



CITY OF ALBION DOWNTOWN DEVELOPMENT AUTHORITY

SPECIAL MEETING

WEDNESDAY, OCTOBER 24, 2018

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 10, 2018 Regular Meeting
- IV. Correspondence
- V. Order of Business
 - A. Strategic Plan Update Discussion
 - B. Approve 2019 Meeting Dates
 - C. Approve 2019 Budget
 - D. 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 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- The current strategic plan is pretty outdated.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 24th 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.

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

2019 MEETING DATES

PLANNING COMMISSION	COUNCIL CHAMBERS 7:00 P.M. 3rd TUESDAY OF THE MONTH
JANUARY 15, 2019	JULY 16, 2019
FEBRUARY 20, 2019 (Wednesday)	AUGUST 20, 2019
MARCH 19, 2019	SEPTEMBER 17, 2019
APRIL 16, 2019	OCTOBER 15, 2019
MAY 21, 2019	NOVEMBER 19, 2019
JUNE 18, 2019	DECEMBER 17, 2019

ZBA	COUNCIL CHAMBERS 5:30 P.M. 2ND TUESDAY OF THE MONTH
JANUARY 8, 2019	JULY 9, 2019
FEBRUARY 12, 2019	AUGUST 13, 2019
MARCH 12, 2019	SEPTEMBER 10, 2019
APRIL 9, 2019	OCTOBER 8, 2019
MAY 14, 2019	NOVEMBER 12, 2019
JUNE 11, 2019	DECEMBER 10, 2019

ABA	ALTERNATE MAYOR'S OFFICE/MAPLE GROVE 8:00 A.M. QUARTERLY MEETINGS-2nd THURSDAY OF THE MONTH
MARCH 14, 2019	MAYOR'S OFFICE-CITY HALL
JUNE 13, 2019	**5:00 P.M. MAPLE GROVE COMMUNITY ROOM
SEPTEMBER 12, 2019	MAYOR'S OFFICE-CITY HALL
DECEMBER 12, 2019	MAYOR'S OFFICE-CITY HALL

DDA	MAYOR'S OFFICE 8:00 A.M. QUARTERLY-2ND WEDNESDAY OF THE MONTH
FEBRUARY 13, 2019	AUGUST 14, 2019
MAY 8, 2019	NOVEMBER 13, 2019

Calculations as of 09/30/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 09/30/18	2018 PROJECTED ACTIVITY	2019 REQUESTED BUDGET
Dept 000 - GENERAL							
ESTIMATED REVENUES							
UNK_REV							
248-000-402.00	CURRENT PROPERTY TAXES	8,863	0	0	62,902	76,489	77,000
THE CAPTURE FOR 2017 WAS NEGATIVE SO NO TAX REVENUE REFLECTED. FOR 2018 AND 2019, A POSITIVE CAPTURE WILL OCCUR, HOWEVER, MOST OF THIS CAPTURE MUST BE PAID TO THE HOTEL BROWNFIELD.							
248-000-402.01	PROPERTY TAX CHARGEBACKS	0	0	0	0	(75,760)	(76,000)
THE CHARGEBACK IN 2018 & 2019 REPRESENTS THE DDA TAX CAPTURE THAT MUST BE PAID TO THE DOWNTOWN HOTEL BROWNFIELD.							
248-000-402.10	CURRENT PROP TAXES - STATE REIMBUI	11,684	0	15,500	0	0	0
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 ACCT 248-000-573.00 BELOW.							
248-000-441.00	LOCAL COMMUNITY STABILIZATION SHAI	0	11,511	0	0	0	0
248-000-573.00	LOCAL COMMUNITY STABILIZATION STA	0	0	0	0	15,500	15,500
248-000-665.00	INTEREST	152	319	300	331	370	400
TOTAL UNK_REV		20,699	11,830	15,800	63,233	16,599	16,900
TOTAL ESTIMATED REVENUES		20,699	11,830	15,800	63,233	16,599	16,900
NET OF REVENUES/APPROPRIATIONS - 000 - GENERAL		20,699	11,830	15,800	63,233	16,599	16,900

