

**CITY OF CHELSEA  
DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING  
7:30 A.M., THURSDAY, August 15<sup>th</sup> 2013**

**Present:** Cleary, Finger, Heydlauff, Holman, Lindauer, Martinson, Merkel, Pierce, Povlich, Schwarz

**Absent:** Flintoft, Sanville

**Others Present:** City Manager Hanifan, Susan Moore Chelsea Area Garden Club, Nat Siddall Chelsea Standard, Lisa Allmendinger Chelseaupdate.com

1. Jason Lindauer called the meeting to order and roll call of Board at 7:30 a.m., in the absence of President Flintoft.
2. Public hearings on matters under consideration – none
3. Public Comment: none
4. Approval of the consent agenda – no items
5. **Motion by Povlich, second by Merkel to approve the regular agenda with an addition to Item 12 - Depot Fencing. Motion carried.**
6. **Motion by Merkel, second by Heydlauff to approve the minutes of the June 20, 2013 Board of Directors meetings. Motion carried.**
7. Submission of bills – No bills submitted
8. Communications to the Board – none
9. **Reports from Board Committees**  
--**Chelsea First**, Pat Cleary – things are moving along well and in October Chelsea First expects to have a Part time employee hired to assist with marketing efforts and communications with local businesses.
10. **Reports from Officers and City Manager:**  
--Hanifan reported the Park Street ramp is 99% complete; awaiting pricing to add an additional stair to the ramp. The new planters look great, many thanks to the Chelsea Area Garden Club.  
--Hanifan reported that he has met with the Wellness Coalition regarding the Palmer Lot Site Plan and will be looking in to the incorporation of a required buffer. Heydlauff and Pierce are also planning to meet with Bob Mock and want to make sure all parties interests are address in our planning process.
11. **Unfinished Business:**  
--Marketing Plan Longworth Buildings – Heydlauff presented the proposal from Deardorff Design Resources to prepare additional concept drawings to connect the alley to Jackson Street looking at the needs of the entire block. After discussion, **Heydlauff moved to accept Task A for Alternative Design Concept in Deardorff Design Resources' July 10, 2013 proposal (NTE \$4,800); Holman 2<sup>nd</sup> the motion and the Motion carried unanimously.** Heydlauff indicated that the concept drawings would be available approximately 9/26/13 a week after the next DDA meeting.

-- After some discussion, **Pierce moved to ask the City Manager to obtain an updated bid on the tear down and stabilization of the Livery Building; Cleary 2<sup>nd</sup> and after further discussion the Motion carried unanimously.**

**12. New Business**

--The Depot Fence – Hanifan has received notice from Norfolk Southern RR that the City needs to address people crossing the railroad tracks between the depot and clocktower complex on foot. It is important the DDA/City take action and put up a barricade to avoid foot traffic, or the RR would come in and build a RR tie barricade. **Cleary moved to have the City Manager move forward and investigate decorative fencing options and costs for fencing to be installed on both sides of the railroad tracks from East Street to Main Street; 2<sup>nd</sup> by Merkel, Motion carried unanimously.**

**13. Announcements**

--Pierce made several announcements regarding upcoming Chamber activities; tonight is the final Sounds & Sights for the Summer, many thanks to all that helped make it a success this year; 'New Day Cleveland' is coming to film video around town to air for travel destination; the Big 400 group also was shooting a promotion video for the Mill Lake Camp Project coming up in October; Special Olympic Cycling Event is scheduled for 9/7; next Business Breakfast is scheduled for 9/11; and the Chamber Tiger Game Event is 9/14 and almost sold out.

**14. Adjournment – Motion by Merkel, 2<sup>nd</sup> by Pierce to adjourn the meeting at 8:05 a.m. Motion carried.**

Minutes respectfully submitted,  
Kathy Dunn Finger, Secretary  
Approved at the September 19, 2013 DDA Regular Meeting