



**CITY OF ALBION DOWNTOWN DEVELOPMENT AUTHORITY**

**REGULAR MEETING**

**WEDNESDAY, DECEMBER 14, 2016**

**MAYOR'S OFFICE**

**7:30 A.M.**

**MIKE TYMKEW-CHAIRPERSON**

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**AGENDA**

- I. Call To Order (Reminder: turn off cell phones)
- II. Roll Call of the DDA
- III. Approval of Prior Meeting Minutes
  - November 9, 2016 Regular Meeting
- IV. Correspondence
- V. Order of Business
  - A. Approve 2017 Ismon House Rental Rates
  - B. Discuss Tax Abatement/ Sharing Support with the Peabody Block Renovation Project
  - C. Update on 2017 Construction Schedule for M-99/Superior St. Project
  - 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 – November 9, 2016

I. CALL TO ORDER

Chairperson Mike Tymkew called the meeting to order at 7:31 a.m.

II. ROLL CALL

X	Scott Brown		Jennifer Yawson
X	Joseph Domingo, Mayor		Peggy Sindt
X	Alfredia Dysart-Drake	X	Mike Tymkew
	Nora Jackson	X	Nidia Wolf
X	Marcola Lawler	X	Don Masternak
X	Scott Evans		

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

Others Present: Amy Deprez, President & CEO, Albion EDC: Bruce Johnston, Revitalize

III. Approval of Prior Meeting Minutes

A. September 14, 2016 Regular Meeting Minutes

Motion by Domingo, supported by Evans to approve prior regular meeting minutes as presented.

**(MOTION carried, voice vote)**

IV. Correspondence – None.

V. Order of Business

A. Consideration/Approve 2017 Budget

- Confirmed Community Promotions will be included in the 2017 budget in support of the Cruise In and Festival of the Forks
- Plans similar to previous Superior Street Construction that include having 5 x 12 plaques on the back of each building. Estimate of cost not determined at this point.
- 2017 Budget reflects \$0 in revenues from current taxes (2016 Revenues estimated at \$8,863).
- Requested Tom Mead, Finance Director to attend the next DDA meeting to discuss the tax capture in the DDA district, along with a listing of each property in the DDA district.

Wolf moved, supported by Domingo, to approve the 2017 DDA Budget as presented.

**(MOTION CARRIED, roll call vote 8-0).**

**B. Approve 2017 Meeting Dates**

- Schedule of 2017 Meeting Dates for the regular sessions of the DDA in the Mayor's Office at 112 W. Cass Street, beginning at 7:30am: January, 11, February, 8, March 8, April 12, May 10, June 14, July 12, August 9, September 13, October 11, November 8, December 13.

Wolf moved, supported by Evans, to approve the 2017 DDA Meeting dates.

**(MOTION carried, voice vote)**

**C. Update on Comprehensive Plan.**

- City Manager provided an update, noting that the Planning Commission is holding the Public Hearing on November 8, 2016 and will be voting on sending their recommendation to the City Council. The City Council is scheduled to consider the adoption at the November 30<sup>th</sup> meeting.

**D. Miscellaneous Items**

- Question was raised about who is eligible to serve on the DDA, what are their assignments, qualifications and terms of office/expiration dates.
- Wolf moved, supported by Brown, to hold the Car Cruise. Suggestion was made to bring on Al Smith as the event coordinator.

**(MOTION carried, voice vote)**

**E. Excuse Absent Board Members**

Moved by Brown, supported by Evans to excuse Board Members Jackson, Sindt, and Yawson. Tentative date is June 29, 2017.

**(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.)**

- Amy Deprez indicated that she is looking forward to working with the DDA.
- Bruce Johnston who is working with the Peabody Block Project gave a brief overview of the project that will include commercial space on the ground floor and residential units on the 2<sup>nd</sup> and 3<sup>rd</sup> floor. They look to take advantage of the Section 3 program that provide public housing residents with employment and training as part of the project.

VII. ADJOURNMENT

Next meeting is December 14, 2016.

