

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, May 16th, 2013**

DRAFT

Present: Cleary, Finger, Flintoft, Heydlauff, Holman, Lindauer, Martinson, Merkel, Pierce, Povlich, Sanville, Schwarz

Absent:

Others Present: City Manager Hanifan, Council Member Albertson; Mary Randolph, Lynette Hand & Jayette Edwards of the Chelsea Area Garden Club

1. President Flintoft called the meeting to order and roll call of Board at 7:30 a.m.
2. Public hearings on matters under consideration – none
3. Public Comment:
 - Mary Randolf** reported on the very successful Garden Club plant sale last Saturday, they sold over 3,000 plants. She thanked everyone for their support and indicated the proceeds go to support grants, scholarships and the city beautification. The Garden Club will need approximately \$1,675 for the plants for the new circular beds being installed in May and June; the club will coordinate this request with the City Manager.
4. Approval of the consent agenda – No items
5. **Motion by Lindauer, second by Schwarz to approve the regular agenda. Motion carried.**
6. **Motion by Sanville, second by Lindauer to approve the minutes of the April 18 & May 2, 2013 Board of Directors meetings with corrections to the spelling of Kent Martinez-Kratz and Rod Anderson's names and removal of Povlich from Absent list on the April 18th minutes. Motion carried.**
7. Submission of bills – No bills submitted
8. Communications to the Board – none
9. **Reports from Board Committees**
 - Chelsea First**, Pat Cleary – reported they are working on three billboards going up on US23 & I96 this summer, just need 1 more ad to fill the final slot. This year there has been 50% more involvement than last year, and next year they will be looking for a P/T sales person to help sell even more ads.
 - Sculpture Walk** – Patti Schwarz reported the twelve 2013 sculptures are being installed this week, June 6th is the opening.
 - Kiosks** – (should be part of Chelsea First now) – Pierce reported he has met with Leslie Surel (Surelutions) and they are working on the map updates and have another meeting next week.
 - Accessibility** – still need a Chair
10. **Reports from Officers and City Manager:**
 - John Hanifan reported the Longworth asbestos remediation is complete and can be dropped from the agenda.
 - The Park Street Ramp and Streetscape projects are underway, they will be forming curbs today

on the east side of the street (to be completed by end of May) and then will do the west side of the street in June. The Park Street Ramp is also moving along well and there will be a change order coming for the ramp (\$5K - \$7500).

--Alleyway markings – Pierce reported he has met with Rick DeTroyer and will have an end of summer update.

11. Unfinished Business:

--Marketing Plan Longworth Buildings – Mark indicated he has had ongoing discussions with the interested parties he has been in contact with and will have more to report on marketing efforts at next month's meeting. Requested this be an agenda item next month.

-- Hanifan reported that he is in the process of issuing an RFP for the tear down of the Livery Building and should have a bid with an estimated cost at the next DDA meeting.

12. New Business

--**Purchase of Palmer Lot** – Mark summarized the Sales Agreement terms for the purchase of the lot for \$750,000 (all inclusive; including interest), payments over 7-years and inclusion of an option on a parcel to Garfield Street.

This Purchase falls in line with the 2010 Downtown Development Plan which involved a series of public meeting where 40-60 people attended each meeting, and Poley & Deardorff presented the detailed plan (drawings were present at this DDA meeting). The 2010 plan was posted on the City website for 2-years and well publicized. Consensus was this is a once in a lifetime opportunity to acquire this property.

