



CITY OF ALBION DOWNTOWN DEVELOPMENT AUTHORITY

REGULAR MEETING

WEDNESDAY, JULY 12, 2017

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
 - April 12, 2017 Regular Meeting
- IV. Correspondence
- V. Order of Business
 - A. Superior Street Reconstruction Project Update
 - B. Albion Hotel Update
 - C. Peabody Project Update
 - D. Car Show Update
 - E. Ash Street Parking Lot Upgrades
 - F. Financial Update
 - G. Miscellaneous Items
 - H. 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 – April 12, 2017

I. CALL TO ORDER

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

II. ROLL CALL

X	Scott Brown		X	Linda LaNoue
	Garrett Brown		X	Don Masternak
X	Joe Domingo		X	Mike Tymkew
	Alfredia Dysart-Drake		X	Nidia Wolf
X	Scott Evans			Jennifer Yawson
X	Marcola Lawler			

Administration: Sheryl L. Mitchell, City Manager and Jill Domingo, City Clerk.

III. Approval of Prior Meeting Minutes

A. March 8, 2017 Regular Meeting Minutes

Motion by N Wolf, supported by S Evans to approve prior regular meeting minutes as presented.

(MOTION carried, voice vote)

IV. Correspondence – Board Member M Lawler stated she and some other Council Members will be at the Forks Senior Center today at 3:30 to color Easter eggs. Lucy Jo will also be there.

V. Order of Business

A. Update on Books and More-Jim & Staci Stuart

Jim and Staci Stuart updated the DDA with the progress of Stirling Books & Brew with the following highlights:

- They purchased the building last May and the actual business last month
- Books and More was closed on April 1st, 2017
- May 1st, 2017 they will open as Stirling Books & Brew.
- The building is being remodeled from floor to ceiling
- The front portion of the building will be a café, the center will be books (both new & used) and the back will remain as the coffee area. They will be heavily expanding the new book area which will also be sold on Amazon. All books will be on a computerized system.
- The building will offer an open floor plan, updated modern décor and new bookshelves.

- They will offer the same type of products as previously such as honey, jewelry and will also offer some pottery products.
- They will be adding bakery products made by Corrine Atchison along with a full line of coffee and tea.
- They have verbal approval from the Health Department to move forward with the kitchen, however will wait for written approval before beginning the café portion of the renovation
- They will be featuring the exterior of the building with new paint for the front and back, an awning and signs for the front and rear of the building which have been approved by the City.
- They would like to stripe the back parking lot but was asked but the City not to.
- May 1st will be opening day and they will have a string quartet.
- They will also feature recurring weekly events as follows:
 - Tuesday's-Local Focus
 - Thursdays'-Poetry/Open Mic
 - Friday's-Trivia Night
 - Saturday's-Live Music
- The seating capacity is 35-40.

Comments were received from Board Members S Evans, M Tymkew, N Wolf and S Brown.

Board Member S Brown asked City Manager Mitchell about striping the parking lot.

City Manager Mitchell stated the City owns 2/3 of the parking lot and the remaining 1/3 is owned by Double Vision. The City is currently working on striping the lot.

B. MDOT Update on Superior Street Reconstruction Project

City Manager Mitchell stated MDOT began April 10th, 2017 and is moving forward with construction. There are providing weekly/bi-weekly email updates. A request was received from MDOT to use the City owned parking lot across from the Dollar Store and the ABA owned parking lot behind Bigbee Coffee for staging of equipment.

Board Member N Wolf stated there is currently no handicap parking behind Superior Street such as (Citizens Bank, Illusions and The Bohm Theatre). She inquired as whether the Board would designate temporary handicap parking while Superior Street was being renovated.

Board Member J Domingo stated there were only two businesses that have handicap rear entrances so handicap parking should not raise an issue.

Board Member N Wolf also asked about the MDOT tree removal and felt citizens may take issue with the trees being removed.

Board Member L LaNoue asked whether the tree removal had been advertised.

Additional comments were received from Board Members M Tymkew and S Evans.