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

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

Meeting adjourned the meeting at 8:30 a.m.

Recorded by Sheryl Mitchell, City Manager

[www.ismonhouse.org](http://www.ismonhouse.org)

e-mail: [friends@ismonhouse.org](mailto:friends@ismonhouse.org)

Rates effective December 14, 2016

### ISMON HOUSE RENTAL RATES

Ismon House  
300 S. Clinton Street, P.O. Box 186  
Albion, MI 49224  
517-629-8211

#### GARDEN LEVEL (no kitchen – seats 80 comfortably at tables)

<u># people</u>	<u>0 to 3 hours</u>	<u>3 to 5 hours</u>	<u>5 to 6 hours*</u>	<u>All day</u>
0-30	\$50	\$75	\$100	\$150
31-80	\$75	\$100	\$125	\$150

#### FIRST FLOOR (full kitchen – seats 100 comfortably at tables)

##### Meetings and Events held without food (beverages allowed)

<u># people</u>	<u>0 to 3 hours</u>	<u>3 to 5 hours</u>	<u>5 to 6 hours*</u>	<u>All day</u>
0-30	\$50	\$75	\$100	\$200
31-75	\$75	\$100	\$125	\$200
76-100	\$100	\$125	\$150	\$200

##### Events with food (dinners, receptions, etc)

<u># people</u>	<u>0 to 3 hours</u>	<u>3 to 5 hours</u>	<u>5 to 6 hours*</u>	<u>All day</u>
0-30	\$75	\$100	\$150	\$300
31-75	\$125	\$150	\$200	\$300
76-100	\$175	\$200	\$250	\$300

Rates include: kitchen use for serving and cleaning up, tables and chairs

Tablecloths may be rented for \$3.00 each.

Use of stove for cooking - \$25.00

#### 3<sup>rd</sup> FLOOR RATES – seats 150 comfortably at tables

<u>0 to 3 hours</u>	<u>3 to 5 hours</u>	<u>5 to 6 hours*</u>	<u>All day</u>
\$350	\$400	\$500	\$600

Rent entire building (3 floors – garden level, 1<sup>st</sup> and 3<sup>rd</sup> floors - \$900

\*Each hour or portion of an hour over 6 hours is an additional \$50. All events must end at 12:00 a.m.(midnight).

If the number of people attending an event increases by 10% over contracted rate, the rate at the next level will be charged.

The event length of time is defined as the time the building is opened for the event until it is closed or inspected at the completion of the event. If the event time extends beyond the contracted time, an additional charge of \$25 per half hour will be due.

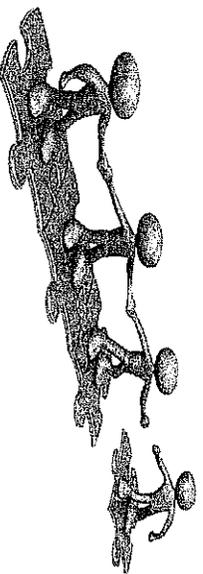
# Peabody Block Renovation

# Owners and background of project

- ▶ ACE Investment Properties, LLC
  - ▶ Bill and Karen Dobbins
- ▶ Acquired building in 2015 with idea of renovation to help downtown
  - ▶ New retail opportunities
  - ▶ New rental opportunities
  - ▶ Bring back true mixed use building - Residential and Commercial
  - ▶ Be a part of the renovation of the downtown
- ▶ Intentions are to help

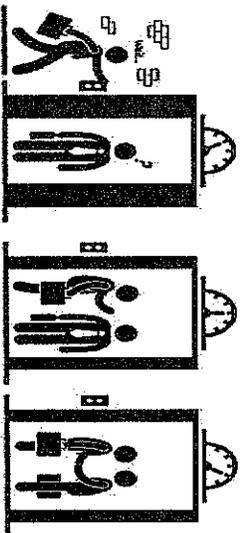
# Meet The Team

- ▶ Architect - Randy Case, Architecture + design, inc.
- ▶ Historical Consultant - Jessica Flores, Preservation Forward, LLC
- ▶ Project Consultant - Bruce Johnston, Revitalize, LLC
- ▶ Environmental Consultant - JP Buckingham, Tri Terra Environmental
- ▶ General Contractor - Coming soon!
- ▶ City of Albion