Motion (1): **The following preamble and resolution were offered by Member Cleary and supported by Member Sanville;**

WHEREAS, the CHELSEA CITY DOWNTOWN DEVELOPMENT AUTHORITY has negotiated a sales agreement with Donna A. Palmer, owner of the 'Palmer lot', for \$750,000.00, payable in annual installments without interest for 7 years, together with right of first refusal for a property adjoining the lot and connecting to Garfield Street, and that the acquisition of the property is a proper purpose of the CHELSEA CITY DOWNTOWN DEVELOPMENT AUTHORITY and pursuant to its adopted development plan;

Now therefore,

"BE IT RESOLVED that the Board of the CHELSEA DOWNTOWN DEVELOPMENT AUTHORITY [DDA], does hereby authorize its officers to execute the sales agreement and perform its other terms on behalf of the DDA, and purchase said premises for \$750,000.00 on the terms of the said sales agreement. The premises are situated in the City of Chelsea, County of Washtenaw, and State of Michigan:

All of the land of the Seller lying West of Main Street [M-52], South of Palmer Auto Services, LLC, and North of Summit Street, being occupied as one parcel of property, commonly known as 304 and 312 South Main Street, tax code parcels number 06-06-12-436-013 and 06-06-12-436-014, and any other property lying between the above two parcels or between the parcels and Highway M-52." All resolutions or parts of resolution insofar as they may conflict with provisions of this resolution be and they are hereby rescinded.

Secretary Finger took a roll call vote; all Board Members in attendance individually voted Yes.

Hanifan explained that the DDA has two ways to fund a purchase like this; (1) sell a Bond or (2) multi-year installment payments. For the Palmer Lot purchase we have the ability to make installment payments over 7 years which will be worked into the DDA's annual budgets, and will not require a Bond.

Motion (2): The following preamble and resolution were offered by Member Sanville and supported by Member Lindauer;

WHEREAS, the CHELSEA CITY DOWNTOWN DEVELOPMENT AUTHORITY has approved a sales agreement for the Palmer lot, premises situated in the City of Chelsea, County of Washtenaw, and State of Michigan;

All of the land of the Seller lying West of Main Street [M-52], South of Palmer Auto Services, LLC, and North of Summit Street, being occupied as one parcel of property, commonly known as 304 and 312 South Main Street, tax code parcels numbers 06-06-12-436-013 and 06-06-12-436-014, and any other property lying between the above two parcels or between the parcels and Highway M-52

Now therefore,

“BE IT RESOLVED that the Board of the CHELSEA CITY DOWNTOWN DEVELOPMENT AUTHORITY, does hereby authorize its officers to apply immediately to the Chelsea City Planning Commission for site plan approval and construction of a buffer strip as authorized by the Chelsea City Zoning Ordinances to improve the strip of the premises adjoining the adjoining residential properties.”

All resolutions or parts of resolution insofar as they may conflict with provisions of this resolution be and they are hereby rescinded.

Secretary Finger took a roll call vote; all Board Members in attendance individually voted Yes.

Hanifan explained the process of getting a preliminary sketch for the buffer strip, then the city will review and make any tweeks, and then submit the drawing to the Planning Committee. Probably looking at the July Planning Committee Meeting (3rd Tuesday). We will proceed with the target of having an approval for the 2013-2014 Budget (starts 7/1/13) and the 2013 construction season. Albertson indicated to make sure to include the desired timeline when the sketch is submitted to the Planning Committee.

--Municipal Lot Dumpster – Sanville raised the question of the shared dumpster in the Municipal Parking lot, and the possibility of DDA involvement to build an enclosure. Discussed, but no action taken.

13. Announcements:

Library –Bill Harmer provided updates on his trip to South Africa with the Bill & Melinda Gates Foundation Library Conference. He also thanked the DDA and asked for their feedback on the recent 2013 Literary Walk, which was a very successful event and brought lots of visitors to Chelsea.

Chamber of Commerce, Pierce reported that the Farmers Market kicked off this month, there is a Business After hours next week in the Clock Tower building and June 6th is the Chelsea & Dexter Chamber of Commerce Golf Outing (still need golfers and sponsors). Sounds & Sights begins June 6th, thanks again for the DDA support.

Big 400 & Michigan Cares for Tourism project has a planning meeting June 12th in Lansing for

the project starting October 6th. We will be seeing lots of upcoming publicity for this event.

14. **Adjournment – Motion by Lindauer, 2nd by Merkel to adjourn the meeting at 8:15 a.m.
Motion carried.**

Minutes respectfully submitted,
Kathy Dunn Finger, Secretary