Calculations as of 09/30/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 09/30/18	2018 PROJECTED ACTIVITY	2019 REQUESTED BUDGET
Dept 693 - PEABODY BUILDING PROJECT							
ESTIMATED REVENUES							
UNK_REV							
248-693-502.00	FEDERAL GRANTS	0	0	0	208,242	828,800	0
THIS WAS ORIGINALLY BUDGETED UNDER THE STATE GRANT LINE ITEM BELOW, HOWEVER, IT WAS LATER DISCOVERED THAT THIS A FEDERAL GRANT.							
248-693-540.00	STATE GRANTS	0	0	578,800	0	0	0
248-693-675.00	CONTRIBUTIONS-PRIVATE INDIVIDU	0	0	0	657,696	450,000	0
TOTAL UNK_REV		0	0	578,800	865,938	1,278,800	0
TOTAL ESTIMATED REVENUES		0	0	578,800	865,938	1,278,800	0
APPROPRIATIONS							
UNK_EXP							
248-693-802.00	CONTRACTUAL SERVICES	0	0	550,000	842,578	1,250,000	0
248-693-840.10	ADMINISTRATIVE FEES - REVITALIZE	0	0	0	23,340	28,800	0
248-693-955.00	MISCELLANEOUS	0	0	28,800	0	0	0
REPRESENTS THE GRANT PASS THROUGH FOR THE PEABODY BLDG PROJECT. THE GRANT MONEY WILL COME INTO THE CITY AND WILL BE PASSED ON TO THE CONTRACTOR. NOT CERTAIN OF THE EXACT SLPIT IN FUNDS RECEIVED AND PASSED ON IN EACH FISCAL YEAR, BUT THE TOTAL GRANT AMOUNT IS FOR \$828,800. \$800,000 IS FOR THE BLDG RENOVATION AND \$28,800 IS FOR FEES.							
TOTAL UNK_EXP		0	0	578,800	865,918	1,278,800	0
TOTAL APPROPRIATIONS		0	0	578,800	865,918	1,278,800	0
NET OF REVENUES/APPROPRIATIONS - 693 - PEABODY BUILDI		0	0	0	20	0	0

Calculations as of 09/30/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 09/30/18	2018 PROJECTED ACTIVITY	2019 REQUESTED BUDGET
Dept 735 - DDA							
APPROPRIATIONS							
UNK_EXP							
248-735-744.00	POSTAGE	0	0	100	0	100	100
248-735-776.00	MATERIALS AND SUPPLIES	0	0	200	93	200	200
248-735-802.00	CONTRACTUAL SERVICES	0	35	125	0	125	250
248-735-840.00	ADMINISTRATION FEES	2,200	2,270	2,361	1,771	2,361	4,500
2017 - REPRESENTS A 3% INCREASE OVER PRECEEDING YEAR. 2018 - REPRESENTS A 4% INCREASE OVER PRECEEDING YEAR. 2019 - THE INCREASE REFLECTS THE ADDITIONAL TIME REQUIRED FOR THE ADMINISTRATION OF THE BROWNFIELD HOTEL PROPERTY.							
248-735-880.00	COMMUNITY PROMOTIONS	1,635	1,401	2,500	580	2,500	2,500
COVERS THE ANNUAL SUMMER CAR SHOW.							
248-735-950.00	INSURANCE AND BONDS	1,253	1,269	1,350	966	1,350	1,550
248-735-955.00	MISCELLANEOUS	51	51	51	0	50	50
TOTAL UNK_EXP		5,139	5,026	6,687	3,410	6,686	9,150
TOTAL APPROPRIATIONS		5,139	5,026	6,687	3,410	6,686	9,150
NET OF REVENUES/APPROPRIATIONS - 735 - DDA		(5,139)	(5,026)	(6,687)	(3,410)	(6,686)	(9,150)

Calculations as of 09/30/2018

GL NUMBER	DESCRIPTION	2016 ACTIVITY	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 09/30/18	2018 PROJECTED ACTIVITY	2019 REQUESTED BUDGET
Dept 806 - ISMAN HOUSE RENOVATION							
ESTIMATED REVENUES							
UNK_REV							
248-806-540.00	STATE GRANTS	126,182	0	0	0	0	0
248-806-580.00	CONTRIBUTION FROM LOCAL UNITS	35,135	0	0	0	0	0
248-806-699.00	TRANSFER IN	50,000	0	0	0	0	0
TOTAL UNK_REV		211,317	0	0	0	0	0
TOTAL ESTIMATED REVENUES		211,317	0	0	0	0	0
APPROPRIATIONS							
UNK_EXP							
248-806-802.00	CONTRACTUAL SERVICES	211,317	0	0	0	0	0
2016 - THIS WAS FOR THE ISMAN HOUSE RENOVATION - THE GRANT MONEY PASSED THROUGH THE CITY.							
TOTAL UNK_EXP		211,317	0	0	0	0	0
TOTAL APPROPRIATIONS		211,317	0	0	0	0	0
NET OF REVENUES/APPROPRIATIONS - 806 - ISMAN HOUSE RE		0	0	0	0	0	0
ESTIMATED REVENUES - FUND 248		232,016	11,830	594,600	929,171	1,295,399	16,900
APPROPRIATIONS - FUND 248		216,456	5,026	585,487	869,328	1,285,486	9,150
NET OF REVENUES/APPROPRIATIONS - FUND 248		15,560	6,804	9,113	59,843	9,913	7,750
BEGINNING FUND BALANCE		32,160	47,720	54,525	54,525	54,525	64,438
ENDING FUND BALANCE		47,720	54,524	63,638	114,368	64,438	72,188