C. Miscellaneous Items

Board Member N Wolf stated she and Al Smith are working on the Cruise-In which will be held on Thursday, June 29th, 2017. A letter will be mailed to the food vendors and local businesses with the location of the car show.

City Manager Mitchell stated the Peabody Project located at 400 S. Superior Street has received preliminary approval of \$800,000 from the Michigan Economic Development Corporation (MEDC). An RFP has been sent out for a certified grant administrator. The grant will be facilitated through the City of Albion.

City Manager Mitchell asked a Board Member of the DDA to sit on the committee to select the certified grant administrator.

Board Member M Tymkew volunteered to sit on the committee.

D. Excuse Absent Board Members

Motion by S Brown supported by N Wolf to excuse Board Members Brown, Dysart-Drake and Yawson.

(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 Member N Wolf stated a presentation will be held on Thursday, April 13th, 2017 at 7:00 p.m. at 101 Norris Hall on opioid addiction.

Additional comments were received from L LaNoue.

The next meeting will be May 10th, 2017 but may be cancelled if we have lack of agenda items.

VII. ADJOURNMENT

Motion by J Domingo, supported by S Brown to adjourn the meeting of the DDA.

(MOTION CARRIED, voice vote).

Meeting adjourned the meeting at 7:58 a.m.

Recorded by Jill Domingo

Jill Domingo

From: Tom Mead
Sent: Thursday, July 06, 2017 4:55 PM
To: Mike Tymkew
Cc: Jill Domingo; Sheryl Mitchell
Subject: DDA Financials
Attachments: DDA 6-30-2017 Bal Sheet.pdf; DDA 6-30-2017 Rev and Exp.pdf

Mike,

I've attached the same financials that I sent to Jill to include in the DDA Board packets. As you can see, not much has happened in the DDA so far this year. It's earned a little interest revenue and that's about it. The main thing I want to make mention of is the fact that once again, there is a negative capture in the DDA District for 2017 so this will be the second year in which the DDA will not capture any property tax revenue. It's **important** to note that the \$8,863.43 that is reflected as property tax revenue in 2016 is actually the settlement payment from the County from the 2015 taxes.

If you will recall, there were delinquent 2015 property taxes as of 2-28-2016. So when we settled with the County, they made us whole through the settlement process. We received that payment in June of 2016 so it was too late to put the money back into 2015 (our auditors won't let us accrue any revenue back into a preceding year if it is collected more than 60 days after a fiscal year-end). Accordingly, it shows up as 2016 property tax revenue even though it relates to 2015.

I don't recall exactly which parcels were delinquent (maybe the old Devon's – now Gina's was one of them, but I'm not certain offhand). Hopefully when the County auctions off any of these delinquent parcels, they will generate enough revenue to cover the total delinquent tax (the \$8,863.43) because if not, the County will most likely charge us back for the difference, meaning DDA would have to repay some of the \$8,863.43.

I would assume the reimbursement from the State for the Personal Property Tax Reform will be similar to last year (\$11,683.53 in 2016), but we won't know that number until Fall of 2017.

As I mentioned on the street, the Brownfield (hotel property) won't start its capture this year but it should start capturing taxes next year. But of course all capture will go to the Brownfield/investors so the DDA will not receive anything from this property for an estimated 19 years (this is based on the new and very conservative estimate – it could be less than this 19 years). I can show you the new capture tables sometime if you'd like to see them. I just received copies today from Amy at EDC.

For the DDA's future, we will have to consider how we handle projects downtown such as the Peabody project. It appears all grant revenue will have to pass through an entity of the City – very likely it would be the DDA, so the revenue and related expenses will have to be budgeted appropriately, even though they should result in a net wash.

Off hand, I can't think of anything else going on with the DDA, at least not at the moment. Hope this helps.