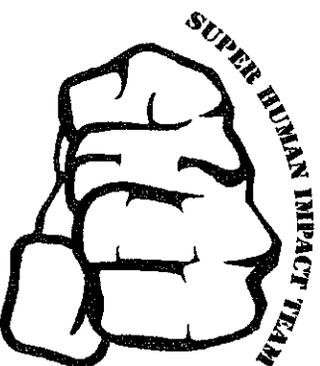


# Project Description

- ▶ Historical Renovation of 400 S. Superior St - Peabody Block Building
- ▶ Complete Exterior Brick and Commercial Facade Renovation
  - ▶ Bring back exterior facade to 1920 design
- ▶ “Gut” interior rehabilitation of all three (3) floors
- ▶ Approximately 3000 sq. ft. of new commercial space upon completion
- ▶ 4 - two bedroom, historical, market rate apartments upon completion
- ▶ Elevator
- ▶ Parking
- ▶ Storage
- ▶ Fire Suppression throughout

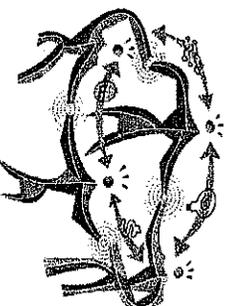


# Impact



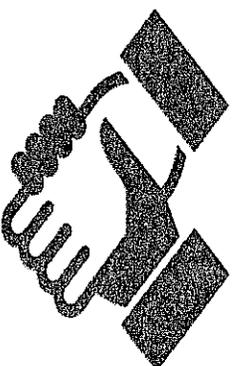
- ▶ Estimated 1.2 Million investment in Downtown Albion
- ▶ Creation of 4 residential rental units
- ▶ Renovated commercial space - serve the residents of Albion for years
- ▶ Jobs - commercial space should create 8-12 new jobs to serve community
- ▶ Historical renovation of 165 year old building
- ▶ Increase tax base for decades to come
- ▶ Anchor building along with Malleable Brewing for South Superior street
  - ▶ Creating foot traffic and vitality
- ▶ First mixed use renovation project of historical building
  - ▶ Spur more investment and provide opportunities

# Intangibles



- ▶ Construction process will include the following:
  - ▶ Seek Albion Public Housing residents for construction jobs
  - ▶ Contractor recruitment process that will offer opportunities for local sub contractors
    - ▶ Combined effort with City Administrator and Grant Administrator to provide opportunities to local workforce
- ▶ Show Opportunities to other building owners
  - ▶ Often, as the process of historical renovation takes place, other building owners will research and consider their options.
- ▶ Long term tax base
  - ▶ Once building is complete the tax base will become secure for decades to come. A complete, quality renovation cannot be “undone”.

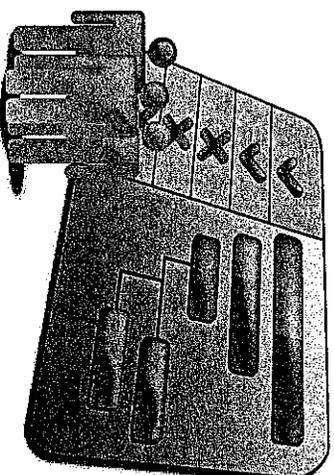
# Needs of Project



- ▶ City Support - MEDC requires City to support and apply for grant on behalf of owners/developers
- ▶ Incentive - MEDC requires Cities that apply for funding to provide incentive.
  - ▶ Examples
    - ▶ Tax abatement
    - ▶ Tax sharing
    - ▶ Infrastructure
  - ▶ City and Property Owner /developer form partnership that benefits all
- ▶ No existing funds will be requested as an incentive

