



CITY OF ALBION DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
WEDNESDAY, JULY 8, 2020
ZOOM WEBINAR
7:30 A.M.
SCOTT EVANS-CHAIRPERSON

AGENDA

- I. Call To Order (Reminder: turn off cell phones)
- II. Roll Call of the DDA
- III. Approval of Prior Meeting Minutes
 - March 11, 2020 Regular Meeting Minutes
- IV. Correspondence
- V. Order of Business
 - A. Merger Discussion – DDA, AEDC & Albion Chamber of Commerce
 - B. Albion Development Plan & Tax Increment Financing Plan Update
 - 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. Board Member Comments
- VIII. Adjournment

City Of Albion
 Albion Downtown Development Authority
 Meeting Minutes – March 11, 2020

I. CALL TO ORDER

Chairperson Scott Evans called the meeting to order at 7:30 a.m.

II. ROLL CALL

X	Bob Anderson (call-in)	A	Christina Wixson
X	Dave Atchison	X	Nidia Wolf
X	Scott Evans		
A	Marcola Lawler		
X	Mike Tymkew		
X	Emily Verbeke		

Administration: Haley Snyder, Interim Assistant City Manager / Deputy Clerk/Treasurer

III. Approval of Prior Meeting Minutes

A. February 12, 2020 Regular Meeting Minutes

Motion by M Tymkew, supported by D Atchison, CARRIED, to approve prior meeting minutes as presented.

(MOTION carried, voice vote)

IV. Correspondence

Chair Evans asked for the following to be added to the agenda:

- Stoffer Plaza Renovation
- Treasurer Position Discussion
- Community Events
- Community Development Fellowship Position

Motion by M Tymkew, supported by D Atchison, CARRIED, to approve the four (4) new agenda items.

(MOTION carried, voice vote)

V. Order of Business

A. Approval – Albion Development Plan & Tax Increment Financing Plan

Leah DuMouchel, Beckett & Raeder, Inc. provided the Board with final hardcopies of the new plan for the public review period and a list of requirements for the final adoption process. A general conversation was had regarding the adoption process.

Motion by E Verbeke, supported by N Wolf to approve the resolution and proceed with the adoption process.

(MOTION carried, voice vote)

Comments were received from Board Members D Atchison, S Evans, M Tymkew, E Verbeke, and N Wolf.

B. Stoffer Plaza Renovation

Mayor Atchison stated the City has been selected as a finalist in the Put Your Town on the Map competition. Stoffer Plaza will be the focus of the city's submission – renovate Stoffer Plaza to increase the use with heavy emphasis on the French Market and the Purple Gang. Digital presentations are due to CEDAM by April 22nd. Mayor stated he is looking for concurrence from the Board to participate in the grant program.

Comments were received from Board Members D Atchison, S Evans, M Tymkew, and E Verbeke.

C. Treasurer Position

Board Member M Tymkew stated he is unable to fill the position due to his work position. Board Member N Wolf stated she is willing to serve as Board Secretary and Treasurer.

D Atchison moved, supported by E Verbeke to appoint N Wolf as Board Secretary and Treasurer.

(MOTION CARRIED, voice vote)

Comments were received from Board Members M Tymkey and N Wolf.

D. Community Events

Board Member E Verbeke stated Marketing Albion Group has created a working calendar with all community wide events. The board was provided with calendars for March-May. Verbeke stated she will bring an updated copy at each meeting.

Comments were received from Board Members D Atchison, S Evans, and N Wolf.

E. Community Development Fellowship Position

Board Chair S Evans stated there has been expressed interest in having another Community Development Fellowship position. The Fellow would serve as a combined position for the DDA and AEDC. Amy Deprez, AEDC President, has drafted an application. Position details are as follows - the position is funded by the State with a \$6,000 required match from the municipality (split between DDA & AEDC), 18 month

program, and would start in June/July. The Fellowship is awarded to one region per year there are ten (10) regions throughout the State. Albion is located within Region Eight (8). Applications are due by Friday, March 13th. Evans stated a region will be selected by the end of the month. A general consensus was made by the Board to submit an application.

Comments were received from Board Members D Atchison, S Evans, M Tymkew, and E Verbeke.

F. Excuse Absent Board Members

N Wolf moved, supported by M Tymkew, CARRIED, to Excuse Absent Board Member C Wixson and M Lawler.

(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.)

Comments were received by Al Smith.

Board Member Comments:

Comments were received by Board Members M Tymkew, N Wolf, and E Verbeke.

VII. ADJOURNMENT

Motion by N Wolf, supported by D Atchison to adjourn the meeting of the DDA.

(MOTION CARRIED, voice vote)

Meeting adjourned at 8:41 a.m.

Recorded by Haley Snyder, Interim Assistant City Manager / Deputy Clerk/Treasurer

Albion 2020 Amended Development Plan and Tax Increment Financing Plan
Public Hearing Process – **REVISED 2 – June 30, 2020**

Action	Contents	Documentation by City	Proposed Date
DDA takes action on Plan	DDA passes Resolution adopting Development Plan and Tax Increment Financing Plan and recommending that the City Council to establish a Public Hearing to review and adopt the same.	Forward copy of Resolution with vote to the City Council	COMPLETED on Wednesday, March 11
City Council establishes Public Hearing Date	Public Hearing scheduled.	Copy of meeting minutes	Monday, July 20 (establish date of Monday, August 17)
Newspaper Advertisement First Notice in Newspaper no less than 20 days from Public Hearing date.	Date, Time, Location of Meeting; General description of purpose and area within community affected by Plan	Affidavit of publication from local newspaper	Publication before Tuesday, July 28
Mailing – First Class Notice to Property Owners within the DDA Development Plan area	Date, Time, Location of Meeting; General description of purpose and area affected by Plan	List of Property Owners sent notification.	Mailed before Tuesday, July 28
Posters	20 Public Hearing posted within the DDA Development Plan area.	List noting the address of each Public Hearing poster	Posted before Tuesday, July 28
Mailing – Certified Notice of Public Hearing certified mailed to each taxing jurisdiction whose taxes will be captured by the DDA TIF Plan -	Date, Time, Location of Meeting; General description of purpose and area affected by Plan with copy of the Development Plan and TIF Plan	Copy of all letters mailed.	Mailed before Tuesday, July 28 BRI WILL MAIL
Newspaper Advertisement Second Notice in Newspaper within 20 days of Public Hearing	Date, Time, Location of Meeting; General description of purpose and area within community affected by Plan	Affidavit of publication from local newspaper	Publication between Wednesday, July 18 and Sunday, August 16
Public Hearing	City Council conducts the Public Hearing	City Council Minutes	Monday, August 17
Ordinance	City Council adopts ordinance which, by reference, approves the amended Plan	City Council minutes and certified copy of ordinance	First reading Monday, August 17
Plan Deliverables	City to send all items in “Documentation” column to BRI for inclusion in Plan appendix	All of the above	Tuesday, August 18

Plan is posted at mirisingtide.org/albion