Fund 248 DDA FUND

GL Number	Description	Balance
*** Assets ***		
Unclassified		
248-000-001.00	CASH	47,228.22
248-000-123.00	PREPAID EXPENSES	626.74
Unclassified		<u>47,854.96</u>
Total Assets		<u>47,854.96</u>
*** Liabilities ***		
Unclassified		
Unclassified		<u>0.00</u>
Total Liabilities		<u>0.00</u>
*** Fund Balance ***		
Unclassified		
248-000-390.00	FUND BALANCE	47,719.86
Unclassified		<u>47,719.86</u>
Total Fund Balance		<u>47,719.86</u>
Beginning Fund Balance		47,719.86
Net of Revenues VS Expenditures		135.10
Ending Fund Balance		47,854.96
Total Liabilities And Fund Balance		47,854.96

PERIOD ENDING 06/30/2017

GL NUMBER	DESCRIPTION	2016		2017		YTD BALANCE		AVAILABLE		% BDGT USED
		AMENDED BUDGET	END BALANCE 12/31/2016 NORM (ABNORM)	AMENDED BUDGET	END BALANCE 06/30/2017 NORM (ABNORM)	NORM (ABNORM)	NORM (ABNORM)	BALANCE NORM (ABNORM)		
Fund 248 - DDA FUND										
Dept 000-GENERAL										
Revenues										
248-000-402.00	CURRENT PROPERTY TAXES	0.00	8,863.43	0.00	0.00	0.00	0.00	0.00	0.00	
248-000-402.10	CURRENT PROP TAXES - STATE REIMBURSEMENT	11,600.00	11,683.53	10,500.00	0.00	10,500.00	0.00	10,500.00	0.00	
248-000-665.00	INTEREST	100.00	151.98	150.00	135.10	14.90	90.07			
TOTAL REVENUES		11,700.00	20,698.94	10,650.00	135.10	10,514.90	1.27			
Net - Dept 000-GENERAL		11,700.00	20,698.94	10,650.00	135.10	10,514.90				
Dept 735-DDA										
Expenditures										
248-735-744.00	POSTAGE	50.00	0.00	50.00	0.00	50.00	0.00	0.00	0.00	
248-735-776.00	MATERIALS AND SUPPLIES	200.00	0.00	200.00	0.00	200.00	0.00	0.00	0.00	
248-735-840.00	ADMINISTRATION FEES	2,200.00	2,199.96	2,270.00	0.00	2,270.00	0.00	2,270.00	0.00	
248-735-880.00	COMMUNITY PROMOTIONS	2,500.00	1,635.27	2,700.00	0.00	2,700.00	0.00	2,700.00	0.00	
248-735-950.00	INSURANCE AND BONDS	1,350.00	1,253.24	1,350.00	0.00	1,350.00	0.00	1,350.00	0.00	
248-735-955.00	MISCELLANEOUS	250.00	50.50	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL EXPENDITURES		6,550.00	5,138.97	6,570.00	0.00	6,570.00	0.00			
Net - Dept 735-DDA		(6,550.00)	(5,138.97)	(6,570.00)	0.00	(6,570.00)				
Dept 806-ISMAN HOUSE RENOVATION										
Revenues										
248-806-540.00	STATE GRANTS	126,182.00	126,181.50	0.00	0.00	0.00	0.00	0.00	0.00	
248-806-580.00	CONTRIBUTION FROM LOCAL UNITS	35,135.00	35,135.00	0.00	0.00	0.00	0.00	0.00	0.00	
248-806-699.00	TRANSFER IN	50,000.00	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL REVENUES		211,317.00	211,316.50	0.00	0.00	0.00	0.00			
Expenditures										
248-806-802.00	CONTRACTUAL SERVICES	211,317.00	211,316.50	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL EXPENDITURES		211,317.00	211,316.50	0.00	0.00	0.00	0.00			
Net - Dept 806-ISMAN HOUSE RENOVATION		0.00	0.00	0.00	0.00	0.00				
TOTAL REVENUES		223,017.00	232,015.44	10,650.00	135.10	10,514.90	1.27			
TOTAL EXPENDITURES		217,867.00	216,455.47	6,570.00	0.00	6,570.00	0.00			
NET OF REVENUES & EXPENDITURES		5,150.00	15,559.97	4,080.00	135.10	3,944.90	3.31			