# Timeline for Application to MEDC

- ▶ Phase I environmental review - COMPLETE
- ▶ Initial Architectural plans - COMPLETE
- ▶ Project Cost Estimating - By 12-12-2016
- ▶ Financial Proforma Complete - By 12-17-2016
- ▶ Bank Letter of intent to fund - By 12-18-2016
- ▶ Owner Letter of intent to fund - By 12-18-2016
- ▶ City Support of Project -
  - ▶ Respectfully requested by 12-31-2016
- ▶ Project pitch to MEDC - Early January 2017

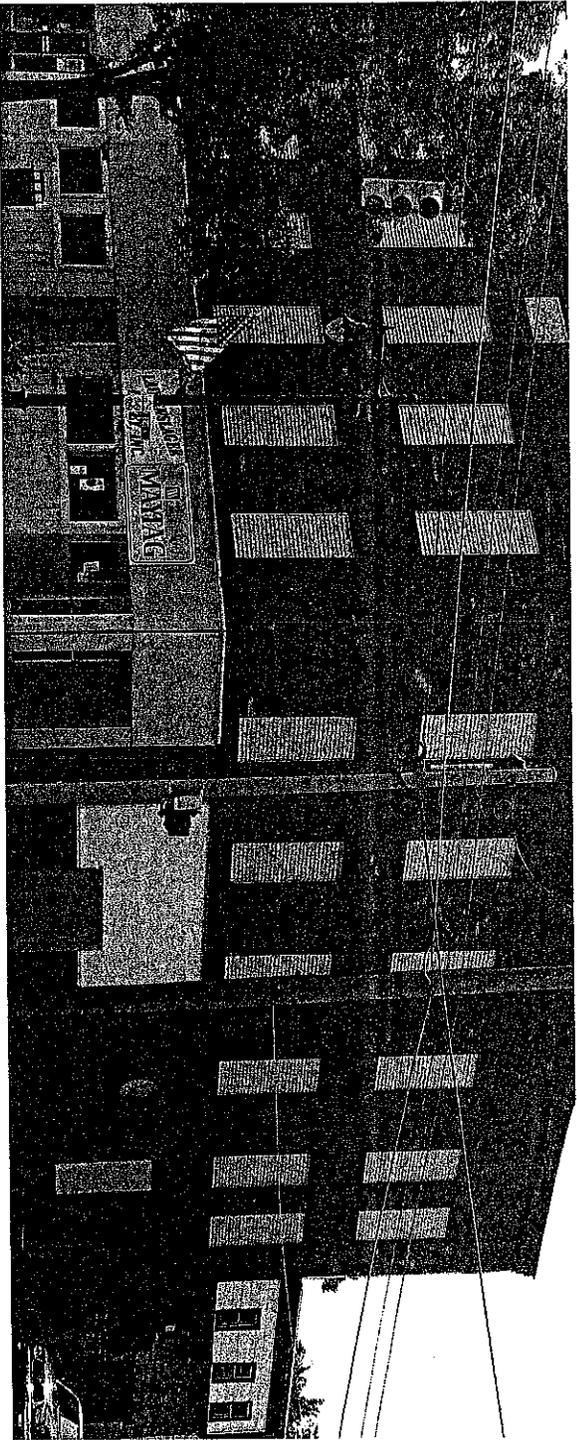


# Potential Project Timeline

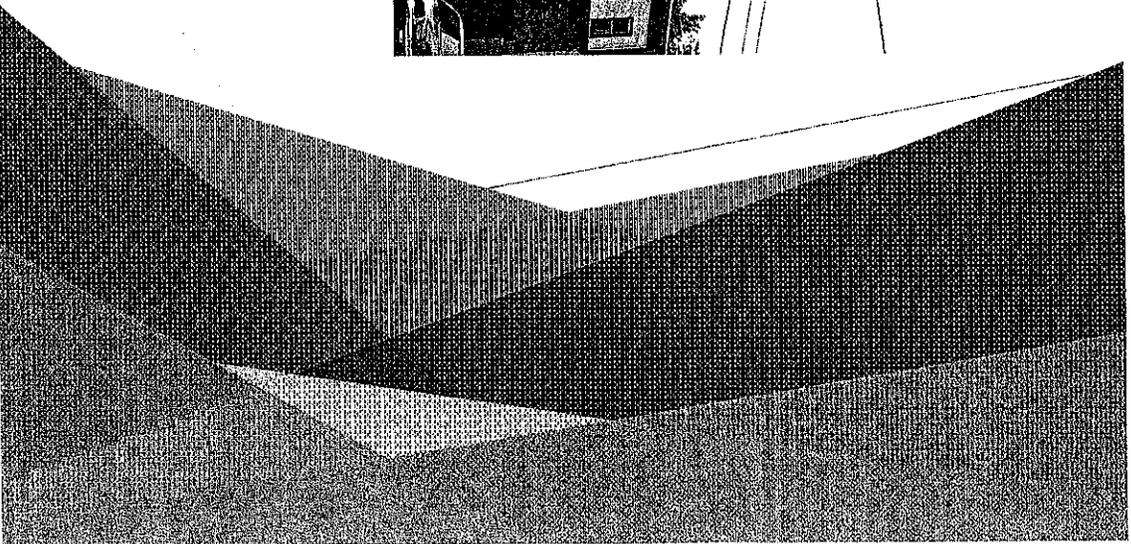
- ▶ City applies to MEDC for funding January 2017
- ▶ Grant awarded and all MEDC processes complete April 2017
- ▶ Construction begins May 2017
- ▶ Construction complete November 2017
- ▶ Apartments and Commercial space rented Christmas 2017



