

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

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

Absent: Holman, Povlich

Others Present: City Manager Hanifan, Council Members Albertson and Anderson; Mary Randolph, Chelsea Area Garden Club; Lisa Allmendinger, Chelseaupdate.com; Leslie Surel, Chelseamich.com; Craig Common, Chelsea Area Festivals & Events; Tom Kladzyk, Holiday Lighting

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:
 - Leslie Surel, Surelutions** - Working with chelseamich.com team and in follow up to Emily's previous proposal, Leslie handed out an updated proposal for the Downtown Chelsea Kiosk Maps Project; \$1,500 to update listings, design a new map and coordinate printing, without actual production costs. Leslie indicated production costs to print and laminate will be approximately \$350.00 for a total project cost of \$1,850.00. The Board was asked to consider this for the upcoming budget year. Flintoft requested this be moved under New Business.
 - Craig Common, Chelsea Area Festivals & Events ('CAFÉ')** – Presented an overview of the CAFÉ 2013-2014 Budget. This Budget covers Chelsea Sights and Sounds as well as the Hometown Holiday. Craig reported that over the last few years the DDA Grant amount requested has been dropping as the committee is working towards its non-profit status with the hopes of becoming financially self-sufficient. Annual grants started at \$30K/year, then \$25K, and the request is \$20K for 2013 and then \$15K for the summer of 2014. The Board was asked to consider the addition of \$15K for the upcoming budget year. Flintoft requested this be moved under New Business.
 - Tom Kladzyk, Holiday Lighting** – Tom presented his Proposal dated January 17, 2013 for replacing the Chelsea Tree Holiday Lights in 2013 (estimates 33,250 lights) at a cost of \$23,275.00. The weather conditions on Main Street with high traffic and exposure to salt erode the plug ends, most failures are environmental. This year he recommends the existing lights be removed, trees be trimmed and the LED lights replaced (need more lights too due to a growing tree canopy). Some discussion and questions on servicing the existing lights for another year (approximate cost \$8,000). The Board was asked to consider this for the upcoming budget year. Flintoft requested be moved under New Business.
4. Approval of the consent agenda – **Motion by Lindauer, 2nd by Schwarz to add the Bike Rack Service Contract for 2013 to the consent agenda, and to approve the Renewal of the Bike Rack Service Contract for 2013 with Aaron Fody - \$500 (see handout) this is budgeted and the price unchanged from last year. Motion carried.**
5. **Motion by Lindauer, second by Heydlauff to approve the regular agenda. Motion carried.**

6. **Motion by Sanville, second by Flintoft to approve the minutes of the February 21st, 2013 Board of Directors meeting. Motion carried.**
7. Submission of bills – No bills submitted
8. Communications to the Board – Flintoft reported he and Heydlauff met with Renee Papo and Papo is proceeding to take out concrete at the Federal Screw property and is doing a 2 phase clean-up (East 2/3rd work progressing, West 1/3 may be completed separately). Papo also will be moving forward with a restaurant in the old Post Office Building.
9. **Reports from Board Committees**
 - Chelsea First**, Pat Cleary – Upcoming Business Breakfast on 4/10/13. The web site, Chelseamich.com, is getting regular updates.
 - Accessibility** – Bob Pierce reported he resigned as Chair, a letter was sent to Flintoft. If anyone would like to take over this committee, please get back to Peter Flintoft.
10. **Reports from Officers and City Manager:**
 - John Hanifan reported the Longworth asbestos remediation begins today and should take 4-5 days. The Park Street Ramp and Streetscape projects are scheduled to begin at the end of April. John received the survey on the alley behind Chelsea Hardware and the Longworth buildings; there are some conflicting deeds which need to be resolved before any project could begin.
 - John further commented that we need to begin the Budget Review Process for the 2013-2014 Budget and look at what projects should be included and budgeted for (i.e. Holiday lights). He commented that it is State Law to amend a budget when something is approved outside the current approved budget but within the current FY. He will schedule a work session to review the DDA Budget by line item so we can begin the planning process for 2013-2014, which would be approved at the May DDA Meeting.
11. **Unfinished Business:** None
12. **New Business:**
 - Motion by Schwarz, 2nd by Cleary to accept the Surelutions proposal presented March 21st, 2013 for Downtown Chelsea Kiosk Maps, including \$350 production cost, to be included in the 2013-2014 DDA Budget for a total project cost of \$1,850.00. Motion carried.**
 - Motion by Heydlauff, 2nd by Lindauer to adopt the 2013-2014 Grant Request for Chelsea Area Festivals and Events; \$20,000 was approved last year for the 2012-2013 Budget and this motion approves \$15,000 for the 2013-2014 DDA Budget. Motion carried.**
 - The Board further discussed the Holiday Lighting Proposal and will keep this on the agenda for further discuss, and think about the costs for the 2013-2014 Budget review. May want to investigate other options (i.e. City used to maintain lights, or might we want to look at a different lighting concepts). Going to LED lights allowed for a significant electricity savings which allowed capacity to have lots more lights when they were originally installed in 2009.
13. **Announcements:**
 - Library** – No report, Bill Harmer absent
 - Chamber of Commerce**, Pierce – reported there is a Business after Hours tonight at Oak Park Plaza, planning is in the works for the Chelsea/Dexter Chamber Golf Outing, and Sights & Sounds has completed another audition year – the events will run from 6/6 to 8/15/13 (no event on Thursday, 7/4/13). Bob also gave an update on the Big 400 event (Maple Sugaring), formed to promote business to communities.
14. **Public Comment**
 - Guy Sanville announced the opening of the new Purple Rose Play '33 Variations' with previews starting 3/28/13. Open auditions are also scheduled for 4/22-23/13.

-- Councilman Rod Anderson spoke regarding his concern about the process of the DDA. Several DDA Board Members responded to his comments.

15. Motion by Heydlauff, 2nd by Lindauer to adjourn and go in to closed session to discuss the possible purchase of real estate. Motion carried. City Manager Hanifan and Councilman Anderson were invited to stay for the Closed Session.

16. Motion by Flintoft, 2nd by Lindauer to come out of Closed Session and then adjourn the meeting at 8:30 a.m.

Minutes respectfully submitted,
Kathy Dunn Finger, Secretary
Approved, April 18th, 2013