

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, JULY 16, 2009**

Present: Jackson, Feeney, Flintoft, Galvin, Heydlauff, Morrel-Samuels, Myles, Pierce, Hanifan

Absent: Frisinger, Holman, Schwarz, Winans

Others Present: Kevin Riley, Christine Linfield, Craig Maier

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

1. **Motion by Pierce, second by Galvin to approve the minutes of the July 2, 2009 Board of Directors meeting with the addition of Flintoft to the list of absentees. Motion carried.**
2. Public participation - none
3. **Municipal building update – Hanifan** The City has issued a call for qualifications of potential bidders of the contract to design and build a Police station. It is a scoring system used to reduce the list of bidders to a manageable number
4. **Downtown maintenance – Linfield, Maier** A list of paving projects was presented and their PASER ratings as an indication of where each project would fall in a plan to maintain the parking lots. There is preventive, structural improvement and re-construct categories. There was a general discussion on how to determine where current funds should be spent and how to plan for future budgets. Linfield and Maier will bring cost estimates of five smaller projects and the mill and replace surface at the fire station lot to the next meeting. Four of the projects which need reconstruction will be included in the future development of Longworth and the Police Station. There are others issues with the large east lot. There are sidewalk repairs that need immediate attention and others which can wait until they are budgeted. When a contractor is in the area for city projects, Maier will get an estimate on doing the many small sidewalk repairs scattered around downtown. He did not think the cost would exceed \$15,000.
5. City Manager Hanifan walked through the Longworth buildings with Beale to review the plan for demolition. Notices will be given to neighbors regarding date of asbestos abatement. This will take place at night. There is some possibility grant money could be available through a brownfield authority. The City is working with SME as relates to environmental issues. Lincoln Poley uncovered walls to see the state of the brickwork on the front and was pleased that it was in pretty good condition. After the buildings are removed the remaining structure will be stabilized, the surface covered with a permeable covering i.e. paved. Warren House – Gary Galvin brought a flyer advertising the house for sale. He is waiting to hear from realtor, but the last contact said it was for sale for a combination of cash and credit for a donation.
6. Nominating Committee – No report
7. Sculpture Walk\Holiday Lighting – No report
8. **Chamber of Commerce update** –(a) Travel writers came this week and loved Chelsea.(b) CACC is working with WCC and MSBDTC and the Library to assist small businesses. (c) Citizen of the Year is late in getting organized so the honoree will ride in the Hometown Holiday Parade. (d) The Chelsea Chamber has a booth at the AA Townie Party with other county chambers. (e) Summerfest will be a little smaller this year. Sponsorships are down but

the fund balance from last year will be sufficient. (f) Debbie Ryzdon resigned as Market Mgr. of Farmers Mkt.

9. McKinley update – No report
10. **City Manager's report** – A joint meeting with the DDA and City Council is scheduled for 7/28.
11. **Post Office update** – An option to purchase the Post Office building is due to them today. Hanifan said they may have an offer of \$425,000. He will check with the P.O. real estate contact.
12. **Old Business** – Seitz\Heydlauff parking lot. Myles is willing to be the liaison to the resident and business owners group regarding parking behind Gigi's, but will not lead a group. Randy Seitz made it a requirement of the easement that parking on his piece would be three hours. The city will notify affected residents and businesses that the three hours signs are going back up.
13. **New Business** – Kevin Riley suggested that there be a 30 minute only parking lot during downtown events because regular customers cannot find a place to park and his business is affected. There was a general discussion and the conclusion was that a group of interested parties need to get together and work out a solution. No specific plans were made.
14. **Additional Business** – Kevin Riley suggested that it would be good to have the DDA meeting recorded and broadcast. When the new Police Station is built, there will be a conference room with video capabilities where it would not cost additional money to record meetings.

15. Meeting adjourned at 9:15 a.m.