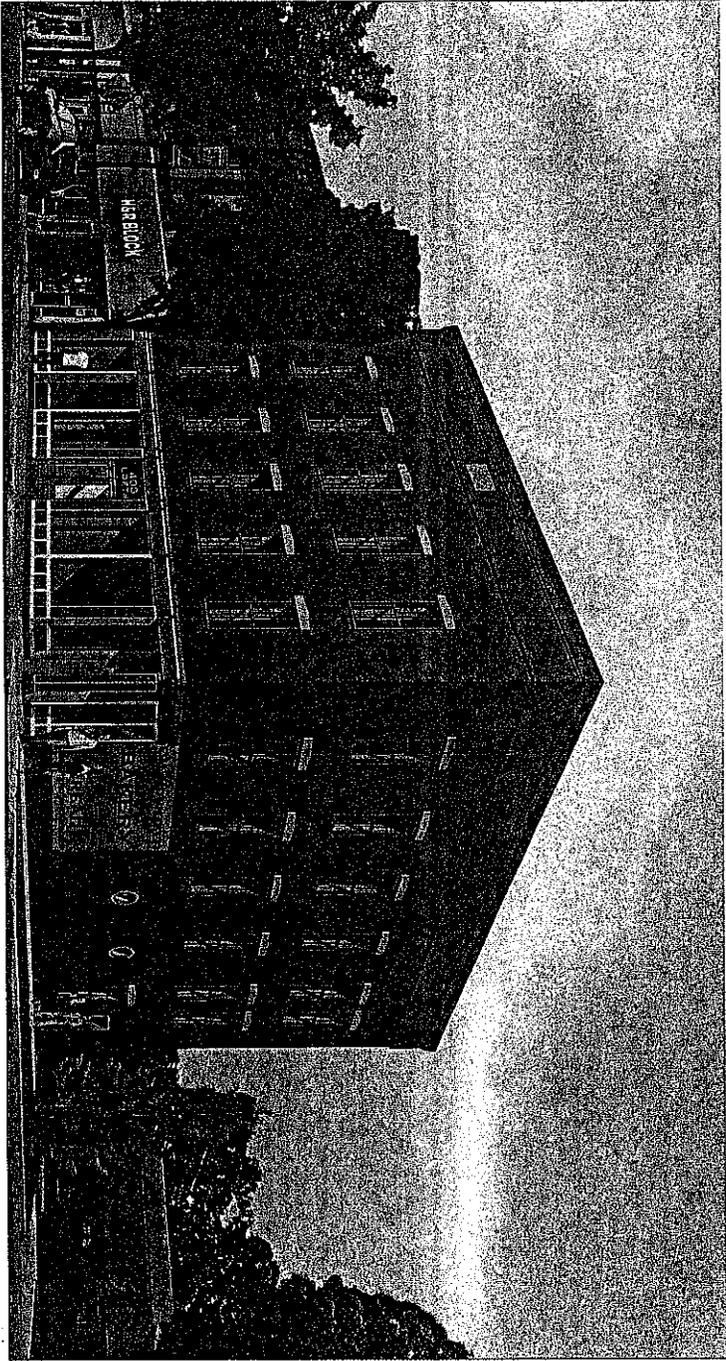
*Merry Christmas*



# Peabody Now



# Peabody in future



architecture + design

ARCHITECTURE + DESIGN  
100 SOUTH SUPERIOR STREET  
CHICAGO, IL 60605

aplus@aplus.com

Perspective

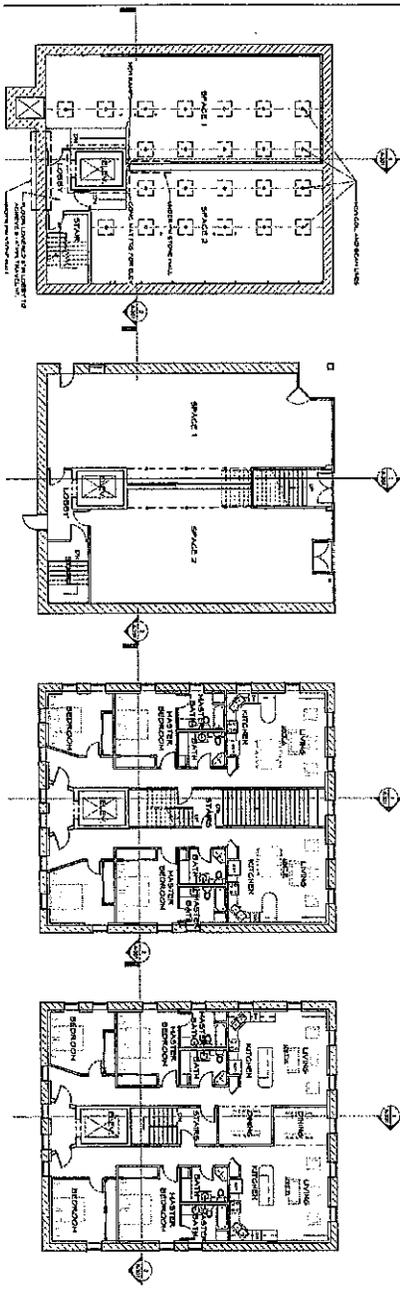
PEABODY BUILDING

Bruce Johnson

100 SOUTH SUPERIOR STREET

100 SOUTH SUPERIOR STREET  
CHICAGO, IL 60605  
TEL: 312.467.1000  
WWW.APLUS.COM

# Interior Elevations

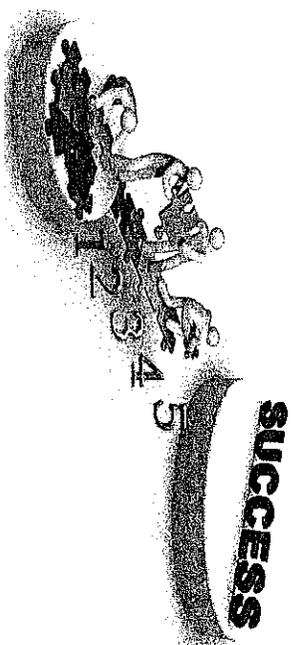


**ELEVATOR NOTES**  
 ALL ELEVATOR CABS AND DOORS TO BE INSTALLED BY THE ELEVATOR CONTRACTOR.  
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 ALL ELEVATOR CABS AND DOORS TO BE INSTALLED BY THE ELEVATOR CONTRACTOR.

