

**CITY OF CHELSEA
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
7:30 A.M., THURSDAY, December 19th, 2013**

Present: Finger, Flintoft, Heydlauff, Holman, Lindauer, Martinson, Merkel, Pierce, Schwarz

Absent: Cleary, Povlich, Sanville

Others Present: City Manager Hanifan, City Council Members Albertson, Anderson & Pachero, Mary Randolph Chelsea Area Garden Club, Lisa Allmendinger Chelseupdate.com, Greg Raye Chelsea Farmers Supply, Ashley Miller Helmboldt Farmers Market, Christine Linfield, Sarah Hazelschwardt

1. President Flintoft called the meeting to order with a quorum of the Board at 7:30 a.m.
2. Public hearings on matters under consideration – none
3. Public Comment:
 - Lisa Allmendinger – Commented on how nice the colored Christmas lights are downtown.
 - Janet Pachero (City Council Member) spoke and as a new council member wanted to be fully aware of the upcoming DDA Bond Issue (\$1M) coming up before City Council. President Flintoft provided a brief review of the process (borrowing funds for specific DDA projects) and the three current projects the DDA has a Bond Proposal in process. Bond Proposal is NTE \$995K.
4. Approval of the consent agenda – no items
5. **Motion by Heydlauff, second by Lindauer to approve the regular agenda. Motion carried.**
6. **Motion by Lindauer, second by Schwarz to approve the minutes of the November 19, 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**, Pierce for Pat Cleary – provided an update that a Marketing Coordinator has been hired. Working on developing a list of projects and potential sponsors, as well a kiosk updates. Also in the works is an update of the printed brochure ‘Treasures of Chelsea’. Next meeting is in February (chelseamich & website), working on next phase of web development.
10. **Reports from Officers and City Manager:**
 - Hanifan reviewed the Bond Resolution which is going to City Council for 3 projects: Streetscape work \$50K-\$75K; Longworth/Jackson Corridor \$250K-\$260K (need engineering input and drawings); and Palmer Lot Phase 1 structure \$500K-\$600K - building, buffer, circulation and building in Phase 1. John will be meeting with Flintoft, Heydlauff, Christine Linfield and Bob Mock on specific engineering questions regarding parking egress requirements and contract/leases requirements.

--Hanifan also discussed one \$995K Bond versus two smaller Bonds. Each bond runs approximately the same cost (\$20K), so the costs would double for two separate Bonds.

--Hanifan provided a brief overview on annual DDA funds: Apx \$400K comes from annual TIFF and with current budgets costs & approved projects it typically leaves about \$160K/year as discretionary funds for DDA projects. When larger projects are considered typically DDA will request City Council Approval for a Bond to cover the cost which is then repaid out of the DDA Budget and limits discretionary projects until the Bond is paid off. Council needs plan details to adopt a formal Bond Resolution. Jan 6th, 2014 council meeting will continue discussions regarding the DDA Bond request.

--Heydlauff commented that we'd like to target early spring for the Longworth/Jackson Corridor Project (ready to bid with city engineering input) and the streetscape work (ready to bid additional cross walks and updates to lighting). Still working on additional information for the Palmer Lot Phase 1 project detail, so maybe we should consider looking at 2 bond requests due to timing (would double bond cost \$20K x 2)?

--Greg Raye commented that he'd like to see limited construction in Longworth/Jackson corridor between 2/15 and 6/15/14 which is the Livery's busy time.

11. Unfinished Business:

--Literary Walk request – DDA has committed all available funds for this fiscal year (7/1/14-6/30/15), and is unable to support any new projects. Reminder: budget planning starts Jan 1st for 7/1/14-6/30/15, encourage groups to submit requests for next fiscal year.

--Marketing Plan Longworth Building – Heydlauff reported he continues to stay in touch with interested parties in the Mack Building. Feels once the DDA moves on the new Longworth Alley Plan it will add value and we will be in a better selling position.

12. New Business - none

13. Announcements

--Pierce thanked everyone involved with Hometown Holidays, it was a wonderful success. Chamber membership is down with several businesses closed.

--Flintoft announced that Bob Pierce is retiring from the DDA Board at the end of his term (12/31/13) and thanked him for 11 years of service to the DDA. Bob asked not to be re-appointed because he wants to focus his efforts on the Chamber activities as well as his involvement with various other events, Sumerfest, ChelseaMich.com, and The Big 400.

14. Adjournment – Motion by Lindauer, 2nd by Finger to adjourn the meeting at 8:10 a.m. Motion carried.

Minutes respectfully submitted,

Kathy Dunn Finger, Secretary

Amended & Approved at the January 19, 2014 DDA Board Meeting