negative so no tax revenue was reflected. For 2018 and 2019, a positive capture will occur, however, all but approximately \$700.00 of this capture must be paid to the hotel Brownfield. The taxable values are increasing a small amount.
- The Albion Malleable Brewing and the Peabody building were not included in the 2019 budget.
- Account 248-000-402.01-Property Tax Chargebacks The chargeback in 2018 & 2019 represents the DDA tax capture that must be paid to the downtown hotel Brownfield. The amount the hotel receives is only from school, ISD & SET taxes collected.
- 248-000-402.10-This represents the reimbursement from the State as a result of the new personal property tax reform law. The State is now requesting that these reimbursements be reflected in account 248-000-573.00 for due to a new uniformed accounting system the State has created. This will be an estimated \$15,500 if the State accepts the amount we submitted. The City generally receives this amount in November.
- Total revenue for the DDA fund is \$16,599.00
- 248-693-502.00 represents the grant pass through for the Peabody project. The grant money will come into the City and will be passed on to the contractor. It is uncertain of the exact split of funds received and passed on in each fiscal year but the total grant amount is for \$828,800. \$800,000 is for the building renovation and \$28,800 is for fees paid to Revitalize for administering the grant.
- 248-693-675 Contributions-Private Investor-Because this is a federal grant, they are very stringent on the use of sub-contractors and the amount they are to be paid. A problem arose with this so the project was at a standstill. To continue with the project, Mr. Dobbins paid the funds to the City to be paid to the contractor as the funds must be administered through the City. Mr. Dobbins will be eligible to recoup these funds upon completion of the project. Mr. Dobbins not the City holds the liability for these funds.
- The bakery on the ground floor of the Peabody building is now moving forward with an estimated completion date of January, 2019. The bakery will be funded almost entirely using grant funds.
- The Peabody apartments are complete and 3 of the 4 apartments are occupied.
- 248-735 are the DDA activities.
- 248-735-840.00 Administration fees reflects a 4% increase due to the additional time required for the administration of the Brownfield hotel property.
- The Board feels that the additional administrative fees should be charged to the EDC Brownfield. They would like to see the amount changed to \$2,500.00 for DDA administrative fees. Finance Director Mead will check into changing these costs and if not, whether the DDA may be able to bill the EDC Brownfield for these services.
- Although administrative fees were built into the Peabody Project for Revitalize to administer the grant, there were no additional fees paid to the City for their administration of the grant.
- 248-735-880 for \$2,500.00 covers the summer car show.
- 248-735-950-00 is for insurances and bonds for property & liability for the DDA and the Ismon House as they fall under the City's umbrella for insurance.

- 248-706 has no activity since 2016 when the grant money for the Ismon House renovation was passed through the City.
- The net amount of revenue/appropriations for 2019 is \$9,113.00
- The 2018 DDA fund balance is \$64,438.00 and the 2019 projected fund balance will be \$72,188.00

Board questions/comments were as follows:

- Board Member J Yawson asked how the property taxes are computed? *Finance Director Mead stated the DDA captures the difference between taxable value of the DDA District and the taxable value of the when the DDA was established and that is then multiplied by the current millage rate.*
- Board Member S Evans asked whether the Brick Street Marketing and the Pure Albion businesses were computed in the 2019 taxes? *Finance Director Mead stated they were not included in the 2019 tax base but because these are for profit businesses that they would be included in the 2020 taxes.*
- Finance Director Mead also stated the properties located in the DDA district need to be identified by Property Tax numbers.
- Chair M Tymkew asked the Board to consider using some of the DDA fund balance to use for façade grants.
- Board Member L LaNoue asked whether the Board would also consider using funds for a part-time DDA administrator.

Additional comments were received from Board Members J Domingo and N Wolf.

Motion by N Wolf, supported by J Domingo, To Approve the 2019 Budget with the Administrative Fees changed to \$2,500.00

**(MOTION CARRIED, voice vote)**

#### D. Excuse Absent Board Members

Chair M Tymkew stated Board Members D Masternak, M Lawler and A Dysart-Drake informed him that would not be able to attend the meeting.

Motion by J Domingo supported by N Wolf to excuse Board Members A Dysart-Drake, M Lawler and D Masternak.

*G. Brown was not excused.*

**(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:

Board Member N Wolf stated some DDA Board Member terms will be up at the end of this year and that there is still a vacancy on the Board.

Chair M Tymkew asked for a list of Board Member terms that would be expiring and also individuals that have applied for the Board seats.

Board Member S Evans stated in viewing the City's website, Board Members N Wolf, J Yawson and A Dysart-Drake seats would expire on 12-31-2018.

Board Member L LaNoue asked if the date for the special meeting could be changed to accommodate Board Member A Dysart-Drake.

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

VII. ADJOURNMENT

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

**(MOTION CARRIED, voice vote)**

Meeting adjourned at 8:55 a.m.

Recorded by Jill Domingo, City Clerk