<b>Architecture + design</b> <small>ARCHITECTURE + DESIGN</small> <small>100 SOUTH SPENCA STREET</small> <small>www.ajd.com</small>	1 New Floor Plans	10/15/12
	TEABERRY BUILDING Bruce Johnson	100 SOUTH SPENCA STREET

# Next Steps

- ▶ Meet with DDA and discuss tax abatement/sharing support
- ▶ Meet with City Administrator to coordinate request for December 19<sup>th</sup> meeting
  - ▶ Ask for approval to move forward with project that includes incentives and presentation to MEDC for project submission/grant consideration.



## Jill Domingo

---

**From:** Sheryl Mitchell  
**Sent:** Tuesday, November 22, 2016 3:00 PM  
**To:** Jill Domingo  
**Subject:** FW: M-99 2017 Construction Schedule

Jill,

Would you please include this email below as information on the next DDA agenda.

Thank you.

**Sheryl L. Mitchell, DBA, MSA**  
Albion City Manager  
112 West Cass Street  
Albion, MI 49224

[smitchell@cityofalbionmi.gov](mailto:smitchell@cityofalbionmi.gov)  
517.629.7172 (office)  
517.629.4168 (fax)

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**From:** Maurer, Brandan (MDOT) [mailto:MaurerB@michigan.gov]  
**Sent:** Tuesday, November 22, 2016 2:47 PM  
**To:** Sheryl Mitchell <[smitchell@cityofalbionmi.gov](mailto:smitchell@cityofalbionmi.gov)>  
**Subject:** M-99 2017 Construction Schedule

Hello Sheryl,

With regards to our phone conversation earlier today, I spoke with our Construction Engineer and read through our contract documents to determine what the preliminary construction schedule is. Below is a brief summary of some of the stages:

Beginning no earlier than April 17, 2017, M-99 shall be closed between Ash Street and Michigan Avenue (Segment 1). All work on Segment 1 is scheduled to be completed by August 15, 2017. The project as a whole is scheduled to be completed on or before November 3, 2017.

At this point this schedule is only preliminary and may change. Our hope is that work shall be completed from the south edge of the bridge to Ash street by August 15<sup>th</sup> to allow room for the festival. We will have a much better idea of dates and times when a contractor has been selected. If you have any questions or need any additional information, please do not hesitate to call me.

Thank you,

Brandan Maurer, P.E.  
Traffic Safety & Operations Engineer  
Michigan Department of Transportation  
Marshall TSC  
15300 West Michigan Avenue  
Marshall, MI 49068

Work: (269)789-0560 Ext. 257

Fax: (269)789-0936

**INFORMATION  
ONLY**

## Jill Domingo

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**From:** Sheryl Mitchell  
**Sent:** Wednesday, December 07, 2016 2:32 PM  
**To:** Jill Domingo  
**Subject:** FW: DDA District  
**Attachments:** DDA Capture Parcels.pdf

Jill,

Would you please include the email from Tom and the attachment in the DDA packet. Please let the DDA members know that this is a large file and we are only planning to send it out electronically.

Thanks.

**Sheryl L. Mitchell, DBA, MSA**

Albion City Manager  
112 West Cass Street  
Albion, MI 49224

[smitchell@cityofalbionmi.gov](mailto:smitchell@cityofalbionmi.gov)

517.629.7172 (office)

517.629.4168 (fax)

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**From:** Tom Mead  
**Sent:** Wednesday, December 07, 2016 2:29 PM  
**To:** Sheryl Mitchell <[smitchell@cityofalbionmi.gov](mailto:smitchell@cityofalbionmi.gov)>  
**Subject:** RE: DDA District

Sheryl,

Please see the attached. Just a warning, it's 84 pages long, but it's the only report that lists all DDA parcels AND their relating capture values. Keep in mind, even though this report has been generated from the 2016 tax database, it reflects parcels that have been in the district since it's inception. That's how the capture is calculated – the TV today verses the TV from when the district was created (or in other words, the "Base"). Ideally, todays TV would be higher, an therefore a capture would be recognized. Unfortunately, our TV within the district is lower today, and therefore, we have the negative, or -0- capture.

