

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, MAY 17, 2012**

Present: Flintoft, Cleary, Finger, Heydlauff, Morrel-Samuels, Pierce, Povlich, Sanville, Schwarz

Absent: Holman, Lindauer, Merkel

Others Present: Cheri Albertson, Ann Feeney, City Council; Lisa Allmendinger, Jan Bernath, Mary Budzinski, Anna Cangialosi, Rob McFate, Mary Randolph

President Flintoft opened the meeting at 7:30 a.m.

1. Public hearings on matters under consideration
-None scheduled
2. **Public comment**
-Greg Raye noted that his request for funds to help cost of replacing windows in the Glazier Building, was not on the agenda. His letter asked for half of the cost of \$19,938 from the DDA to restore and renovate windows, which were single pane, steel with mutton bars, to double pane windows.
-Jan Bernath asked that the format of DDA work sessions allow time for public comment and that the RFP documents be available to the public, perhaps on the website. Hanifan noted that the entire process is public and copies available at the city office.
3. Approval of the consent agenda
-No items yet suggested for a consent agenda
4. **Motion by Finger, second by Povlich to approve the Regular Agenda with the amendment of discussion of The Sculpture Walk. Motion carried.**
5. **Motion by Pierce, second by Finger to approve the minutes of the April 19, 2012 Board of Directors meeting. Motion carried.**
6. Submission of bills - None
7. Communications to the Board - None
8. **Reports from Board Committees**
- **Chelsea First – Pat Cleary:** Met with Wine, Women and Shopping committee regarding promotion of its event in November. Fair Board will decide tonight on its advertising on the website and billboards. Billboards on US-23 and I-96. Presence on Facebook; can be found on Google.
9. **Reports from Board Committees and City Manager**
-**Hanifan:**(a) MCI reviewing plans with MDOT for Main St.; advertising for bids for 30 days; Question regarding when to do the project because of its impact on downtown traffic. Could it wait until next spring since S. M-52 will be under construction all summer? Discuss it at the June meeting. The contractor could be selected.(b) The new owners of the post office property are going to apply for a tourist liquor license and will apply to DDA for REU assistance.
10. **Unfinished business -**
-Interviews with the two RFP submitters will be May 31. Each will be 30-60 minutes with

presentation, questions by Board and Board discussion. Heydlauff emphasized the need to make a decision in early June at a Special Meeting, where the public could comment. The process needs to be clear. **Motion by Morrel-Samuels, second by Sanville to schedule a Special Meeting at 7:30 a.m., June 7 with public comment at the beginning and end of the meeting, to make a decision on the RFP. Motion carried.**

11. **New Business**

-**Sculpture Walk – Schwarz:** There have been 19 submissions. Two new spots added at the Police Station\City Hall and Library. Information will be on the Chelseamich.com website. River Gallery has an EMU intern who will be in charge of advertising. The sculptures will be installed the last week in May. Schwarz thanked the City for its help.

-President Flintoft responded to the request for financial assistance for Glazier Building. It cannot be allowed as the building is privately owned, on private property. There is no line in the budget for this, but could create a program where DDA could be involved.

-Flintoft is working on the draft for the REU assistance program

12. **Announcements:**

-**Chamber of Commerce:** (a) Sounds & Sights runs from June 7 – August 16. Line-up is great. (b) Business After Hours at Chelsea Pharmacy May 24; (c) Golf Outing June 5 and needs sponsors. (d) The Casino Trip is June 9 to Battle Creek at cost of \$40 per person. (e) Travel Writers will visit Chelsea in June. The focus will be on “music”. (f) Farmers Market had 25 vendors the first two weeks. (g) AA hosts union meeting in July & August with the spillover to businesses of \$15M. Chelsea is present to pass out information.

-**Library Report – Anna Cangialosi:** There is a new public awareness campaign called “Geek the Library”. Those who appreciate The Library can express their opinion on personal t-shirts, which the Mayor has done, along with the Purple Rose Theatre and others. This initiative is funded by the Gates Foundation and will highlight critical funding issues. The unveiling will be June 4 with daily changes on the website.

-The Library recently won an award for its newsletter.

13. **Motion by Morrel-Samuels second by Pierce to go into Executive Session for the purpose of discussing purchase of property, at 8:10 a.m. Roll call – all ays. (Sanville had left.)**

14. **Motion by Morrel-Samuels, second by Pierce to return to open session at 8:35 a.m. Roll call, all ays.**

15. Heydlauff reminded the Board of the next two meetings. City Manager Hanifan will send an email to Board members regarding the 5\31 RFP interviews and 6\7 RFP decision. Heydlauff encouraged the Board to make an effort to attend.

16. **Motion by Finger, second by Morrel-Samuels to adjourn at 8:40 a.m. Motion carried.**