

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, FEBRUARY 21, 2013**

Present: Flintoft, Cleary, Heydlauff, Lindauer, Martinson, Povlich, Sanville, Schwarz,

Absent: Finger, Holman, Merkel, Pierce

Others Present: City Manager Hanifan, Council Members Albertson, Anderson, Feeney and Parker; Bill Harmer and Sarah Wedell, Chelsea District Library; Cathy Bean, Kathleen Clark, Brian Wisniewski, Chelsea Family Dentistry; Susan J. Moore and Mary Randolph, Chelsea Area Garden Club; Rob McFate, The McFate Group; Jim Myles, Carey Church, Police Chief Ed Toth and Officer Rick Cornell

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 scheduled.
3. **Presentations to the Board**
 - Jim Myles** discussed placement of the plaque honoring Chelsea's National Register of Historic Places. It will not be on library property and the two other choices are planter in the circle bed at the old post office site or on the McKinley Clocktower complex property. The DDA owns the plaque. He noted that it can't locate in the MDOT right-of-way as all allowable spaces are used.
 - The historic plaque posted on Heydlauff's has received good feedback. A second plaque is ready to hang and two more go to manufacturing (Vogel's & Foster's and Schneider Grocery) very soon. Building owners grant permission to hang them. Four more will be ready by May when there might be a public presentation.
 - Holiday Lights** – Schwarz read the proposal to replace all the lights. Trees have grown so large they take more lights. However some will have to be trimmed prior to installation. The bid is \$23,275. City Manager Hanifan has questions for the vendor prior to approval of funds for the project.
 - Streetscape & East Parking Lot** project update – Jim Valente of MCI. Both projects were re-bid. Three bids were received: ET McKenzie Company was low bidder at \$202,990 for sidewalk bumpouts and crosswalk improvements. For the construction of sidewalk and access ramp in Parking Lot 1, there were five bids. Jule Swartz & Sons Excavators, Inc was low bidder at \$164,800.
 - Chelsea Area Garden Club**, Susan Moore presented a proposal regarding purchase of plants for one current bed and the three planters to go in on Main Street. and having the DDA pay someone to water the beds. No action was taken.
4. Approval of the consent agenda – No items approved for a consent agenda
5. **Motion by Lindauer, second by Sanville to approve the regular agenda with the addition of discussion and presentation by Chelsea Area Garden Club. Motion carried.**
6. **Motion by Sanville, second by Schwarz to approve the minutes of the January 17, 2013 Board of Directors meeting. Motion carried.**
7. Submission of bills – No bills submitted
8. Communications to the Board - None

9. **Reports from Board Committees**

Chelsea First – Pat Cleary The half of the planned billboards for I-96 have been installed. The site, Chelseamich.com, is getting regular updates. Next meeting of the committee is March 13.
--Accessibility – No report.

10. **Reports from Officers and City Manager:**

-John Hanifan presented the bids and information regarding asbestos remediation at Longworth. SME Engineers recommend second lowest bid of \$19,136.

11. **Unfinished Business:**

--**Motion by Heydlauff, second by Sanville to approve the Resolution Awarding Contract for Main Street Crosswalk Improvement Project – Phase 1 to ET McKenzie Company in the amount of \$202,990.00, subject to the receipt of all contract documents and DDA Chair is authorized to execute the contract upon receipt of a construction permit from MDOT. Motion carried.**

--**Motion by Cleary, second by Heydlauff to approve the Resolution Awarding Contract for the Park Street Parking Lot 1 Access Ramp Project to Jule Swartz and Sons Excavators, Inc. in the amount of \$164,800 and DDA Chair is authorized to sign the contract for this project. Motion carried.**

--**Motion by Heydlauff, second by Lindauer to award the contract to QES in the amount of \$19,136, to the second lowest bidder, based on positive feedback on other projects and shortest projected work schedule. Motion carried.**

--**Sculpture Walk** – Schwarz: The submissions are coming in but not due until end of month.

--**Electronic Kiosks** – Cleary read text from Emily Penix who said there should not be more than \$500 in costs to update.. The City Manager needs something in writing, like an invoice.

– **Library Project** – Sarah Wedell The Annual Literary Walk to be held April 27, is an annual event. The headliner is Elmore Leonard and the venues will be The Purple Rose, Back to the Roots, Chelsea Alehouse, River Gallery and the Library. Sarah requested \$3,000 to assist in the costs of doing this event. **Motion by Sanville, second by Schwarz to award the Chelsea District Library \$3,000 for this project. Motion carried.** It is not clear whether they presented a detailed budget as noted on the agenda.

12. **New Business:** - Garden Club Proposal – No action taken.

13. **Announcements:** -

Library - Bill Harmer Displayed the latest Newsletter.

Chamber of Commerce – Pierce absent

14. **Public Comment**

-Brian Wisniewski DDS, whose practice is on South Street behind the old post office, wanted to notify the DDA that now that the building expansion is nearing completion, they are starting to do work on the parking lot. He wants to make sure there is no interest by the City in that space before it is cut off from access.

--Charles Taylor of Chelsea Wellness Coalition spoke regarding his group having input on the development of the Palmer Lot as a Town Center. His committee has 12 persons who are willing to work with the DDA to put together a plan for the park including meeting with the neighbors, research planning issues, parking, landscaping, cost of development. There is \$20,000 available from Chelsea Wellness Foundation for planning costs.

15. **Motion by Flintoft, second by Schwarz to adjourn at 8:12 a.m., Motion carried.**