Thomas R. Mead,  
Finance Director  
City of Albion  
(517) 629-5535 – Phone  
(517) 629-2238 – Fax  
[tmead@ci.albion.mi.us](mailto:tmead@ci.albion.mi.us)

CITY OF ALBION  
CITY BOARDS, COMMISSIONS & SPECIAL COMMITTEES  
Updated January 2016

DOWNTOWN DEVELOPMENT AUTHORITY

- Purpose:** To conduct downtown development activities in accordance with the provisions of PA 197 of 1975, as amended, including, but not limited to, the definition of a development area, the creation and implementation of a development plan, etc. (The power to levy and collect a tax according to Section 12(1) of 1997 is not included.)
- Establishment:** This agency is created to help a deteriorating downtown restore itself. The governing board is comprised of the Mayor and at least eight and not more than 12 other members (now set at Mayor and ten others through a 1999 bylaw amendment); a majority must have an interest in property located in the downtown area and at least one member shall be a resident of the downtown area, MCL Section 125.154. This is a municipal corporation, which the City created in April 1988 when the Council adopted Ordinance 88-2. (Now Code Sections 34-26 through 34-33). The Council approves its budget and bylaws. Except for the statutory and ordinance restrictions – residency of the appointees to this board is within the discretion of the appointing authority.
- Membership:** Eleven members as determined by Downtown Development Authority Bylaws. A majority of members must have an interest in property within the DDA district. One member shall be a resident of the district. The Mayor is a voting member by virtue of office. Appointed by Mayor with confirmation by City Council.
- Residency:** At discretion of appointing authority. Goal is to maintain a majority of residents on the Board.
- Term:** Four years.
- Meetings:** 2<sup>nd</sup> Wednesday-Monthly as needed at 7:30 a.m.
- Compensation:** None.

DDA continued...

Pct	Name	Address & Telephone	Email	Term Expires
3	Alfredia Dysart-Drake	1016 S. Superior, 629-2574	<a href="mailto:Ad_d_58@hotmail.com">A_d_d_58@hotmail.com</a>	12-31-2018
3	Mike Tymkew	1207 Woodlawn, 629-3936	<a href="mailto:mtymkew@sigmarep.com">mtymkew@sigmarep.com</a>	12-31-2017
3	Nidia Wolf	409 Irwin, 517-481-4041	<a href="mailto:bosslady47@hotmail.com">bosslady47@hotmail.com</a>	12-31-2017
4	Jennifer Yawson	4924 Kellogg Center, 629-0433	<a href="mailto:jschreer@albion.edu">jschreer@albion.edu</a>	12-31-2018
N/A	Peggy Sindt	309 N Superior, 517-568-4638	<a href="mailto:psindt@albionedc.org">psindt@albionedc.org</a>	12-31-2019
4	Marcola Lawler	918 N. Berrien St, 517-206-4252	<a href="mailto:Doublevision.center@yahoo.com">Doublevision.center@yahoo.com</a>	12-31-2016
3	Scott Brown	504 Lincoln, 517-763-8300	<a href="mailto:laborers@gmail.com">laborers@gmail.com</a>	12-31-2018
N/A	Don Masternak	26511 B Drive S, 629-0231	<a href="mailto:dmasternak@albion.edu">dmasternak@albion.edu</a>	12-31-2016
N/A	Scott Evans	9091 28 Mile Rd, 517-629-3296	<a href="mailto:sevans@homesteadsavings.com">sevans@homesteadsavings.com</a>	12-31-2019
N/A	Nora Jackson	3126 McCain Rd, 517-812-9903	<a href="mailto:n14jackson@gmail.com">n14jackson@gmail.com</a>	12-31-2016

Mayor-Joseph Domingo