



CITY OF ALBION DOWNTOWN DEVELOPMENT AUTHORITY

REGULAR MEETING

WEDNESDAY, JULY 11, 2018

MAYOR'S OFFICE

8:00 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 10, 2018 Regular Meeting
- IV. Correspondence
- V. Order of Business
 - A. Approval of Ismon House Rates – Shirley Zeller
 - B. Discussion – EDC Building Furniture
 - C. Façade Grant Application
 - C. 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 10, 2018

I. CALL TO ORDER

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

II. ROLL CALL

X	Garrett Brown	X	Don Masternak (arrived at 7:35 a.m.)
X	Joe Domingo	X	Mike Tymkew
X	Alfredia Dysart-Drake	X	Jennifer Yawson
X	Scott Evans		
UE	Marcola Lawler		
X	Linda LaNoue		

Administration: Sheryl Mitchell, City Manager (arrived at 7:50 a.m.) Jill Domingo, City Clerk and John Tracy, Director of Planning, Building & Code Enforcement.

III. Approval of Prior Meeting Minutes

A. December 13, 2017 Regular Meeting Minutes

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

(MOTION carried, voice vote) (J Yawson abstained as she was absent for the December 13, 2017 meeting)

IV. Correspondence

Chair M Tymkew stated he had received notification from Amy Deprez, Albion Economic Development Corporation Director that all signatures had been received for the Advancing Albion Plan. The Plan will now move forward and will begin scheduling public meetings.

V. Order of Business

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

The following nominations were made for DDA Officers:

G Brown moved, supported by S Evans to nominate M Tymkew as Chairperson.

A Dysart-Drake moved, supported by J Yawson to nominate S Evans as Vice Chairperson.

G Brown moved, supported by J Domingo to nominate L LaNoue as Secretary.

S Evans moved, supported by J Domingo to nominate A Dysart Drake as Treasurer.

J Yawson moved, supported by J Domingo to accept the above nominations for the DDA Officers.

(MOTION carried, voice vote)

B. Discussion-Downtown Snow Removal

Questions/Comments from the Board for Downtown Snow Removal were as follows:

- Downtown businesses appreciate Albion College making a path on each side of the street.
- If snow removal were contracted, would this be a liability for the City.
- The City is currently doing the crosswalks.
- What does the ordinance say as far as who's responsible for cleaning the sidewalks? **The ordinance states the property owner is responsible for snow removal. Some property owners think the City is taking care of it.**
- A suggestion was made to contact with the City for downtown snow removal.
- DDA district is larger than just the downtown so it may be difficulty to contract.
- Currently business owners are pushing the snow to the end of the curb and the City is picking up.
- May be best to leave snow removal as is for the downtown area.

Comments were received from Board Members S Evans, J Domingo, D Masternak and M Tymkew and J Tracy, Director Building, Planning & Code Enforcement.

C. Excuse Absent Board Members

Board Member M Lawler were not excused as no official notice was given to the Board for her absence.

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

The following citizen's comments were received:

Nidia Wolf asked about the status of her reappointment application to the DDA Board.

Al Smith stated he would be taking over the Red, White & Blue Car show and would like to get an early start. He asked what the budget for the car show is. The car show will be on Friday, June 29th, 2018. Chair Tymkew believes the budget to be \$1500.00

Board comments were as follows:

Board Member Masternak asked if the Ismon House is able to act as their own general contractor to send out RFP for bids for the second floor renovation.

Board Member LaNoue stated the signal at the crosswalk at the corner of Superior Street and Cass Street is not working and also about the business located next to the Peabody Project.

This may be taken care of in the spring when MDOT returns to finish the downtown street project. The business next to the Peabody Project is Brick Street Marketing.

Chair Tymkew asked if Gregg from MDOT would be available to come to the April 11th, 2018 DDA meeting for an update on the downtown street project.

Board Member Yawson asked if there were any project updates.

City Manager Mitchell stated the hotel is anticipating opening in the spring around the 9th of April. The EDC Economic Outlook will be coming soon.

The next DDA meeting will be Wednesday, April 11, 2018 at 7:30 a.m. in the Mayor's office.

VII. ADJOURNMENT

Motion by S Evans, supported by A Dysart-Drake to adjourn the meeting of the DDA.

(MOTION CARRIED, voice vote).

Meeting adjourned the meeting at 7:55 a.m.

Recorded by Jill Domingo

www.ismonhouse.org

e-mail: friends@ismonhouse.org

Rates effective July 1, 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

3rd 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, 1st and 3rd 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.