

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, MARCH 17, 2011
McKUME ROOM – CHELSEA DISTRICT LIBRARY**

Present: Flintoft, Frisinger, Heydlauff, Lindauer, Morrel-Samuels, Pierce, Schwarz, Hanifan

Absent: Cleary, Myles, Winans

Others Present: City Council persons Cheri Albertson, Rod Anderson, Ann Feeney; CAFA Board President Luann Koch; Fire Chief Jim Payeur, Howard Flintoft, Nancy Anderson, Lisa Allmendinger, Jan Bernath

Treasurer Heydlauff opened the meeting at 7:30 a.m.

1. **Motion by Lindauer, second by Frisinger to approve the minutes of the February 17, 2011 Board of Directors meeting. Motion carried.**
2. **Motion by Pierce, second by Lindauer to approve the contract with Aaron Fody to set out and remove bike racks on W. Middle Street during the summer months. Motion carried.**
3. Chief Payeur gave a slide presentation of the present condition of the Fire Station and plans to renovate the building, add additional space to the front, and resurface the driveway area. CAFA will use \$129,000 from the accumulated building fund for the building and is requesting funds from the DDA to resurface the driveway. This includes improving the base to handle the heavy trucks. The estimated cost is \$37,000. The Board asked the City Manager to have City Engineer Linfield review the bid documents for comparison purposes. It may be possible to reduce the cost if coupled with a City paving project. Morrel-Samuels prefers transferring \$35,000, but Manager Hanifan pointed out the requirement that the City have a “contract for services”. Construction should begin next month and take approximately 90 days to complete.
4. **Nominations for Board President** There are currently vacancies on the DDA Board with President Jackson's resignation and McKinley representative Holman reassignment. **Motion by Lindauer, second by Morrel-Samuels to nominate Peter Flintoft for President. Motion carried.**
5. **Board Vacancies discussion:** The Boards acts as an advisor to the Mayor, however the Mayor appoints persons to the Board. Mayor Lindauer stated that he has some candidates in mind and will bring theirs names forward a the next DDA meeting. Morrel-Samuels was under the impression that there were at least 100 residents in the DDA District which would require the Board to have a resident representative. Heydlauff noted that there are not that many residents
6. **Budget Update – Heydlauff** The 2011-12 Budget is 10% less that last year: \$403,000. Keeping \$150,000 in reserve, and fixed costs for maintenance, bond payment and interest, there will be \$179,000 available for projects. The DDA could bond for \$2M for continued improvements. The Base taxable value in 1987 in the District was \$6,510,245 and is currently \$20,926,819. Hanifan pointed out that in April the Board needs to go over the DDA budget line by line to decide choice of projects.
7. **Palmer Ford Lot discussion** – President Flintoft has been working with Biff Weber to write the lease contract. Currently the cost would be \$1,000\month to cover property taxes. Within 90

days of signing a lease, a new curb cut must be done, strictly to be used as access to public parking on the remaining portion of the lot not included in the building owners section. City Engineer Linfield will have a punch list of requirements for using lot for public parking.

8. **Sculpture Walk Discussion – Schwarz** There are good submissions coming in for this summer. The cement pad at the corner of E. Summit & Main St. needs to be moved to Dr. Howe's property near Van Buren St. because of construction as well as desire to move the art work more to the south.
9. **Long Term Development Plan -** Heydlauff reported that the last visioning session provided good feedback from the citizens. Lincoln Poley and Howard Deardorff will now work on their plan in preparation for a joint working session with the DDA Board in April. There will be more opportunities for public input.
10. **Accessibility Committee Update – Frisinger** The Committee approved the \$500 grant to Cleary's Pub to have Scott McElrath design a plan to improve access at the restaurant. Frisinger spoke of a store in Chicago which has a door bell to signal when a customer needs to have the portable ramp brought to the door.
11. **City Report – Hanifan (a)** Snow removal by City crews was very quick and effective. **(b)** The tree lights downtown should probably be turned off soon. Schwarz noted that the light installers will be out soon to assess any damage and cost of repairs.
12. **Chelsea First Report – (a)** Moving forward on the website development with the help of Leslie Surel and Emily Penex. **(b)** Plans are to release something in June or July.
13. **Chamber of Commerce Report – Pierce (a)** The Annual Meeting went well. **(b)** There is the Annual Bowling Fundraiser on Saturday March 19th. **(c)** Anytime Fitness had their grand reopening last Friday with new owners the Sullivans. **(d)** Pierce attended the Lansing Regional Chamber of Commerce Legislative Dinner in Lansing.
14. **Public Participation – (a)** Rod Anderson questioned the current taxable value in the DDA District using absolute dollars and compare house and land prices in 1987 to the same today. **(b)** Zoning Administrator Jim Drolett pointed out the Planning Commission's requirement that the DDA must have final approval of the landscape plan for the new Police Station. Landscape Architect Howard Deardorff would be perfect person to review the plan on behalf of the DDA. **(c)** Jan Bernath attended the 2 workshops on historic preservation and the grant and tax credit opportunities for renovations now that Chelsea is officially listed on the National Register of Historic Places. Saturday, May 14 will be the formal ceremony to celebrate the designation.
15. **Old Business – (a)** The by-laws drafted by Flintoft should have a small addition to note that if there is a conflict with the by-laws, the State of Michigan Act controls. **Motion by Morrel-Samuels, second by Flintoft to approve the By-laws as presented, with the additional language. Motion carried. (9)** Patti Schwarz pointed out the faded condition of the directories in the parking lots. She will find a volunteer to update information and re-do posters.
16. **New Business –** Pierce is formally asking for permission for the Farmers Market to locate in the west side of the Park Street lot from 8 a.m. - noon, every Saturday from the first of May to the end of October. There was no objection from the Board.
17. **Additional Business –** Morrel-Samuels asked that the President to inquire of Board members if they have ideas for next meeting's agendas.
18. **Motion by Pierce, second by Frisinger to adjourn the meeting at 8:32 a.m. Motion carried.**