

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, NOVEMBER 17, 2011**

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

Absent: Cleary, Merkel, Myles

Others Present: Cheri Albertson, Rod Anderson, Ann Feeney, City Council; Jan Bernath, Lisa Allmendinger, Jane Cresswell, Nancy Anderson, Howard Flintoft, Mr. McFate

President Flintoft opened the meeting at 7:30 a.m. and noted the secretary had taken the roll.

1. Public hearings on matters under consideration
-None Scheduled
2. Public Comment
-No one spoke
3. Approval of Consent Agenda
-No items suggested for a consent agenda
4. **Motion by Lindauer, second by Morrel-Samuels to approve the Regular Agenda. Motion carried.**
5. **Motion by Morrel-Samuels, second by Lindauer to approve the minutes of the October 20, 2011 Board of Directors meeting. Motion carried**
6. Submission of bills – None submitted
7. **Communications to the Board**
 - As requested by Planning Commission, Mark Heydlauff will make a presentation regarding plans for the Palmer property at a PC work session Tuesday, December 6th in the City Office.
 - Michigan Business Brokers forwarded a contract to President Flintoft regarding listing the Longworth property for sale, which he reviewed.
 - Chelsea Farmers Supply sent a request to have the sign “historic feed mill” mounted on Main Street. See discussion in action items.
8. **Report from Board Committees**
 - Chelsea First – No report
 - Accessibility – No report
9. **Reports from Officers and City Manager**
 - Hanifan regarding metal grates & street trees: East Jordan Iron Works submitted a bid of \$18,000 to replace all of the grates. DPW cut one grate opening larger, but resulted in too rough a surface. Something must be done because they are cutting into trunks of larger trees. Hanifan will continue to research solutions for a spring project.
 - Update on MCI submission to MDOT of street plans. No response as yet. Hanifan did note that the resurfacing of M-52 by MDOT from I-94 to Old U.S. 12 is slated for March, 2012.
 - Hanifan has received a request from MSHDA for more historic information regarding the Longworth property and for future plans for that space in connection with abatement.
 - DDA has a signed purchase agreement for Palmer property with a contingency regarding an appraisal. The cost was \$1750. and the 48 page document was received and will be forwarded

by Hanifan to the Board members. The two parcels appraised for \$562,500.

-No report on East Parking Lot

10. **Unfinished Business**

-Longworth – The Board agreed to meet Thursday, January 12, 2012 from 7:30 to 9 a.m. in the McKune Room for a work session. Heydlauff wants the board to discuss Longworth in terms of the whole corridor, block. The DDA has the ability to clean-up, preserve some buildings, improve sight lines from Main St. Each decision should answer the question “How does it benefit the corridor, the depot, stores, etc?” **Motion by Heydlauff, second by Lindauer to set a DDA Work Session for 7:30 a.m, Thursday, January 12, 2012. Motion carried.**

-Streetscape issues – Heydlauff asked if there could be a test brick crosswalk at the Orchard St. corner of Main St. to see how it weathers over the winter. Hanifan advised that anything done on Main St. has to have an MDOT permit, which could take from 60-90 days. Also, he has no cost estimate for installing the walk. He will look into this.

11. **New Business**

-Action on Farmers Supply request: No other sign used the term “historic” and also, this should be included in the discussion regarding the entire Longworth\Jackson St. corridor. **Motion by Morrel-Samuels, second by Winans to refer request to the January work session. Motion carried.**

- Patti Schwarz announced that the updated kiosk posters would be installed in a few days. She also requested that the next update be done by a professional.

12. **Announcements:**

Chamber of Commerce – Bob Pierce a) Council Candidate Forum was a success; b) Annual Retreat is tonight; c) Membership is about even from 2010; d) Chamber will set 2012 Business Plan at the retreat; e) Farmers Market had its wind up meeting last evening. The vendors were successful and pleased at the community response. They are excited about plans for Palmer.

Library Report – Bill Harmer a) He distributed a copy of the statistics of usage for the past year and they are remarkable. This information will be in the next newsletter. b) Because of the challenges of possible additional loss of state revenue, the board has established an endowment fund. c) The Board has adopted a strategic plan which, from direction from the advisory members, reflects what the community wants the library to deliver in programming as well as technology.

13. **Motion by Winans, second by Lindauer to adjourn at 8:03 a.m. Motion carried.**