

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, DECEMBER 20, 2012
COUNCIL CHAMBERS – CHELSEA POLICE DEPARTMENT**

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

Absent: Polvich

Others Present: City Manager Hanifan; Council Members Albertson and Feeney; Rod Anderson, Chair CAFA and Councilman; Bill Harmer, Chelsea Library; Lisa Almendinger, Chelsea Update; Larry Bean, Chelsea Depot Association; Jan Bernath, Preservation Chelsea; Rob McFate, The McFate Group; Greg Raye, Chelsea Farmers Supply; Mary Randolph of CAGC; and Lou S., The Sun Times.

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

1. Public hearings on matters under consideration
 - None scheduled
2. **Public Comment:**
 - Jan Bernath – Preservation Chelsea stands ready to help market the Longworth Buildings.
 - Larry Bean – Chelsea Depot Board stated the 20-year Lease that Chelsea Depot, Inc. has with the Village/City of Chelsea expired in 2011 and is in the process of being renewed. The Chelsea Depot Board wishes to work with the DDA on future improvements.
3. Approval of the Consent Agenda
 - No items suggested for a consent agenda
4. **Motion by Lindauer, second by Pierce to approve the regular agenda. Motion carried.**
5. **Motion by Sanville second by Lindauer to approve the minutes of the DDA Board of Directors Meeting on November 15, 2012. Motion carried.**

President Flintoft welcomed new DDA Board Member, Chris Martinson (Owner, Chelsea Alehouse Brewery).
6. **Submission of Bills** - None
7. **Communications to the Board** – Covered in public comment.
8. **Reports from Board Committees:**
 - Workshops** – President Flintoft stated that the DDA Board has had 2 open workshops (11/1/12 and 12/6/12) to work on open projects. Outside attendance is welcome. These are non-voting work sessions.
 - Chelsea First** – Cleary reported that this committee was started 3-years ago and has come a long way! Looking at 9 businesses involved with a rotating digital billboard program and at zoned/targeted commercials on Comcast. Also, working on growing involvement with more businesses!
9. **Reports from Officers and/or City Manager**
 - Remediation Grant - Hanifan:** Upon receipt of the formal grant approval Hanifan reported he will put together bid specs for remediation work at the Longworth buildings to start in mid-

January and finish by February 15, 2013 (about a 2-week process). DDA consensus is that this step will add value to the property by remediating the lead and asbestos.

Main Street Streetscape: Jim Valenta of MCI Engineering provided a review: the drawings are being updated to remove the 2 permanent bump outs on Main Street and replacing them with a temporary bump out option; MCI has the approved permit for the crosswalks and will need to obtain a new permit for temporary bump out option, which may require a Structural Engineer to look at safety railings acceptable to MDOT for the temporary bump outs. The plan is to rebid this portion of the project and target April 2013 to start and finish by July 4, 2013.

Jackson Street One Way Study: Jim Valenta also presented unbiased information on a traffic study of the Jackson Street corridor; a written report will follow. The Board discussed the information but no action was taken; this report will be made part of the more detailed process of determining Jackson Street corridor improvements.

Alleyway markings: Pierce stated improving alleyway markings has been a topic of discussion for years. Rick DeTroyer gave some archway options a few years ago. Pierce will look in to this and provide an update at the next meeting.

Holiday Lights: Schwartz reported that there were lots of lights replaced this year (\$5,500), and asked that the company that provides lights be placed on the January agenda to provide a presentation to redo the lights for 2013.

-Historic Plaques: Hanifan reported that 1 plaque is done and in place (at Heydlauff's), a 2nd one is finished and paid for and a 3rd one is in process. Original budget is \$18K for 12.

10. **Unfinished Business** (reference New Business)

-ADA Committee: Bob Pierce offered to Chair this committee.

Motion by Cleary, 2nd by Flintoft to appoint Bob Pierce the Chairman of the ADA Committee. Motion carried.

11. **New Business: Announcements:**

-Middle to Main alley (behind Longworth buildings): From the 12/6/12 DDA work session it was determined that we need a current survey of property lines and then obtain input from a group of adjacent property owners. Heydlauff offered to take the lead and schedule a meeting as part of a DDA work session, upon receipt of the survey.

-Marketing & connector for Mack & Livery buildings: there was much discussion about what steps the DDA can take to continue to add value and prepare to market the building(s). The consensus is that in general properties seem to be moving better in today's market. Heydlauff and Holman offered to investigate further details and come back with recommendations at the January meeting.

Motion by Cleary, 2nd by Lindauer that the DDA declare the Mack and Livery buildings will be considered For Sale. Motion carried.

Sculpture Walk 2013: Schwartz presented a 2013 Budget for the Sculpture Walk of \$12,145.00, making competitive cost adjustments for this coming budget year.

Motion by Sanville, 2nd by Cleary to approve the 2013 Budget for the Sculpture Walk of \$12,145.00 as presented by Patti Schwarz. Motion carried.

Main Street lighting: After some discussion regarding replacement of the main street lights with LED lights which cost approximately \$800/pole, it was recommended we consider replacing the old lights over an 8-10 year cycle. The energy savings is approximately a 3-5 year payback. (Some LED lights are in service North section of Main Street, almost every other light – the LED light is a very bright flat light).

12. **Announcements:**

--**Chamber of Commerce:** Bob Pierce reported that Hometown Holidays weekend was very well attended (230 kids saw Santa at the Depot, 20 dozen cookies decorated, 120+ participated in the Gingerbread workshop, and 32 floats participated in the Light Parade). Thanks to all that participated and sponsored this event. Chamber Membership is at an all-time high and Business Booster memberships have been well received.

--**Chelsea Library** – Bill Harmer reported in March there are three authors coming to Chelsea on a \$6K Grant received from the Michigan Council for Arts and Cultural Affairs. Next week the Chelsea Library is making National news in a Wall Street Journal article about Innovation in Public Libraries. ‘Geek the Library’ Program is winding down, and someone from the Bill & Linda Gates Foundation is coming to Chelsea to review this very successful marketing campaign. Bill reported further that he is one of about 120 library directors chosen by the Bill & Melinda Gates Foundation to attend a Global Library Summit in Capetown, South Africa in April 2013.

--**Heydlauff** asked Hanifan to post a DDA Work session for Thursday, January 10, 2013 at 7:30 a.m. in the Council Chambers meeting room.

Merkel moved, Cleary 2nd to adjourn the Meeting at 8:30 a.m.

Respectfully submitted,
Kathy Dunn Finger, Secretary
APPROVED BY DDA BOARD, January 17, 2013