

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, APRIL 18TH, 2013**

Present: Finger, Heydlauff, Holman, Martinson, Merkel, Pierce, Povlich, Schwarz

Absent: Cleary, Flintoft, Lindauer, Sanville

Others Present: City Manager Hanifan, Council Members Albertson, Anderson, Suntheimer, & White; Mary Randolph, Chelsea Area Garden Club; Lisa Allmendinger, Chelseaupdate.com; Rob McFate, The McFate Group; Howard Flintoft;

1. Vice-Chair Heydlauff 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:
 - Brian Wisniewski, Chelsea Family Dentistry** - Scheduled, but did not appear.
4. Public Comment:
 - Kent Martinez-Kratz** reported the County Economic Group is hosting a networking event May 9th at the Comfort Inn from 8:30-10:30 a.m. and extended an invitation. Kent also shared that the County Equalization update was better than expected based on the tax base in the county and he commended the Chelsea DDA for leading the way in revenue growth.
 - Rod Anderson** commented it is important to capture all DDA expenditures for the upcoming year and indicated he would like to see transparency in the process.
5. Approval of the consent agenda – No items
6. **Motion by Finger, second by Merkel to approve the regular agenda. Motion carried.**
7. **Motion by Merkel, second by Pierce to approve the minutes of the March 21st, 2013 Board of Directors meeting with corrections to the spelling of Patti Schwarz and Aaron Fody's names. Motion carried.**
8. Submission of bills – No bills submitted
9. Communications to the Board – None.
10. **Reports from Board Committees**
 - Chelsea First**, Pat Cleary – No report, not present.
 - Sculpture Walk** – Patti Schwarz reported the 2012 sculptures are coming down and the 2013 ones get installed next week.
 - Accessibility** – still need a Chair to step forward, maybe look at a scheduling a work session.
11. **Reports from Officers and City Manager:**
 - John Hanifan reported the Longworth asbestos remediation went very well, it was not complex, and was completed on budget. The City will pay the remediation bill and then will receive reimbursement from the Brownfield grant. The Park Street Ramp and Streetscape projects are scheduled to kick off next week, will media announcement and blast will be made, and the City will work towards getting these projects completed on time (by the end of May/June).
12. **Unfinished Business:**

-- DDA had a work session last week to review the 2013-2014 DDA Budget which will be acted on next month. May 2, 2013 DDA Special Meeting is being requested for Budget review and approval. Council votes on all Budgets the 2nd Tuesday in May.

Motion by Pierce, 2nd by Schwarz to call a Special Meeting of the DDA at 7:30 a.m. on May 2, 2013 to review and approved the 2013-2014 DDA Budget. Motion carried.

--Marketing Plan Longworth Buildings – Mark indicated there are still a few interested parties which he will follow up with to see if they still have interest in making an offer to purchase. John Hanifan indicated he had a couple people go thought the buildings and they are still listed for sale on the City website, but no offers have been received. John Hanifan and MCI need to resolve the property descriptions of the alley behind the hardware store and along the Longworth buildings before Heydlauff and Holman can arrange meetings with the adjacent property owners.

--**Motion by Pierce, 2nd by Merkel to request the City Manager solicit bids for the demo of the Livery Building before the next DDA Meeting, so the DDA has this cost information on hand. Motion carried.**

13. **New Business** - None

14. **Announcements:**

Library – No report, Bill Harmer absent

Chamber of Commerce, Pierce – reported there have been several recent ribbon cutting ceremonies for new business (Martial Arts, ATA, Chelsea Alehouse, Smokehouse 52 is 5/2), the next business after hours is at Village Motors sponsored by Village Motors and Thompson's. The Farmers Market is scheduled to open May 4th. The Chamber and the Big 400 are partnering on a project with the Michigan 'Tourism Cares' to work with the DNR on a very exciting Mill Lake Youth Camp Project.

15. **Adjournment** – **Motion by Merkel, 2nd by Finger to adjourn the meeting at 8:00 a.m. Motion carried.**

Minutes respectfully submitted,
Kathy Dunn Finger, Secretary
Approved by the Board, May 16, 2013