

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, AUGUST 18, 2011
McKUNE ROOM – CHELSEA DISTRICT LIBRARY**

Present: Flintoft, Cleary, Finger, Frisinger, Heydlauff, Lindauer, Merkel, Morrel-Samuels, Myles, Pierce, Hanifan

Absent: Winans

Others Present: CDL Director Bill Harmer; Cheri Albertson, Ann Feeney, City Council; Cathie Clark, Jan Bernath, Tom Girard, Howard Flintoft

President Flintoft called the meeting to order at 7:30 a.m. and roll called the Board.

1. Public Hearings under consideration – None scheduled
2. **Public Comment**

(a) Tom Girard reported on a possible application to Michigan State Historic Network office for intense two week training on rehabilitating windows in historic buildings. The first week is instructions on dealing with contractors and potential for training the unemployed and the second week is the actual work on local windows. There are 15 windows in the Mack Building on the Longworth property which would qualify. (b) Jan Bernath asked the Board “to whom should questions about Longworth be addressed?” Heydlauff suggested that there be a work session totally devoted to the questions about the Longworth property.
3. Approval of the Consent Agenda – No items yet suggested for a consent agenda.
4. **Motion by Myles, second by Cleary to approve the regular agenda with the addition of a Closed Session at the end of the regular meeting to address possible purchase of property. Motion carried.**
5. **Motion by Lindauer, second by Frisinger to approve the minutes of the July 21, 2011 Board of Directors meeting minutes with two corrections. Motion carried.**
6. Submission of Bills – None submitted
7. Communications to the Board - None
8. **Reports from Board Committees**

Chelsea First – Pat Cleary chelseamich.com website is up and running. There are billboards on I-94 and US 23. Half page ads in AA Observer with photos from Beryl Strong. There will be 30,000 ads in Heritage Newspapers and Ann Arbor.com. Problems are being worked out on some sections of the website, by Leslie Surel. At the Sounds & Sights Festival 200 gift bags and 300 chelseamich.com T-shirts were passed out to attendees.

Accessibility – Paul Frisinger The handicap ramp which was planned for Cleary's front entrance extends too far onto the sidewalk. Cleary is planning a new entrance at street level.

Budget Report – Mark Heydlauff The annual budget amount for 2011-12 is \$438,139. The amount available for current projects is \$435,430, with expenditures estimated to be \$420,482. Future Projects are listed. The entire report will be online and in the official minutes book.
9. **Reports from Officers and City Manager**

City Manager – (a) The City received a \$200,000 grant for pollution abatement at Longworth.
(b) The contract between DDA\City and MCI to survey Main St. bump outs at several locations,

has been signed. The information is needed in order to make decisions this fall. Flintoft praised MCI on its thoroughness to note every nuance and including information regarding MDOT's regulations on outside dining areas. (c)Howard Deardorff wants to hold the final open house for the public to review drawings and proposed plans on September 28 at the Library. He will come to the September 15 DDA Board meeting to present the information.

10. Unfinished Business -

Action on approval of the by-laws as revised by City Council. There was a brief discussion on the topic but in the end it was acknowledged that Council had approved the by-laws and short of offering amendments, they stand. **Motion by Cleary, second by Myles to notify City Council that the DDA has received the revised by-laws. Roll call vote 9 yes, 2 no (Morrel-Samuels, Frisinger. Motion by Cleary, second by Pierce to formally approve the By-laws as revised by City Council. Roll Call Unanimous approval.**

11. New Business -

(a)Location of Historic Register sign – Jim Myles Three possible locations were identified as the Library, the planter at South & Main and at Jiffy. It needs maximum visibility. A survey of the Board of the Library resulted in approval to install on Library property. (b) There are nine property owners downtown who are interested in putting historic plaques on there store fronts. (c)Patti Shwarz requested permission to allow the Aerial Speed Wagon sculpture on the Palmer lot for two days in Sept. **Motion by Heydlauff, second by Flintoft to allow the sculpture to locate on the Palmer Lot. Motion carried.** (c)Tom Girard said there was no harm in making the application for the window workshop. **Motion by Myles, second by Morrel-Samuels to approve submitting the application for the window restoration work shop.** Discussion: Heydlauff asked if this was being done for all the right reasons, and Merkel noted that the building future is unknown at this time. The workshop would actually take place in the Mack building to restore the 15 windows. **Motion failed – 9—2(Myles, Morrel-Samuels)(Myles,- Flintoft, Pierce, Morrel-Samuels)**

12. Announcements:

No report from Library Director

Chelsea Chamber of Commerce –(a) Pierce reported that Mark Heydlauff is 2011 Citizen of the Year Lifetime Achievement Award winner and John Frank is 2011 Citizen of Year.(b) Sounds & Sights Festival a success and finished in the black. Pierce thanked the City and the Police Dept. for all its help.

13. Motion by Heydlauff, second by Myles to go into closed session to discuss possible purchase of property at 8:40 a.m. Motion carried.

14. Motion by Morrel-Samuels, second by Myles to come out of closed session at 9 a.m. Motion carried.

15. Mark Heydlauff again mentioned having a work session strictly on the subject of Longworth. Hanifan will be meeting with SME Repre. regarding the scope of work to remove pollution at the building. Make work session plans after that.

16. Motion by Frisinger, second by Flintoft to adjourn the meeting at 9:05 a.m., Motion carried.